1-1-1969

**Missoula VoTech Course Catalog, 1969-1971**

Missoula Vo Tech

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Missoula Technical Center

Curriculum catalog and general information

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1969-71

Missoula, Montana 59801
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Governor — Forrest H. Anderson
Superintendent of Public Instruction — Miss Delores Colburg
Director of Vocational Education — William A. Ball

State Vocational Advisory Board:
Jack Gunderson, Chairman
Mrs. Linda Skaar, Vice Chairman
William A. Ball, State Director
Gordon R. Bennett
Shelby Bewley
Jack C. Carver
Joe Crosswhite
William L. Erickson,
William Korizek
Bill Mathers
Wallace E. McCulloch
O.L. Moren
Perry F. Roys
Mrs. Tom Yellowtail

General Advisory Committee, Missoula Technical Center:
Mr. Robert Prouty, Chairman
Mrs. Audra Browman
Mr. James Burgess
Mrs. Sally Doull
Mr. Gordon Hinther
Mr. William Kinney
Mr. James Loftus
Mr. Robert Runke

Board of Trustees, Missoula County High School:
Wilfred V. Thibodeau, Chairman
Arthur Deschamps
James C. Garlington
Dr. Robert Hawkins
Vern Reynolds
Harold N. Dufrane
Mrs. M.Y. Foster

Superintendent — Shelby Bewley
Director of Missoula Technical Center — T.E. (Gene) Downey

Administrative Staff:
Everett E. Davis — Assistant Director Instructional Services
W. Dewey Skelton — Assistant Director Procurement & Placement
Richard C. Mattson — Director of Pupil Personnel Services (MCHS)
John H. Giese — Assistant Director Adult and Continuing Education
Charles R. Couture — Counselor

Instructional Staff: Post Secondary Division (full-time)
* Mrs. Winifred Schweitzer
Alfred L. Chase
Delvan S. Carroll
Mrs. Mary V. Davidson
Allen Baumberger
*Francis Bolisvert
Mrs. Kay Burgess
William Burlingame
*Mrs. Roma Krummick
Roy Stewart
*James Taylor
*Dennis Lerum
*Lyle Tiensvold
William MacDonald
Mrs. Lois Schultze
Robert Toomey
Mrs. Barbara Lassila
Mrs. Margaret Gisselberg
Mrs. Anita Gaskill
Mr. William Stock
*Mrs. Ann Wiles
*Also assist in Adult and Continuing Education Division.

Instructional Staff, Adult and Continuing Education Division (part-time)

<table>
<thead>
<tr>
<th>Barnell, Joe</th>
<th>Heinrich, Ilene</th>
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<tr>
<td>Baylor, Robert</td>
<td>Henriksen, Don</td>
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<td>Keogh, John L.</td>
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<td>McBride, Judy</td>
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<td>Cope, Renate</td>
<td>McGill, Patricia</td>
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<td>McGillan, Jerold</td>
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<td>Misike, Sue</td>
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<td>Phelps, Larry</td>
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<td>Garrett, Helen</td>
<td>Whitcomb, Thomas</td>
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<td>Whitlock, John</td>
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</table>

Office Personnel:
Jan Elway – Fiscal/Administration Secretary
Barbara Dunn – Admissions/Counseling Secretary
Cathy Spero – Receptionist/Secretary

PHILOSOPHY

Vocational-Technical Education is a comprehensive term. It applies to all facets of training and education of people for gainful or useful employment. Present and predicted employment needs of the community, state and nation, coupled with existing state and federal legislation have provided the impetus for the development of the Missoula Technical Center.

With the guidance and endorsement of the professions, labor and management, with assistance and support of state and independent agencies, and with strong directions from the local taxpayer, 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 experience, by offering a curriculum that will:

- Provide pre-employment training for persons with special needs;
- Develop skills and knowledges necessary for entry into and progress within an occupation;
- Afford supplementary skills and knowledges necessary for upgrading of persons employed or trained within an occupation;
- Provide a basis for continuing education within an occupational field 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 an adequate education;
- Building a resource of trained manpower to satisfy the immediate and projected needs of labor and industry;
- Offering 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.

MISSOULA TECHNICAL CENTER
1969-1970 SCHOOL CALENDAR

<table>
<thead>
<tr>
<th>Quarter</th>
<th>Total Days</th>
<th>Dates</th>
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<tr>
<td>*Fall Quarter</td>
<td>63</td>
<td>August 25-29</td>
</tr>
<tr>
<td></td>
<td></td>
<td>September 1</td>
</tr>
<tr>
<td></td>
<td></td>
<td>September 2-5</td>
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<td></td>
<td></td>
<td>October 10</td>
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<td>October 23-24</td>
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<td>November 11</td>
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<td>November 25-26</td>
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<tr>
<td></td>
<td></td>
<td>November 26</td>
</tr>
<tr>
<td>Total</td>
<td>62</td>
<td>Registration, Counseling, &amp; Testing</td>
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<tr>
<td></td>
<td></td>
<td>Labor Day</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Related Instruction</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Mid-quarter</td>
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<tr>
<td></td>
<td></td>
<td>M.E.A.</td>
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<tr>
<td></td>
<td></td>
<td>Veterans Day</td>
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<tr>
<td></td>
<td></td>
<td>Finals</td>
</tr>
<tr>
<td></td>
<td></td>
<td>End of Quarter</td>
</tr>
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</table>

| *Winter Quarter  | 62         | December 1                   |
|                  |            | December 24-January 2        |
|                  |            | January 23                   |
|                  |            | March 5-6                    |
|                  |            | March 8                      |
| Total            | 64         | Registration & Counseling    |
|                  |            | Christmas Vacation           |
|                  |            | Mid-quarter                  |
|                  |            | Finals                       |
|                  |            | End of Quarter               |

| *Spring Quarter  | 64         | March 9                      |
|                  |            | March 27                     |
|                  |            | April 17                     |
|                  |            | June 3-4                     |
|                  |            | June 4                       |
|                  |            | June 5                       |
| Total            | 62         | Registration                 |
|                  |            | Spring Vacation               |
|                  |            | Mid-quarter                  |
|                  |            | Finals                       |
|                  |            | Graduation Exercises         |
|                  |            | End of Quarter               |

Work experience and co-op work related available this quarter.

*SPECIAL PROGRAMS MAY OR MAY NOT BE SUBJECT TO CALENDAR DATES.
ADVISORY COMMITTEE

Missoula Technical Center depends upon the advice and counsel of lay persons to assist in meeting its responsibilities to the community and state at large and to the student individually. The recommendations of a representative advisory committee are an integral part of program development and administration, and the foundation of MTC’s job placement service. MTC relies on two specific advisory groups—a general overall committee and a cluster of occupational curriculum committees. The chairman of each major curriculum committee sits on the overall committee. Both groups include representatives from the professions, labor, employers, management, technical personnel, and lay persons representing special community needs.

Each curriculum is developed in conjunction with advice and counsel of a specialized Curriculum Advisory Committee. This committee is composed of employers and employees in the occupations for which training is offered, plus one or more persons representing special needs. All curriculum advisory committees are structured, have elected officers and meet at least twice a year. The purpose of the Curriculum Advisory Committee is to provide specific information concerning instruction necessary to prepare students for jobs as they exist or can be projected.

Lists of advisory committee members are available at all times.

ACCREDITATION

Missoula Technical Center was designated as a state vocational-technical center by the Montana Legislative Assembly, H.B. 481, effective July 1, 1960, and the State Board of Vocational Education.

The curriculum is approved by the Montana Department of Public Instruction and the Montana State Board of Vocational Education. Missoula Technical Center programs are further approved or accredited by the United States Office of Education, “Veteran’s Administration, Bureau of Indian Affairs, Division of Vocational Rehabilitation and other agencies or services. Specific programs are approved by appropriate agencies such as Montana State Board of Nursing or the Federal Aviation Agency.

*Programs approved for Veteran’s Education and Training are noted in the curriculum section of the catalog.

ADMINISTRATION

The Missoula Technical Center, state vocational-technical center, is locally administered by the Missoula County High School Board of Trustees; Shelby Bewley, Superintendent; and is directed by T.E. (Gene) Downey.

Administration staff and faculty are listed separately. For additional information, please see Accreditation and Program.

TEACHER CERTIFICATION

Teachers employed in the full-time post-secondary curricula of the Missoula Technical Center must hold valid Montana teaching certificates. In addition, and because great importance is placed on job proficiency within the occupation taught, all instructors are required to document successful work experience beyond the learning stage of the occupation, together with appropriate academic training specific to vocational education methods and subject matter.

SCHOOL CALENDAR

MTC’S basic school calendar includes three twelve-week quarters and one eight-week (summer) quarter. Registrations are based accordingly, even though certain programs may vary in term to meet specific training needs.

Whenever possible, occupational training programs extend through the summer to enable students to become available for work in the shortest time span possible.

MTC observes all national holidays, and, when appropriate, affords hiatus time at Thanksgiving, Christmas, Easter and each change of quarter. Summer quarter generally closes early in August, to allow preparation for the new school year beginning in the fall, when new programs are added.
CAMPUS, FACILITIES AND SERVICES

LOCATION

Missoula Technical Center is located at 909 South Avenue West, near the Missoula County Fairgrounds and two blocks east of the intersection of South Avenue and Route 93 (Brooks) in Southwest Missoula. The campus is adjacent to the Administration Building of the Missoula County High School District, and is one block west of Sentinel High School.

CAMPUS

Two buildings comprise the main campus of MTC, both of which open their doors to students in the fall of 1969. Designed by leading school architects, the campus integrates Northwest Oriental architecture with the finest products of Montana and the northwest. Flexibility and functionality are key words in its construct, both architecturally and educationally.

Total square footage is 65,000 and includes an instructional materials resource center, a technical library, student commons and cafeteria, health, counseling and administrative offices. Fully modern class and laboratory or shop areas are designed and equipped to replicate environments most commonly found in the world of work.

In addition to the central campus, class sites are found in the three local hospitals — Community, Missoula general, and St. Patrick — as well as "on location" at Fort Missoula, Johnson-Bell Field, nearby forests, and at other facilities appropriate to training. Such de-centralized "classrooms" are a measure of the fine community, state and federal support afforded MTC's staff and students.

PARKING

Specific parking areas are designated according to program location. Teachers and students are asked to use only those areas assigned to them. Students in regular attendance are required to have an official MTC parking decal affixed to the front bumper of their motor vehicle. Decals will be distributed at registration.

FOOD AND HOUSING

Missoula Technical Center offers no food or housing service. Vending machines are located conveniently on campus. Housing notices may be posted in the Admissions Office.

LIBRARY

The MTC Vocational-Technical Library, staffed by a full-time head librarian assisted by professional and para-professional aids, should complete developmental stages during the 1969-1970 school year. First of its kind in Montana, it will include technical data, journals and reference materials; modern audio-visual materials, equipment and resources; and a variety of specially designed study carrels and areas. (Open hours coincide with program schedules.)

In addition to the technical library, accessible services include the MCHS libraries, the city-county public library, the University of Montana library, and the Missoula County Instructional Materials Center.

INSTRUCTIONAL MATERIALS CENTER

The Missoula County Instructional Materials Center serves as a resource for securing or developing instructional aids, references, audio-visuals and other data useful to staff or students in the county. Many special services also are available through the IMC. Details and general information may be had at the IMC, located in the MTC block on South Avenue, or at the MTC offices.

STUDENT LOUNGE

Lounge and study areas are located in both main buildings on campus. Special study areas are contained within each curriculum unit. The student commons is located in the central section of the main building ("Building A"); vending machines are found in Building "B"
STUDENT BOOKSTORE

Textbooks and certain special supplies are available at the Missoula Technical Center bookstore, located in the Distributive Education unit of the main building, across the corridor from the Office of Admissions. Open hours are posted. Additionally, students are reminded that the merchants in the community will be pleased to serve their needs.

HEALTH SERVICE

The Missoula County High School District provides the service of a registered nurse, available according to schedule. District procedures must be followed in all instances requiring first aid, nursing service, or nursing consultation. MTC's first aid office is located in the Health Occupations area, in the eastern section of "Building A".

HEALTH AND ACCIDENT INSURANCE

All students are expected to obtain student accident insurance. This insurance will be available to all students at the time of registration.

COUNSELING

Educational, vocational-technical and situational counseling are available through the guidance and counseling staff. Students are encouraged to consult with the counselor(s) in planning or clarifying their vocational-technical objectives. Counseling services include testing and record-keeping used to maintain a workable and useful file for each student. Counseling is continuously available from the pre-enrollment period through pre-employment. Both instructors and counselors help maintain continuing contact with the student following employment, in an effort to meet special needs that may arise.

JOB PLACEMENT, FOLLOW-UP

Although no guarantee of employment exists, job placement is of primary concern to MTC students and staff alike. The student assumes an obligation to record employment data with the counseling office. Job opportunities are kept current through continuous liaison with management, labor and many employment agencies including the Montana State Employment Service. Students are assisted in contacting prospective employers when possible, and a roster of job openings is maintained in the counseling offices. Periodic follow-up studies and evaluations, required by federal and/or state agencies, provide excellent information for use in job placement.

SELECTIVE SERVICE

Students who have not met their military obligations may apply for deferment to pursue vocational-technical training. Information concerning application for deferment may be had at the Office of Admissions or the local Selective Service Board. In order to continue to be eligible for deferment, the student must maintain good standing and be making normal progress towards completion of training. The Selective Service Board will be notified by MTC immediately upon termination of good standing, normal progress or enrollment in the training program.

VETERAN'S BENEFITS

Veterans enrolled in courses approved by the Veterans' Administration denoted in Curriculum may receive financial assistance when eligibility and admission to the program both have been established. Eligible veterans should contact the Office of Admissions. The following procedure must be followed:

BEFORE SCHOOL STARTS:

1. Student applies for admission to MTC, AND IS ACCEPTED.
2. Student secures from MTC an application for a Certificate of Eligibility, completes and files application with:
   Veteran's Administration,
   Fort Harrison, Montana, 59638
3. Student requests Certificate of Eligibility to be sent by the Veteran's Administration to the Missoula Technical Center, attention: Office of Admissions. THIS IS THE STUDENT'S RESPONSIBILITY and will NOT be done by MTC.
4. When MTC receives the Certificate of Eligibility from the Veteran’s Administration, it will be completed by the school and returned to the VA, thus establishing the student’s entitlement to financial assistance while successfully enrolled in the training program.

AFTER ENROLLMENT AND WHILE STUDENT IS ATTENDING CLASSES REGULARLY:

1. Student will receive from VA a monthly attendance card.
2. Student will take attendance card to Office of Admissions. When student has completed his portion of card, it will be validated by school authorities and returned to the student.
3. Student must return completed and validated card to VA.
4. Assistance checks will be mailed directly to the student, by the Veteran’s Administration. Student must meet financial obligations to the school in order to maintain “good standing” as part of the basis for continued validation and entitlement.

Veterans please note: First checks commonly are delayed and may not be received for two or more months. Early establishment of eligibility will help expedite payment of entitlement.

FINANCIAL AID

When money is available, two federally-assisted student loans are accessible to bona fide students demonstrating a likelihood of success within the training program. United States Assured Loans are obtained from local banks in Montana. Project Talent consultation is available through the counseling office. Cooperative and part-time jobs may be found. Several service and community-minded groups or clubs are working to establish a student loan fund for MTC that will help meet minor financial needs directly related to training of students in good standing. Students with special needs or who are eligible for special assistance - Veteran’s Benefits, Vocational Rehabilitation, and others - may obtain financial assistance or information through the counseling office.

COLLEGE WORK STUDY

The Missoula Technical Center is a participant in the College Work Study program, one which provides federal money to help pay the wages of eligible students employed by certain agencies or non-profit institutions in the state or community. Persons enrolled in MTC who are eligible for, or interested in, College Work study employment should contact the counseling office for information.

In addition to College Work Study, certain employment opportunities may exist for persons eligible for secondary schools’ work study programs. Please contact the counseling office for further information.

DIRECTED WORK EXPERIENCE

Non-salaried on-the-job training in the occupation for which the student is preparing is part of the general curriculum of the school. Students will be exposed to directed work experience as a requirement for certification. Students “on the job” will be evaluated by the job supervisor and by the coordinator or instructor of the program of training.

COOPERATIVE WORK EXPERIENCE

Only students who have successfully mastered minimum skills in the occupation may be eligible for local part-time employment in curriculum-related jobs when and where such jobs are available. This employment is salaried, and secured by the coordinator of the program. The student is evaluated and credited with this segment of training as both school and work experience. Details of the Cooperative Work Experience will be carried on the student’s transcript and resume.

PART-TIME EMPLOYMENT

A roster of students wishing part-time employment is compiled each midquarter, and circulated to local employers. Students wishing more details may contact the Office of Admissions.

HIGH SCHOOL COMPLETION

Persons who have not completed a high school education may receive credit toward their high school diploma, but only for those courses which meet time requirements set forth by state law, and which may be used to meet elective requirements set forth by the high school from which the student wishes to gradu-
ate. Whenever possible, graduation must be from the last high school attended. For information, contact the counseling office.

Note: A General Education Development equivalency test may be taken, and if passed, the GED certificate commonly will serve in lieu of a high school diploma. The test is administered through the University of Montana, and classroom instruction is available through the Adult and Continuing Education division of Missoula Technical Center. Details are available at the counseling office.

SPECIAL PROGRAMS

To help meet the special needs of the disadvantaged, the Missoula Technical Center will admit those students who are referred by public agencies provided they can benefit from the training available and succeed in the occupation to which they aspire. Certain training and/or retraining opportunities are available under the Manpower Development and Training Act, the Office of Economic Opportunity, Vocational Rehabilitation, State Employment Service, Veteran's Administration, Bureau of Indian Affairs, and other such acts or agencies. Details are available at the counseling office.

ADULT AND CONTINUING EDUCATION

The division of Adult and Continuing Education provides single course offerings designed to meet vocational, adult, continuing, or community education needs. Many special programs (see Special Programs) are offered through this division as well. The director of the division maintains an office and staff in the main administrative offices of the Center. Curriculum information is available by separate bulletin. General information is contained elsewhere in this catalog.

The administration of the Missoula Technical Center reserves the right to alter, cancel or otherwise modify any course offering, curriculum, fee or cost, registration or enrollment, policy or other matter pertaining to the Missoula Technical Center, at any time or in any way appropriate to its discretion, in accordance with policy of the Missoula County High School Board of Trustees and/or the State of Montana.

ACADEMIC INFORMATION

PROGRAM

Missoula Technical Center's vocational-technical post-secondary program is designed to serve youth and adults sixteen years of age or older, regardless of educational background or occupational experience, who can benefit from the training and who demonstrate a likelihood of success in the occupation for which they seek such training. As a state vocational-technical school, its methods of instruction and its facilities are appropriate to the occupations for which training is provided. In general, its program is correlated to similar programs offered on other post-secondary campuses so that mobility of the student may be protected in meeting his individual needs.

In addition to vocational-technical or occupational education, continuing adult education and community service courses fulfill the concept of an educational center. (See Curriculum for specific information.)

OCCUPATIONAL CLUSTERS

All major curriculum offerings of the Missoula Technical Center are developed around a cluster or field of occupations. For example, a student enrolling in office occupations will be offered a core of training including skills and knowledge basic to all options in the office occupations, and will elect additional specialized courses to the job for which he feels he is best suited. Specialized options prepare for such jobs as clerk-typist, secretary-steno, bookkeeper’s assistant, offset duplicator operator, business data processing, and others. In each instance, the curriculum is designed to provide a basis for continued growth and mobility within the occupational field, or among related occupational clusters.

STANDARDS OF PERFORMANCE

Basic skills taught at MTC are those deemed necessary to enable the trainee to meet minimum proficiency levels of job performance adequate for entry employment. Performance standards used have been identified for the school by representative advisory committees from the occupation, and must be met by the student before his certification as a graduate recommended for employment.
SPECIAL NEEDS

The Missoula Technical Center is dedicated to meeting special needs that exist or that may arise in the area which it serves. The many special programs housed by MTC are listed elsewhere in the curriculum section. They are initiated according to demonstrated need, and are afforded a portion of the overall facility each year. Coordinated curriculum, instruction and counseling services are provided. Enrollees in these programs are considered eligible for membership in the student governing body, with all services of the Center accessible to them. (See Special Programs.)

CLASS SIZES

Class sizes vary greatly. Appropriate enrollments are determined by:

a. Safety factors,
b. Special needs of the students,
c. Requirements of adequate and effective instruction,
d. Availability of equipment and facilities, and
e. Recommendations of the advisory committee.

The administration of the Missoula Technical Center reserves the right to limit any and all class enrollments. No class will be constituted without meeting minimum enrollment as set forth by the MCHS Board of Trustees and/or the Department of Public Instruction.

ADMISSION PROCEDURES

Admission procedures are established by the administration and are subject to change without notice. In general, the applicant should:

a. Contact the Office of Admissions, MTC, and request an Application for Admission specifying the occupational training in which he or she is interested. Appropriate information will be sent with the application blank. Note: When contacting by mail, please include a stamped, self-addressed envelope to insure prompt delivery.
b. Complete the Application for Admission and any other forms that may have been presented, being extremely careful to supply all information requested, accurately and in sufficient detail (such as dates of prior schooling or employment as well as the required description thereof).
c. Return completed forms to Office of Admissions, and request a date for a personal interview.
d. While waiting for personal interview appointment, request transcripts, recommendations, or other pertinent data be forwarded to the Office of Admissions, being sure to have all data addressed to indicate reference to application in your name.
e. Make arrangements to take any tests, physical examinations or other steps required for admission to the program of his or her choice. All physical examinations are at the expense of the applicant. MTC assumes no responsibility for any expense incurred relative to admission to the school.
f. If seeking Veteran's Benefits, see Section II, Veteran's Benefits and obtain Certificate of Eligibility, completing necessary steps outlined therefor.
g. If seeking admission under a Special Program or with special assistance (Vocational Rehabilitation, WIN, Work Study, etc.) contact the counseling office prior to personal interview appointment.

NOTE: Because space is limited to specific enrollments, all applicants are urged to complete the admissions procedures as early as possible prior to start of the program in which they seek training. No admissions will be granted following reaching of maximum enrollment in any class. No admissions will be granted prior to payment of appropriate fees. (See Registration and Student Costs)

REGISTRATION

Each student must register in advance for each quarter in the program term for which he has been admitted. No registration is continued automatically from one quarter to another. Required fees must be paid in advance. A fee of $50.00 per year must be paid upon first enrollment in the standard school year (usually, programs begin in the fall and annual fee is payable at that time) regardless of the program in which the applicant is enrolling. Special registration days are designated at the outset of every quarter. Registration for any program is open at any time during the year. In the event a program has been fully enrolled, names of applicants will be kept on file for subsequent programs, but the responsibility for seeking admission remains with the student.
PROGRAM PLACEMENT

Applicants for admission will have varying degrees of occupational or academic experiences and may ask for evaluation to determine placement within a curriculum. The basis for all advanced standing granted is demonstrated ability in the occupational curriculum, in combination with academic and employment records on file in the Office of Admissions. All program placement is made through the counseling office.

PREREQUISITES

Criteria for enrollment including recommended prerequisites for success in each program are identified in Curriculum. Minimum age allowable for enrollment is sixteen. Occupations requiring the high school diploma for employment therein are indicated. Students without this requisite may prepare for the General Educational Development Test (GED equivalency rather than high school diploma) while enrolled in other MTC programs. Contact the counseling office for additional information.

LATE ADMISSION

Admission at any time other than during registration days at the outset of a quarter or during special days set aside at the beginning of a special program may be granted at the discretion of the Office of Admissions in cooperation with the Counseling Office. Late admission to any program is possible when:

a. Space is available,

b. Course content is compatible with student's demonstrated prior training, experience and capabilities,

c. Work missed may be made up to the satisfaction of the instructor, and

d. Instructional procedures permit.

ATTENDANCE

Attendance appropriate to the demands of the occupation is required of all students. No exceptions will be made. The student must assume the responsibility for regular attendance and make-up work.

DROP

Students failing to attend as outlined under Attendance will be dropped. Consecutive absence totaling five days constitutes an automatic drop. "Drop status" is not considered official withdrawal, and does not entitle the ex-student to services and considerations afforded the graduate or official withdrawal.

WITHDRAWAL

If the student finds it necessary to withdraw from school prior to completion of his regular training program, he is required to:

a. Report to the instructor that he intends to withdraw,

b. Obtain an official withdrawal form from the Office of Admissions,

c. Arrange a withdrawal conference with the counselor so that special data required by law may be recorded by the school,

d. Complete the withdrawal blank, including signatures from each instructor whose class(es) he will be leaving,

e. Return completed withdrawal form to Office of Admissions,

f. Satisfy all obligations to the Center,

g. Provide appropriate "follow-up" information that may be required.

PHYSICAL EXAMINATIONS

Certain occupations require physical examinations as part of the student's preparation for employment. The responsibility for providing proof of having passed such physical examinations is assumed only by the student. (See Admission Procedure.) Details are available in the Office of Admissions. Required physicals are indicated in the enrollment criteria set forth by program under Curriculum.

GRADING

Three grading distinctions are made in evaluation of a student's progress in the training program: distinctive, proficient or re-cycle. The grading evaluation is based on job performance, attendance, and job-related factors. Recommended performance standards (see Performance Standards) are used in measuring the trainee's individual achievement, skills, growth, and progress in training. "Grades" are used for transcript and
credit purposes and are equated to the evaluation scale used in making the grading distinctions indicated. Student Rating Sheets are completed quarterly by the instructor(s) and retained in the permanent file for use in making recommendations for employment. "Grades" are reported at the completion of each quarter but are not issued in the form of a report card. Students are informed of their standing and progress at the time of the evaluation by the instructor. Interpretation of letter grades and evaluation factors is found on the Student Transcript. More information may be had by contacting the Counseling Office.

STUDENT EVALUATIONS

Student evaluations (See Grading) are made twice quarterly, and reviewed jointly by the student and the instructor during a personal conference. These evaluations are used to determine the student’s progress and needs within the training program. A copy of the evaluation record is provided to the student at the end of each quarter.

REPORT CARDS

Report cards are not issued. Grades and evaluations are recorded on the permanent record for transcript purposes only. Performance of the student may be reported to the employer upon request.

TRANSCRIPTS

Transcripts, compiled for every student completing a minimum of one quarter, are a part of the student’s permanent record. Official transcripts will be forwarded to another institution or to the employer upon written request from the student only. No charge is made unless the number of requests for official transcripts becomes excessive. Although official transcripts are not given to the student, a certified copy of the Plan of Study, listing all courses completed by the student as well as those for which he may have been given credit in advanced standing, may be had at the end of the then-current school year or any time thereafter. No charge is made for a reasonable number of copies of the Plan of Study, issued per year only.

RESUMES

A resume data sheet is required of all students graduating from Missoula Technical Center. It is written as a part of the course work in Communication, and required to be up-dated and retained in the student’s permanent file upon completion of training. The resume data sheet is made available, in a reasonable number of copies, at the request of either student or employer, and represents the student while applying for a job. Mailing of the resume data sheet is a service offered by Missoula Technical Center as part of its job placement program.

DAILY SCHEDULE

Upon enrollment, the student is given a daily schedule allowing for all subjects required for completion of training, as they are offered and available to him. This schedule is arranged by the Office of Admissions rather than by the student. The full-time student should anticipate at least thirty contact hours per week including classroom and laboratory time. Daily schedules are coordinated by program, and all programs are planned so that students may be provided free time in a block rather than at odd times during the day, thus allowing necessary time for part-time or shift employment.

STUDENT COSTS

Fee per year per student is fifty dollars, payable at the time of registration. In addition, a student may anticipate special costs for expendable items or extraordinary instructional arrangements. Costs will vary by program, with items such as tools, uniforms, safety equipment, etc., listed by curriculum. Food and housing costs are independent of enrollment. Information on available housing will be available at the Admissions Office.

TUITION

No tuition is charged to bona fide residents of the State of Montana, in accordance with RCM 481-5. Non-residents, as defined therein, are subject to standard out-of-state tuition per year plus the normal $50.00 fee applicable to all students.
PUBLIC RELATIONS

Upon enrollment, each student assumes a responsibility to himself and to the school to assure that a proper image is presented to the public. Loyalty to the school, appropriate dress at all time, good personal appearance and conduct appropriate to employment are mandatory. The impression created by the student, be it good or bad, will have a direct bearing on the employability of Missoula Technical Center graduates, and will affect the individual success of the student as well as the overall service provided by the school. Good public relations is a primary responsibility of every person connected with the Missoula Technical Center.

ASSOCIATED STUDENTS

All enrollees in Missoula Technical Center, regardless of the course of training being pursued, are expected to be long to and participate in the Associated Students. The student governing body is formally structured and operates with the framework of a constitution adopted in the 1967-1968 school year. Included in its purposes are the promotion, development and betterment of the Center. Associated Students officers effect a strong liaison between student perspective and administrative policy.

CURRICULUM

GENERAL INFORMATION

The curriculum of the Missoula Technical Center, a post-secondary institution, is developed in response to special needs of persons who seek vocational-technical or occupational training and adult or continuing education. The vocational-technical or occupational programs found in both the post-secondary and the adult/continuing divisions of the school are designed to provide the enrollee with skills and knowledge necessary for entry into and successful performance within an occupation or occupational field. Upgrading and refresher training programs also are available.

Although special programs under the auspices of certain federal/state agencies or funds are not considered to be separate from the post-secondary curriculum, information about them is not included in the catalog but is available from the Office of Admissions. In addition, details of the Adult and Continuing Education offerings are not included in this section but are summarized in Section Five and available in full through the Adult and Continuing Education office in the MTC main building.

All programs within the curriculum of MTC are subject to initial approval of the Missoula County High School District Board of trustees and its Superintendent, as well as final approval of the Montana State Board of Vocational Education and, indirectly, the United States Office of Education. Specific programs are further approved by appropriate agencies, industry and labor representatives, and advisory committees of the Center.

Because jobs — and the demands for trainees — change continuously, the curriculum of the Missoula Technical Center is never static. Each year new courses are added and existing courses are modified according to the changing demands that present themselves. The administration, in reserving the right to make those changes in curriculum and policy which it feels must be made, takes advantage of every opportunity to insure successful job training for those who seek it. Listed in this catalog are programs currently available. Additional programs will be summarized in an annual supplement appearing prior to the start of each school year.

To insure proper job training in its most current concepts and with the greatest likelihood of successful employment for its enrollees, curriculum development follows a standard procedure.

CERTIFICATE PROGRAM

The attainment of a Certificate of Proficiency or a Diploma is the in-school goal of all full-time post-secondary programs. When appropriate, an Associate in Applied Science degree may be granted. Requirements for attainment of the certificate, to be granted are based on the student’s having met standards of performance within the occupation, and having satisfied all other requirements of or obligations to the Center.

The Certificate of Proficiency will be granted to all students who have completed a full-time training program and have met all requirements related thereto. Those students who have performed at a very high level throughout their training may be granted a Certificate of Proficiency with Distinction. A Diploma is granted only upon the student’s written request and following:
a. Attainment of a Certificate of Proficiency as the result of training at Missoula Technical Center, and
b. Written recommendation from the employer after no less than six months of successful employment in one employ and in the occupation for which the Certificate has been granted.

TRANSFER OF CREDIT

Students wishing to have credit (s) gained at another institution transferred to Missoula Technical Center and applied toward the attainment of a certificate, et cetera, must contact the counseling office. No credit will be granted unless it is with the approval of the instructor, the counseling office, and the administration, and unless the applicant can demonstrate adequate job performance as related to that credit.

Students wishing to have credit (s) gained at the Missoula Technical Center transferred to another institution must contact that institution and comply with its regulations. Transfer of credit is the responsibility of the admitting institution only.

PROGRAMS

Programs listed on the following pages are subject to change at the discretion of the administration. Each program listing contains suggested criteria for prospective enrollees, a brief description of the occupation (s), and a general syllabus. For more information, please contact the Office of Admissions, the counseling office, or the Assistant Director for Instruction. All programs lead to no less than a Certificate of Proficiency.
MISSOULA TECHNICAL CENTER  
MID-MANAGEMENT TECHNOLOGY

OPTIONS
Retailing
Aviation Administration

Length of Training Program — 2 years

Suggested Criteria for Enrollment:
1. Age 18 or over.
2. Either male or female.
3. High school diploma (preferred and generally required by employers).
4. Average academic background, with good math ability.
5. Good general aptitudes in science, clerical reasoning, numerical reasoning and verbal reasoning.
6. Works well with others.
7. Follow orders quickly and effectively.
8. Interest in detail and task pursuit.
9. Flexible in attitude and willing to accept change.
10. Good mental, emotional and physical health.

Occupational Description:
The trainee in mid-management is seeking adequate background for entry into a "junior executive" job in retailing or general business, including aviation. Once employed, the graduate may expect to be asked to perform any one or more of a variety of general tasks related to understanding the employer's business, with a direct goal of assuming a supervisory capacity as soon as appropriate. The mid-management graduate should be skilled in bookkeeping, business and economics application, typing and business machines, business law, salesmanship, supervision and public relations. A cursory knowledge of the field in which he seeks employment is essential.

SYLLABUS

FIRST QUARTER:

<table>
<thead>
<tr>
<th>SUBJECT</th>
<th>CONTACT HOURS</th>
</tr>
</thead>
<tbody>
<tr>
<td>Bookkeeping I</td>
<td>60 hours</td>
</tr>
<tr>
<td>Communication I (Psychology Applied)</td>
<td>80 &quot;</td>
</tr>
<tr>
<td>Typing I</td>
<td>120 &quot;</td>
</tr>
<tr>
<td>Data Processing Concepts</td>
<td>80 &quot;</td>
</tr>
<tr>
<td>Business Math</td>
<td>60 &quot;</td>
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</table>

360 hours

SECOND QUARTER:

<table>
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<tr>
<th>SUBJECT</th>
<th>CONTACT HOURS</th>
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</thead>
<tbody>
<tr>
<td>Bookkeeping II</td>
<td>60 hours</td>
</tr>
<tr>
<td>Communication II (Oral and Written Skills)</td>
<td>60 &quot;</td>
</tr>
<tr>
<td>Typing II</td>
<td>120 &quot;</td>
</tr>
<tr>
<td>Business Principles and Economics</td>
<td>60 &quot;</td>
</tr>
<tr>
<td>Math and Bookkeeping Lab</td>
<td>60 &quot;</td>
</tr>
</tbody>
</table>

360 hours

THIRD QUARTER:

<table>
<thead>
<tr>
<th>SUBJECT</th>
<th>CONTACT HOURS</th>
</tr>
</thead>
<tbody>
<tr>
<td>Bookkeeping III</td>
<td>60 hours</td>
</tr>
<tr>
<td>Communication III (Business Composition)</td>
<td>60 &quot;</td>
</tr>
<tr>
<td>Office Machines</td>
<td>30 &quot;</td>
</tr>
<tr>
<td>Intro to Business Management</td>
<td>60 &quot;</td>
</tr>
<tr>
<td>Business Law</td>
<td>60 &quot;</td>
</tr>
<tr>
<td>Principles of Supervision</td>
<td>60 &quot;</td>
</tr>
<tr>
<td>Lab</td>
<td>30 &quot;</td>
</tr>
</tbody>
</table>

360 hours
FOURTH QUARTER:

Salesmanship 60 hours
Marketing I (Principles) 60 "
Wholesaling and Retailing 60 "
Aviation Electives 180 "
    General Aviation Survey, Aviation Fundamentals, Aerophysics
Retailing Electives 180 "
    Advertising I
    Public Relations 300 hours

FIFTH QUARTER:

Statistics in Management Applications 120 hours
Business Finance 60 "
Aviation Electives 180 "
    Airport Development and Management I
    Trends in Aviation
Retailing Electives 180 "
    Marketing II, Community Development
    Community Relationships 360 hours

SIXTH QUARTER:

Technical Writing 60 hours
Cooperative Work Experience 300 " 360 hours
MISSOULA TECHNICAL CENTER
HEALTH OCCUPATIONS - PRACTICAL NURSING

Approved for Veteran's Benefits.

Length of Training Program — 1 year

Trainees admitted to the Practical Nursing program shall be:
1. Eighteen years of age or older.
2. Male or female.
3. Graduate of an approved high school or holder of a General Education Development certificate.
4. Of good physical and emotional health.
5. Of high moral character and appropriate personal presentation.
6. Able to succeed in the occupation and benefit from the training provided.

Prospective enrollees shall be admitted in accordance with the approved standards of the Montana State Board of Nursing and the Policies of the Missoula County High School District Board of Trustees, as administered by the Missoula Technical Center.

SYLLABUS

Practical Nursing Curriculum includes two basic segments, theory and clinical experience. The theory is presented in the classroom/laboratory during the opening months of training, and is interspersed periodically, thereafter, during the remaining months of training in which the student functions as a trainee in the hospitals. Theory totals 640 hours; clinical experience totals 1200 hours. Unit breakdown is as follows:

THEORY - Nursing Arts & Skills

<table>
<thead>
<tr>
<th>Course</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>Basic Science - Drug &amp; Administration</td>
<td>640</td>
</tr>
<tr>
<td>Basic Science - Microbiology</td>
<td>40</td>
</tr>
<tr>
<td>Body Structure &amp; Function</td>
<td>12</td>
</tr>
<tr>
<td>Maternal &amp; Child Care</td>
<td>240</td>
</tr>
<tr>
<td>Nutrition</td>
<td>20</td>
</tr>
<tr>
<td>Nursing Needs of People in Illness</td>
<td>36</td>
</tr>
<tr>
<td>Vocational Adjustments</td>
<td>216</td>
</tr>
<tr>
<td>Related</td>
<td>76</td>
</tr>
<tr>
<td>Mathematics/Metric</td>
<td>120</td>
</tr>
<tr>
<td>Medical Communications</td>
<td>60</td>
</tr>
<tr>
<td></td>
<td>60</td>
</tr>
</tbody>
</table>

CLINICAL EXPERIENCE

<table>
<thead>
<tr>
<th>Course</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>Central Supply</td>
<td>1200</td>
</tr>
<tr>
<td>Long Term Illness</td>
<td>40</td>
</tr>
<tr>
<td>(includes 40 hrs. of Physical Therapy)</td>
<td>180</td>
</tr>
<tr>
<td>Maternal &amp; Baby Care</td>
<td>240</td>
</tr>
<tr>
<td>Medical</td>
<td>240</td>
</tr>
<tr>
<td>(includes 40 hrs. of Physical Therapy)</td>
<td>160</td>
</tr>
<tr>
<td>Nutrition</td>
<td>40</td>
</tr>
<tr>
<td>Pharmacology</td>
<td>40</td>
</tr>
<tr>
<td>Pediatrics</td>
<td>40</td>
</tr>
<tr>
<td>Surgical</td>
<td>240</td>
</tr>
<tr>
<td>(includes 40 hrs. in Emergency Room and 40 hrs. in Recovery Room)</td>
<td>280</td>
</tr>
</tbody>
</table>

GRAND TOTAL HOURS 1960 hours
Missoula Technical Center, a state designated vocational-technical center under the local administration, the Missoula County High School District is an approved post-secondary vocational-technical school. The Missoula County High School District is an approved post-secondary vocational-technical school.

Enrollment is open to anyone over 16 who can qualify as a vocational-technical trainee in the curriculum of his or her choice. No tuition is charged to residents of Montana. Applications are taken at any time. Courses begin in September or at other schedule times throughout the year.

Students are expected to pay an annual registration fee of $50.00. No food or housing service is maintained. All students are afforded counselling and testing services at no cost.

More information may be had by writing to the Office of Admissions, Missoula Technical Center, 909 South Avenue, Missoula, Montana 59801, or by dialing (406) 543-7292 Monday through Friday.

ENROLL NOW IN YOUR TAX-SUPPORTED VO-TECH SCHOOL. IT PAYS!

Thomas Eugene Downey, Director
Missoula Technical Center

Shelby O. Bewley
Superintendent of Schools

A POST-SECONDARY VOCATIONAL-TECHNICAL CENTER
OFFERING
JOB TRAINING ADULT EDUCATION
COMMUNITY SERVICE

Mid-Management
Practical Nursing
Medical Secretary
Library Aide
Forestry Technology
Electro-Mechanical Technology
Heavy Equipment Operation
Heavy Equipment Mechanics
Clerk-Typist
Receptionist
Stenographer-Secretary
Bookkeeping Assistant
Keypunch
Business Data Processing
Aviation Technology
(Pilot Training)
[Advanced Ground School]
Welding Technology
Special Programs

Tear Here and Mail Immediately To:

Office of Admissions
Missoula Technical Center
909 South Avenue
Missoula, Montana 59801

Please send me appropriate application forms and additional information I may need to enroll at MTC. I am interested in the ________________________________ curriculum. My other choices include ________________________________ and ________________________________.

Name ____________________________________________

Address __________________________________________

Age __________________ Telephone Number __________ Veteran? __________

Sex: M____ F ____ Marital Status ______________ Other Information ____________________

908 SOUTH AVENUE W.
MISSOULA, MONTANA 59801
MISSOULA TECHNICAL CENTER  
HEALTH OCCUPATIONS - MEDICAL SECRETARY

Approved for Veteran's Benefits.

Length of Training Program — 1 year.

Criteria for enrollment include:

1. Ability to succeed in the occupation.
2. Suggested minimum age - 18; preferred minimum age - 25; preferred maximum age - 50.
3. High school graduation or equivalent or agreement to obtain either.
4. Physical examination, if required.
5. Appropriate aptitude scores.
6. Minimum typing speed 30 words per minute.
7. Pleasing personality.
8. Interest in working with people.
10. Professional appearance and habits of hygiene.
11. High verbal abilities.
12. Ability to follow directions.

SYLLABUS

FIRST QUARTER:  

<table>
<thead>
<tr>
<th>SUBJECT</th>
<th>CONTACT HOURS</th>
</tr>
</thead>
<tbody>
<tr>
<td>Medical Office Procedures</td>
<td>60 hours</td>
</tr>
<tr>
<td>&quot;Business Math&quot;</td>
<td>60 &quot;</td>
</tr>
<tr>
<td>Medical Terminology</td>
<td>60 &quot;</td>
</tr>
<tr>
<td>Medical Communication (Applied Psychology)</td>
<td>60 &quot;</td>
</tr>
<tr>
<td>Typing</td>
<td>120 &quot;</td>
</tr>
<tr>
<td>Total</td>
<td>360 hours</td>
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SECOND QUARTER:  

<table>
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<tr>
<th>SUBJECT</th>
<th>CONTACT HOURS</th>
</tr>
</thead>
<tbody>
<tr>
<td>Medical Office Practice</td>
<td>60 &quot;</td>
</tr>
<tr>
<td>Medical Ethics &amp; Relationships</td>
<td>60 &quot;</td>
</tr>
<tr>
<td>&quot;Medical Terminology</td>
<td>60 &quot;</td>
</tr>
<tr>
<td>Medical Communication (Skills)</td>
<td>60 &quot;</td>
</tr>
<tr>
<td>Office Machines</td>
<td>60 &quot;</td>
</tr>
<tr>
<td>Typing</td>
<td>60 &quot;</td>
</tr>
<tr>
<td>Total</td>
<td>360 hours</td>
</tr>
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</table>

THIRD QUARTER:  

<table>
<thead>
<tr>
<th>SUBJECT</th>
<th>CONTACT HOURS</th>
</tr>
</thead>
<tbody>
<tr>
<td>&quot;*Hospital &amp; Insurance Forms&quot;</td>
<td>60 hours</td>
</tr>
<tr>
<td>Medical Transcription</td>
<td>60 &quot;</td>
</tr>
<tr>
<td>&quot;**Medical Communication (Correspondence)&quot;</td>
<td>60 &quot;</td>
</tr>
<tr>
<td>&quot;*Medical Terminology&quot;</td>
<td>60 &quot;</td>
</tr>
<tr>
<td>**Medical Recording Keeping</td>
<td>60 &quot;</td>
</tr>
<tr>
<td>Typing</td>
<td>60 &quot;</td>
</tr>
<tr>
<td>Total</td>
<td>360 hours</td>
</tr>
</tbody>
</table>

GRAND TOTAL HOURS 1080 hours

* These courses emphasize typing skill and accuracy and supplement scheduled typing instruction.

** These courses emphasize math applications in medical office functions.
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Receptionist
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Bookkeeping Assistant
Kaypunch
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Aviation Technology
[Advanced Ground School]
Welding Technology
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Missoula, Montana 59801

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Name ____________________________________________

Address ____________________________________________

Age __________________ Telephone Number __________ Veteran? __________

Sex: M __ F __ Marital Status __________________ Other Information ____________________
Approved for Veteran's Benefits.

Length of Training Program — 1 year.

The recommended criteria for applicants is as follows:
1. High school graduation is preferred.
2. High verbal, numerical and clerical speed and accuracy aptitudes.
3. High standards of personal presentation and habits of hygiene.
4. Excellent or correctable vision.
5. Good physical and mental health.
6. Good personal appearance.
7. Must be 16 or over.

SYLLABUS

FIRST QUARTER:

<table>
<thead>
<tr>
<th>SUBJECT</th>
<th>CONTACT HOURS</th>
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<tbody>
<tr>
<td>Business Math</td>
<td>60 hours</td>
</tr>
<tr>
<td>Office Procedures</td>
<td>60 &quot;</td>
</tr>
<tr>
<td>Filing</td>
<td>60 &quot;</td>
</tr>
<tr>
<td>Business Communications I</td>
<td>60 &quot;</td>
</tr>
<tr>
<td>Typing</td>
<td>120 &quot; 360 hours</td>
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SECOND QUARTER:

<table>
<thead>
<tr>
<th>SUBJECT</th>
<th>CONTACT HOURS</th>
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</thead>
<tbody>
<tr>
<td>Bookkeeping I</td>
<td>60 hours</td>
</tr>
<tr>
<td>Office Procedures II</td>
<td>60 &quot;</td>
</tr>
<tr>
<td>Communications II</td>
<td>60 &quot;</td>
</tr>
<tr>
<td>Machine Transcription</td>
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</tr>
<tr>
<td>Typing</td>
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THIRD QUARTER:

<table>
<thead>
<tr>
<th>SUBJECT</th>
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</thead>
<tbody>
<tr>
<td>Bookkeeping II</td>
<td>60 hours</td>
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<tr>
<td>Office Procedures III</td>
<td>60 &quot;</td>
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<tr>
<td>Communications III</td>
<td>60 &quot;</td>
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<tr>
<td>Machine Transcription</td>
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<tr>
<td>Office Machines</td>
<td>60 &quot;</td>
</tr>
<tr>
<td>Typing</td>
<td>60 &quot;</td>
</tr>
</tbody>
</table>

GRAND TOTAL HOURS 1080
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ENROLL NOW IN YOUR TAX-SUPPORTED VO-TECH SCHOOL. IT PAYS!

Thomas Eugene Downey, Director
Missoula Technical Center

Shelby O. Bewley
Superintendent of Schools

A POST-SECONDARY VOCATIONAL-TECHNICAL CENTER
OFFERING
JOB TRAINING ADULT EDUCATION
COMMUNITY SERVICE

Mid-Management
Practical Nursing
Medical Secretary
Library Aide
Forestry Technology
Electro-Mechanical Technology
Heavy Equipment Operation
Heavy Equipment Mechanics
Clerk-Typist
Receptionist
Stenographer-Secretary
Bookkeeping Assistant
Keypunch
Business Data Processing
Aviation Technology
(Pilot Training)
(Advanced Ground School)
Welding Technology
Special Programs

Please send me appropriate application forms and additional information I may need to enroll at MTC. I am interested in the ___________________________ curriculum. My other choices include ___________________________.

Name ___________________________ and ___________________________.

Address ___________________________.

Age _______ Telephone Number _________ Veteran? ________

Sex: M__ F__ Marital Status __________. Other Information ____________________________

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Office of Admissions
Missoula Technical Center
909 South Avenue
Missoula, Montana 59801

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Address ___________________________.

Age _______ Telephone Number _________ Veteran? ________

Sex: M__ F__ Marital Status __________. Other Information ___________________________.

908 SOUTH AVENUE W.
MISSOULA, MONTANA 59801
MISSOULA TECHNICAL CENTER
BUSINESS & OFFICE: SECRETARY-STENOGRAPHER

Approved for Veteran's Benefits.
Length of Training Program: 1 year

The recommended criteria for applicants is as follows:

1. Must be 16 or over.
2. High school graduation is preferred.
3. High verbal, numerical and clerical speed and accuracy aptitudes.
4. High standards of personal presentation and habits of hygiene.
5. Good physical and mental health.
6. Excellent or correctable vision.
7. Good personal appearance.

SYLLABUS

| FIRST QUARTER: | SUBJECT                   | CONTACT HOURS |
|               |                          |               |
| Shorthand     | 60 hours                 |
| Business Math | 60 "                     |
| Office Procedures | 60 "                  |
| Filing        | 60 "                     |
| Business Communications I | 60 "                |
| Typing        | 120 "                    |
|               |                          | 420 hours     |

| SECOND QUARTER: | SUBJECT                      | CONTACT HOURS |
|                |                             |               |
| Shorthand      | 60 "                        |
| Transcription  | 60 "                        |
| Office Procedures II | 60 "                  |
| Communications II | 60 "                    |
| Machine Transcription | 60 "                |
| Typing         | 120 "                      |
|                |                             | 420 hours     |

| THIRD QUARTER: | SUBJECT                      | CONTACT HOURS |
|               |                             |               |
| Shorthand     | 60 hours                    |
| Transcription | 60 "                        |
| Communications III | 60 "                 |
| Machine Transcription | 60 "              |
| Office Machines | 60 "                     |
| Typing        | 60 "                       |
|               |                             | 360           |

GRAND TOTAL HOURS 1200
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Sheiby O. Bewley
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A POST-SECONDARY VOCATIONAL-TECHNICAL CENTER OFFERING

JOB TRAINING ADULT EDUCATION COMMUNITY SERVICE

- Mid-Management
- Practical Nursing
- Medical Secretary
- Library Aide
- Forestry Technology
- Electro-Mechanical Technology
- Heavy Equipment Operation
- Heavy Equipment Mechanics
- Clerk-Typist
- Receptionist
- Stenographer-Secretary
- Bookkeeping Assistant
- Keypunch
- Business Data Processing
- Aviation Technology
- (Pilot Training)
- (Advanced Ground School)
- Welding Technology
- Special Programs

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Office of Admissions
Missoula Technical Center
909 South Avenue
Missoula, Montana 59801

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Name
Address
Age Telephone Number Veteran?
Sex: M __ F ___ Marital Status Other Information

909 SOUTH AVENUE W.
MISSOULA, MONTANA 59801
MISSOULA TECHNICAL CENTER
BOOKKEEPING ASSISTANT

Approved for Veteran's Benefits

Length of Training Program – 1 year

Suggested Criteria for Enrollment:

1. At least one year of high school business courses including typing and office machines.
2. Age 16 or over.
3. Either male or female.
4. High math aptitude.
5. Strong capability for detail work.
6. Excellent vision (corrected or non-corrected).
7. Ability to concentrate for long periods of time.
8. Ability to enjoy solitary work or working with others.
9. Ability to follow orders to minute detail.
10. High verbal, numerical and clerical aptitudes.

Occupational Description:

The bookkeeping assistant is skilled in bookkeeping practices and understands basic business concepts so that he or she may work under the direction of a Certified Public Accountant or in any general bookkeeping department. The Bookkeeping Assistant is not excepted to assume immediate responsibility for complex record-keeping, but should be able to do so following a brief period of further training on the job.

SYLLABUS

FIRST QUARTER:

<table>
<thead>
<tr>
<th>SUBJECT</th>
<th>CONTACT HOURS</th>
</tr>
</thead>
<tbody>
<tr>
<td>Bookkeeping I</td>
<td>120 hours</td>
</tr>
<tr>
<td>Communication I (Psychology Applied)</td>
<td>60 &quot;</td>
</tr>
<tr>
<td>Office Machines</td>
<td>30 &quot;</td>
</tr>
<tr>
<td>Data Processing Concepts</td>
<td>60 &quot;</td>
</tr>
<tr>
<td>Filing</td>
<td>60 &quot;</td>
</tr>
<tr>
<td>Lab or Typing for Keyboard Control</td>
<td>30 &quot;</td>
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<tr>
<td></td>
<td>360 hours</td>
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SECOND QUARTER:

<table>
<thead>
<tr>
<th>SUBJECT</th>
<th>CONTACT HOURS</th>
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</thead>
<tbody>
<tr>
<td>Bookkeeping II</td>
<td>120 hours</td>
</tr>
<tr>
<td>Communication II (Oral and Written Skills)</td>
<td>60 &quot;</td>
</tr>
<tr>
<td>Business Principles and Economics</td>
<td>60 &quot;</td>
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<tr>
<td>Bookkeeping and Business Math Apps</td>
<td>120 &quot;</td>
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<tr>
<td></td>
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THIRD QUARTER:

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<th>SUBJECT</th>
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<tr>
<td>Bookkeeping III</td>
<td>180 hours</td>
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<tr>
<td>Communication III (Business Composition)</td>
<td>60 &quot;</td>
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<tr>
<td>Intro to Business Management</td>
<td>60 &quot;</td>
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<tr>
<td>Business Law</td>
<td>60 &quot;</td>
</tr>
<tr>
<td></td>
<td>360 hours</td>
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</tbody>
</table>

GRAND TOTAL HOURS 1080
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Missoula, Montana 59801

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__________________________ and ____________________________

Name _______________________________________________________
Address _____________________________________________________
Age __________________________ Telephone Number ____________ Veteran? ____________
Sex: M___ F___ Marital Status ______________, Other Information __________________________________

909 SOUTH AVENUE W.
MISSOULA, MONTANA 59801
MISSOULA TECHNICAL CENTER
BUSINESS DATA PROCESSING – MACHINE OPERATOR & PROGRAMMER

Length of Training Program -- 2 years
Approved for Veteran’s Benefits.

Criteria for enrollment include:
1. High school graduation preferred, as a condition of employment.
2. Thorough grounding in math functions, in general math and basic algebra.
4. Temperament for intensive person-to-person concentration.
5. Must be 18 or over.
6. Should be in good health.
7. Work with business-related concepts.

SYLLABUS

FIRST QUARTER:  SUBJECT  CONTACT HOURS
D.P. Concepts  60 hours
Math of Business  60 "
Principles & Economics of Business I  60 "
Bookkeeping I  60 "
Communicative Psychology  60 "

SECOND QUARTER:
Intro Tab Equip. Operation  90 hours
Math of Data Processing  60 "
Principles & Economics of Business II  60 "
Bookkeeping II  90 "
Technical Communication Oral/Written  60 "

THIRD QUARTER:
Intro Tab Equip. Operation  90 hours
Math of Data Processing  60 "
Intro. Computer Prog. (RPG)  120 hours
Bookkeeping III  120 "
Math of Data Processing  60 "
Technical Writing  90 "

FOURTH QUARTER:
Flow Charting - Pres.  240 hours
Documentation  60 "
Office Machines  60 "

FIFTH QUARTER:
Advanced Programming  360 Series
Tape & Disk Applications  360 Series
D.P. Systems Design & Analysis  240 hours
Seminar in D.P. Application  90 "
Analysis
Development
Evaluation  330 hours
SIXTH QUARTER:

Project Coordination
2 hrs. a week
24 hours

Cooperative Work
396 hours

480 hours

GRAND TOTAL HOURS 2100
Length of Training Program — 1 year

The recommended criteria for applicants is as follows:
2. Interest in detail work.
3. Should be able to get along with others.
5. High verbal, numerical and clerical speed and accuracy aptitudes.
6. Professional appearance and habits of hygiene.

SYLLABUS

Courses include one quarter each of related communication, personal presentation, and math. Lab, in which job functions listed below are applied, includes:

<table>
<thead>
<tr>
<th>FIRST QUARTER</th>
<th>SUBJECT</th>
<th>CONTACT HOURS</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Communications</td>
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<tr>
<td></td>
<td>Typing</td>
<td>120 &quot;</td>
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<tr>
<td></td>
<td>Filing</td>
<td>60 &quot;</td>
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<tr>
<td></td>
<td>Library Block</td>
<td>120 &quot;</td>
</tr>
<tr>
<td></td>
<td>Introduction</td>
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<td>Card Catalog</td>
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<tr>
<td></td>
<td>Main Entry</td>
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<tr>
<td></td>
<td>Communications</td>
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</tr>
<tr>
<td></td>
<td>Typing</td>
<td>60 &quot;</td>
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<tr>
<td></td>
<td>Library Block</td>
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<td>Subject Cataloging</td>
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<th>THIRD QUARTER</th>
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<tbody>
<tr>
<td>Library Block</td>
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<tr>
<td>Classification of Books</td>
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<td>Copy Identification</td>
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<td>The Shelf List</td>
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<td>Catalog Maintenance</td>
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<tr>
<td>Physical Preparation of Materials</td>
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<td>Non-Print Materials and Special Format</td>
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<tr>
<td>Records and Statistics</td>
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<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>360 hours</td>
</tr>
</tbody>
</table>

GRAND TOTAL HOURS 1080 hours
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Heavy Equipment Mechanics

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Receptionist
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Name: _____________________________________________

Address: ___________________________________________

Age: ______________ Telephone Number: ____________ Veteran? ___________

Sex: M _ F _ Marital Status: __________ Other Information: ________________________
MISSOULA TECHNICAL CENTER
ELECTRO MECHANICAL TECHNOLOGY

Approved for Veteran’s Benefits.

Length of Training Program — 2 years.

The recommended criteria for applicants is as follows:

1. Must be 16 or over.
2. High school graduation preferred.
3. Aptitudes in
   a. Math (with good foundation in Algebra and Plane Geometry)
   b. Verbal and spatial abilities
   c. Manual dexterity
4. Electrical and mechanical interests.
5. Excellent or correctable vision.
6. Unimpaired manipulative abilities.

SYLLABUS

FIRST QUARTER:
SUBJECT
Electronic Principles I
Mechanical Drafting
Math I (Algebra)

CONTACT HOURS
180 hours
120 “
60 “

SECOND QUARTER:
Electronic Principles II
Math II (Trig.)
Physics I (Properties of Matter & Mechanics)
Communications

180 hours
60 “
60 “
60 “

THIRD QUARTER:
Tube and Semiconductor Theory
Math III (applied calculus, Boolean algebra)
Physics II (heat, sound, light & optics)

240 hours
60 “
60 “

FOURTH QUARTER:
Circuitry I
Test Equipment
Technical Writing

180 hours
180 “
60 “

FIFTH QUARTER:
Circuitry II
Test Equipment

180 hours
160 “

SIXTH QUARTER:
Circuitry III
Electronics Drafting
Industrial Psychology

180 hours
180 “
60 “

GRAND TOTAL HOURS 2280
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**OFFERING**

**JOB TRAINING**

**ADULT EDUCATION**

**COMMUNITY SERVICE**

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Heavy Equipment Operation
Heavy Equipment Mechanics

Clerk-Typist
Receptionist
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_name_________________________________________

_Address_________________________________________

_Age_________________________Telephone Number_________________________Veteran?__________

_Sex: M__ F__ Marital Status_____________Other Information______________________________

909 SOUTH AVENUE W.
MISSOULA, MONTANA 59801
MISSOULA TECHNICAL CENTER
FORESTRY TECHNOLOGY

Approved for Veteran’s Benefits.

Length of training Program — 2 years.

Criteria for enrollment include:

1. Must be 16 or over.
2. High school graduation preferred — generally prerequisite to employment.
3. Fundamental math mastery.
4. Required aptitudes as follows:
   a. manual dexterity
   b. abstract reasoning
   c. numerical reasoning
   d. verbal
   e. spatial/depth perceptions
5. Physical condition - excellent.
6. Good vision, agility, stamina.
7. Interest in living and working out-of-doors

SYLLABUS

FIRST QUARTER:

<table>
<thead>
<tr>
<th>SUBJECT</th>
<th>CONTACT HOURS</th>
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</thead>
<tbody>
<tr>
<td>Orientation to Forestry</td>
<td>12 hours</td>
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<tr>
<td>Forest Surveying</td>
<td>96 &quot;</td>
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<tr>
<td>Safety Procedures</td>
<td>24&quot;</td>
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<tr>
<td>Technical Mathematics</td>
<td>80 &quot;</td>
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<tr>
<td>Dendrology</td>
<td>72 &quot;</td>
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<tr>
<td>Forest Measurements (Scaling)</td>
<td>50 &quot;</td>
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<tr>
<td>Forest Soils</td>
<td>78 &quot;</td>
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390 hours

SECOND QUARTER:

<table>
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<tr>
<th>SUBJECT</th>
<th>CONTACT HOURS</th>
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</thead>
<tbody>
<tr>
<td>Communications</td>
<td>60 hours</td>
</tr>
<tr>
<td>Advanced Mathematics</td>
<td>60 &quot;</td>
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<tr>
<td>Technical Drawing</td>
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<tr>
<td>Forest Products</td>
<td>78 &quot;</td>
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<tr>
<td>Forestry Tools</td>
<td>36 &quot;</td>
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<tr>
<td>Forest Ecology &amp; Silviculture</td>
<td>86 &quot;</td>
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360 hours

THIRD QUARTER:

<table>
<thead>
<tr>
<th>SUBJECT</th>
<th>CONTACT HOURS</th>
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<tbody>
<tr>
<td>Applied Silviculture</td>
<td>84 hours</td>
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<tr>
<td>Forest Measurements (cruising)</td>
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<tr>
<td>Elementary Forest Surveying</td>
<td>84 &quot;</td>
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<td>Fire protection</td>
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<tr>
<td>Insect &amp; Disease Control</td>
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360 hours

FOURTH QUARTER:

<table>
<thead>
<tr>
<th>SUBJECT</th>
<th>CONTACT HOURS</th>
</tr>
</thead>
<tbody>
<tr>
<td>Timber Harvesting</td>
<td>84 hours</td>
</tr>
<tr>
<td>Road &amp; Trail Location</td>
<td>72 &quot;</td>
</tr>
<tr>
<td>Photo-Interpretation</td>
<td>48 &quot;</td>
</tr>
<tr>
<td>Outdoor Recreation Planning &amp; Improvements</td>
<td>80 &quot;</td>
</tr>
</tbody>
</table>
Wildlife Ecology 60 "
Phsychology & Human Relation 36 "

360 hours

FIFTH QUARTER:

Botany 42 hours
Supervision & Foremanship 36 "
State, Federal Forestry Laws, Regulations & Forest Policies 72 "
Technical Writing 60 "
Forest Economics 36 "
Records & Reports 24 "
Communications - written & oral 60 "

330 hours

SIXTH QUARTER:

Grazing & Wildlife Management 72 hours
Road & Trail - Construction & Maintenance 72 "
Principles of Forest Management 60 "
Land Use Surveys & Plans 40 "
Watershed Management 48 "
Elements of Social Science 60 "
Forestry Related Occupations 8 "

360 Hours

GRAND TOTAL HOURS 2160
MISSOULA TECHNICAL CENTER
AVIATION TECHNOLOGY

Veteran's Benefit is approved for Advanced Ground School only.
Length of Training Program - 2 years.

Criteria for enrollment include:
1. Must be 18 or over.
2. Male or Female.
3. High school graduation is preferred and almost required for employment.
4. Good science/math aptitudes.
5. Effective understanding and correct use of language skills.
6. High eye-hand coordination
7. Required aptitudes as follows:
   a. Manual dexterity
   b. spatial/depth perceptions
   c. mechanical and verbal
   d. Reasoning ability
8. Should be interested in Aviation.
11. Immunity to effects of motion or height are essential.
12. May not be an alcohol, drug or medicinal habituate.

AVIATION TECHNOLOGY SYLLABUS

CAREER PILOT OPTION
ADVANCED GROUND SCHOOL OPTION
(PARTIAL PROGRAM – AVIATION ADMINISTRATION OPTION)

FIRST QUARTER:

<table>
<thead>
<tr>
<th>SUBJECT</th>
<th>CONTACT HOURS</th>
</tr>
</thead>
<tbody>
<tr>
<td>General Aviation Survey</td>
<td>60 hours</td>
</tr>
<tr>
<td>Communication I</td>
<td>60 ''</td>
</tr>
<tr>
<td>Aviation Math</td>
<td>60 ''</td>
</tr>
<tr>
<td>Aerophysics</td>
<td>60 ''</td>
</tr>
<tr>
<td>Aviation Fundamentals</td>
<td>120 ''</td>
</tr>
<tr>
<td></td>
<td>360 hours</td>
</tr>
</tbody>
</table>

SECOND QUARTER:

<table>
<thead>
<tr>
<th>SUBJECT</th>
<th>CONTACT HOURS</th>
</tr>
</thead>
<tbody>
<tr>
<td>Flight Safety II</td>
<td>60 ''</td>
</tr>
<tr>
<td>Communication II</td>
<td>60 ''</td>
</tr>
<tr>
<td>Navigation</td>
<td>60 ''</td>
</tr>
<tr>
<td>Meteorology</td>
<td>60 ''</td>
</tr>
<tr>
<td>Flight Publications/planning</td>
<td>60 ''</td>
</tr>
<tr>
<td>Radio Comm. Procedures</td>
<td>30 ''</td>
</tr>
<tr>
<td>Lab Orientation Assigned</td>
<td></td>
</tr>
<tr>
<td></td>
<td>330 hours</td>
</tr>
</tbody>
</table>

THIRD QUARTER:

<table>
<thead>
<tr>
<th>SUBJECT</th>
<th>CONTACT HOURS</th>
</tr>
</thead>
<tbody>
<tr>
<td>Aviation Physiology</td>
<td>60 ''</td>
</tr>
<tr>
<td>&quot;Fundamentals of Instruction&quot;</td>
<td>60 ''</td>
</tr>
<tr>
<td>Radio Navigation I</td>
<td>120 ''</td>
</tr>
</tbody>
</table>
Airways Systems & Procedure | 60 ''
Air Traffic Control | 60 ''

(Private Pilot written)
Career Pilot Option - Flight Instruction Assigned

**FOURTH QUARTER:**

<table>
<thead>
<tr>
<th>Course Name</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>Aviation Literature</td>
<td>30</td>
</tr>
<tr>
<td>Aircraft Recognition</td>
<td>30</td>
</tr>
<tr>
<td>Aviation Marketing Survey</td>
<td>60</td>
</tr>
<tr>
<td>Search, Rescue &amp; Survival</td>
<td>60</td>
</tr>
<tr>
<td>Radio Navigation II</td>
<td>60</td>
</tr>
<tr>
<td>Propulsion Systems</td>
<td>60</td>
</tr>
</tbody>
</table>

360 hours

(Commercial, Instrument and Flight Instructor written)
Career Pilot Option - Flight Instruction Assigned

**FIFTH QUARTER:**

<table>
<thead>
<tr>
<th>Course Name</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>Airport Dev. &amp; Management I</td>
<td>120</td>
</tr>
<tr>
<td>Aerospace Vehicles</td>
<td>60</td>
</tr>
<tr>
<td>Business Principles / Econ</td>
<td>60</td>
</tr>
<tr>
<td>Aviation Law</td>
<td>60</td>
</tr>
<tr>
<td>Trends in Aviation</td>
<td>50</td>
</tr>
</tbody>
</table>

360 hours

(Basic/advanced Ground Instructor written)
Career Pilot Option - Flight Instruction Assigned

**SIXTH QUARTER:**

<table>
<thead>
<tr>
<th>Course Name</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>Technical Writing</td>
<td>60</td>
</tr>
<tr>
<td>Airport Dev/Management II</td>
<td>120</td>
</tr>
<tr>
<td>Principles of Supervision</td>
<td>60</td>
</tr>
<tr>
<td>Fixed Base &amp; Term Opn</td>
<td>60</td>
</tr>
<tr>
<td>FSS, Tower, WX Ops (OJT)</td>
<td>60</td>
</tr>
</tbody>
</table>

360 hours

(Airline Transport Rating written)
Career Pilot Option - Flight Instruction Assigned

*Required: Advanced Ground Instructor Option
Elective: Aviation Administration and Career Pilot Options
MISSOULA TECHNICAL CENTER
HEAVY EQUIPMENT MECHANICS I & II

Approved for Veteran's Benefits.
Length of Training Program -- 2 yrs.

Criteria for enrollment include:
1. Must reach his 18th birthday before the end of the first week in April of the first year of training.
2. High school graduation preferred but not required.
3. Better than average spatial and mechanical aptitudes.
5. Motor coordination.
6. Abstract reasoning abilities.
7. Mechanical interest - liking for outdoor work.
8. Excellent physical condition.
9. Union-required physical examination including back X-rays.
10. Males preferred.

SYLLABUS

FIRST QUARTER:

<table>
<thead>
<tr>
<th>SUBJECT</th>
<th>CONTACT HOURS</th>
</tr>
</thead>
<tbody>
<tr>
<td>Use of hand tools</td>
<td>50 hours</td>
</tr>
<tr>
<td>Safety training and accident prevention</td>
<td>10 &quot;</td>
</tr>
<tr>
<td>First Aid Training</td>
<td>10 &quot;</td>
</tr>
<tr>
<td>Introduction to types and use of lubricants and lube equipment</td>
<td>50 &quot;</td>
</tr>
<tr>
<td>Introduction to diesel mechanic service</td>
<td>50 &quot;</td>
</tr>
<tr>
<td>Operating math</td>
<td>130 &quot;</td>
</tr>
<tr>
<td>Grade equipment - scraper, dozer, loader, grader</td>
<td>60 &quot;</td>
</tr>
</tbody>
</table>

360 hours

SECOND QUARTER:

Shop Equipment                                  | 50 hours      |
Welding, cutting, & burning                     | 50 "          |
Labor and Management communication             | 50 "          |
First Aid Training                              | 50 "          |
Oils - types & uses                            | 50 "          |
Lubrications & fuels                            | 50 "          |
Internal combustion engine & moving components of machinery | 50 "          |

360 hours

THIRD QUARTER:

Diesel mechanics service, maintenance, overhaul, and repair | 150 hours |
Orientation to compaction & compaction equipment       | 50 "      |
Operation, familiarity with the scraper, dozer, front-end loader, and grader | 160 "      |

360 hours

SUMMER AND FOURTH QUARTER:

On-the-job training                             | 960 hours |

-25-
FIFTH QUARTER:

- Identity of equipment components: 50 hours
- Inspection of equipment: 50 hours
- Second course in advanced math for mechanics: 60 hours
- Safety training & accident prevention: 50 hours
- Orientation to shovel, hoe, cranes, hoist, & and plan equipment: 150 hours

SIXTH QUARTER:

- Maintenance & repair of all heavy duty equipment: 100 hours
- The use of grade instruments and plans: 100 hours
- The operation and uses of scraper, bull dozer, front end loader, grader: 160 hours

GRAND TOTAL HOURS: 2760 hours
MISSOULA TECHNICAL CENTER
HEAVY EQUIPMENT OPERATION

Approved for Veteran’s Benefits.

Length of training program — 2 years.

Criteria for enrollment include:
1. must have reached his 18th birthday before the end of the first week in April of the first year of training.
2. High school graduation preferred but not required.
3. Males preferred.
4. Better than average spatial and mechanical aptitudes.
7. Excellent physical condition.
8. Union-required physical examination including back X-rays.

HEAVY EQUIPMENT OPERATORS I & II

SYLLABUS

FIRST QUARTER:

<table>
<thead>
<tr>
<th>SUBJECT</th>
<th>CONTACT HOURS</th>
</tr>
</thead>
<tbody>
<tr>
<td>Read, Check, and set grade stakes</td>
<td>50 hours</td>
</tr>
<tr>
<td>Safety training and accident prevention</td>
<td>10 hours</td>
</tr>
<tr>
<td>First Aid Training</td>
<td>10 hours</td>
</tr>
<tr>
<td>Introduction to types and use of lubricants and lube equipment</td>
<td>50 hours</td>
</tr>
<tr>
<td>Introduction to heavy duty service &amp; orientation to heavy equipment</td>
<td>50 hours</td>
</tr>
<tr>
<td>Operating Math</td>
<td>130 hours</td>
</tr>
<tr>
<td>Grade equipment-scraper, dozer, loader, grader</td>
<td>60 hours</td>
</tr>
</tbody>
</table>

360 hours

SECOND QUARTER:

<table>
<thead>
<tr>
<th>SUBJECT</th>
<th>CONTACT HOURS</th>
</tr>
</thead>
<tbody>
<tr>
<td>Recheck and set grades stakes</td>
<td>50 hours</td>
</tr>
<tr>
<td>Introduction to Equipment</td>
<td>50 hours</td>
</tr>
<tr>
<td>Introduction to welding, cutting, &amp; burning</td>
<td>50 hours</td>
</tr>
<tr>
<td>Labor and management communications</td>
<td>60 hours</td>
</tr>
<tr>
<td>First Aid Training</td>
<td>50 hours</td>
</tr>
<tr>
<td>Heavy equipment and its uses</td>
<td>50 hours</td>
</tr>
<tr>
<td>The Internal combustion engine &amp; moving components of machinery</td>
<td>50 hours</td>
</tr>
</tbody>
</table>

360 hours

THIRD QUARTER:

<table>
<thead>
<tr>
<th>SUBJECT</th>
<th>CONTACT HOURS</th>
</tr>
</thead>
<tbody>
<tr>
<td>Recheck and set grade stakes</td>
<td>50 hours</td>
</tr>
<tr>
<td>Introduction to heavy duty service, maintenance, over-haul, and repair</td>
<td>100 hours</td>
</tr>
<tr>
<td>Orientation to compaction &amp; compaction equipment</td>
<td>50 hours</td>
</tr>
<tr>
<td>Operation, familiarity with the scraper, dozer, front-end loader, and grader</td>
<td>160 hours</td>
</tr>
</tbody>
</table>

360 hours

SUMMER AND FOURTH QUARTER:

<table>
<thead>
<tr>
<th>SUBJECT</th>
<th>CONTACT HOURS</th>
</tr>
</thead>
<tbody>
<tr>
<td>On-the-job training</td>
<td>960 hours</td>
</tr>
</tbody>
</table>

FIFTH QUARTER:

<table>
<thead>
<tr>
<th>SUBJECT</th>
<th>CONTACT HOURS</th>
</tr>
</thead>
<tbody>
<tr>
<td>Recheck and set grade stakes, learn to run a transit, plan reading</td>
<td>100 hours</td>
</tr>
<tr>
<td>Second course in advanced math for operators</td>
<td>60 hours</td>
</tr>
<tr>
<td>Safety training &amp; accident prevention</td>
<td>50 hours</td>
</tr>
</tbody>
</table>
Orientation to shovel, hoe, cranes, hoist, & orientation to plan equipment 150”

360 hours

SIXTH QUARTER:

Maintenance & repair of all heavy duty equipment 100 hours
The use of grade instruments and plans 100”
The operation and uses of scraper, bull dozer, front-end loader, grader 160”

360 hours

GRAND TOTAL HOURS 2760
MISSOULA TECHNICAL CENTER
WELDING TECHNOLOGY

Approved for Veteran’s Benefits.

Length of Training Program — 1 year

Criteria for enrollment include:

1. Age 16 or over.
2. High school graduation not required.
3. Fundamental math and mechanical drawing understandings,
4. Aptitudes as follows:
   a. eye-hand coordination
   b. manual dexterity
   c. mechanical and spatial reasoning
   d. numerical and abstract reasoning
5. Vision must be excellent or correctable.
6. Depth perception keen.
7. Physical health better than average.
9. Mental health and attitude must be good.

SYLLABUS

FIRST QUARTER:

<table>
<thead>
<tr>
<th>SUBJECT</th>
<th>CONTACT HOURS</th>
</tr>
</thead>
<tbody>
<tr>
<td>Industrial Communications</td>
<td>60 hours</td>
</tr>
<tr>
<td>Welding Math</td>
<td>60 &quot;</td>
</tr>
<tr>
<td>Welding Theory &amp; Lab-Shop</td>
<td>240 &quot;</td>
</tr>
<tr>
<td>(Oxy-acetylene welding)</td>
<td>360 hours</td>
</tr>
</tbody>
</table>

SECOND QUARTER:

<table>
<thead>
<tr>
<th>Subject</th>
<th>CONTACT HOURS</th>
</tr>
</thead>
<tbody>
<tr>
<td>Layout &amp; Drafting</td>
<td>60 hours</td>
</tr>
<tr>
<td>Metallurgy</td>
<td>60 &quot;</td>
</tr>
<tr>
<td>Welding Theory &amp; Lab-Shop</td>
<td>240 &quot;</td>
</tr>
<tr>
<td>(Electric Arc Welding)</td>
<td>360 hours</td>
</tr>
</tbody>
</table>

THIRD QUARTER:

<table>
<thead>
<tr>
<th>Subject</th>
<th>CONTACT HOURS</th>
</tr>
</thead>
<tbody>
<tr>
<td>Industrial Orientation/codes &amp; specs.</td>
<td>60 hours</td>
</tr>
<tr>
<td>Layout Theory &amp; Practice</td>
<td>60 &quot;</td>
</tr>
<tr>
<td>Advanced Welding</td>
<td>240 &quot;</td>
</tr>
<tr>
<td>Mig &amp; Tig</td>
<td></td>
</tr>
<tr>
<td>Advanced Arc</td>
<td></td>
</tr>
<tr>
<td>Pipe Structural</td>
<td></td>
</tr>
</tbody>
</table>

GRAND TOTAL HOURS 1080 hours
Missoula Technical Center, a state designated vocational-technical center under the local administration, the Missoula County High School District is an approved post-secondary vocational-technical school.

Enrollment is open to anyone over 16 who can qualify as a vocational-technical trainee in the curriculum of his or her choice. No tuition is charged to residents of Montana. Applications are taken at any time. Courses begin in September or at other schedule times throughout the year.

Students are expected to pay an annual registration fee of $50.00. No food or housing service is maintained. All students are afforded counseling and testing services at no cost.

More information may be had by writing to the Office of Admissions, Missoula Technical Center, 909 South Avenue, Missoula, Montana 59801, or by dialing (406) 543-7292 Monday through Friday.

ENROLL NOW IN YOUR TAX-SUPPORTED VO-TECH SCHOOL. IT PAYS!

Thomas Eugene Downey, Director
Missoula Technical Center

Shelby O. Bowley
Superintendent of Schools

A POST-SECONDARY VOCATIONAL-TECHNICAL CENTER
OFFERING

JOB TRAINING
ADULT EDUCATION
COMMUNITY SERVICE

Mid-Management
Practical Nursing
Medical Secretary

Library Aide
Forestry Technology
Electro-Mechanical Technology

Heavy Equipment Operation
Heavy Equipment Mechanics

Clerk-Typist
Receptionist
Stenographer-Secretary
Bookkeeping Assistant
Keypunch
Business Data Processing
Aviation Technology
(Pilot Training)
(Advanced Ground School)
Welding Technology
Special Programs

More information may be had by writing to the Office of Admissions, Missoula Technical Center, 909 South Avenue, Missoula, Montana 59801, or by dialing (406) 543-7292 Monday through Friday.
GENERAL INFORMATION

The Adult and Continuing Education Division of Missoula Technical Center provides educational opportunities for adults who wish to upgrade their skills and update their knowledge, pursue special subjects of interest, or further their general educational development in areas not commonly associated with the university campus curriculum. Courses vary with respect to objectives, length, cost, and degree of proficiency required for completion. Classes may be formed in direct response to community interest, provided there is a request from twelve or more individuals planning to enroll in a specific type of training. Headquarters for Adult and Continuing Education information is located in the administrative office in MTC’s main building.

ADMISSION

Admission is open to any person sixteen years of age or older, provided class space permits, and provided fees are paid in advance. In certain instances, special regulations may apply.

REGISTRATION

Registration particulars vary according to specific classes, although the school year is divided basically into three quarters — fall, winter and spring. Announcement of starting dates and enrollment periods is made through news media, industry, labor, and special agencies in the community. Details may be had at the MTC Adult Education office.

Applicants are advised to register prior to the beginning of a scheduled class because class sizes frequently are limited and therefore closed when enrollment maximums have been reached. In the event enrollment at the second meeting date of the class is not adequate for continuance, the administration reserves the right to terminate the class and make appropriate refunds of registration fees. Unless the class is structured for continuing enrollment, no new registrations will be accepted after the second meeting date. All registrations are accepted in the order in which they are completed.

SCHOOL TERM

The Adult Education program operates on a three-term schedule, with subjects offered on a single term basis only. No registrations are carried through to the subsequent term. In special instances, courses may be offered in a series, with registrations opened at the start of each term. Most classes meet one night per week for ten weeks, with a three-hour session as the basic unit, totaling thirty hours per term.

Continuing Education classes frequently will extend beyond the standard thirty-hour unit of ten weeks, and will be registered at any time appropriate to the start of instruction. For example, some continuing programs extend over a two-year period, with the total registration fee payable in equal installments each quarter. Continuing Education courses vary greatly and do not conform to a standardized concept of term length or total hours of instruction. Details are available at the Adult and Continuing Education Office.

CLASS SCHEDULE

Most Adult Education classes meet in the evenings or on Saturdays, and are scheduled in three-hour units. Although a class time, such as 7:00 to 10:00 p.m. on a weekday evening, may be assigned, the scheduled meeting time may be adjusted according to the convenience of the instructor and the enrollees, and in view of space and equipment availability. Room assignments and class schedules are subject to change at the discretion of the administration. Most three-hour classes meet from 7:00 to 10:00 p.m. any evening Monday through Thursday. Most two hour classes meet similarly from 7:00 to 9:00 p.m. Continuing Education classes are scheduled individually and in accordance with class needs, and instructor/facility availability. Both Adult and Continuing Education class schedules are available during the school term, but are not posted more than several weeks in advance.

REGISTRATION FEES

Registration fees vary in accordance with the number of hours of instruction and the type of course offered. Commonly, the registration fee for a thirty-hour unit will be no less than eight dollars ($8.00), with the cost of texts or special supplies identified separately. All fees are payable in advance of the start of the course, and collected in the Adult Education Office, main building, MTC campus.
BOOKS, EQUIPMENT AND SUPPLIES

Books, equipment and supplies required for Adult Education classes are the responsibility of the enrollee with many available at the MTC bookstore, main building. Costs of these items are available at the bookstore. A list of required books, etc., will be given to the student upon enrollment or during the first class session. Unless otherwise specified, books and required equipment or supplies needed for Continuing Education classes are handled on the same basis.

CERTIFICATE PROGRAM

No certificate program involving credit or graduation is offered by the Adult and Continuing Education division of the school. Credit for courses taken and completed may be granted by a subsequently admitting institution, or by the post-secondary division of Missoula Technical Center, at the option of the admitting institution. A Certificate of Completion is awarded to all students successfully completing a prescribed course of instruction, both in the Adult and in the Continuing Education programs. Enrollees wishing to transfer from the Continuing Education division to programs available in the post-secondary curriculum should contact the MTC counseling office. Continuing students will be accepted if:

1. All prerequisites for admission are met.
2. If class space is available.
3. Fee(s) are paid in advance.

If should be noted that admission priorities applicable to limited class enrollments will be honored. Students wishing to transfer between the Continuing and the Post-Secondary programs will be governed by the regulations of the division offering the program in which they are enrolling as the result of transfer.