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Missoula Vo Tech

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# 1967 CATALOG 1968



**MISSOULA  
TECHNICAL  
CENTER**

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Missoula Technical Center curriculum  
catalog and general information

Missoula Technical Center  
Resource Center  
909 South Avenue West  
Missoula, Montana 59801

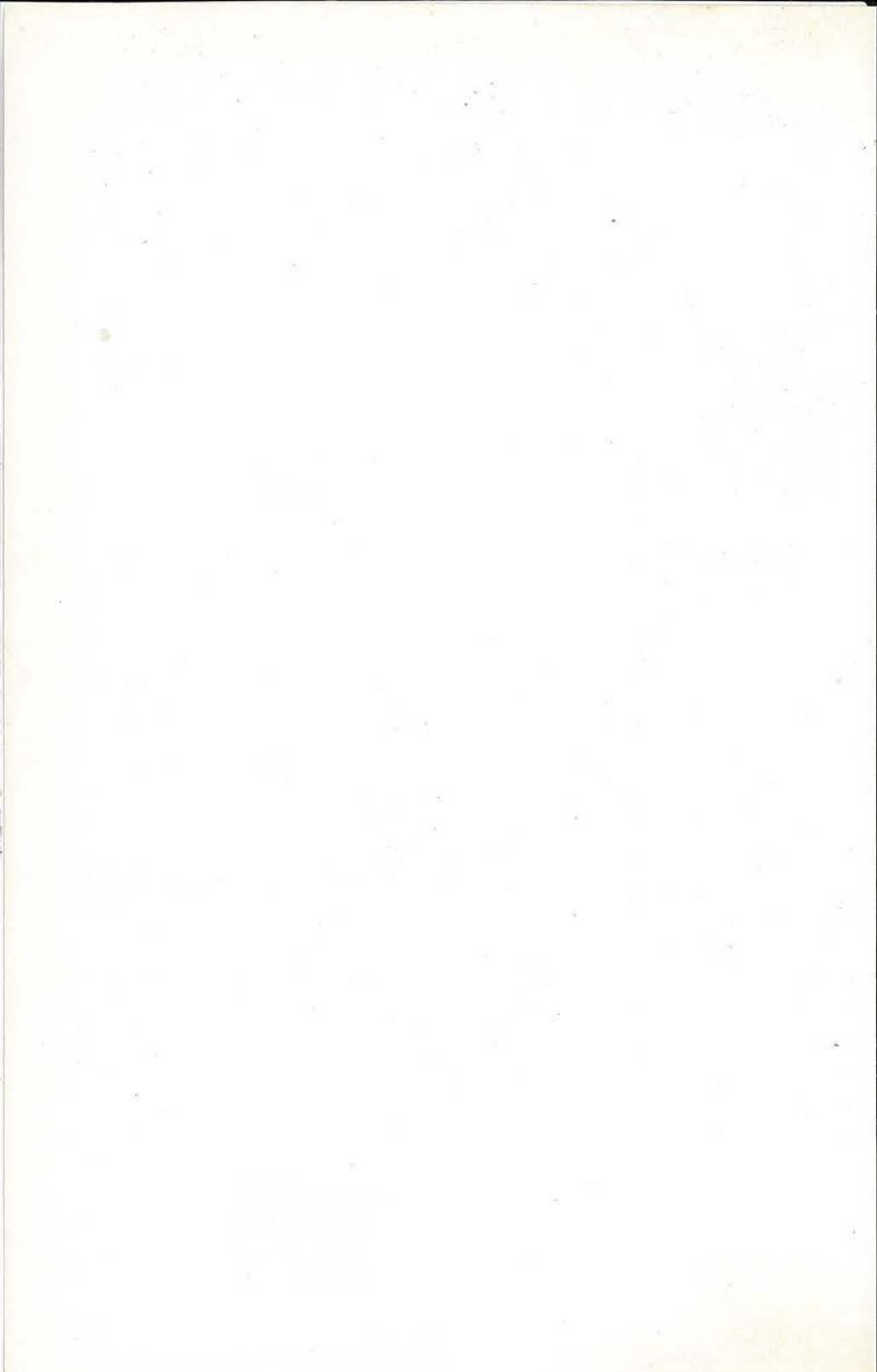
CATALOG  
OF  
MISSOULA TECHNICAL CENTER  
AN  
**AREA VOCATIONAL TECHNICAL SCHOOL**  
OF  
**MISSOULA COUNTY**  
**HIGH SCHOOL DISTRICT**

South Avenue and Holborn  
Missoula, Montana - 59801

**VOCATIONAL-TECHNICAL CLASSES**  
HIGH SCHOOL  
POST-SECONDARY & NON-HIGH SCHOOL  
ADULT EDUCATION  
CONTINUING EDUCATION

**AUGUST, 1967**

Missoula Technical Center  
Resource Center  
909 South Avenue West  
Missoula, Montana 59801



# TABLE OF CONTENTS

|                                 | Page |
|---------------------------------|------|
| Academic Calendar .....         | 5    |
| Foreword .....                  | 7    |
| History .....                   | 8    |
| Board of Trustees.....          | 9    |
| Advisory Committee .....        | 9    |
| Administration .....            | 9    |
| Instructional Staff .....       | 10   |
| Philosophy .....                | 10   |
| Objectives .....                | 11   |
| Accreditation .....             | 12   |
| Program .....                   | 12   |
| Certification .....             | 12   |
| Admissions .....                | 13   |
| Services .....                  | 14   |
| Counseling .....                | 14   |
| Placement .....                 | 14   |
| Vocational Rehabilitation ..... | 14   |
| Veterans .....                  | 14   |
| Draft Deferment .....           | 14   |
| High School Completion .....    | 14   |
| Student Costs .....             | 15   |
| Tuition .....                   | 15   |
| Text Books .....                | 15   |
| Laboratory Fees .....           | 15   |
| Refunds .....                   | 15   |
| Financial Aid .....             | 15   |
| Campus and Facilities .....     | 16   |
| Existing Facilities .....       | 16   |
| New Facilities .....            | 16   |
| Equipment .....                 | 16   |

|   |    |
|---|----|
| Parking and Transportation .....                    | 16 |
| Food Service .....                                  | 16 |
| Housing .....                                       | 17 |
| Special Facilities .....                            | 17 |
| Book Store .....                                    | 17 |
| Student Lounge .....                                | 17 |
| Academic Information .....                          | 17 |
| Curriculum .....                                    | 17 |
| Student Rating .....                                | 17 |
| Transcripts .....                                   | 18 |
| Transfer .....                                      | 18 |
| Auditing a Course .....                             | 18 |
| Student Responsibilities .....                      | 18 |
| Program Placement .....                             | 18 |
| Employment Placement .....                          | 19 |
| Absenteeism .....                                   | 19 |
| Student Government .....                            | 19 |
| Records .....                                       | 19 |
| Parking .....                                       | 19 |
| Sentinel High School .....                          | 19 |
| Assemblies .....                                    | 19 |
| Public Relations .....                              | 19 |
| Division of Post-Secondary Study .....              | 20 |
| Electronics .....                                   | 20 |
| Heavy Equipment Operators .....                     | 21 |
| Practical Nursing .....                             | 21 |
| Steno-Secretarial Training .....                    | 22 |
| Welding Technology .....                            | 23 |
| Manpower Development and Training Act Courses ..... | 24 |
| Apprenticeship Related Training .....               | 25 |
| Division of High School Study .....                 | 26 |
| Division of Adult and Continuing Education .....    | 30 |

# ACADEMIC CALENDAR

## 1967-1968

### *Fall Quarter*

|                     |   |
|---------------------|---|
| August 31 - Sept. 1 | Faculty Orientation                               |
| September 4         | Labor Day   |
| September 5         | Registration, testing, counseling and orientation |
| September 5         | High school first quarter begins                  |
| September 6         | Daily class schedule begins                       |
| September 11        | Adult and continuing education classes begin      |
| September 15        | Last day to accept registration                   |
| September 15        | Last day to drop classes without grade penalty    |
| October 18          | Mid-term reports                                  |
| October 19 - 20     | Teachers' Professional Conference (MEA)           |
| November 10         | High school first quarter ends                    |
| November 11         | Veterans' Day recess                              |
| November 13         | High school second quarter begins                 |
| November 23 - 24    | Thanksgiving recess                               |
| December 4          | Final examinations                                |
| December 5          | Fall quarter ends                                 |

### *Winter Quarter*

|                      |   |
|----------------------|---|
| December 4           | Winter quarter begins. Regular attendance day.<br>Daily class schedule begins |
| December 4           | Adult and continuing education classes begin                                  |
| December 15          | Last day to accept registration   |
| December 15          | Last day to drop classes without grade penalty                                |
| December 23 - Jan. 1 | Christmas holidays  |
| January 2            | Winter term classes resume  |
| January 19           | Mid-term reports  |
| January 26           | High school second quarter ends   |
| January 29           | High school third quarter begins  |
| March 5              | Final examinations  |
| March 6              | Winter quarter ends   |

## *Spring Quarter*

|               |   |
|---------------|---|
| March 7       | Spring quarter begins. Regular attendance day.<br>Daily class schedule begins |
| March 4       | Adult continuing education classes to begin                                   |
| March 15      | Last day to accept registration   |
| March 15      | Last day to drop classes without grade penalty                                |
| March 29      | High school third quarter ends  |
| April 1       | High school fourth quarter begins   |
| April 11 - 16 | Spring recess   |
| April 17      | Spring classes resume   |
| April 19      | Mid-term reports  |
| May 30        | Memorial Day recess   |
| June 6        | Final examinations  |
| June 7        | Spring quarter ends   |
| June 7        | High school fourth quarter ends   |

## *Summer Quarter*

|                |   |
|----------------|---|
| June 10        | Summer term begins. Registration, orientation and<br>regular attendance day. Daily class schedule |
| June 14        | Last day to accept late registration  |
| June 14        | Last day to drop classes without grade penalty  |
| July 4         | Independence Day recess   |
| August 12 - 14 | Final examination and evaluation  |
| August 16      | Graduation—School of Nursing  |
| August 16      | Summer quarter ends   |

## *Spring Quarter*

|               |   |
|---------------|---|
| March 7       | Spring quarter begins. Regular attendance day.<br>Daily class schedule begins |
| March 4       | Adult continuing education classes to begin                                   |
| March 15      | Last day to accept registration   |
| March 15      | Last day to drop classes without grade penalty                                |
| March 29      | High school third quarter ends  |
| April 1       | High school fourth quarter begins   |
| April 11 - 16 | Spring recess   |
| April 17      | Spring classes resume   |
| April 19      | Mid-term reports  |
| May 30        | Memorial Day recess   |
| June 6        | Final examinations  |
| June 7        | Spring quarter ends   |
| June 7        | High school fourth quarter ends   |

## *Summer Quarter*

|                |   |
|----------------|---|
| June 10        | Summer term begins. Registration, orientation and<br>regular attendance day. Daily class schedule |
| June 14        | Last day to accept late registration  |
| June 14        | Last day to drop classes without grade penalty  |
| July 4         | Independence Day recess   |
| August 12 - 14 | Final examination and evaluation  |
| August 16      | Graduation—School of Nursing  |
| August 16      | Summer quarter ends   |

## FOREWORD

Missoula Technical Center is a tribute to the vision, and the intellectual awareness of the citizens of Missoula County. The school is dramatic evidence of the commitment the community is willing to make in the belief that education is the key to our social, economic, technological and moral progress. Equal opportunity for all citizens regardless of age or station must be the requisite objective of a modern school system. Missoula County High School, of which Missoula Technical Center is a part, very early in its existence has ascribed to the philosophy that for a democratic society, equal educational opportunities must exist for all.

In 1920, G. A. Ketcham, principal of Missoula County High School, wrote for the pages of the Bitterroot, Missoula County High School Annual:

"Equal opportunity for all the children of all the people is the watchword of the modern high school. As social and economic pressure is removed, the high school will provide this opportunity, insofar as it is possible for it to do so through parallel and properly differentiated courses of instruction for the future farmer and mechanic and home maker as well as for the future doctor and lawyer and minister. And it will do this not by way of cheapening culture, but as a certain means of providing for culture a firmer and saner basis. Recognizing as it does the true dignity of labor and the true worth of manhood, the modern public high school embodies and reflects the composite spirit that dominates American life."

The desire, therefore, of a majority of Missoula as well as Montana citizens, is for education and training necessary to earn a livelihood, and contribute to the welfare of the community, the state and the nation. The type of programs developed, the kinds of facilities planned and constructed, and the dynamic leaders and instructional staff will play an extremely important part in creating the proper environment conducive to satisfying the objectives of this exciting period in education.

# HISTORY

Missoulians, some sixty to seventy years ago, had the distinction of having been a part of one of the earliest programs of vocational education in the state of Montana. Even though little had been done of national significance prior to 1917, early records indicate that a class in Agriculture existed in the Missoula school system at the turn of the century. A course in machine shop was part of the curriculum for several years prior to Smith-Hughes legislation.

Since 1917, vocational education has been an integral part of the Missoula County High School system. Beginning with vocational agriculture and broadening to include home economics, the opportunities for occupational training available to youth enjoyed steady growth. By 1956, and concurrent with the opening of Sentinel High School as a partner to Hellgate High School, students could find training in business education, distributive education, auto mechanics, welding, drafting, and woodworking in addition to vocational agriculture and home economics. Industrial Arts pre-vocational courses were greatly expanded during this period.

As early as 1956, the continuing adult education and community service programs had evolved into a more comprehensive offering. Prior to this time local trade unions conducted related training courses as part of the apprenticeship program. The G.I. Bill, following World War II, gave impetus to additional vocational agriculture courses, open to adults. Under the adult education division of the Missoula County High School District, federally sponsored programs such as Manpower Development and Training projects, provided occupational education to youth as well as to adults. In 1960, the first full-time, post high school occupational training program, that for Licensed Practical Nurses, began as the first such course to be offered through a high school system in Montana. Along with the establishment of two four-year city high schools and the construction of the Seeley-Swan High School, came further advancements in pre-vocational and vocational technical educational opportunities.

By 1966, a well-developed program of occupational education in business and office, health, distributive, trade, technical, industrial, home and family living, and agricultural occupations had been implemented. Advanced Industrial Arts courses were refined so that the objectives became more "pre-employment" in nature. Forestry, electricity and electronics, building construction, welding, and drafting technology were joined by vocational office occupations, as well as by an adult offering for gainful employment in the field of home economics.

On October 18, 1966, the Montana State Board of Education designated for the Missoula County High School district an Area Vocational School, as outlined in the Vocational Education Act of 1963. Funds for its construction were made available locally by passage on April 1, 1967, of a special levy for buildings and facilities, and by the accessibility of state and federal moneys as a supplement. In March 1967, the Board of Trustees of Missoula County High School system officially established the Missoula Technical Center. Admissions policies as well as school administrative policies were structured and adopted. Throughout this growth and development, the Missoula County High School district has maintained an active leadership in vocational education in the state of Montana.

## BOARD OF TRUSTEES

Missoula Technical Center is an integral part of the Missoula County High School District and as such, operates under the jurisdiction of its Board of Trustees.

Robert Hawkins, Chairman  
Mrs. Donna Shaffer, Vice Chairman  
Mrs. John Stitt, Secretary

Mr. Arthur Deschamps, Jr.  
Mr. James Garlington

Mr. Wilfred Thibodeau  
Mr. Vern Reynolds

## ADVISORY COMMITTEE

The advice and counsel of lay members of the community are prime requisites to the growth, development, and direction of the Missoula Vocational Technical Center. Persons representative of labor and management as well as of major facets of the community have been vital in the evolution of all programs within this school. The continuing contribution of the advisory committee is essential to the success of the school and of its students.

An overall advisory committee along with several subject area advisory committees have been formed to make recommendations to the Board of Trustees and the staff of the school.

Robert Prouty, Personnel - Chairman  
Waldorf-Hoerner Paper Products

Mrs. Audra Browman  
Housewife

Mr. William Kinney  
Agriculture

Mr. James Burgess, Business Manager  
The Missoulian-Sentinel

Mr. James Loftus, President  
Trades and Labor Council

Mrs. Sally Doull, Secretary  
Missoula Trades and Labor Council

Mr. Leo Riley, Personnel  
Anaconda Forest Products

Mr. Gordon Hinthier  
Montana State Employment

Mr. Richard Schoon, Manager  
Chamber of Commerce of Missoula

## ADMINISTRATION

The Missoula Vocational Technical Center is a service of the Missoula County High School District, and is directed by Benjamin A. Ulmer under the supervision of Shelby Bewley, Superintendent, and of the Board of Directors of the Missoula County High School District. The administrative staff includes:

|                         |  |
|-------------------------|--|
| Shelby Bewley .....     | Superintendent                               |
| Benjamin A. Ulmer ..... | Director                                     |
| Beverly Swarthout ..... | Assistant to the Director                    |
| Robert Roberts .....    | Coordinator of Guidance Services             |
| Michael Bullock .....   | Coordinator of Continuing Education Services |
| Royal Barnell .....     | District Curriculum Coordinator              |

# INSTRUCTIONAL STAFF

|                          |                                       |
|--------------------------|---------------------------------------|
| Cleo Baker.....          | Secretarial and Steno Work Program    |
| Joseph Barnell.....      | Welding Technology                    |
| Richard H. Boswell.....  | Secretarial                           |
| Michael Bullock.....     | Distributive Education                |
| G. M. DeJarnette.....    | Forestry Engineering Aide (MDTA)      |
| Chester Frojen.....      | Drafting Technology                   |
| John Giese.....          | Welding Technology                    |
| Gene O. Hall.....        | Heavy Equipment                       |
| Kathy Hostager.....      | Clothing Service                      |
| Mel Hostager.....        | Distributive Education                |
| Roma Krumsick, R.N.....  | Practical Nursing                     |
| Shirley Larson, R.N..... | Practical Nursing                     |
| Mark Langaunet.....      | Drafting Technology                   |
| Dennis Lerum.....        | Electricity and Electronics           |
| William MacDonald .....  | Forestry                              |
| Lillian McCammon .....   | Secretarial                           |
| Dean Martin.....         | Building Construction                 |
| David Melin.....         | Vocational Agriculture                |
| H. L. Palmer.....        | Heavy Equipment                       |
| William Rogers.....      | Automobile Mechanics                  |
| Theresa Sheppard.....    | Office Practice                       |
| Ann Wiles.....           | Office Practice & Steno Work Programs |

# PHILOSOPHY

The establishment of the Missoula Technical Center for vocational-technical education represents an exciting addition to the environment of education in the state of Montana. It embraces dimensions vital to all citizens. A vocational-technical program in the high schools was supplemented through the years by a general adult evening program, continuing education and community service programs, and vocational-technical training programs for adults. These offerings represent an integral part of the cultural growth of the Missoula area. Now, under one administration and within one framework, these several types of programs have been collected to better serve the needs of individual students and of the community, state, and nation.

"Vocational Education" is a term with many connotations; it means many things to many people. In general, it has as its objective the preparation of the student for entry into, and progress within, an occupation, as evidenced by gainful employment. A sound vocational-technical program is vital. It is a major factor in the growth, welfare, and economy of the national community. Vocational education is unique in that its objectives must always be in occupational terms and dimensions. It constitutes a significant part of the "main stream" of general education, and assumes a responsible role in providing "the most people with the most schooling," in such a way that they will be enabled to **make a living** as well as to **make a life**.

The Missoula Technical Center has been developed in response to present and predicted needs of the community, state and nation. It is now and must remain always a dynamic institution, serving a mobile population in a world of rapid change and exotic occupations. It is flexible in curriculum, instructional methods, and student resources. The "Center" type of organization reflects the concept of "area planning" both in the curricular and in the geographic sense. It provides continuing community services, as well as occupational education at the secondary and post-secondary levels.

With the guidance and endorsement of labor and management, with the assistance and support of state and independent agencies, and with strong direction from local taxpayers, the Missoula Technical Center is dedicated to meeting the challenge of new and evolving dimensions in the world of work.

## OBJECTIVES

The Missoula Technical Center assumes a responsibility to meet the needs of youth and adults, regardless of their educational or occupational experiences, by offering a curriculum that will:

- Provide pre-employment training for persons in the Secondary Schools.

- Develop skills and knowledges necessary for entry into, and progress within an occupation, for persons on the secondary or post-secondary levels.

- Afford supplementary skills and knowledges necessary for upgrading of persons employed within an occupation.

- Provide a basis for continuing education within, or retraining for, another occupation.

- Provide general adult and community service education.

It is further the responsibility of the Missoula Technical Center to meet community needs through:

- Providing an appropriate opportunity for persons who have left the schools to attain a high school diploma.

- Building a resource of trained manpower to satisfy the immediate and projected needs of labor and industry.

- Offering programs in community services to help meet the cultural needs of the individual.

- Establishing and maintaining a liaison between the individual and future educational and employment opportunities.

# ACCREDITATION

Missoula Vocational Technical Center is an area Vocational school reflecting the intent and objectives of the national Vocational Education Act of 1963, and was so designated by the Montana State Board of Vocational Education on October 18, 1966.

Its curriculum consists of programs approved through the State Department of Public Instruction, Harriet Miller, Superintendent. All members of the administration and instructional staff hold valid credentials as issued through the Department of Public Instruction, State of Montana.

Missoula County High School is accredited by the Montana State Board of Education and the Northwest Association of Secondary and Higher Schools.

# PROGRAM

Missoula Technical Center welcomes youth and adults sixteen years of age or older, regardless of educational background or occupational experience, and residents within Missoula county or the state of Montana. As an area vocational-technical school, it embraces methods of instruction and facilities appropriate to the occupations for which training is provided.

In addition to vocational-technical or occupational education, continuing adult education and community service courses meet a real educational need, thus fulfilling the concept of an educational center.

# CERTIFICATION

## Post Secondary

Students who have satisfactorily completed a prescribed course of study, whether it be in a single subject or a complete two-year curriculum, will be awarded an appropriate certificate or diploma which specifies the type of occupational training received. The permanent record will show the degree of proficiency attained by the student.

## High School

Individuals who wish to apply credit earned at Missoula Technical Center toward the attainment of a high school diploma, may do so. These students are urged to contact the counseling office and make the proper arrangements. The high school diploma will not be granted by the Center but from the student's home school.

Students will also have an opportunity to take courses which will prepare them for the High School Equivalency Test. This program is offered through the Adult Education Division of the school and tests are administered through the University of Montana.

Students successfully completing a vocational course will receive a certificate which specifies the type of occupational training received.

# ADMISSIONS

Missoula Technical Center will accept only youth and adults who can benefit from the training to which they seek admission. It is the purpose of the school to serve the needs of high school, post high school, out of school or general adult students by offering training in vocational, technical, occupational, continuing adult or community service programs.

No student transfer from other educational facilities will be accepted by Missoula Technical Center without the review of the Admissions Board. All applicants will be required to meet minimum standards for admission, as dictated by the demands of the occupation or the training to which they seek entry.

## Enrollment Procedure

1. Contact the office of admissions and secure, complete, and return application forms.
2. Submit any transcripts, references, and/or pertinent documents requested.
3. Report, upon appointment, to the counseling office for interview and placement testing.
4. If applicant is under 21 years of age and a non-resident of Missoula County, complete and return four copies of the state form, "Application for Approval of Admission of a Non-Resident Student to an Area Vocational Technical School."
5. If applicant is a veteran or seeking financial assistance from some other agency, secure, complete and return appropriate forms.
6. Following the testing, program review, interview, completion of appropriate forms and evaluation, the applicant may complete registration by payment of fees and purchase of text books.

## Late Admission

Admission to the school at any time other than at the beginning of a quarter or the beginning of a program may be granted at the discretion of the instructor and the counseling office. Late admission to any program is possible when:

1. Space is available.
2. Course content is compatible with student's training, experience and aptitude.
3. Work missed may be made up to the satisfaction of the instructor; and
4. Instructional procedures permit.

## Withdrawal from School

If a student should find it necessary to withdraw completely from Missoula Technical Center, he is asked to:

1. Obtain an official withdrawal blank from the admissions office.
2. Arrange a conference with the admissions officer or a counselor.
3. Accurately complete the withdrawal blank.

4. Have all the instructors sign withdrawal forms.
5. Return the completed form to the admissions office and satisfy all obligations to the Center.

## SERVICES

### **Counseling**

Educational, vocational and personal counseling is available to all students through the guidance and counseling division of the Center. Students are encouraged to consult with the counselor in planning and clarifying their vocational and educational objectives. Each faculty member is also assigned to further assist in guidance and counseling. Counseling services will include testing and record keeping in order to keep a workable and useful file for each student. Counseling will be continuous from the pre-instructional period through pre-employment.

### **Placement and Followup**

The counseling service will assist in working cooperatively with management, labor and employment agencies in order to provide employment opportunities for graduates. Followup studies and evaluation of programs will be ongoing in order to ascertain additional continuing education and placement needs. The student is expected to record employment information with the office.

### **Vocational Rehabilitation**

The Center is equipped to train some individuals who are referred to the school by the various public assistance agencies. Training and retraining opportunities are available under the Manpower Development and Training Act, Office of Economic Opportunity, and other federal agencies.

### **Veterans**

Veterans who are enrolled in full-time courses may receive financial assistance under the provisions of public law 550 or 894, commonly called the "G. I. Bill." Individuals who qualify should contact the office of admissions.

### **Draft Deferment**

Students who have not met their military obligations may receive deferments to pursue their Vocational-Technical training. In order to be eligible for deferment, a student must be making normal progress towards graduation. Information concerning deferment is available at the office of admissions or at the local Selective Service Board.

### **High School Completion**

Students who have not completed high school education may receive credit toward their high school diploma. Persons involved in this program should submit a transcript of previous work covered to the counseling office for evaluation.

# STUDENT COSTS

Missoula Technical Center is an area Vocational-Technical school and as such receives its financial support from state and federal sources as well as through local taxes. Every effort is made to keep student expenses at a minimum. Costs to the student include tuition fees, text books and expendable supplies. The Board of Trustees of the school reserves the right to change listed expenses.

## **Tuition Fee**

Tuition fees are payable upon enrollment. Regular quarter fees for a full-time enrollee are \$105 per quarter, while the summer quarter fee is \$85. Fees for students enrolled in a part-time program will be prorated accordingly on an hourly basis. No portion of the tuition fee is refundable. (Students under 21 and those under public assistance programs, see financial aid section.) Tuition and fee refund policy for veterans will meet federal Veterans Administration requirements.

## **Laboratory Fees**

Laboratory fees, varying according to curriculum, are charged to cover costs of expendable supplies used by the student. These fees are payable in advance.

## **Text Books**

Students may purchase new text books and some supplies from the Missoula Technical Center book store which is located at the Sentinel High School. Used books will not be purchased and resold by the book store. (See campus facilities.)

## **Refunds**

Laboratory fees which are paid in advance and are not used may be refunded on a pro-rata basis.

## **Financial Aid**

1. Students under 21 years of age may have their tuition, not to exceed \$400, paid by the county of residence. (See admissions section.)
2. Veterans may apply for financial assistance under the "G. I. Bill." Various other federal agencies provide financial aid. (See services section.)
3. Several local organizations have established scholarship funds for worthy students attending Missoula Technical Center. As the school continues to grow, additional scholarships and loans will be made available to qualifying students.
4. Students enrolled in cooperative, work-study, and on-the-job training programs have an opportunity to earn while learning.
5. Several federal assistance programs are directed through the Center. Students may also enter the school on a referral basis through federal programs. Qualified students under several programs receive full dispensation of costs plus a subsistence allowance.

## Estimate of Quarterly Expenses

The following constitutes an estimate of possible average costs per quarter for a full-time student. The total cost for the student is determined by the program of studies the student is enrolled in.

|                       |                |
|-----------------------|----------------|
| Tuition fee .....     | \$105.00       |
| Text books .....      | 15.00          |
| Laboratory fees ..... | 12.00          |
| Uniforms .....        | 10.00          |
| TOTAL .....           | <hr/> \$142.00 |

# CAMPUS AND FACILITIES

## Existing Facilities

Vocational-technical, general adult, continuing education, and community service courses available during the 1967-68 school year are housed in the newly constructed Vocational-Technical Building at South Avenue and Middlesex; in appropriate classrooms and laboratories in Hellgate High School, 900 South Higgins Avenue; and Sentinel High School, South Avenue and Bancroft; and, for directed work experience in the Licensed Practical Nursing School at the three hospitals in the area. Cooperative work experiences are housed independently in various business, industry and other cooperating agencies.

## New Facilities

Under construction are new buildings and facilities, scheduled for occupation in the fall of 1968 and 1969. These will include housing for business and office, health, industrial and technical programs. Campus site is adjacent to the Vocational-Technical Building and the Missoula County Fairgrounds and includes twenty acres.

## Equipment

New and up-to-date equipment will be made available to the student to aid in providing training which is practical and relevant to the times.

## Parking and Transportation

Adequate free parking is available at all school facilities. Bus service is available for those enrolled in the high school system. Public bus service is not available in the city area.

## Food Service

No food service is available within the Center for the 1967-68 school year. A number of public lunch and snack services are located close to the school area. New facilities will provide vended food service as well as cafeteria service to Center students.

## **Housing**

The Center does not maintain a housing service for students at the present time. Those students in need of housing however, are asked to contact the Director of Admissions for possible referral to housing facilities.

## **Special Facilities**

Upon prior arrangement, the Missoula County Instructional Resource Center is available to students for both the local production of audio-visual materials and use of the professional library. (Listening stations, preview tapes, computers, etc.)

Additionally, the Missoula County Library and the University of Montana Library supplement those resources available to the student in the Center or in the two high schools.

## **Bookstore**

Textbooks are purchased by the student, and are available through the Center Bookstore, which is located between room 114 and room 115 in Sentinel High School. Special supplies unique to a course may be purchased through the Bookstore. School and other supplies generally handled by local merchants must be purchased by the student off campus. Used textbooks may be purchased directly from other students. A new Bookstore will be built into the newly planned facility.

## **Student Lounge**

No student lounge is available during the 1967-68 school year. When planned construction is completed, adequate and attractive lounge facilities will be available for student use.

# **ACADEMIC INFORMATION**

## **Curriculum**

The curriculum base of Missoula Technical Center is generally regarded as being ungraded in that it does not require a pre-requisite grade level. Exceptions are courses which are credited to meet high school diploma requirements and courses which require a high school diploma as a pre-requisite.

## **Student Rating**

Standards of performance common to the occupation for which the student is being trained are used in measuring the student's individual achievement, skills, growth and construction. Grades are used for transcript and credit purposes. Recommendations of the student to a prospective employer are based on the Student Rating Sheets, completed by the instructor(s) and kept in the student's permanent file.

Grades are issued according to the type of program in which the student is enrolled.

**High school courses** are graded and reported as part of the school program.

**Short-term adult courses** are graded and reported upon completion. Courses for which the student does not wish a grade, are recorded.

**Full-time, post-secondary courses** are graded and reported at the completion of each quarter. A mid-quarter evaluation is made in conference with the instructor. Courses of less than one year's duration are graded and reported at the completion of each quarter and the course.

#### **Grading System:**

A — Superior  
B — Excellent  
C — Good or Average  
D — Unsatisfactory  
F — Failure

W — Official Withdrawal  
X — Unofficial Withdrawal  
or drop  
O — No grade, audit

Grades will be released by the Office of Admissions. Grade reports may also be mailed in a stamped, addressed envelope provided by the student to the Office of Admissions.

#### **Transcripts**

Official transcripts are furnished upon written request by the student only and are sent directly to the institution or agency specified in writing. The first transcript is sent free of charge. Additional transcripts will be provided for a fee of \$1.00 each, payable in advance. Transcripts are not available until ten working days following completion of a quarter.

Students may request an unofficial record of work completed through the Office of Admissions.

#### **Transfer**

It is the option of the admitting institution to grant transfer credit. Students with prior education or training may request an evaluation for credit upon admission. Students wishing to transfer credit to another institution should contact the counseling office of the Center.

#### **Auditing a Course**

Students must obtain permission from the instructor prior to registering as an auditor. Auditors are expected to attend class regularly, but do not take final tests nor receive grades or credit for the course. An auditor may not later receive credit for the course unless he re-enrolls as a regular student in the course. Regular tuition and fees are charged for all audits.

## **STUDENT RESPONSIBILITIES**

#### **Program Placement**

Students enrolling at Missoula Technical Center may have varying degrees of occupational or academic experiences and may ask for evaluation to determine other than standard placement in a curriculum. Demonstrated ability rather than academic completion alone, will be used to determine the basis for advanced standing.

### **Employment Placement**

Missoula Technical Center maintains cooperative relationship with labor, management and employment services. This cooperation provides graduates of the Center with valuable assistance in securing employment. Students are asked to keep their employment record up-to-date with the Center.

### **Absenteeism**

Attendance standards for Vocational-Technical education are the same as those for employment. The student must assume the responsibility of establishing regular attendance habits and to make up all work missed.

### **Student Government**

As the student body grows, an Associated Student Body will be organized. The main objectives of a student body organization are the attainment of unity of the students and advancement of the school. Each student will have an opportunity to belong to the Associated Student Body.

### **Records**

It is the responsibility of the student to see that school records pertaining to him be kept up-to-date. Any change of vital information should be brought to the attention of the Admissions Office.

### **Parking**

Parking facilities are provided for students west of the Vocational-Technical Building. Students are asked to park in the area provided and to use caution when entering or leaving the school area on Middlesex Street. Do not use streets and parking facilities which are used by Sentinel High School personnel.

### **Sentinel High School**

Because of the nearness of the Center to Sentinel High School, it becomes very necessary that students do not interfere with the orderly procedure of the high school program. Center students should enter only those Sentinel facilities which are assigned to them. It is of paramount importance that relationships between the two student bodies remain cordial and that programs are carried out in a cooperative manner.

### **Assemblies**

As the Center becomes established, assemblies will be held upon call of the school administration. Representatives from the community, management and labor will have an opportunity to make important contributions to the student body. Students are expected to attend.

### **Public Relations**

Each student has the responsibility to himself and to the school to assure that a proper image is presented to the public. Loyalty to the school, proper dress, personal appearance and conduct all leave a reflection. This reflection, be it good or bad, will have a direct bearing on the effectiveness of the school and its objectives for the student. Each student has the responsibility of a public relations agent for Missoula Technical Center.

# DIVISION OF POST-SECONDARY STUDIES

The post-secondary division of Missoula Technical Center offers Vocational-Technical curricula designed to prepare post-secondary and non-high school youth and adults for gainful employment. A concurrent objective of the division is to supply to management and labor, competent workers who have pride in craftsmanship and have developed attitudes leading to the acceptance of their responsibilities to community, state and nation.

Courses may be either full time or part time. They may be further classified as being cooperative, work study, on-the-job training, upgrading or re-training in nature.

Courses offered under the post-secondary division are those in Practical Nursing, Heavy Equipment Operation, Electronics, Welding and Secretarial Training.

## Electronics

The electronics technician occupies a key and unique position between the engineer and the craftsman. He is trained in industrial practices and trade techniques. A wide variety of employment opportunities are available to the qualified electronics technician graduate. The first year of this two-year course is designed to train students for limited employment opportunities and to be a pre-requisite to more advanced training. The second year program will qualify graduates to work in communications, radio and television repair, Instrumentation, Industrial Electronics, as well as a cluster of occupations which fall under the broad area of electronics technology.

Areas of instruction for the first year are:

| First Quarter             | Second Quarter             | Third Quarter                   |
|---------------------------|----------------------------|---------------------------------|
| Electricity & Electronics | Electronics                | Electronics                     |
| Electron theory           | Electron tube theory       | Instrumentation                 |
| Direct current            | Semi-conductor theory      | Meters                          |
| Alternating current       | Common electronic currents | Generators                      |
| 3-Phase systems           |                            | Testers                         |
| Technical Mathematics     | Sheet Metal                | Analyzers                       |
| Algebra                   | Pattern development        | Drafting                        |
| Trigonometry              | Cutting                    | Technical sketching             |
| Technical Writing         | Forming                    | Dimensional drawing             |
| Reporting                 | Fastening                  | Pictorial drawing               |
| Technical reports         | Industrial Economics       | Electrical & electronic symbols |
| Illustrating reports      | Economic forces            | Graphic presentation of data    |
| Oral reporting            | Natural resources          | Communication skills            |
| Group communications      | Capital and labor          | Sentence structure              |
|                           | Business enterprises       | Using resource materials        |
|                           | Production & costs         | Written expression              |
|                           | Prices & competition       | Talking and listening           |
|                           | Management                 | Reading                         |
|                           | Banking                    |                                 |

Units of instruction on a quarter basis for this one-year (1,863 hours) course are:

|   | Fall<br>Hrs. | Winter<br>Hrs. | Spring<br>Hrs. | Summer<br>Hrs. | Total<br>Hrs. |
|---|--------------|----------------|----------------|----------------|---------------|
| Nursing Arts and Skills.....                    | 175          | 44             | ...            | 40             | 259           |
| Normal Growth and Development...                | 48           | 66             | ...            | ...            | 114           |
| Personal and Vocational Relations..             | 72           | 44             | ...            | ...            | 116           |
| Nursing Care in Conditions<br>of Illness .....  | 48           | 66             | 22             | ...            | 136           |
| Home Management and Illness<br>in the Home..... | ...          | ...            | 33             | ...            | 33            |
| Class and Laboratory Hours.....                 | 343          | 220            | 55             | 40             | 658           |
| Clinical Experience .....                       | 120          | 220            | 385            | 480            | 1205          |
| <b>TOTAL HOURS OF EXPERIENCE...</b>             | <b>463</b>   | <b>440</b>     | <b>440</b>     | <b>520</b>     | <b>1863</b>   |

### Clinical Experience

|  |         |
|--|---------|
| Basic Medical Care.....                    | 5 Weeks |
| Advanced Medical Care .....                | 5 Weeks |
| Basic Surgical Care.....                   | 5 Weeks |
| Advanced Surgical Care.....                | 5 Weeks |
| Maternal Care .....                        | 6 Weeks |
| Infant Care .....                          | 2 Weeks |
| Sick and Well Child Care.....              | 6 Weeks |
| Central Supply .....                       | 1 Week  |
| Chronic Illness and Convalescent Care..... | 8 Weeks |
| Emergency Room .....                       | 2 Weeks |
| Physical Therapy .....                     | 2 Weeks |
| Nutrition .....                            | 3 Weeks |
| Vacation Time .....                        | 2 Weeks |

**TOTAL..... 52 Weeks**

### Steno-Secretarial Training

This course is offered to those students interested in a career in the secretarial field. The curriculum is designed not only to cover the beginning level but also to cover brush-up areas for the experienced secretary. At all times, the development of a professional approach to work is stressed.

In this course a unique form of scheduling consisting of classes offered in the afternoon and others offered in the evening as part of the Adult Education School is employed. Because of this method of scheduling students are able to pick up courses on which they wish to place emphasis or in which they need additional help.

The secretarial curriculum is designed to prepare secretaries and stenographers for all businesses as well as local and national government offices. A total of 552 hours of instruction will be offered during the day program while an additional 360 hours may be taken through the Adult Education Division.

## Heavy Equipment Operators

Numerous local and state surveys indicate that existing and rewarding employment opportunities exist in the area of Heavy Equipment operation and maintenance. With increased activity in road construction, forestry and other heavy-duty projects, there continues to be a chronic shortage of operators.

The course is designed to provide an opportunity for the student to develop the skills and gain the knowledge necessary for employment as a heavy-duty equipment operator. Instruction will cover a twenty-four month period. Students will receive six months of institutional training plus six months of "on-the-job" experience each year. The course will be the joint effort of the Montana Contractors Association, Inc., the Operators Union and the Missoula Technical Center.

Students will be paid during the "on-the-job" phase of training and will receive a journeyman rating at the completion of the course.

Training will be on various heavy-duty machines commonly used in the industry. A modern well-equipped shop and up-to-date instructional equipment will provide opportunities for training leading to employment in an occupation which demands technological skill and better than average salaries.

Students will meet for six hours per day during the "institutional" phase of training, and eight hours per day during the "cooperative" phase.

Units of instruction for this two-year (3,800 hours) course are:

- Introduction and Safety
- Orientation to Heavy Equipment
- Plan Reading and Grade Setting
- General Operation Information
- Inspection
- Hand Tool and Power-Operated Tools
- Tractor Operator
- Motor Grader Operator
- Related Information
- Scraper Operator
- Front End Loaders
- Hydraulics
- Electric Power
- Maintenance and Repair

## Practical Nursing

A great demand for additional nursing services exists due to the rapidly expanding population, a longer life span and an increase in the medical services available to individuals of all ages. The Licensed Practical Nurse contributes greatly in meeting these demands.

This course is designed to prepare the candidate for employment as a Licensed Practical Nurse. Successful completion of this training will qualify the graduate to take the Montana State Board Examination for Licensed Practical Nurses.

The nursing course is the cooperative effort of Missoula General Hospital, Missoula Community Hospital, and St. Patrick Hospital. Additional training is offered through one of the Missoula nursing homes.

Certificates will be granted on the basis of achievement and performance standards. Students may continue to attend classes until the desired performance standards are met.

### **Areas of Instruction**

- Typing
- Gregg Shorthand
- Transcription
- Office Machines
- Basic Business Language
- Communication Skills
- Office Procedures
- Secretarial Practice
- Personal Analysis
  - Grooming
  - Hygiene
  - Personnel Relations
- Work Experience

### **Welding Technology**

Metal is the basic material used in manufacturing, construction and maintenance. Welding has become a "tool" of many trades and the individual who possesses the knowledge and the ability to form, fabricate, and repair all types of metals will find a satisfactory and rewarding career in the field of welding.

The complete course for multi-occupational welder requires three quarters of training and includes the practical and theoretical knowledge which is required of a certified welder.

Specific areas of instruction covered include oxy-acetylene welding and cutting, electric arc welding, and semi-automatic "tig" and "mig" welding. Students will have an opportunity to practice in a modern well-equipped laboratory. Welding techniques will be learned in all four welding positions. Each student will have an individual station available for the laboratory portion of his training.

The theoretical aspects of welding are as important to the welding technician as the practical skills he may possess. Some of these include a basic understanding of metallurgical processes, properties of industrial gases, methods of fabrication, equipment installation, chemical reactions and electrical current control used in the welding industry.

The welding technician may find himself working with the latest alloys of the space age and will have the satisfaction of knowing that his skills and knowledge will lead to a successful and rewarding future.

### **Welding Curriculum**

37 Weeks

|                                      |                  |
|--------------------------------------|------------------|
| Practical laboratory experience..... | 552 hours        |
| Classroom and related training.....  | 368 hours        |
| <b>TOTAL.....</b>                    | <b>920 hours</b> |
| Oxy-acetylene theory and laboratory  |                  |

Electric-arc theory and laboratory  
Structural welding laboratory and theory  
(Tig) Tungston inert gas metal arc welding  
(Mig) Micro-wire inert gas welding  
Jigs and fixtures laboratory  
Pipe welding laboratory and theory  
Soldering and brazing  
Semi-automatic welding  
Production welding  
Related drawing and blueprint reading  
Testing and evaluation for certification

## MANPOWER DEVELOPMENT AND TRAINING ACT COURSES

Courses offered under the federal Manpower Development and Training Act (MDTA) vary from year to year according to employment and retraining needs. These courses are established to train individuals who are unemployed, for shortage occupations. Some programs are "upgrading" in nature to train individuals who have limited skills so that they may seek gainful and steady employment.

Students are screened and tested through the Employment Service. These programs are administered jointly by the Employment Service and Missoula Technical Center. Educational costs are paid for through federal and state funds. Full-time students will receive a subsistence allowance while in training. Applications for M.D.T.A. courses must be made through the Employment Service. The following are possible M.D.T.A. courses which may be offered. Other courses may be offered as needs arise:

### Forestry Engineering Aides

This course is designed to train students to do sub-professional engineering work and fire control and timber management work. Some of the areas covered in this class are general forestry, mathematics, use of hand and power tools, fire control, leadership and supervisory training, property maintenance, engineering aide, road location, resource management, aerial photo interpretation and variable plot cruising. Candidates for this course must be 18 years of age or older, and have a high school education or equivalent. High school equivalency may be established during the training period.

### Lumber Graders

This course enables the student to become proficient in the area of establishing a grade to finished lumber. The course provides for practical experience in the area lumber mills under experienced lumber graders. Graduates qualify to seek employment as a lumber grader, primarily of soft woods.

### **Multi-Operation Welders**

This course allows the student to explore the various techniques used in the erecting and repairing of various types of metal structures and machinery by laying out, cutting, fitting and joining component metal parts using arc or gas welding techniques. Areas covered in the class are properties of metals and their relationship to different types of welding rod; correct selection of welding processes, estimating and figuring materials needed, blueprint reading, use of hand tools and safety methods. Graduates of the course must take and pass the test for Certification as a General Welder.

### **Log Fallers**

This course is designed to give the student knowledge in felling trees to facilitate skidding, minimize danger of personnel injuries and damage to equipment and to other trees. Major course areas are conservation practices, safety and first aid, fire prevention, care and maintenance of tools and equipment, techniques and procedures in tree falling and scaling, measuring and marking. Graduates of this course qualify for employment as log fallers with private firms or the Forest Service.

## **APPRENTICESHIP RELATED TRAINING**

The purpose of apprenticeship training is to develop skilled craftsmen through on-the-job training and related classroom instruction. The Joint Apprenticeship Committee of each trade, and the administrative staff of the school, administer the program. The committee has the responsibility for regulating the on-the-job work experience and advising the Center on matters pertaining to related school instruction.

Standards for each of the apprenticeable trades, formulated by the respective trade Joint Apprenticeship Committee, and approved by the Montana State Apprenticeship Council, require that apprentices receive a minimum of 144 hours of related trade instruction for each year of apprenticeship.

In this program, Missoula Technical Center cooperates with the Bureau of Apprenticeship and Training; U. S. Department of Labor; Montana State Apprenticeship Council; Montana State Department of Public Instruction and the local Joint Apprenticeship Committee by providing the related trade instruction for indentured apprentices in the various crafts.

### **Admission Requirements**

To enroll in this program, students must be indentured apprentices according to the standards of the respective trades. Full allowance is made toward the full apprenticeship period for the actual hours of instruction received in the Center's classes.

### **School Term**

The school term for related apprenticeship classes runs concurrent with the regular three-quarter term of Missoula Technical Center. Normally, classes are organized the first week in September and will close during the first week in June.

Students will be notified by their respective Joint Apprenticeship Committees prior to the beginning of school, concerning beginning dates. Apprentices entering the trade during the school year may enroll during the first meeting of the class following their entrance into the trade.

### **Class Schedule**

In order to meet the requirement of 144 hours of related instruction each year, classes must meet four hours each week for 36 weeks. Classes will meet from 6:30 P.M. to 10:30 P.M. Class schedules are available through the Center office.

### **Books, Equipment and Supplies**

All books, expendable equipment and supplies used in apprentice classes shall be provided by the apprentice. Reference materials may be issued or supplied by the Joint Apprenticeship Committee. Some apprenticeship committees supply all books and materials for apprentices. Books and supplies may be purchased in the Missoula Technical Center Bookstore.

### **Certificate of Apprenticeship**

Upon completion of his indentured training, each apprentice will have earned a Certificate of Apprenticeship issued by the Montana State Apprenticeship Council upon the approval of his local Apprenticeship Committee.

### **Classes**

Classes now being offered for indentured apprentices are for the following trades:

- Automobile Mechanics
- Carpenters
- Electricians
- Plumbers
- Sheet Metal Workers

## **DIVISION OF HIGH SCHOOL STUDY**

Secondary level Vocational-Technical training is designed to provide for Juniors and Seniors the opportunity to develop the skills and gain knowledge for employment. Students outside of Missoula County may transfer from their home school to attend one of the Missoula County High School units. Vocational-Technical training will be available through the Missoula Technical Center while academic subjects necessary for high school graduation will be studied at one of the high schools. High school students from Missoula County will also pursue Vocational-Technical training at the Center while attending their home school. Students will graduate from their home school rather than from the Center. Fees charged for expendable materials are the responsibility of the student. Tuition fees will be paid by the student's county of residence.

## **BUSINESS AND OFFICE EDUCATION**

### **Office Practice — 2 semesters — 10 credits**

The student will have an opportunity to learn about office practices and procedures used in a modern business office. Basic business and office skills and knowledge needed for employment in a cluster of office occupations will be taught. Areas covered include typing, clerical procedures, office machines, bookkeeping and personal analysis. Related instruction will be in basic communication and business mathematics.

### **Steno-Secretarial — 2 semester — 20 credits**

This course is designed to help the student develop the skills and gain the knowledge necessary for employment as a secretary. Students enrolling in this course must have, as a pre-requisite, one year of training in shorthand and one year of typing. Areas covered include typing, Gregg Shorthand, transcription, office machines, communication skills, office procedures, secretarial practice, personal analysis. Related experiences will include communication, basic language and work experience.

### **Distributive Education — 4 semesters — 40 credits**

This is a two-year program designed to give the student training in the areas of marketing and distribution. The course is offered on both the Junior and Senior high school level. Credit is given for the classroom work and the work experience training. Students of this program are dismissed in the early afternoon to go to work in a variety of retail, wholesale, and service establishments in the Missoula area while receiving this on-the-job training the student is paid a wage by the firm for which he works.

Areas of instruction covered are merchandise information, salesmanship, display, advertising, show card lettering, credit and collections, merchandise buying, marketing research and individual study. Closely related to the classroom work and "on-the-job" training is the club activity of D.E.C.A. (Distributive Education Clubs of America).

## **INDUSTRIAL TECHNICAL**

### **Automobile Mechanics — 2 semester — 20 credits**

The automotive industry has become an important segment of the American economy. Employment opportunities are many in this ever-growing field. The course is divided into two main phases. During the first semester students will have an opportunity to study and receive practical experience while working with the various components of the modern automobile. Areas covered will include those of carburetion, automotive electricity, power train, transmissions, suspensions, brakes and engines. During the second semester, students will have an opportunity to repair automobiles in a realistic garage type of organization.

### **Building Construction — 2 semesters — 20 credits**

The building trades continue to offer more employment opportunities than most other occupations. Students receive practical experience in layout, lines, levels, foundations, fabricating, power machine operations, interior finishing and hardware installation. The class will meet for a period of two hours per day. When possible, students will be placed in a part-time

work program to receive practical experience. Pre-requisites are completion of two years of industrial arts education.

### **Drafting Technology — 2 Semesters — 10 Credits**

Drafting and Design Technology is a universal graphic language which is the key to the rapid growth and expansion of new and existing industries. A technician with drafting and design background will often assist engineers or designers in the development of new products. Because of industry's rapid growth, the demand for qualified people in this technical field greatly exceeds the supply. This course offers excellent employment opportunities to its graduates. A pre-requisite to this course is the successful completion of two years of Industrial Arts Drafting.

### **Electricity and Electronics — 4 semester — 20 credits**

This is a basic course which includes instruction in such areas as the composition of matter, electricity and magnetism, direct and alternating current circuits, vacuum tubes, power supplies, generation and amplification of energy, transistor principles, radio receiver principles, use of test equipment, receiver servicing and applied mathematics. Successful completion of this course qualifies a student for entry into the second year of post-secondary electronics training or into the labor field as an electrician. Pre-requisites include completion of one year of algebra.

### **Welding Technology — 4 semesters — 20 credits**

Welding has become a tool of many trades. The Welding Technology course will prepare the student to receive employment as a welding technician in a variety of construction and maintenance fields. Students will have an opportunity to develop their welding skills in a modern and well-equipped shop by practicing welding in the four common welding positions. The welding processes of oxy-acetylene, electric-arc, Tungsten inert gas, micro-wire inert gas will be learned. Each student will have an individual station available for the laboratory portion of his training. Students wishing to complete only the basic welding phase of the course may finish and receive credit after one year of training.

## **AGRICULTURE**

### **Basic Vocational Agriculture — 2 semester — 10 credits**

The first year of Vocational Agriculture is devoted to basic agriculture and farm mechanics. Skills and knowledge gained are pre-requisites for the work to be covered during the following three years. Vocational Agriculture students will have an opportunity to join the Future Farmers of America Club. The experiences gained from the FFA Club is a vital part of the over-all agricultural training. The course is open to Freshmen and Sophomores.

### **Intermediate Vocational Agriculture — 2 semesters — 10 credits**

The second year of Vocational Agriculture is devoted to the study of production, with emphasis on plant and soil sciences. Other areas covered include shop management, basic construction and mechanics. The skills and knowledge developed during this year of training are fundamental to the more technical types of training which will be offered during the third and fourth years. This is a Sophomore or Junior year course.

### **Agri-Production — 2 semesters — 10 credits**

The agri-production course is offered to Juniors and Seniors. The course emphasizes such areas of instruction as livestock production, crop production and career opportunities. A land laboratory is being developed to provide an opportunity for students to realistically practice production methods.

### **Agri-Business and/or Agri-Mechanics — 2 semesters — 20 credits**

Agri-Business and Agri-Mechanics courses are designed for students who wish to pursue agricultural occupations other than farming or production. These courses will provide training leading to employment in agriculturally related business pursuits. Students will receive instruction in such areas as small engines, machinery engines, tractor engines, farm machinery service and repair, machinery adjustment, partsman training, management and sales. Emphasis will be on marketing, processing and servicing of agricultural material. Juniors and Seniors who have completed at least two years of vocational agriculture may register for these courses.

### **Forestry — 4 semesters — 20 credits**

This two-year course for Juniors and Seniors is designed to provide the training necessary for employment as a Forestry Engineering Aide. Graduates may also receive employment in the Forest Products industries. Students will meet for one period each day during the school year. Many field trips to the forests and forest products industries are made during the year. A land laboratory, which will be used for outdoor experimentation and study, is being developed. Areas of instruction include those in the structure and physiology of plants, dendrology, forests, seeding and planting, measuring, timber cruising, forest surveys, forest management, range management, wildlife management, forest recreation management, harvesting the forest crop and manufacturing forest products. Graduates will find this an exciting and rewarding occupation.

## **HOME ECONOMICS**

Traditional homemaking courses are offered by the high schools and will not be duplicated by the Missoula Technical Center. Training for gainful employment in a cluster of related occupations will be offered through the Center at a later date.

### **Clothing Services — 2 semester — 2 hours per day — 20 credits**

This course will qualify students for employment in one of a cluster of occupations related to clothing services and textiles. Students will have an opportunity to construct and alter all types of garments, to learn all aspects of the relation and purchase of textiles, to develop patterns, fitting, drapery sewing and commercial sewing. Clothing design and tailoring will also be covered. The latest teaching methods and techniques are utilized in these classes. Students enrolling in this course must have successfully completed two years of secondary homemaking courses.

# ADULT AND CONTINUING EDUCATION DIVISION

## General Information

The Adult and Continuing Education Division provides educational opportunities for youth and adults who wish to upgrade their skills and update their knowledge. Some courses are available for those who wish to go to school just for the sake of learning. Courses vary with respect to objectives, length, cost, and degree of proficiency required. Classes may be formed whenever there is a request from fifteen or more individuals for a specific type of training.

## Admission

Any individual 16 years of age or older who can benefit from the training may enroll.

## Registration

Announcements of starting dates and periods of enrollment are made through local news media, industrial establishments, labor organizations, and governmental agencies.

It is advisable to register prior to the beginning of a class since the number of students that may be accommodated may be limited. If enrollments have not filled the class prior to the first meeting date, continued enrollments will be taken in the order in which they apply. No registration will be accepted after the second meeting date of a class.

## School Term

The Adult Education Department operates under a three-term schedule. Most classes meet one night per week for a ten-week term or a total of 30 hours. Some courses require more than one unit of instruction; therefore, additional units are added progressively during successive terms.

## Class Schedule

In general, most classes meet for periods of two to three hours one or two evenings each week. A three hour class normally runs from 7:00 P.M. to 10:00 P.M. and a two hour class from 7:00 P.M. to 9:00 P.M. Classes may be offered at other hours to fit the convenience of the class and the faculty.

## Registration Fees

The registration for most classes is based on a rate of \$.20 per hour or \$6.00 for a 30-hour unit. These fees are non-refundable.

## Books, Equipment and Supplies

Books, equipment and supplies which may be necessary for Adult Education classes are the responsibility of the student and may be purchased from the Center bookstore. Costs, pertaining to these items, may be obtained by contacting the Center office or bookstore.

## Classes Offered

The following list of adult and continuing education classes are those which are usually offered. Individuals interested in any class not listed, should inquire at the Center office for the possible inclusion of such a course into the curriculum.

### Art

Art for Elementary Teachers  
Art with Fabrics  
Ceramics  
Drawing

Oil Painting I  
Oil Painting II  
Water Color Painting

### Business Education

Bookkeeping I  
Bookkeeping II  
Bookkeeping III  
Business English  
Business Machines  
Civil Service Test Preparation  
Data Processing  
Income Tax Preparation  
Office Filing

Office Procedures  
Shorthand I (Gregg)  
Shorthand II (Gregg)  
Shorthand III (Gregg)  
Typing I  
Typing II  
Typing III  
Speed Typing  
Speed Shorthand

### Distributive Education

Christmas Selling  
Show Card Lettering

Store Security

### Health Occupations

First Aid (Red Cross)  
Nurse Aide Training  
Nursing Home Attendants  
Parenthood Conferences

Physical Fitness for Women  
Practical Nursing (Refresher)  
Registered Nursing (Refresher)

### Languages

Basic English  
Conversational French  
Conversational German

Conversational Spanish  
Speed Reading

### Trade-Industrial-Technical

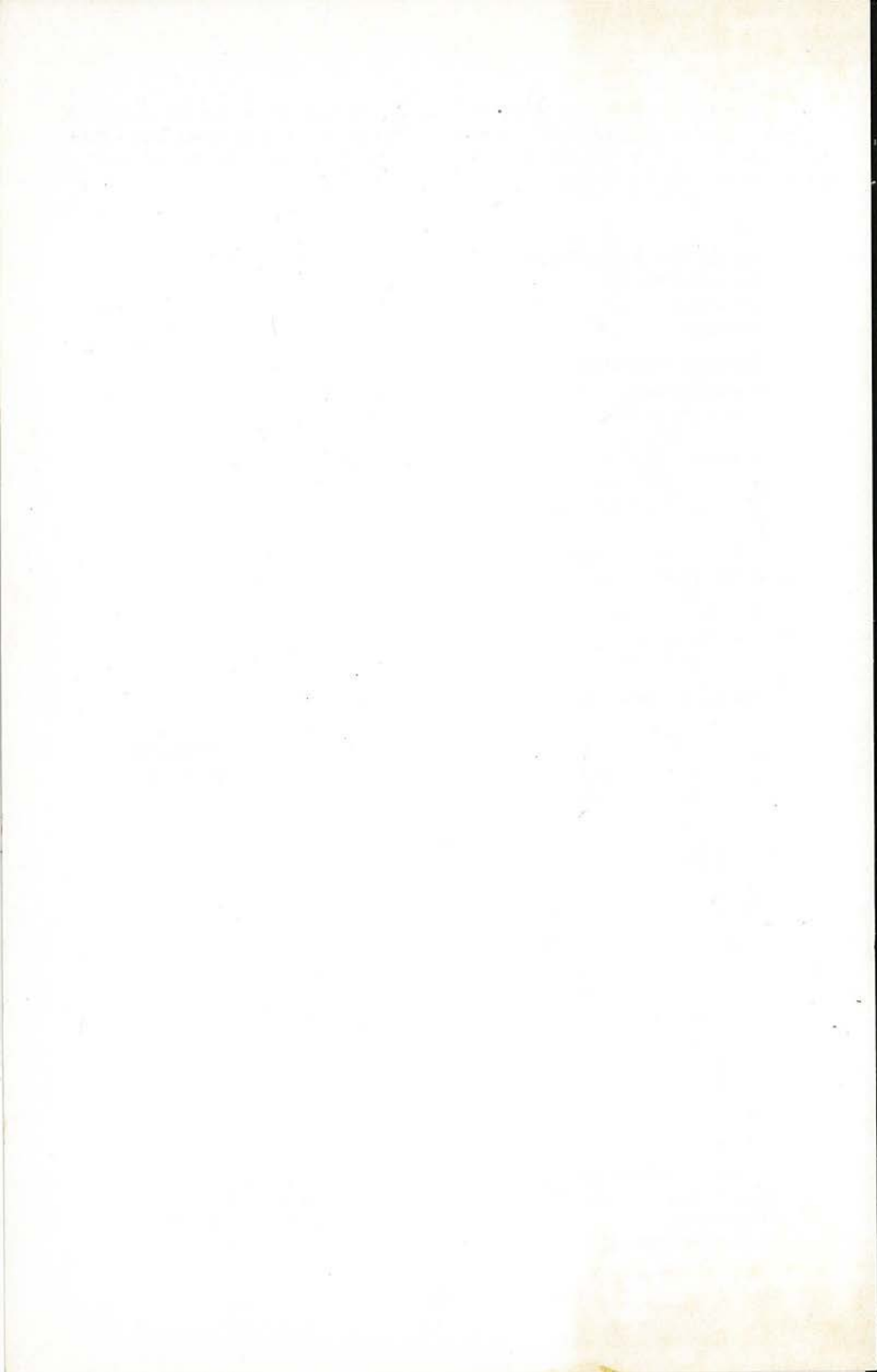
Arc and Acetylene Welding  
Agriculture Mechanics  
Basic Arc Welding  
Drafting and Blueprint  
Electronics  
Factory Mechanics  
Industrial Communication

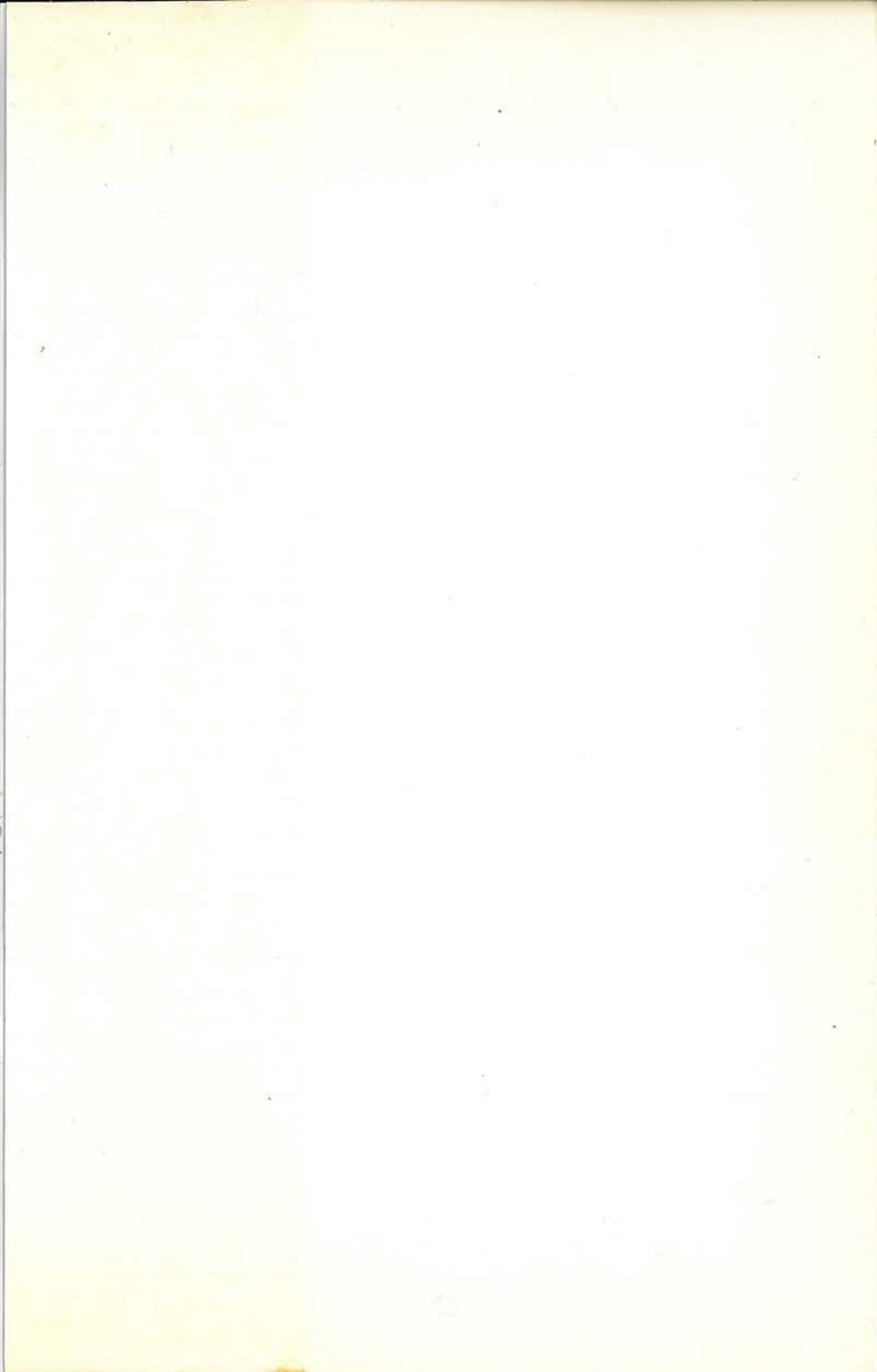
Industrial Mathematics  
Millwright Training  
Radio Electricity  
Specialized Welding  
Upholstering  
Woodworking

### Others

Aviation Ground School  
Basic Adult Education  
Citizenship  
Driver Education

General High School Equivalency  
Test Preparation  
Mathematics for Parents





COLLEGE OF TECHNOLOGY



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