MONTANA
Post-Secondary
Vocational-Technical Centers

All programs offered at Montana Post-Secondary Vocational-Technical Centers are subject to the approval of the State Board of Vocational Education.

Billings Post-Secondary Vocational-Technical Center
219 North 25th Street, Billings 59101
Raymond Heley, Director Phone: 252-4157

Butte Vocational Technical Center
404 South Wyoming Street, Butte 59701
Maurice Driscoll, Director Phone: 792-4256

Great Falls Post-Secondary Vocational-Technical Center
1100 Fourth Street South, Great Falls 59401
James Carey, Director Phone: 761-5800

Helena Vocational-Technical Center
1115 Roberts Street, Helena 59601
William Korizek, Director Phone: 442-0060

Missoula Technical Center
909 South Avenue West, Missoula 59801
T. E. (Gene) Downey, Director Phone: 728-2400

This catalog contains curriculum information for Missoula Technical Center only, for information on Vocational-Technical Centers other than Missoula Technical Center call or write directly to that school.
1971 — 1973
Catalog

COURSE OFFERINGS

Business and Office
Bookkeeper's Assistant
Clerk Typist
Secretary
Stenographer

Data Processing
Key Punch Operator
Machine Operator
Data Processing Programmer

Distributive Occupations
Mid-Management

Health Occupations
Medical Secretary
Practical Nursing

Technical Occupations
Aviation Technology
Electromechanical Technology
Forestry Technician
Forestry Aide

Trade and Industrial Occupations
Heavy Equipment Mechanics
Heavy Equipment Operators
Small Engine Mechanic
Truck Mechanic
Welding

Special Programs
Instructional Aide
Missoula Technical Center

Curriculum catalog and general information
STATE AND LOCAL ADMINISTRATION

Governor — Forrest H. Anderson
Superintendent of Public Instruction — Mrs. Dolores Colburg
Director of Vocational and Occupational Skills—Benjamin A. Ulmer

Montana State Board for Vocational Education
Right Reverend Monseigneur Anthony Brown
Mrs. Marjorie King
John D. French
T. T. Heberly
M. E. Richard
Boynton G. Paige
Fred H. Mielke
Mrs. Harriett Meloy

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Vern F. Reynolds
Robert E. Sheridan, Jr.
Col. Gordon H. Simmons

Superintendent, MCHS District — George M. Zellick
Director of Missoula Technical Center — T. E. (Gene) Downey

Administrative Staff
Everett E. Davis — Assistant Director, Instructional Services
W. Dewey Skelton — Assistant Director, Purchasing and Placement
John H. Giese — Director of Adult Education and Federal Programs
Richard C. Mattson—Coordinator, Guidance Services

Counseling Staff
Charles R. Couture
George E. Martin
Jon A. Pozega — Office of Admissions

Special Services
Jeffrey Dietz, District Supervisor of Cooperative Education
Mrs. Mona Frangos, Learning Center
Bruce Moyer, Data Processing Program Analyst
Mrs. Barbara Lassila, Resource Librarian
STATE AND LOCAL ADVISORY PERSONNEL

State Vocational Advisory Board
Mrs. Linda Skaar, Chairman
William Ball
Fred Barrett
Carl T. Blaskovich, Jr.
Jack Carver
Mrs. Kathleen Cattaneo
Joe Crosswhite
William L. Erickson
Jack Gunderson
S. Gregory Hamlin, Jr.
Patrick J. Kelly
William Korizek
Wallace McCulloch
O. L. Moen
Francis T. Peterson
Joe A. Rinders
Perry F. Roys
Dr. Harold L. Wenaas
Mrs. Susie Yellowtail

General Advisory Committee, Missoula Technical Center
Donald M. Drummond, Chairman
Dr. Robert P. Bannaugh
Dr. Leonard W. Brewer
Norman Carlson
K. L. Chilcote
Roger Clingman
William G. Collins
Mrs. Virginia Jensen
Paul Meisner
Edward Pope
Vince Powers
Robert Savage
Clifford Schillinger
David J. Sellegren
Vernon Shanley
MISSOULA TECHNICAL CENTER

FACULTY DIRECTORY

Business and Office
Mrs. Helen Chumrau
Mrs. Winnie Schweitzer
James Taylor
Mrs. Ann Wiles
Mrs. Carolyn Woodbury

Data Processing
Mrs. Patricia Kiner
Mrs. Mary Swarthout

Distributive Occupations
Robert Burger
Mrs. Margaret Gisselberg
Walt Hill

Health Occupations
Mrs. Norma Ibsen
Mrs. Roma Krumtsick
Mrs. Peggy Lake
Mrs. Lois Schultze

Technical
Edward Barry
Francis Boisvert
Alfred Chase
Dennis Lerum
Charles Logan
William MacDonald
Roy Stewart
Mrs. Billie Swartz
Robert Toomey

Trade and Industrial
Allen Baumberger
William Burlingame
Frank Reinoehl
Lyle Tiensvold

Instructional Aide
Mrs. Patricia Hall
GENERAL INFORMATION

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 state taxpayers, the Missoula Technical Center is dedicated to meeting the challenge of new and evolving dimensions in the world of work.

Objectives

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

Provide pre-employment training for persons with special needs;

Develop skills and knowledge necessary for entry into and progress within an occupation;

Afford supplementary skills and knowledge 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 school 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.

Advisory Committees
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 over-all committee and a cluster of occupational curriculum committees. The chairman of each major curriculum committee sits on the over-all 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 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, 1969, 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, Veterans Administration, Bureau of Indian Affairs, Division of Vocational Rehabilitation and other agencies or services. Specific programs are approved by appropriate agencies such as the Montana State Board of Nursing and the Federal Aviation Agency.

Specific agency approval or accreditation is noted for each program.

Administration
The Missoula Technical Center, a state vocational-technical center, is locally governed by the Missoula County High School Board of Trustees.
Teacher Qualifications
Teachers employed in the full-time post-secondary curricula of the Missoula Technical Center hold valid Montana teaching certificates, endorsed for vocational-technical instruction. 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. A minimum of three years of such documented-work experience is possessed by all instructors.

School Calendar
MTC’s basic school calendar includes three twelve-week quarters and one nine-week (summer) quarter. Registration is by quarter for most programs, even though certain programs may vary in term to meet specific training needs. The only exception to the regular registration schedule is found in five programs: Bookkeeper’s Assistant, Secretarial, Stenographic, Clerk Typist and the first year of Electromechanical Technology. Enrollment in these programs can be effected on a daily basis, as space permits, beginning with Fall Quarter 1971. Questions regarding such enrollment should be directed to the office of admissions.

Whenever possible, occupational training programs extend through the summer to enable students to become available for work in the shortest possible time.
MTC observes national holidays, and, when appropriate, schedules vacations at the completion of each quarter. Summer quarter generally closes early in August, to allow preparation for the new school year beginning in the fall, when most new programs are added. (Calendar enclosed)

CAMPUS FACILITIES AND SERVICES

Location
Missoula Technical Center is located at 909 South Avenue West, near the Fairgrounds, at the intersection of South Avenue and Stephens, in Southwest Missoula. The campus is adjacent to the Administration Building of the Missoula County High School District, and is west of Sentinel High School.

Campus
Two buildings comprise the main campus of MTC, both of which opened their doors to students in the fall of 1969. Designed by leading school architects, the campus integrates Northwest and Oriental architecture with the finest products of Montana and the Northwest. Flexibility and functionality are key words in its construction, 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 simulate environments most commonly found in the world of work.

In addition to the central campus, class sites are located in the three local hospitals, Community, Missoula General, and St. Patrick; at Fort Missoula, where a permanent trade and industrial complex is projected for completion by the end of 1971; at Johnson-Bell Field, nearby forests, and at other facilities appropriate for training. Such decentralized "classrooms" are one measure of the fine community, state and federal support afforded MTC's staff and students.

Parking
Specific parking areas are designated according to program locations. 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 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 on campus. Housing notices may be posted in the Admissions Office.

Library
The MTC Vocational-Technical Library is staffed by a full-time head librarian assisted by professional and para-professional aides. First of its kind in Montana, it includes 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 a learning center, MCHS libraries, the city-county public library, the University of Montana library, and the Missoula County High School Instructional Materials Center.

Instructional Materials Center
The Missoula County High School instructional Materials Center serves as a resource for developing instructional aides, references, audio-visuals and other data useful to staff or students. De-
tails and general information are available 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 and Accident Insurance**

All students are required to obtain student accident insurance. The cost of this insurance is included in the student registration fee. Insurance coverage is in effect during school hours, while on field trips and on the way to and from school.

**Counseling**

Educational, vocational-technical and personal counseling are available through members of 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 MTC placement office. Knowledge of job opportunities is maintained through continuous liaison with management, labor and many employment agencies including the Montana State Employment Services. Students are assisted in contacting prospective employers when possible, and information about job openings is maintained in the placement office. 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 toward completion of training. The Office of Admissions will notify the student’s Selective Service Board if good standing is not maintained or if the student leaves the training program for which he is enrolled.

Veterans Benefits

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

Financial Aid

When money is accessible, a federally-assisted student loan program is available to bona fide students demonstrating a likelihood of success within the training program. Local Montana banks participate in this loan program. 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 — such as from the Veterans Administration or the Division of Vocational Rehabilitation — may obtain financial assistance or information through the Director of Financial Aids.

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 Director of Financial Aids.

In addition to college work study, certain employment opportunities may exist for persons eligible for secondary schools’ work study programs. Please contact the Director of Financial Aids.

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 complex of the Center. Curriculum information is available by separate bulletin. General information is contained elsewhere in this catalog.

Changes In Operating Policy

The administration of the Missoula Technical Center reserves the right to alter, cancel, or otherwise modify any course offering, curriculum, fee/cost, registration or enrollment policy.

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, the methods of instruction and the facilities are appropriate to the occupations for which training is provided. In general, the program is correlated to similar programs offered on other post-secondary campuses so that the student may enroll in such institutions with a minimum of difficulty.

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 knowledges basic to all options in the office occupations, and will elect additional specialized courses pertaining to the job for which he feels he is best suited. Specialized options prepare students for such jobs as clerk typist, secretary, stenographer, 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 into employment. Performance standards in each curriculum have been identified for the school by representative advisory committees and the instructional staff for each occupation. Such standards must be met by the student before he will be recommended for a Certificate of Completion, indicating that he has successfully completed the curriculum for which he was enrolled.

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 Office of State Superintendent 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 return.

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.

d. Request that transcripts, recommendations, or other pertinent data be forwarded to the Office of Admissions, in applicant’s 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 Veterans benefits, see Veterans Benefits and obtain Certificate of Eligibility, complete steps outlined under Veterans Benefits.

g. If seeking admission under a special program or with special assistance (Vocational Rehabilitation, WIN, Work-Study, etc.) contact the counseling office.

Certain occupations require a physical examination as a prerequisite to employment. Applicants are urged to check the criteria of enrollment for each curriculum to insure that such requirements are met prior to completing registration. The responsibility is assumed only by the student. Details are available in the Office of Admissions.

NOTE: Because space is limited in specific programs, all applicants are urged to complete the admissions procedures as early as possible prior to the start of the program in which they seek training. No admission will be granted after the maximum enrollment in any class is reached. No admission 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 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 per year must be paid upon first enrolling in the school (usually programs begin in the fall and the annual fee is payable at that time) regardless of the program in which the applicant is enrolling. Special registration days are
designated prior to each quarter. The only exception to the regular registration schedule is found in five programs: Bookkeeper’s Assistant; Secretarial; Stenographic; Clerk Typist; and the first year of Electromechanical Technology. Enrollment in these programs can be effected on a daily basis, as space permits, beginning with Fall Quarter 1971. In the event a program has been fully enrolled, names of applicants will be kept on file for subsequent registration periods, but the responsibility for seeking admission remains with the student.

Program Placement

Applicants for admission will have varying degrees of occupational or academic experience and may ask for an 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 curriculum coordinator in cooperation with instructors in the particular curriculum involved.

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 diplomas are indicated. Students without a diploma may prepare for the General Educational Development Test (GED equivalency diploma rather than high school diploma) while enrolled in other MTC programs. Contact the counseling office for additional information.

Late Admissions

Admission at any time other than during scheduled registration days must be approved by the Office of Admissions. Exceptions to this policy are noted in the section entitled: Registration. 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 as
d. Instructional procedures permit.

Attendance

The student must assume the responsibility for regular attendance and make-up work. Regular attendance is expected of all students. Consecutive absence totaling five days constitutes an automatic drop. “Drop status” is not considered official withdrawal, but places the student on notice that if he does not contact the Office of Admissions he will be officially withdrawn from the class(es) in which the absences were incurred. Excessive absences that are
hindering student progress may result in the student being placed on “Probation” or officially withdrawn from school.

Drop

“Drop Status” denotes a student has been removed from class rolls and will not be permitted to reenroll in a class or classes until the next registration date, or until a conference has been held with the curriculum coordinator and the student’s advisor. This does not constitute an official withdrawal and does not entitle the ex-student to services and considerations afforded the graduate (identified under “withdrawal”).

Probation

Probationary status is designed to notify the student that due to inappropriate attendance and/or lack of satisfactory progress in the subject(s) in which he is enrolled, he is being placed on probation for the current quarter. In such instances the student’s progress will be evaluated on a weekly basis via reports from instructors. If improvement is not evident by the end of the current quarter, a conference will be held involving the student, his advisor and the curriculum coordinator to determine whether the student should transfer programs, repeat required subjects or seek training elsewhere.

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 the 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. Check in all library or reference materials and obtain the signature of the librarian.
f. Return completed withdrawal form to Office of Admissions.
g. Satisfy all financial obligations to the Center.

Grading

Student progress is based upon attainment of proficiency levels as indicated in the program for which he is enrolled.

Distinctive — Able to master the skills and knowledge of the course with a high degree of accuracy with little or no supervision.

Proficient — Able to perform the skills and knowledge of the course adequately.
Marginal — Close to the lower limit of qualifications or acceptability.
Incomplete — Has work to be completed to receive (alternate) grade.
Recycle — Performance is below the lower limit of qualifications or acceptability.

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 request from the student only. No charge is made unless the number of requests for official transcripts becomes excessive. An official transcript is provided to the student upon request, listing all courses completed by the student as well as those for which he may have been given credit in advanced standing. No charge is made for a reasonable number of copies of the official transcript.

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-graded and retained in the student’s placement 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 prospective employer. Mailing of the resume-data sheet is a service offered by Missoula Technical Center as a part of its job placement program.

Daily Schedule
Upon enrollment, the student is given a daily schedule. This schedule is arranged by the student and his advisor. 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 time for part-time or shift employment.

Student Costs
The fee per year per student of fifty dollars for residents of Montana is payable at the time of registration. In addition, a student may anticipate special costs for expendable items or extraordinary instructional arrangements. Such costs are noted in the individual program bulletins and are subject to change without notice. Costs will vary by program, with items such as tools, uniforms, safety
equipment, textbooks, etc., listed by curriculum. Food and housing costs are the responsibility of the student.

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 fee applicable to all students. Non-resident students are charged the standard out-of-state tuition at the rate of $600 per year.

**Student Responsibility**

Upon enrollment, each student assumes a responsibility to himself and to the school to present a proper image to the public. Loyalty to the school, appropriate dress, good personal appearance and conduct appropriate to employment are mandatory at all times. 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. Maintaining good public relations is a primary responsibility of every person connected with Missoula Technical Center.

**Associated Students**

All enrollees in Missoula Technical Center, regardless of the course of training being pursued, are encouraged to belong to and participate in the Associated Students. The student governing body is formally structured and operates within the framework of a constitution adopted in the 1967-1968 school year and ratified in the 1970-1971 school year. Included in its purposes are the promotion, development and betterment of MTC. Associated Students officers provide liaison between student viewpoint 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 knowledges necessary for entry into the successful performances within an occupation or occupational field. Upgrading and refresher training programs are also available.

All programs within the curriculum of MTC are subject to initial approval of the Missoula County High School 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

All full-time post-secondary programs are designed to lead to the attainment of a Certificate of Completion or a Diploma. 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 Completion will be granted to all students who have completed a full-time training program and who 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 Completion with Distinction. A Diploma is granted only upon the student’s written request and following:

a. Attainment of a Certificate of Completion 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 job position and in the occupation for which the Certificate has been granted.

Transfer of Credit

Students wishing to have credit(s) earned at another institution transferred to Missoula Technical Center and applied toward the attainment of a certificate must contact the Office of Admissions. No credit will be granted unless approved by the instructor and unless the applicant can demonstrate adequate job performance as related to that credit.
Students wishing to have credit(s) earned 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.
ADULT EDUCATION

General Information

The Adult and Continuing Education Division of Missoula Technical Center, though housed in the Center, does not generally operate on the same calendar as the Center, in order to make participation more convenient for adults of the community.

Opportunities are provided, through Adult and Continuing Education for self fulfillment, upgrading of skills, updating of knowledge, pursuit of special interests, and general educational development in areas not commonly offered on the university campus. Courses vary with respect to objectives, length, cost and degree of proficiency desired. Courses can be organized when twelve or more people of the community express an interest in specific non-scheduled courses. Adult and Continuing Education is administered through the central administration office in MTC's main building where registration is facilitated and information is made available.

Admission

Admission is open to any person sixteen years of age or older provided class space is available and fees are paid. Space limitations dictate restricted registration for some classes. Special registration may apply in some cases.

Registration

The adult school is divided into three quarters — Fall, Winter and Spring. Registration for specific classes is usually accepted during a two-week period immediately preceding the start of a quarter. Announcements of starting dates are made through the news media, brochures, and lines of communication available through business, industry, labor and special agencies in the community. Details are available through the Adult Education Office at MTC.

People who plan to participate in any class are urged to register in advance of starting dates because of factors that may limit class size. In the event that the number registered by the second meeting of the class is not adequate to warrant continuance of the class, the administration reserves the right to terminate the class. Registration is not encouraged after the second meeting of the class unless the class is structured for continuing enrollment. In order to make registration as convenient as possible three methods are provided. Prospective participants may register in person, by mail, or by telephone. However, registrations are accepted in the order received. Occasionally those who register by mail are disappointed. Waiting lists are maintained for very popular classes as a service to the student.

School Terms

The Adult Education program operates on a three-term schedule. Most subjects are offered on a single-term basis and may be offered during ensuing terms. Courses may be offered in a series with registration of a particular phase opened at the start of each
term. Usually classes meet for three hours per night, one night per week over a ten week period for a total of thirty hours of instruction. Continuing Education classes frequently exceed the thirty hour unit for ten weeks and may extend over four years. However, fees are payable quarterly.

Class Schedule
Most Adult Education classes meet evenings from 7-10 p.m. Occasionally a class may meet on Saturdays. Schedules are flexible and may change for the convenience of the participants and instructor or because of space and equipment availability. Schedules are published prior to each term and are available from the Adult Education Office.

Registration Fees
Fees for registration vary with hours of instruction scheduled and the type of course. Generally, the registration fee for the thirty-hour unit will be no less than eight dollars ($8) with the costs of supplies and/or texts identified separately. All fees are payable in advance and are collected through the Adult Education Office in the main MTC building.

Books, Equipment & Supplies
Participants are responsible for required books, small tools, and supplies. The MTC bookstore is usually open evenings and tries to stock necessary books and supplies. In some cases a total fee is charged that covers supplies; other supplies may be purchased locally. The MTC bookstore has limited supplies available for the convenience of participants and does not attempt to compete with local merchants.

Certificate Programs
No certificate program is offered by the Adult and Continuing Education program as an entity. However, the program does make provision for credit to be applied to other programs in cooperation with those programs. Other programs may grant credit for work completed through Adult and Continuing Education. Presently two types of credit are available.

High School Credit
A high school may elect to grant credit for courses completed. Courses are scheduled in the areas of Mathematics, English, Social Science, and Science and are structured to meet the needs of individual participants in a highly flexible program and operated in cooperation with local high school administrators. The program is unique in that each participant is helped to design a completion program that meets his specific needs. People who are interested in this program are urged to contact the Adult Education Office.
Post-Secondary Credit

Courses available through Adult and Continuing Education parallel instruction that is offered in regular MTC programs. In many cases, arrangements for credit can be made through the MTC Office of Admissions. Good working relationships are maintained between the daytime and evening divisions. Each case is processed on its individual merits.

Special Programs

The Adult Education Division of Missoula Technical Center is involved in many special programs. These programs, usually federally funded, are designed to meet special training needs not generally met in regular on-going programs. Although some programs last a year, most programs vary in length from a few weeks to a few months. Sponsoring agencies include Manpower Development Training, Office of Economic Opportunity, Vocational Rehabilitation, Montana State Employment Service and the Bureau of Indian Affairs.

A need must be demonstrated before these programs can be initiated. Usually instructors are hired for a particular program. Special services in the areas of curriculum coordination and development, advice on instruction and counseling are provided by the faculty. Program participants are considered to be regular students in the institution and afforded all normal privileges.

Courses Available

Courses are listed in this section to reflect the scope of Adult and Continuing Education. The listing is not intended as a firm schedule. Final scheduling is for the convenience of the community being served. Courses are constantly added.
<table>
<thead>
<tr>
<th>FALL TERM</th>
<th>WINTER TERM</th>
<th>SPRING TERM</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Art</strong></td>
<td><strong>Art</strong></td>
<td><strong>Art</strong></td>
</tr>
<tr>
<td>Painting</td>
<td>Painting</td>
<td>Painting</td>
</tr>
<tr>
<td>Macrame</td>
<td>Macrame</td>
<td>Macrame</td>
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<tr>
<td>Ceramics</td>
<td>Ceramics</td>
<td>Ceramics</td>
</tr>
<tr>
<td><strong>Business</strong></td>
<td><strong>Business</strong></td>
<td><strong>Business</strong></td>
</tr>
<tr>
<td>Introduction to Data Processing</td>
<td>Introduction to Data Processing</td>
<td>Introduction to Data Processing</td>
</tr>
<tr>
<td>Beginning Typing</td>
<td>Beginning Typing</td>
<td>Beginning Typing</td>
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<tr>
<td>Brush-Up Typing</td>
<td>Brush-Up Typing</td>
<td>Brush-Up Typing</td>
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<tr>
<td>Shorthand</td>
<td>Shorthand</td>
<td>Shorthand</td>
</tr>
<tr>
<td>Accounting I</td>
<td>Accounting II</td>
<td>Accounting III</td>
</tr>
<tr>
<td>Key Punch</td>
<td>Key Punch</td>
<td>Key Punch</td>
</tr>
<tr>
<td><strong>Home Economics</strong></td>
<td><strong>Home Economics</strong></td>
<td><strong>Home Economics</strong></td>
</tr>
<tr>
<td>Personal Pattern Development</td>
<td>Personal Pattern Development</td>
<td>Personal Pattern Development</td>
</tr>
<tr>
<td>Beginning Sewing</td>
<td>Beginning Sewing</td>
<td>Beginning Sewing</td>
</tr>
<tr>
<td>Intermediate Sewing</td>
<td>Intermediate Sewing</td>
<td>Intermediate Sewing</td>
</tr>
<tr>
<td>Tailoring</td>
<td>Tailoring</td>
<td>Tailoring</td>
</tr>
<tr>
<td>Principles of Interior Decorating</td>
<td>Principles of Interior Decorating</td>
<td>Principles of Interior Decorating</td>
</tr>
<tr>
<td><strong>Technical</strong></td>
<td><strong>Technical</strong></td>
<td><strong>Technical</strong></td>
</tr>
<tr>
<td>Aviation Ground School</td>
<td>Aviation Ground School</td>
<td>Aviation Ground School</td>
</tr>
<tr>
<td><strong>Vocational</strong></td>
<td><strong>Vocational</strong></td>
<td><strong>Vocational</strong></td>
</tr>
<tr>
<td>Upholstery</td>
<td>Upholstery</td>
<td>Upholstery</td>
</tr>
<tr>
<td>Basic Arc Welding</td>
<td>Basic Arc Welding</td>
<td>Basic Arc Welding</td>
</tr>
<tr>
<td>Intermediate Welding</td>
<td>Intermediate Welding</td>
<td>Intermediate Welding</td>
</tr>
<tr>
<td>Advanced Arc Welding</td>
<td>Advanced Arc Welding</td>
<td>Advanced Arc Welding</td>
</tr>
<tr>
<td>Pipe Welding</td>
<td>Pipe Welding</td>
<td>Pipe Welding</td>
</tr>
<tr>
<td>Small Gas Engines</td>
<td>Small Gas Engines</td>
<td>Small Gas Engines</td>
</tr>
<tr>
<td>Creating With Wood</td>
<td>Creating With Wood</td>
<td>Creating With Wood</td>
</tr>
<tr>
<td>Continuing Electronics</td>
<td>Continuing Electronics</td>
<td>Continuing Electronics</td>
</tr>
<tr>
<td>Apprentice Plumbers</td>
<td>Apprentice Plumbers</td>
<td>Apprentice Plumbers</td>
</tr>
<tr>
<td>FALL TERM</td>
<td>WINTER TERM</td>
<td>SPRING TERM</td>
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<tr>
<td>Apprentice Carpenters</td>
<td>Apprentice Carpenters</td>
<td>Apprentice Carpenters</td>
</tr>
<tr>
<td>Apprentice Sheet Metal</td>
<td>Apprentice Sheet Metal</td>
<td>Apprentice Sheet Metal</td>
</tr>
<tr>
<td>Apprentice Auto Mechanics</td>
<td>Apprentice Auto Mechanics</td>
<td>Apprentice Auto Mechanics</td>
</tr>
<tr>
<td>Apprentice Electricians</td>
<td>Apprentice Electricians</td>
<td>Apprentice Electricians</td>
</tr>
</tbody>
</table>

In addition a wide variety of courses are scheduled at various times throughout the year. Notable among these would be the following:

- Clothing for Youngsters
- Ensembles from Knit Fabrics
- Creative Cooking
- Blueprint Reading
- Mig and Tig Welding
- Metalwork
- Building Environmental Control
- Welding Seminars
- Weather Seminars
- Real Estate
- Power Sewing
- Lawn and Garden Care
- The World In Perspective
Post-Secondary Programs
BUSINESS AND OFFICE OCCUPATIONS

General Information
The demand for competent office workers in business and industry has always been and according to all statistics, will continue to be very strong. There are a diverse number of specific jobs in which today’s office worker can be employed, but there are also many basic skills which are common to many of these jobs.

The objective of the Business and Office curriculum at Missoula Technical Center is to provide the instruction necessary for a student to obtain the basic skills which are common to most office occupations.

In addition to the basic office skills, a student may select one of four specific programs for more concentrated study. These areas include Bookkeeper’s Assistant, Clerk Typist, Secretarial, and Stenographer.

A unique feature of this area of training is the provision for enrollment on a daily basis, space permitting, and the utilization of individualized, continuous progress instruction. With individualized instruction, programmed materials, and laboratory facilities available to the student, it is possible to complete the program in less than the suggested number of quarters. Enrollees, therefore, are cautioned to view the suggested length of training as a guideline only.

Criteria for enrollment:
1. Age 16 or over
2. High math aptitude
3. Strong capability for detail work
4. Excellent or correctable vision
5. Ability to concentrate for long periods of time
6. Ability to enjoy solitary work or working with others
7. Ability to follow orders in minute detail
8. High verbal, numerical and clerical aptitudes
9. Clear penmanship
10. Students should be willing to conform to appropriate office standards for dress and personal hygiene
11. Students should not possess a physical handicap which might preclude employment in a business office

General Courses Required for all Business and Office Occupations

<table>
<thead>
<tr>
<th>Course Number</th>
<th>Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>1001</td>
<td>Business Math</td>
</tr>
<tr>
<td>1005</td>
<td>Filing</td>
</tr>
<tr>
<td>1010</td>
<td>Office Machines</td>
</tr>
<tr>
<td>1015</td>
<td>Typing I</td>
</tr>
<tr>
<td>1016</td>
<td>Typing II</td>
</tr>
<tr>
<td>1017</td>
<td>Typing III</td>
</tr>
<tr>
<td>1020</td>
<td>Machine Transcription</td>
</tr>
<tr>
<td>1075</td>
<td>Office Procedures</td>
</tr>
<tr>
<td>1076</td>
<td>Model Office OR</td>
</tr>
<tr>
<td>1090</td>
<td>Cooperative Work Experience</td>
</tr>
<tr>
<td></td>
<td>(Office Occupations)</td>
</tr>
<tr>
<td>3001</td>
<td>Written Communication</td>
</tr>
<tr>
<td>3010</td>
<td>Oral Communication</td>
</tr>
<tr>
<td>3015</td>
<td>Human Relations</td>
</tr>
<tr>
<td>3020</td>
<td>Consumer Economics</td>
</tr>
<tr>
<td>5001</td>
<td>Introduction to Business</td>
</tr>
</tbody>
</table>

**BOOKKEEPER’S ASSISTANT**

Length of program: 4 quarters (depending on student background and ability)

**Nature of Work**

The Bookkeeper’s Assistant will, under the guidance of a qualified bookkeeper, compute and record payrolls, record accounts receivable and accounts payable, keep records for inventory control, and record other information vital to the record keeping procedure of a small, medium, or large business.

Bookkeeper’s Assistants may work for any business which keeps a set of modern records. Some opportunity does exist in accounting firms. There are good opportunities for advancement after acquiring experience.

In addition to the general courses required of all Business and Office students, the following courses are necessary for completion of the Bookkeeper’s Assistant specialization:

<table>
<thead>
<tr>
<th>Course Number</th>
<th>Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>1019</td>
<td>Statistical Typing</td>
</tr>
<tr>
<td>1032</td>
<td>Accounting I</td>
</tr>
<tr>
<td>1033</td>
<td>Accounting II</td>
</tr>
</tbody>
</table>
### CLERK TYPIST

**Length of program:** 3 quarters (depending on student background and ability)

**Nature of Work**

The Clerk Typist understands and performs three vital functions in an office; record keeping in combination with machines; communication — prepares, transmits and receives oral and written messages into, out of and within the business; compiles and computes data. The clerical worker must be able to apply her skills in typing, filing, business machines, etc. to complete many office jobs.

In addition to the general courses required of all Business and Office students, the following courses are necessary for completion of the Clerk-Typist specialization:

<table>
<thead>
<tr>
<th>Course Number</th>
<th>Title</th>
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</thead>
<tbody>
<tr>
<td>1025</td>
<td>Record Keeping I</td>
</tr>
<tr>
<td>1026</td>
<td>Record Keeping II</td>
</tr>
<tr>
<td>1071</td>
<td>Business and Office Directed Study</td>
</tr>
</tbody>
</table>

### SECRETARY

**Length of program:** 5 quarters (depending on student background and ability)

**Nature of Work**

The secretarial program is designed to train the individual who will eventually be employed in an executive secretarial position. Emphasis is placed on shorthand and transcription, personal development, and office procedures and management.

In addition to the general courses required of all Business and Office students, the following courses are necessary for completion of the Secretary specialization:

<table>
<thead>
<tr>
<th>Course Number</th>
<th>Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>1018</td>
<td>Typing IV</td>
</tr>
<tr>
<td>1030</td>
<td>Secretarial Accounting I</td>
</tr>
<tr>
<td>1031</td>
<td>Secretarial Accounting II</td>
</tr>
<tr>
<td>1040</td>
<td>Shorthand I</td>
</tr>
<tr>
<td>1041</td>
<td>Shorthand II</td>
</tr>
<tr>
<td>1042</td>
<td>Shorthand III</td>
</tr>
<tr>
<td>1043</td>
<td>Shorthand IV</td>
</tr>
<tr>
<td>1044</td>
<td>Shorthand V</td>
</tr>
<tr>
<td>1050</td>
<td>Charm for the Business Girl</td>
</tr>
</tbody>
</table>
STENOGRAPHER

Length of program: 4 quarters (depending on student background and ability)

Nature of Work

The Stenographic program is to prepare an office worker to handle the routine correspondence of a business office with minimum supervision. Emphasis in this program is placed on shorthand dictation and transcription in addition to basic skills.

In addition to the general courses required of all Business and Office students, the following courses are necessary for completion of the Stenographer specialization:

<table>
<thead>
<tr>
<th>Course Number</th>
<th>Title</th>
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</thead>
<tbody>
<tr>
<td>1025</td>
<td>Record Keeping I</td>
</tr>
<tr>
<td>1026</td>
<td>Record Keeping II</td>
</tr>
<tr>
<td>1040</td>
<td>Shorthand I</td>
</tr>
<tr>
<td>1041</td>
<td>Shorthand II</td>
</tr>
<tr>
<td>1042</td>
<td>Shorthand III</td>
</tr>
<tr>
<td>1043</td>
<td>Shorthand IV</td>
</tr>
<tr>
<td>5002</td>
<td>Business Law for Office Occupations</td>
</tr>
</tbody>
</table>

DATA PROCESSING OCCUPATIONS

General Information

Business Data Processing involves the application of unit record equipment and computers in meeting the needs of business, industry, education and government. Three areas of specialization are available to interested students: keypunch operator, machine operator and computer programmer.
Practical, "hands on" experience is provided to all enrollees that facilitates the correlation of theoretical knowledge with available technical equipment such as keypunch machines, collators, reproducers, and a third generation computer. Enrollees will perform a variety of functions in a laboratory setting that will enable them to become qualified employees upon completion of training.

**Criteria for enrollment:**

1. High school graduation preferred, as a condition of employment
2. Thorough grounding in math functions (general math and basic algebra).
3. Numerical, spatial, and general reasoning aptitudes
4. Temperament for intensive person-to-person concentration
5. 16 years of age or older. (Employers generally prefer 18 years or older)
6. Should be in good health
7. Ability to work with business-related concepts
8. Students should be willing to conform to appropriate office standards for dress and personal hygiene

**General Courses Required for all Data Processing Programs**

<table>
<thead>
<tr>
<th>Course Number</th>
<th>Title</th>
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<tbody>
<tr>
<td>1015</td>
<td>Typing I</td>
</tr>
<tr>
<td>1032</td>
<td>Accounting I</td>
</tr>
<tr>
<td>1502</td>
<td>Data Processing Math</td>
</tr>
<tr>
<td>1505</td>
<td>Principles of Automated Data Processing I</td>
</tr>
<tr>
<td>1510</td>
<td>Keypunch I</td>
</tr>
<tr>
<td>1515</td>
<td>Tabulating Machine Operations</td>
</tr>
<tr>
<td>3001</td>
<td>Written Communication</td>
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<tr>
<td>3010</td>
<td>Oral Communication</td>
</tr>
<tr>
<td>3015</td>
<td>Human Relations</td>
</tr>
<tr>
<td>3020</td>
<td>Consumer Economics</td>
</tr>
<tr>
<td>5001</td>
<td>Introduction to Business</td>
</tr>
</tbody>
</table>

**KEYPUNCH OPERATOR**

**Length of program:** 2 quarters (depending on student background and ability)

**Nature of Work**

Punch data into special coding cards or paper tapes for "in-put" into the computer. The cards are punched on machines that resemble typewriters; or, if the information is to be punched into tapes, the work is done by machines such as typewriters, adding machines, or bookkeeping machines which have special attachments to perforate paper tape. The operators must know their machines and be able to recognize any defects in operation.

In addition to the general courses required of all Data Processing programs, the following courses are necessary for a specialization in keypunch operation.
MACHINE OPERATOR

Length of program: 3 quarters (depending on student background and ability)

Nature of Work

Operates tabulating machines and related equipment designed to sort and count large quantities of accounting and statistical information. Information to be processed in a tabulating machine is first transferred to cards by keypunch operators. These punched cards may be used with electronic computers as well as tabulating machines. Computer operators or Console operators first examine the programmer's instruction sheet for the run and ascertain the procedure to be followed. They ready the equipment, make sure the computer is loaded with the tape, discs or cards needed and start the run.

In addition to the general courses required of all Data Processing programs, the following courses are necessary for a specialization in machine operator.

<table>
<thead>
<tr>
<th>Course Number</th>
<th>Title</th>
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</thead>
<tbody>
<tr>
<td>1010</td>
<td>Office Machines</td>
</tr>
<tr>
<td>1033</td>
<td>Accounting II</td>
</tr>
<tr>
<td>1506</td>
<td>Principles of Automated Data Processing II</td>
</tr>
</tbody>
</table>

DATA PROCESSING PROGRAMMER

Length of program: 6 quarters (depending on student background and ability)

Nature of Work

Programmers prepare flow charts, diagrams and operating instructions or "programs" for the computers so that the machines will perform the correct and necessary computational steps in the proper sequence.

In addition to the general courses required of all Data Processing programs, the following courses are necessary for a specialization as a data processing programmer.

<table>
<thead>
<tr>
<th>Course Number</th>
<th>Title</th>
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<tbody>
<tr>
<td>1010</td>
<td>Office Machines</td>
</tr>
<tr>
<td>1033</td>
<td>Accounting II</td>
</tr>
<tr>
<td>1034</td>
<td>Accounting III</td>
</tr>
<tr>
<td>1506</td>
<td>Principles of Automated Data Processing II</td>
</tr>
<tr>
<td>1520</td>
<td>Programming I (R.P.G.)</td>
</tr>
<tr>
<td>1521</td>
<td>Programming II (Neat 3)</td>
</tr>
<tr>
<td>1522</td>
<td>Programming III (Cobol)</td>
</tr>
<tr>
<td>1530</td>
<td>Data Processing Practicum</td>
</tr>
<tr>
<td>1590</td>
<td>Cooperative Work Experience (Data Processing)</td>
</tr>
<tr>
<td>3005</td>
<td>Technical Writing</td>
</tr>
</tbody>
</table>
DISTRIBUTIVE OCCUPATIONS

General Information

Opportunities in retailing, wholesaling and service industries continue to expand due to growth, turnover, and population increases. Employment exists in large and small hotel-motel operations, travel agencies, airline companies, department stores, agri-businesses, hospitality industries and others. In addition, the national market for food service personnel is rapidly expanding. Currently this industry is the third largest in U.S. dollar volume, employing over 3,000,000 people. Graduates from distributive occupation programs will be entering the largest available employment market to date.

Missoula Technical Center offers a program in mid-management technology with options in retailing, tourism, wholesaling and food services.

MID-MANAGEMENT

Length of program: 6 quarters (depending on student background and ability)

Suggested criteria for enrollment:

1. 16 years of age or older. (Employers generally require a minimum of 18 years or older.)
2. High School diploma (preferred and generally required by employers).
3. Average academic background.
4. Good general aptitudes in clerical reasoning, numerical reasoning and verbal reasoning.
5. Work well with others.
6. Follow orders quickly and effectively.
7. Interest in detail and task pursuit.
8. Flexible in attitude and willing to accept change.
9. Good mental, emotional and physical health.

Nature of Work
The mid-management program provides instruction and related work experience in marketing and distribution leading to middle management and/or specialized positions in retailing, wholesaling, or service occupations. Graduates will work with a variety of activities, including accounting, economics, merchandising, advertising, and sales and management.

Required Courses for Mid-Management

<table>
<thead>
<tr>
<th>Course Number</th>
<th>Title</th>
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<tbody>
<tr>
<td>1010</td>
<td>Office Machines</td>
</tr>
<tr>
<td>1015</td>
<td>Typing I</td>
</tr>
<tr>
<td>1032</td>
<td>Accounting I</td>
</tr>
<tr>
<td>1033</td>
<td>Accounting II</td>
</tr>
<tr>
<td>1034</td>
<td>Accounting III</td>
</tr>
<tr>
<td>1501</td>
<td>Introduction to Automated Data Processing</td>
</tr>
<tr>
<td>3001</td>
<td>Written Communication</td>
</tr>
<tr>
<td>3010</td>
<td>Oral Communication</td>
</tr>
<tr>
<td>3015</td>
<td>Human Relations</td>
</tr>
<tr>
<td>3020</td>
<td>Consumer Economics</td>
</tr>
<tr>
<td>5005</td>
<td>Salesmanship</td>
</tr>
<tr>
<td>5006</td>
<td>Sales Promotion and Visual Merchandising</td>
</tr>
<tr>
<td>5010</td>
<td>Management Seminar</td>
</tr>
<tr>
<td>5015</td>
<td>Mid-Management Practicum</td>
</tr>
<tr>
<td>5020</td>
<td>Principles of Business</td>
</tr>
<tr>
<td>5025</td>
<td>Principles of Marketing</td>
</tr>
<tr>
<td>5030</td>
<td>Merchandising Math</td>
</tr>
<tr>
<td>5035</td>
<td>Retail Store Operation and Management</td>
</tr>
<tr>
<td>5040</td>
<td>Business Law (Mid-Management)</td>
</tr>
<tr>
<td>5045</td>
<td>Principles of Advertising</td>
</tr>
<tr>
<td>5050</td>
<td>Principles of Management</td>
</tr>
<tr>
<td>5055</td>
<td>Applied Economics</td>
</tr>
<tr>
<td>5060</td>
<td>Directed Study (Mid-Management)</td>
</tr>
<tr>
<td>5065</td>
<td>Personnel Management</td>
</tr>
<tr>
<td>5070</td>
<td>Credit &amp; Collections</td>
</tr>
<tr>
<td>5075</td>
<td>Retail Buying</td>
</tr>
<tr>
<td>5090</td>
<td>Cooperative Work Experience (Mid-Management)</td>
</tr>
</tbody>
</table>
HEALTH OCCUPATIONS

General Information
The Paramedical and Allied Health Service Occupations Survey conducted in Montana in 1968 indicates by 1973 an additional 694 Licensed Practical Nurses and 231 medical secretarial and records personnel will be required to meet the needs in the field of health.

Missoula Technical Center offers two programs, Practical Nursing and Medical Secretary, that are designed to prepare enrollees for employment in the health occupations. Both programs introduce enrollees to particular facets of the paramedical profession through a planned sequence of classroom instruction, clinical, and cooperative work experience.

PRACTICAL NURSING

Length of program: 4 quarters (12 months as required by law)
Practical application of learned knowledge and skills obtained in classroom phase of training. Specific areas include: Medical and Surgical Nursing, Pharmacology, Pediatrics, Nutrition and others. Experience is gained through cooperation of local hospitals.

Suggested criteria for enrollment:
1. Eighteen years of age or older.
2. Graduate of an approved high school or holder of a General Education Development certificate.
3. Good physical and emotional health.
4. High moral character and appropriate personal presentation.
5. Able to succeed in the occupation and benefit from the training provided.
6. Physical examination.

Nature of Work
The Licensed Practical Nurse performs assigned nursing duties in caring for patients in hospitals or homes as follows: prepares patients and assists physician with examinations and treatments;
prepares and applies dressings, compresses, and packs; takes patient's pulse, temperature, and blood pressure; recording, when authorized, on patient's charts; pours, measures, and/or counts out medicines and administers prescribed dosages to patients; prepares patients for surgery or other treatment; sets up equipment in operating and delivery rooms; hands instruments and supplies to surgeon, obstetrician, or professional nurse during surgery or delivery.

**Required Courses**

<table>
<thead>
<tr>
<th>Course Number</th>
<th>Title</th>
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<tbody>
<tr>
<td>3020</td>
<td>Consumer Economics</td>
</tr>
<tr>
<td>5501</td>
<td>Body Structure and Function</td>
</tr>
<tr>
<td>5505</td>
<td>Microbiology</td>
</tr>
<tr>
<td>5510</td>
<td>Vocational Relations</td>
</tr>
<tr>
<td>5515</td>
<td>Nutrition</td>
</tr>
<tr>
<td>5520</td>
<td>Medical Terminology (Practical Nursing)</td>
</tr>
<tr>
<td>5525</td>
<td>First Aid (Practical Nursing)</td>
</tr>
<tr>
<td>5530</td>
<td>Nursing Needs of People in Illness</td>
</tr>
<tr>
<td>5535</td>
<td>Drugs and their Administration</td>
</tr>
<tr>
<td>5540</td>
<td>Care of Mother and the Newborn</td>
</tr>
<tr>
<td>5545</td>
<td>Care of Children</td>
</tr>
<tr>
<td>5591</td>
<td>Clinical Experience</td>
</tr>
</tbody>
</table>

**MEDICAL SECRETARY**

Length of program: 3 quarters (depending on student background and ability)

**Suggested criteria for enrollment:**

1. Ability to succeed in 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.

**Nature of Work**

Medical Secretaries take technical medical dictation and transcribe from notes or mechanical dictating equipment. Medical Secretaries must have a thorough knowledge of and familiarity with the uses and meanings of medical terms and phrases. Additional duties include: related clerical duties; classifying medical records of patients and completing statistics for use in reports and surveys.
**Required Courses for Medical Secretaries**

<table>
<thead>
<tr>
<th>Course Number</th>
<th>Title</th>
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<tbody>
<tr>
<td>1001</td>
<td>Business Math</td>
</tr>
<tr>
<td>1010</td>
<td>Office Machines</td>
</tr>
<tr>
<td>1015</td>
<td>Typing I</td>
</tr>
<tr>
<td>1030</td>
<td>Secretarial Accounting I</td>
</tr>
<tr>
<td>1031</td>
<td>Secretarial Accounting II</td>
</tr>
<tr>
<td>3015</td>
<td>Human Relations</td>
</tr>
<tr>
<td>3020</td>
<td>Consumer Economics</td>
</tr>
<tr>
<td>4501</td>
<td>Medical Terminology I</td>
</tr>
<tr>
<td>4502</td>
<td>Medical Terminology II</td>
</tr>
<tr>
<td>4503</td>
<td>Medical Terminology III</td>
</tr>
<tr>
<td>4505</td>
<td>Anatomy</td>
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<td>4510</td>
<td>Medical Communication I</td>
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<td>Medical Communication II</td>
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<tr>
<td>4515</td>
<td>Medical Statistical Typing</td>
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<td>4516</td>
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<tr>
<td>4520</td>
<td>Medical Transcription I</td>
</tr>
<tr>
<td>4521</td>
<td>Medical Transcription II</td>
</tr>
<tr>
<td>4525</td>
<td>Medical Office Procedures</td>
</tr>
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</table>
Technical education is devoted to instruction and training in occupations above the craftsman or trade levels, but generally not professional in nature. These programs are designed to qualify persons for employment in paraprofessional positions and as technicians, engineering aides, and production specialists.

Technicians are persons who are qualified by education, training and experience to perform duties and/or services which require judgment skills equal to or greater than manipulative skills, and which involve knowledge of science, mathematics, manufacturing and construction processes, and human relations.

Highly skilled technicians must be capable of working closely with engineers and/or professional supervisors in coordinating the efforts of skilled craftsmen in planning, assembling, installing and evaluating production processes or systems.

Missoula Technical Center offers three programs in technical education: aviation technology, electromechanical technology, and forestry technology. Each program has one or more options available to enrollees.

Criteria for enrollment:
1. 16 years of age or older (must be 18 years of age or older upon completion of training as a prerequisite for employment).
2. High school graduation is preferred and is usually required as a prerequisite for employment.
3. Above average aptitude in:
   a. Manual dexterity
   b. Math and science
   c. Abstract reasoning
   d. Verbal communication
   e. Spatial perception
4. Excellent or correctable vision.
5. Excellent physical condition (Aviation technology students must possess a valid FAA Class II Medical Certificate prior to enrollment. Immunity to effects of motion and height are essential). May not be an alcoholic, drug or medical habituate. A physical exam is required for Forestry also.
6. Interest in the occupation as a career.
   Example: Forestry — interest in living and working out of doors.

AVIATION TECHNOLOGY
Length of program: 6 quarters (depending on student background and ability)

Nature of Work

Commercial Pilot
The professional pilot must be qualified in all phases of flight planning, instrument and cross-country flying, the
taking off and landing of a variety of aircraft in all weather conditions; and have a detailed understanding of, and ability to use, a myriad of aircraft systems, controls and equipment. He must be flexible, versatile and able to assume responsibility and make decisions, frequently under adverse conditions. He must perform preflight and postflight inspections and frequently must provide preventive and minor maintenance on his aircraft.

Advanced Ground Instructor

The Advanced Ground School graduate is trained to teach courses leading to certification as private, commercial, instrument, helicopter and instructor pilots, as well as the Airline Transport Rating (ATR), Basic and Advanced Ground Instructor and Instrument Ground Instructor. He utilizes instructional materials, training aids, mock-ups, films, slides and filmstrips to facilitate learning. He must be certified by the Federal Aviation Administration as an Advanced Ground Instructor qualified to teach navigation, meteorology, aircraft systems, radio navigation, aerodynamics, propulsion systems, flight computer, aviation physiology, flight publications and Federal Aviation Regulations.

Courses Required for Completion of Aviation Technology

<table>
<thead>
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<th>Course Number</th>
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<tbody>
<tr>
<td>0501</td>
<td>Aerophysics</td>
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<tr>
<td>0505</td>
<td>General Aviation Survey</td>
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<td>0506</td>
<td>Aviation Math</td>
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<tr>
<td>0507</td>
<td>Aviation Fundamentals</td>
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<tr>
<td>0508</td>
<td>Flight Safety</td>
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<td>0510</td>
<td>Navigation</td>
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<tr>
<td>0511</td>
<td>Meteorology</td>
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36