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Missoula Vocational Technical Center

CURRICULUM catalog

AND GENERAL INFORMATION

For “HIRE” Education
Missoula, Montana

• Post-Secondary Vocational Education
• Adult & Continuing Education
• Community Service

1978-79
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MONTANA
VOCATIONAL TECHNICAL CENTERS

All programs offered in Montana's Vocational Centers are subject to the approval of the Board of Public Education.

Billings Vocational Technical Center
3803 Central Avenue 59102, Billings 59101
Glenn Burgess, Director
Phone: 652-1720

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

Great Falls Vocational Technical Center
1600 21st Avenue South, Great Falls 59405
James Carey, Director
Phone: 791-2100

Helena Vocational Technical Center
1115 Roberts Street, Helena 59601
Alex Capdeville, Director
Phone: 442-0060

Missoula Vocational Technical Center
909 South Avenue West, Missoula 59801
Thomas E. Downey, Director
Phone: 721-1330

This catalog contains information for Missoula Vocational Technical Center only. For information regarding other Vocational Technical Centers call or write directly to that school.

NOTICE CONCERNING MATERIALS DESCRIBED IN THIS CATALOG

Postsecondary center budgets are funded through appropriations to the Board of Public Education from the Montana State Legislature. Without that support, Missoula Vocational Technical Center would be unable to continue its programs. It should be understood, therefore, that not all programs described in this catalog may be available; nor are any representations made that courses or programs available in any given quarter will be continued or maintained in subsequent quarters.

While Missoula Vocational Technical Center will make every effort to provide described courses and programs, the final decision as to their availability at Missoula Vocational Technical Center rests with the Board of Public Education, and will be determined by available funds and by the needs of the school.

ALL PROVISIONS WITHIN THIS CATALOG ARE SUBJECT TO CHANGE WITHOUT NOTICE
MISSOULA VOCATIONAL TECHNICAL CENTER
909 South Avenue West
Missoula, Montana 59801
Telephone: (406) 721-1330

1978-79
Catalog

PROGRAM OFFERINGS

AGRICULTURE
Forestry Technician

DISTRIBUTIVE
Mid-Management
(Options)
Fashion Merchandising
Marketing Management
Retailing

HEALTH
Operating Room Technician
Practical Nursing
Respiratory Therapy Technician

HOME ECONOMICS
OCCUPATIONAL PREPARATION
Food Service
(Options)
Dinner/First Cook
Fast Foods
Fry Cook
Pantry/Salad Foods

OFFICE
Accounting/Bookkeeping
Business Data Processing
(Options)
Computer Operator
Keypunch Operator (Data Entry)
Programmer
Educational Assistant
Secretarial
(Options)
Clerk Typist
Legal Typist
General Secretary
Legal Secretary
Medical Secretary
Medical Secretary Receptionist
Medical Secretary Transcriptionist
Stenographer

TECHNICAL
Electromechanical Technology
(Options)
Industrial Electronics
Industrial Electronics Communications

TRADES AND INDUSTRY
Combination Welding
Heavy Equipment Maintenance
Small Engine Repair

Curriculum catalog and general information
### MISSOULA VOCATIONAL-TECHNICAL CENTER CALENDAR 1978-79

#### Summer 1978

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<td>54</td>
<td>7</td>
<td>12</td>
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#### Spring 1979

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<th>Quarter</th>
<th>Q4</th>
<th>FY 79</th>
<th>I</th>
<th>IR</th>
<th>NS</th>
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<td>9th Week</td>
<td>May 7-May 11</td>
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<td>May 21-May 25</td>
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<td>May 28-May 29</td>
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<td><strong>TOTALS</strong></td>
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<td>1</td>
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<td>Total Student Days</td>
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<td>= 54</td>
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<tr>
<td>Total Instructional Days (I)</td>
<td></td>
<td>= 54</td>
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<td>Total Teacher Days (I + IR)</td>
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<td>= 1</td>
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</table>
GOVERNING BOARDS AND ADMINISTRATION

The Board of Public Education, exercising general supervisory responsibilities and in most cases acting on the recommendations of the Superintendent of Public Instruction, has, as the governing board of vocational education, a number of duties prescribed by law.

The Board of Public Education has seven voting members. Membership is limited to four persons from the same congressional district or political party. The term of office for appointed members is seven years.

The Governor, Superintendent of Public Instruction and Commissioner of Higher Education serve as ex officio, non-voting members of the board. The Superintendent of Public Instruction serves as secretary to the Board of Public Education.

BOARD OF PUBLIC EDUCATION

Governor Thomas L. Judge ..................... ex officio
Superintendent of Public Instruction
Georgia Ruth Rice .......................... ex officio
Commissioner of Higher Education
Lawrence K. Pettit ......................... ex officio
Mr. George Johnson, 2734 Dawn
Great Falls 59404 .............. Term Expires Feb. 1, 1979
Mr. Earl Barlow, P. O. Box 216
Browning 59417 .................. Term Expires Feb. 1, 1980
Mrs. Marjorie King, Box 177
Winnett 59087 .................. Term Expires Feb. 1, 1981
Mrs. Carolyn Frojen, 235 East Beckwith
Missoula 59801 ................. Term Expires Feb. 1, 1982
Mrs. Enid O'Leary, Star Route 36, Box 12
HaVe 59501 .................. Term Expires Feb. 1, 1983
Mr. Allen D. Gunderson, P. O. Box 926
Billings 59102 ................. Term Expires Feb. 1, 1984
Mrs. Harriett C. Meloy, 1317 Ninth Avenue
Helena 59601 ................ Term Expires Feb. 1, 1985

The Montana State Plan for vocational education has been developed as a guide for public education agencies, institutions, contractual agencies, and other agencies applying and qualifying to implement and conduct vocational education programs for the benefit of all population groups representing all levels of education in the state. The State Plan conforms to the requirements established by Public Law 94-482, 94th Congress, the Vocational Education Amendments of 1976 and all state statutes pertaining thereto. It is from this plan that the organization and administration of vocational education is determined.

In accordance with codes, the Board of Public Education, (hereafter referred to as the Board), is the sole agency responsible for the governing of vocational education in the State of Montana. The Superintendent of Public Instruction is the Executive Officer of the Board for the administration of vocational education. The Board has the authority to submit the State Plan to the U. S. Office of Education and to administer and supervise the programs therein. The Board directs the State Treasurer in the disbursement of all state and federal monies to be used for vocational education.

Duties and responsibilities concerning vocational education are carried out by the Superintendent of Public Instruction as directed by the Board. State personnel of the Vocational and Occupational Skills component of the Office of Public Instruction are charged with carrying out the vocational education state functions as required and directed by the Board through the Superintendent of Public Instruction.

The trustees of a local high school district administer postsecondary vocational technical centers according to the requirements of the laws of the State of Montana, the policies of the Board of Public Education, and the regulations of the Superintendent of Public Instruction. If there is a conflict between the laws providing for postsecondary vocational technical centers and any other laws governing the operation of schools, the former shall have the controlling authority.

The Board of Trustees consists of seven members, elected by the voters of the district. Each member shall serve a term of three years. A chairperson and vice-chairperson are elected each year by the Trustees from the membership of the Board of Trustees.

In the event that any vacancy shall occur by death, resignation, or disqualification of any trustee, such vacancy shall be filled by the Board of Trustees, appointing a qualified resident of the district where the vacancy occurs, and he/she shall serve until the next election which is held on the first Tuesday in April. At this time, his/her successor shall be elected to fill the remainder of the unexpired term.

The County Attorney acts as the legal counsel for the Board of Trustees and will render all ordinary services as counsel for the Center.

MCHS BOARD OF TRUSTEES

Dr. Reuben A. Dettett, (Chairperson), 57 Marilyn Drive, Missoula 59801
Mr. Arthur O. Hightower, (Vice-Chairperson), 627 West Crestline Drive, Missoula 59801
Mrs. Peggy Ann Eudaily, (Secretary), 601 South Avenue West, Missoula 59801
Col. Gordon H. Simmons, 2415 Glen Drive, Missoula 59801
Mr. Mervin D. Selle, Star Route, Lolo 59847
Mrs. Eleanor Lawry, 504 Blaine, Missoula 59801
Mrs. Wilma V. Nicholson, Box 367, Seeley Lake 59868

HISTORY OF MISSOULA VOCATIONAL TECHNICAL CENTER

History shows that the Missoula Vocational Technical Center started small with the conviction that Montana people deserve a chance at the specialized jobs opening up as the region expands. Deserving a chance meant getting proper training, preferably right in the home territory.

The 1966 start of this training had roots in two existing Missoula County High School District programs: adult part-time classes and a few full-time occupational courses for adults. The District had established, in 1960, a training
program in Licensed Practical Nursing, one of the first postsecondary, full-time occupational programs in Montana through a high school system. Between 1960 and 1966, federal funding became available for additional full-time programs.

Though these and the LPN program were operated by the District, in those early years they had little formal identity within the District. They did not constitute a school.

In 1966 an MCHS proposal for a state vocational technical school in Missoula went to the State Superintendent of Public Instruction. MCHS trustees, administrators, teachers, students, and a dedicated core of interested businessmen collected facts and developed them into the proposal, presenting to the State the need for a full-time vocational-technical facility in Missoula.

Statistics and statements of advocacy for the proposal came from such sources as the State Employment Service, Unemployment Compensation Commission, Superintendent of Public Instruction, the University of Montana Business and Economic Research staff, Montana State Extension Service, Agricultural Education faculty, and the Missoula Mineral Human Resources, Inc.

The State accepted the MCHS proposal, and on October 18, 1966, authorized a Missoula area vocational technical school as outlined in the Vocational Education Act. In 1967 the MCHS Board of Trustees approved the establishment of the center, and Missoula County voters passed a one-time 10 mill levy to raise construction funds, the local amount to be matched by state and federal money.

From 1966 to 1969 Missoula Vocational Technical Center operated by utilizing rented and loaned facilities for classrooms, labs, and shops. The main MTC building (Building “A”) opened in 1969. In addition to the main building a second (Building “B”) was remodeled and enlarged. An additional building (Building “C”), located on another site was constructed in 1971, with an addition being realized in 1976. Currently, a fourth building (Building “D”) is being constructed at the main site, providing much needed space for expansion.

Missoula Vocational Technical Center is one of five state designated postsecondary vocational technical centers in Montana. MVTC is administered by the Missoula County High School District Board of Trustees and governed by the Board of Public Education.

Missoula Vocational Technical Center enrollment has grown from 108 in 1967-68, to 893 during 1973-74 and an anticipated 1,000 for 1979. These enrollment figures represent an annual full-time equivalency count of 736.

PHILOSOPHY AND OBJECTIVES

Vocational technical education is a major factor in the growth, welfare, and economy of the national community. It is unique in that its frame of reference must be in occupational terms and dimensions. It constitutes a significant part in the mainstream of education and assumes a responsible role in preparing people for contributory roles in society.

Missoula Vocational Technical Center has been developed in response to present and predicted needs of the community, state and nation, which continually change. The objectives:

1. Provide pre-employment education,
2. Upgrading for the employed,
3. Re-educating for employment, and
4. Community service and involvement reflect Missoula Vocational Technical Center's assumed responsibility in meeting those needs.

ACCREDITATION AND APPROVAL

Missoula Vocational Technical Center was designated as a State Vocational Technical Center by the Montana Legislative Assembly H.B. 481, effective July 1, 1969, and by the State Board of Education.

The curriculum is approved by the Board of Public Education. Missoula Vocational Technical Center’s programs are further approved by the United States Office of Education, Veteran’s Administration, Bureau of Indian Affairs, Division of Vocational Rehabilitation, and other agencies and/or associations for specific programs.

Missoula Vocational Technical Center is accredited by the Commission of Colleges of the Northwest Association of Schools and Colleges.
STUDENT SERVICES

ADMISSION

STATEMENT OF NON-DISCRIMINATION

Missoula Vocational Technical Center does not discriminate against any person on the basis of race, color, religion, sex, age, political beliefs, marital status, national origin, or handicap in the educational programs, or other activities it operates, in accordance with all applicable state and federal laws.

Whenever information is solicited by the Center regarding one or more of these categories, the information is used to provide statistical data for state and federal reports and is not personally identifiable. The solicitation of such information is also used for law compliance purposes.

APPLICATION QUALIFICATIONS

Missoula Vocational Technical Center applications are considered on a first-come, first-serve basis, consequently, it is important to apply early as most programs have waiting lists. Individuals who qualify as residents of Montana shall be given priority in cases of enrollment limitations.

All applicants will be considered in accordance to the following guidelines.

Regular Applicant. A regular applicant is a Montana resident possessing a high school diploma or its equivalent.

Special Applicant. Montana residents 16 years of age or older not possessing a high school diploma or its equivalent are considered for acceptance as special students.

Non-Resident Applicants. A non-resident applicant is an individual not satisfying Montana residency requirements. Regular and special applicant guidelines for non-residents are the same as those listed for Montana residents.

RESIDENCY REQUIREMENTS

A resident means:

A. One who has been domiciled (means a person's true, fixed, and permanent home and place of habitation) in Montana for one (1) year immediately preceding registration at any postsecondary vocational-technical center for any term or session for which resident classification is claimed. Attendance as a full-time student at any center shall not alone be sufficient to qualify for residence in Montana.

B. Any student of a Montana high school whose parents, parent, or guardian have resided in Montana at least (1) full year of the two (2) years immediately preceding his/her attendance at a high school. Such classification shall continue for not more than four (4) academic years if the student remains in continuous attendance at a center.

Missoula Vocational Technical Center's Admission policies are established in accordance with Montana statute regarding residency.

APPLICATION

Applications for admission are available at the Missoula Vocational Technical Center Admissions Office and all high schools in the state.

Applicants to the Practical Nursing and Respiratory Therapy Technician programs must submit proof of high school graduation or its equivalent before they can be officially accepted for enrollment.

Programs are filled on a first-come, first-serve basis. Applications are considered for acceptance on the basis of the date the completed application is received by the Admissions Office. Notification of receipt of a completed application will be sent on its arrival.

ACCEPTANCE

Notification of one's acceptance will be sent when application requirements have been completed and an opening in the selected training program exists. Notification of acceptance will include an intent to enroll form and other registration information. These forms must be completed and returned with the $10.00 application fee (non-refundable) by the specified date. If the forms and the fee are not returned by the specified date the application will be considered inactive. To reactivate the application one must contact the Admissions Office and request the application to be placed on the waiting list. The date this request is made is used for its relative placement on the list, which in turn determines when acceptance will be reconsidered.

PRE-TESTING

Pre-testing of new students in all programs is required prior to registration.

These tests are diagnostic in nature and the test results
are used to identify those students who may benefit from remedial instruction.

Test results are interpreted to students during orientation.

**ORIENTATION**

An orientation session will be held for all new students prior to registration. School rules, regulations, procedures, policies and supportive services will be explained to the students during orientation; so it is of utmost importance that students attend this activity.

**PROGRAM ENTRY INFORMATION**

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<thead>
<tr>
<th>Program</th>
<th>Length of Training</th>
<th>Time of Entry</th>
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</thead>
<tbody>
<tr>
<td><strong>BUSINESS DATA PROCESSING:</strong></td>
<td></td>
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</tr>
<tr>
<td>KeyPunch Operator (Data Entry)</td>
<td>2 quarters</td>
<td>Fall &amp; Winter Quarters</td>
</tr>
<tr>
<td>Computer Operator</td>
<td>3 quarters</td>
<td>Fall &amp; Winter Quarters</td>
</tr>
<tr>
<td>Programmer</td>
<td>6 quarters</td>
<td>Fall &amp; Winter Quarters</td>
</tr>
<tr>
<td><strong>COMBINATION WELDING:</strong></td>
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</tr>
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<td><strong>MID-MANAGEMENT:</strong></td>
<td></td>
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</tr>
<tr>
<td>Fashion Merchandising</td>
<td>3 quarters</td>
<td>Fall, Winter and Spring Quarters</td>
</tr>
<tr>
<td>Marketing Management</td>
<td>6 quarters</td>
<td>Fall, Winter and Spring Quarters</td>
</tr>
<tr>
<td>Retailing</td>
<td>3 quarters</td>
<td>Fall, Winter and Spring Quarters</td>
</tr>
<tr>
<td><strong>EDUCATIONAL ASSISTANT:</strong></td>
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<td><strong>ELECTROMECHANICAL:</strong></td>
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<tr>
<td>Industrial Electronic Communications</td>
<td>6 quarters</td>
<td>Fall Quarter</td>
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<tr>
<td>Industrial Electronics</td>
<td>6 quarters</td>
<td>Fall Quarter</td>
</tr>
<tr>
<td><strong>FOOD SERVICE:</strong></td>
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<tr>
<td>Fast Foods</td>
<td>1 quarter</td>
<td>Any Quarter</td>
</tr>
<tr>
<td>Fry Cook</td>
<td>1 quarter</td>
<td>Any Quarter</td>
</tr>
<tr>
<td>Pantry and Salad Foods</td>
<td>2 quarters</td>
<td>Any Quarter</td>
</tr>
<tr>
<td>Dinner/First Cook</td>
<td>4 quarters</td>
<td>Any Quarter</td>
</tr>
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<td><strong>FORESTRY TECHNICIAN:</strong></td>
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<tr>
<td><strong>HEAVY EQUIPMENT MAINTENANCE:</strong></td>
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<td><strong>SECRETARIAL:</strong></td>
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<tr>
<td>General Secretary</td>
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<td>Daily</td>
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<tr>
<td>Legal Secretary</td>
<td>6 quarters</td>
<td>Fall &amp; Winter Quarters</td>
</tr>
<tr>
<td>Medical Secretary Transcriptionist</td>
<td>6 quarters</td>
<td>Fall, Winter &amp; Spring Quarters</td>
</tr>
<tr>
<td>Stenographer</td>
<td>4 quarters</td>
<td>Daily</td>
</tr>
<tr>
<td>Legal Typist</td>
<td>3 quarters</td>
<td>Fall &amp; Winter Quarters</td>
</tr>
<tr>
<td>Medical Secretary</td>
<td>5 quarters</td>
<td>Fall, Winter &amp; Spring Quarters</td>
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<tr>
<td>Clerk/Typist</td>
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<td>Daily</td>
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<td>Fall, Winter &amp; Spring Quarters</td>
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<td><strong>RESPIRATORY THERAPY TECHNICIAN:</strong></td>
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<td><strong>SMALL ENGINE REPAIR:</strong></td>
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</tr>
<tr>
<td><strong>ACCOUNTING/BOOKKEEPING:</strong></td>
<td></td>
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</tr>
</tbody>
</table>
CORRESPONDENCE

It will be helpful and will accelerate replies if letters and inquiries are directed not only to the Missoula Vocational Technical Center, 909 South Avenue West, Missoula, MT 59801, (406) 721-1330, but to the particular office concerned:

Admissions Office—Requests for catalogs and application forms, inquiries concerning admission, questions concerning the curriculum, educational policy and withdrawal of applicants; requests for transcripts, inquiries concerning the enrollment status of a student; tuition and other student fees; inquiries concerning transfer, testing, and change in program.

Financial Aid Office—Inquiries concerning aid, applications for grants, loans, and campus and other part-time work; information regarding veteran's benefits and/or other agency assistance.

Counseling—Inquiries concerning testing, vocational choice, personal counseling, and other counseling services.

Supervisor of Adult and Continuing Education—Information concerning evening courses.

Placement Office—Request for information concerning past or present students qualified and available for positions.

EXPENSES

FEES

There is a basic $40 per quarter fee charged to those attending Missoula Vocational Technical Center. (This fee amount may change without advance notice.) The policies regarding fees are listed below:

1. Each student pays $40 per quarter.
2. A $10 application fee is part of the $40 first quarter fee.
3. Students registering for classes before mid-quarter pay $40.
4. Students registering after mid-quarter pay $20 (plus $10 application fee).
5. Non-residents are required to pay an additional $150 per quarter for tuition.
6. All fees and tuition must be paid before one can register and attend classes.

BOOKS

Students are required to purchase their own textbooks. The average cost for books per quarter has been approximately $60. Expenses for books have ranged between $60 and $100 each quarter depending on the program.

PERSONAL ITEMS REQUIRED

Other items of personal nature may be required when enrolling in a program. Such items might include uniforms, tools, safety equipment, gloves, shoes, etc. Following is a list of most student owned items that are required or strongly advised in each program. An approximate cost per item is also provided.

<table>
<thead>
<tr>
<th>PROGRAM/OPTION</th>
<th>ITEM</th>
<th>APPROXIMATE COST</th>
</tr>
</thead>
<tbody>
<tr>
<td>Forestry Technician:</td>
<td>Hard Hat</td>
<td>$5.00</td>
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<tr>
<td></td>
<td>Field Boots</td>
<td>30.00</td>
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<tr>
<td></td>
<td>Foul Weather Clothing</td>
<td>Variable</td>
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<tr>
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<td>Drawing Pens</td>
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<td></td>
<td>Leather Gloves</td>
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<td>Protractor</td>
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<td>Hearing Protection</td>
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<td></td>
<td>Calculator</td>
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<td>Engineer’s Scale</td>
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<td></td>
<td><strong>Total</strong></td>
<td><strong>$89.00 to $130.00 &amp; up</strong></td>
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<tr>
<td>Heavy Equipment Maintenance:</td>
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<td></td>
<td>Coveralls</td>
<td>45.00</td>
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<tr>
<td></td>
<td>Welding Goggles</td>
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<tr>
<td></td>
<td>Welding Gloves</td>
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<tr>
<td></td>
<td>Welding Helmet</td>
<td>15.00</td>
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<td></td>
<td><strong>Total</strong></td>
<td><strong>$372.00 &amp; up</strong></td>
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<tr>
<td>Small Engine Repair:</td>
<td>Hand Tools</td>
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<td></td>
<td>Coveralls</td>
<td>45.00</td>
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<td>Welding Gloves</td>
<td>6.00</td>
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<td></td>
<td>Welding Helmet</td>
<td>15.00</td>
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<td><strong>Total</strong></td>
<td><strong>$372.00 &amp; up</strong></td>
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(Personal items continued)

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<tr>
<th>Program/Option Title</th>
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<th>Books And 'Supplies</th>
<th>Other**</th>
<th>Total Cost***</th>
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<tr>
<td><strong>AGRICULTURE</strong></td>
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<tr>
<td>Forestry Technician</td>
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<td><strong>DISTRIBUTIVE</strong></td>
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<td>Mid Management</td>
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<tr>
<td>Apparel and Fashion</td>
<td>$120.00</td>
<td>$230.00</td>
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<td>Marketing Management</td>
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<td>$390.00</td>
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<td>$630.00</td>
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<tr>
<td>Retailing</td>
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<td>$230.00</td>
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<td>$350.00</td>
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<tr>
<td><strong>HEALTH</strong></td>
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<tr>
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<td>$430.00</td>
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*All amounts provided are estimates and may increase at any given time without prior notice.

**Approximate Total Cost**

Combination Welding:
- Welding Gloves: $6.00
- Welding Helmet: $15.00
- Welding Goggles: $6.00
- Drawing Equipment: $5.00
- Leather Pants: $21.00
- Leather Jacket: $24.00
Total = $77.00 and up

Electromechanical Technology:
- Et-310 Basic Experimenter Trainer Kit: $60.00
- Et-3200 Digital Trainer: $120.00
Total = $180.00 and up

Mid-Management:
- Calculator: $10.00 to $20.00
- $10.00 to $20.00 and up

Food Service:
- Name Pin: $4.00
- Bandage Scissors: $4.00
- Duty Shoes: $30.00
- Two Uniforms: $80.00
- Wrist Watch with Second Hand: $25.00 and up
- White Hose: $12.00
Total = $155.00 and up

Secretarial and Accounting/Bookkeeping:
- Earphones: $10.00 to $20.00
- Total = $14.00 to $24.00 and up

Operating Room Technician:
- Name Tag: $2.00
- Good Support Shoes (with Conductive tops) worn only in surgery: $25.00
Total = $27.00 and up

Respiratory Therapy Technician:
- White Shoes: $30.00
- Uniform: $40.00
Total = $70.00 and up

Educational Assistant:
- None: $0

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*All amounts provided are estimates and may increase at any given time without prior notice.
(Approximate total cost continued)

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<th>Category</th>
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| OFFICE                    | $120.00    | $275.00  | $395.00            |
| Accounting/Bookkeeping    | $120.00    | $275.00  | $395.00            |
| Business Data Processing  |            |          |                    |
| Computer Operator         | $120.00    | $230.00  | $350.00            |
| Keypunch Operator         | $80.00     | $155.00  | $235.00            |
| (Data Entry)              |            |          |                    |
| Programmer                | $240.00    | $330.00  | $570.00            |
| Educational Assistant     | $120.00    | $110.00  | $230.00            |
| Secretarial               | $120.00    | $220.00  | $340.00            |
| Clerk Typist              | $120.00    | $220.00  | $340.00            |
| Legal Typist              | $200.00    | $350.00  | $550.00            |
| General Secretary         | $240.00    | $410.00  | $650.00            |
| Legal Secretary           | $200.00    | $350.00  | $550.00            |
| Medical Secretary         | $120.00    | $220.00  | $340.00            |
| Medical Secretary (Data  | $40.00     | $120.00  |                    |
| Entry)                    |            |          |                    |
| Receptionist              |            |          |                    |
| Medical Secretary         | $240.00    | $410.00  | $650.00            |
| Stenographer              | $160.00    | $275.00  | $435.00            |
|                         | $40.00     | $30.00   |                    |
|                         | $30.00     | $110.00  |                    |
|                         | $215.00    | $40.00   |                    |
|                         | $215.00    | $40.00   |                    |
|                         | $215.00    | $40.00   |                    |
|                         | $215.00    | $40.00   |                    |
|                         | $215.00    | $40.00   |                    |
|                         | $215.00    | $40.00   |                    |
|                         | $215.00    | $40.00   |                    |
|                         | $215.00    | $40.00   |                    |
|                         | $215.00    | $40.00   |                    |
| TECHNICAL                |            |          |                    |
| Electromechanical        | $240.00    | $440.00  | $680.00            |
| Technology               | $240.00    | $440.00  | $680.00            |
| Industrial Electronics   | $240.00    | $440.00  | $680.00            |
| Communications           | $240.00    | $440.00  | $680.00            |
| TRADES AND INDUSTRY      |            |          |                    |
| Combination Welding      | $120.00    | $200.00  | $410.00            |
| Heavy Equipment Maintenance | $120.00 | $460.00  | $670.00            |
| Heavy Equipment Operation | $120.00 | $460.00  | $670.00            |
| Small Engine Reqpir      | $120.00    | $460.00  | $670.00            |
|                         | $30.00     | $30.00   |                    |
|                         | $150.00    | $150.00  |                    |
|                         | $50.00     | $50.00   |                    |
|                         | $25.00     | $25.00   |                    |
|                         | $0.00      | $0.00    |                    |
|                         | $0.00      | $0.00    |                    |
|                         | $0.00      | $0.00    |                    |
|                         | $0.00      | $0.00    |                    |
|                         | $0.00      | $0.00    |                    |
| *The majority of the books and supplies are purchased at the beginning of the first quarter. **This amount is payable on day of registration. ***These figures do not include out-of-state tuition ($150 per quarter). |

**THESE APPROXIMATIONS ARE SUBJECT TO CHANGE WITHOUT NOTICE.**

**REFUNDS**

$40.00 Fee

A. If a new student registers but attends no classes $30.00 will be refunded if the student officially withdraws.

B. If a returning student registers but attends no classes $40.00 will be refunded if the student officially withdraws.

C. If a student registers and attends any class(es) and then withdraws, no refund will be made.

D. No refunds will be made unless the student officially withdraws from school.

Out-Of-State Tuition

Out-of-state tuition will be refunded on the following basis if the student officially withdraws:

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<tr>
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<tr>
<td>6th</td>
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**Laundry Fee**

The Laundry fee will be refunded on the following basis if the student officially withdraws:

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<thead>
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<th>Week</th>
<th>Refund</th>
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</thead>
<tbody>
<tr>
<td>1st</td>
<td>100%</td>
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<tr>
<td>2nd</td>
<td>80%</td>
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<tr>
<td>3rd</td>
<td>60%</td>
</tr>
<tr>
<td>4th</td>
<td>40%</td>
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<tr>
<td>5th</td>
<td>20%</td>
</tr>
<tr>
<td>After 5th</td>
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</table>
COUNSELING AND TESTING
Counselors are available to help students with academic and personal difficulties; administration and interpretation of personal and vocational tests; and life and career planning. A wide variety of interests, mental ability, and aptitude tests are available on request from a counselor. These tests are designed to assist the student in life and career planning. Professional attitudes of Missoula Vocational Technical Center's counselors permit students to freely discuss their personal problems.

FINANCIAL AID
Student financial aid is available at Missoula Vocational Technical Center via the following programs:

BASIC EDUCATIONAL OPPORTUNITY GRANTS are a form of gift assistance available to undergraduate students enrolled on at least a half-time basis in a program of study lasting six months or longer. Students must also apply for a Basic Grant by completing the federal "Application for Determination of Basic Grant Eligibility." After a contracting agency has processed the application, a Student Eligibility Report is returned to the student. This SER must be presented to the financial aid office of MVTC before payment can be made. All students submitting a valid SER will receive the appropriate payments.

Basic Grant payments are disbursed quarterly to eligible students of MVTC within the first week of each new quarter. Students receiving their first disbursement of each fiscal year must sign and have notified an "Affidavit of Educational Intent" which states that BEOG monies will be spent to offset the student's educational costs and that if a student withdraws from classes before the end of the quarter, the student must repay the unused portion of that quarter's grant. Repayments are calculated on a daily rate basis.

Students must reapply for a Basic Grant each fiscal year they attend school and may only receive four years of undergraduate eligibility. Basic Grants may not exceed one half the cost of attending the institution per year.

THE COLLEGE WORK STUDY PROGRAM provides employment opportunities to eligible students to assist with meeting their educational costs.

To determine financial eligibility, MVTC students must complete, submit and have on file with the financial aid office an ACT Family Financial Statement, a Montana Application for Financial Aid, a Basic Grant SER, and a notarized affidavit of educational intent. It generally takes four to six weeks for the FFS to be processed and returned to the MVTC financial aid office. Prospective students should apply early for College Work Study assistance.

The financial aid office of MVTC assists student on a first-come, first-serve basis by date of completed applications, in compliance with federal regulations. Preference is also given to the students with the greatest financial need. The amount of a student's college work study award is determined by the financial aid officer based on the student's need and the availability of money within that program at the institution.

The financial aid officer will help eligible students to find employment in a public non-profit organization. Students may work up to 20 hours per week while attending classes and may work up to 40 hours per week during regularly scheduled school closure periods. Students who have been accepted to begin classes in September and are eligible for the College Work Study Program may work the summer before starting their classes. Students may not earn more than their college work study award amount.

THE SUPPLEMENTAL EDUCATIONAL OPPORTUNITY GRANT PROGRAM is also a form of gift assistance that is awarded to exceptionally needy students. Exceptionally needy students are those students who without the benefit of this grant would be unable to obtain a postsecondary education.

Students wishing to apply for an SEOG must complete, submit and have on file with the financial aid office a current, ACT Family Financial Statement, a Basic Grant SER, a Montana Application for Financial Aid, and a notarized affidavit of educational intent. It generally takes four to six weeks for the FFS to be processed and returned to MVTC's financial aid office so prospective students should apply early for SEOG assistance.

The financial aid office of MVTC assists students in this program on a first-come, first-serve basis, complying with federal regulations, by date of completed applications. Preference is also given to the students with the greatest financial need.

The amount of an SEOG cannot be less than $200 per year or more than $1,500 per year. SEOG's are for undergraduate students only. Students at MVTC that receive an SEOG must also receive an equal amount of aid through the College Work Study Program or be matched by a BEOG. A student's SEOG award is determined by the financial aid officer based on the student's need and the availability of money within that program at the institution. Need must be redetermined yearly.

THE FEDERALLY INSURED STUDENT LOAN PROGRAM enables students to borrow directly from a bank or other lending institution that makes loans. These loans are designed to assist students that cannot qualify for other college based financial aid programs.

Students may apply for a FISL by completing their portion and the school completing its portion of OE forms, and then submitting these forms to a participating lending institution.

Provided a bank is willing to lend to the student, he/she may borrow up to $2,345 per year to attend MVTC. The acceptance or denial of a loan is totally at the discretion of the lending institution.

Unlike other forms of student aid at MVTC, the FISL is the only form of aid that must be repaid. Money borrowed through the FISL program must be repaid beginning nine months after a student graduates or terminates his/her education at the rate of 7% interest. Students may take up to 10 years to repay the loan, however, there is a minimum monthly payment.

RESOURCE CENTER
The Resource Center, located in Building "A", is responsible for processing, circulating, and maintaining a well-balanced collection of printed materials, audio-visual equipment, and audio-visual materials. The Resource Center reflects the diversity of program offerings of the school and serves as a central reference library. It serves students, faculty, and district residents with materials as diverse as their needs and as diverse as the program offerings at the school. The Resource Center has a working relationship with selected libraries for interlibrary loans. Instructors and students may request books and materials not available in the Missoula Vocational...
Technical Center collection through the Resource Center staff.

The Resource Center is a service center designed to assist the administration, staff, and students of MVTC in providing the best instructional materials and audio-visual hardware available for vocational-technical education. Materials on file include:

Books
Periodicals
Nonprint (filmstrips, tapes, transparencies)
Vertical file (pamphlets, clippings, pictures)
Course outlines
School catalogs
Publishers and producers catalogs for books, audio-visual materials, and periodicals
A Satellite resource center is located in Building "C".

A schedule will be posted in the Resource Center to denote what hours the Center will be open.

LEARNING CENTER

The Learning Center provides: basic education for students who have not yet finished the eighth grade; G.E.D. preparation; administration of G.E.D. examinations; assistance to students in completing class assignments; remedies for marginal academic deficiencies in areas directly related to course completion; special help for students with physical and mental handicaps; diagnostic testing, and their administration and follow-up in math and reading.

Learning Center assistance can be obtained by contacting center personnel, or a counselor.

HOUSING

Missoula Vocational Technical Center does not have on-campus living facilities; consequently, living arrangements become the responsibility of the student. However, the center's Admissions Office does attempt to keep a list of available living accommodations as they are made known to us within the Missoula area.

FOOD SERVICE

Missoula Vocational Technical Center has no facilities for serving meals to students; however, a Snack Bar is in operation during lunch hours in Building "A".

HEALTH SERVICE

There is no formal health service program at the center. Students are encouraged to select a Missoula doctor while attending the center and have this doctor's name on file with the Admissions Office. It is the practice of center personnel to handle emergency situations by administering first aid immediately and then sending the victim to the closest hospital emergency room. Students with medical, physical, and/or emotional problems are encouraged to inform the Admissions Office and/or a counselor of their condition immediately upon arrival.

BOOKSTORE

The bookstore carries an inventory of most required textbooks, minor tools, and supplies. Other items as suggested by the instructors and students are also available for purchase. Bookstore prices are established to meet the expenses of the bookstore and maintain a minimum margin for operation. The bookstore is established as a service to the institutional community. It is organized as a business operation and managed and accounted for as such; and requires the practice of the following established bookstore policies:

1. Books purchased may be returned two weeks after purchase for full amount, providing:
   a. They are accompanied by a cash register sales slip.
   b. There can be no writing in them. This includes signing one's name in them.
   c. The books must be in brand new condition.

2. Books purchased that are wrong for which a student has registered may be returned for full refund provided the conditions listed above are met.

3. No books will be accepted for refund after two weeks from the date of purchase, unless they are accompanied by a drop/add slip. Fifty (50) percent of the purchase price will be refunded at this time.

4. Books in poor condition (with broken bindings, excessive underlining, missing pages, etc.) have no value and will not be bought back.

5. Only those books to be used again will be bought back.

6. All packets must be checked for missing parts within two days of purchase for a refund.

7. Temporary charges will not be made.

8. Bookstore hours will be posted.

STUDENT RECORDS

The release of a student's grades, transcripts, and other data requires written authorization by the student. Request by the student for transcripts should be directed to the Admissions Office. If the student wishes to request information to provide to a potential employer, the request should be made to the Placement Office.

The following data may be given to any inquirer without written authorization from the student: name, program of enrollment, period of enrollment, diplomas or certificates awarded, honors, date of completion, address, and telephone number. Any student wanting any or all of this information to remain confidential must inform the Admissions Office.

PLACEMENT SERVICES

A full-time Placement Office is maintained to assist students in obtaining part-time employment while attending school, as well as full-time employment following graduation.

As the institution does not guarantee placement, the success or failure of the placement effort will be influenced to a great extent by the student's attitude as well as his attendance and academic records.

Placement assistance will include, but not be limited to:

1. Assistance with letters of application, resumes, and application forms.
2. Preparation and mailing of transcripts and student placement folders.
3. Efforts to provide interviews with prospective employers.
4. Contacts with employers to identify job openings.
5. Information concerning employment opportunities with local, state and federal agencies.
While the above services are maintained primarily for current graduates, alumni are also encouraged to use the services of the Placement Office.

On-campus placement assistance is also available through representatives of the Montana Job Service. Appointments with the Job Service Representatives may be scheduled through the Missoula Vocational Technical Center Placement Office.

**PLACEMENT AND SALARY INFORMATION — 1977**

The roman numbers correlate with the legend at the bottom of the page.

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<th>VI</th>
<th>VII</th>
<th>VIII</th>
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**LEGEND**

I - Total number of graduates in each program.

II - Number of graduates who are employed in their field.

III - Number of graduates satisfactorily placed, either in related or non-related areas, further training in another program, or institution, or military.

IV - Number of graduates not employed.

V - Number of graduates whose status is unknown.

VI - Total number of non-graduates in each program.

VII - Number of non-graduates who are employed in their program field.

VIII - Number of non-graduates satisfactorily placed, either in related or non-related areas, further training in another program, or institution, or military.

IX - Number of non-graduates not employed.

X - Number of non-graduates whose status is unknown.

**NOTE:** Salaries listed represent only approximate starting salaries received by prior students. Actual beginning salaries will vary according to job location and responsibility.

**SOURCE:** Postsecondary Vocational-Technical Center Accountability Report — 1976-77.
ACADEMIC POLICIES

ATTENDANCE
Attendance generally affects the quality of a student's performance. Therefore, prompt and regular attendance is expected of all students.

Specific attendance regulations are established by the student's instructor. All students will be advised of the attendance regulations within the first few days of classes.

The responsibility for making up work missed because of absence is the responsibility of the student. Failure to complete scheduled course work may result in failure of the course. Poor attendance habits coupled with unsatisfactory performance and progress will result in termination from a training program.

CREDIT EQUIVALENCY
Each course is evaluated by a system of credits related to time spent in class laboratory or shop. Ordinarily, one hour of class, two hours of laboratory, or three hours of shop per week is scheduled for each credit. Any combination of class, laboratory, or shop may be arranged.

GRADING
The grading system includes the following options:
A - Superior performance as it relates to achievement
B - High degree of performance as it relates to achievement
C - Adequate performance as it relates to achievement
D - Barely adequate performance as it relates to achievement
F - Lack of performance as it relates to achievement
I - Incomplete
W - Withdrawal
CH - Challenge
OG - On-going course
T - Transferred work

Every student will be graded every quarter they are in attendance for every course enrolled in. Grades are posted on a student's transcript for each quarter they are in attendance.

Students may leave self-addressed, stamped envelopes with the Admissions Secretary if they want their end of quarter grades mailed to them or they may pick up a copy of their grades at the Information Desk in the Main Office.

INCOMPLETE
Incomplete's will remain on the transcript.

WITHDRAWAL
Withdrawals will be assigned to all courses a student has been registered in when the student officially withdraws from school. Generally if the student quits attending school and does not officially withdraw, "F" grades will be assigned.

CHALLENGE
The student must indicate to the instructor within the first two weeks of enrollment his/her desire to challenge the course. The instructor and the appropriate chairperson will determine whether the student's experience or other course work support the challenge request. If so, the instructor, in cooperation with the department chairperson, will be asked to construct and grade an examination or its equivalent. A "challenge" form available in the Admissions Office must be completed.

ON-GOING COURSES
On-going grades are permitted only in those courses identified as on-going. All on-going grades will remain on the transcript. It is suggested only one on-going grade be used for any one course.

In extenuating circumstances two such grades could be issued. A grade of "A", "B", "C", "D", or "F", should be assigned for the second or third grade, whatever the case may be. Limited use of this grade is encouraged. Instructor judgment relative to student's ability, time required and other circumstances are necessary.

TRANSFERRED WORK
Work that has been identified by the student and his advisor as possibly substituting for specific courses will be reviewed by a committee consisting of the Assistant Director for Instructional Services, Admissions Officer and the department chairperson. The student should initiate the transfer request through his or her advisor and/or the Admissions Office. A "transfer of work" form available in the Admissions Office must be completed.

CHANGING A GRADE
Once assigned, grades may be changed only through use of the "Grade Change Petition", available at the Admissions Office.
COURSE WAIVERS
Consideration of course waivers is done on an individual basis. A waivers committee consisting of the Admissions Officer, Assistant Director for Instructional Services, and the department chairperson will consider waivers. Students desiring waivers must make such a request to the Admissions Office. No grade(s) will be issued for the courses waived. Courses waived will be posted on transcript and noted course waived. A “Course Waiver” form available in the Admissions Office must be completed.

ADVANCED PLACEMENT
Where there is a practice of testing for advanced placement, students will receive a challenge grade for courses from which they test out.

TRANSFER/ADVANCED PLACEMENT CONFLICT
Where there is a practice of testing for advanced placement, transfer work will not be considered.

GRADE OF D
A grade of “D” is considered a minimal passing grade. Students receiving a grade of “D” may be advised by their advisor, instructor, or the department chairperson to repeat the course.

REQUIRED COURSES
Passing grades are necessary in all required courses before a diploma will be awarded.

COURSE AUDIT
Course auditing is prohibited.

ACADEMIC PROBATION AND SUSPENSION
It is the belief of Missoula Vocational Technical Center personnel that each student is unique and learns at an individual pace; however, guidelines are necessary to insure that students progress academically at a reasonable rate of speed.

A reasonable rate of speed is considered to be the successful completion of a course within the amount of total contact hours allotted to that course.

Students not progressing at a reasonable rate of speed may be placed on academic probation, and later face suspension if specific requirements are not met.

It is school policy that students be informed of course objectives, course requirements, attendance requirements, and other student responsibilities as they relate to each course, at the beginning of each course, by the respective instructors.

If a student is placed on academic probation the student will be notified as to the terms of probation in a written letter from the Admissions Officer.

If a student successfully meets the terms of probation, the student will be automatically removed from a probationary status.

Should a student fail to meet the terms of probation the student will be suspended from school for the following quarter.

Should a student believe he/she was suspended from school without cause or in a capricious manner, the student may request to have a hearing by contacting the Admissions Officer.

Should a student re-enroll at Missoula Vocational Technical Center following suspension the student will do so on a probationary status.

CHANGE FORM
A change in any information listed below will necessitate the use of a “Change Form” by the student involved:

1. Address change
2. Program change
3. Advisor change
4. Name change
5. Phone number change

“Change Forms” are available in the Admissions Office and should be returned to the Admissions Office by the student.

DROP/ADD
Students may add or drop a course during the first three weeks of the quarter. Drop/Add forms are available from the Admissions Office. To drop or add a course the form is presented to the instructor of the course and the student’s advisor for signature. After signatures are obtained the form is returned to the Admissions Office.

Drop/Adds are permissible throughout the quarter for the purpose of changing sections. Only in cases of extreme need and with the approval of the Admissions Officer will drops be permitted after the three week period. Courses can be added after the three week period in the usual manner. Incomplete Drop/Add forms will not be processed.

WITHDRAWAL
A student may initiate an official withdrawal. Forms are available in the Admissions Office.

The student should secure the appropriate signatures and return the form to the Admissions Office. A withdrawal grade will be recorded for all courses in which the student is currently registered.

If a student discontinues attending and does not complete and submit to the Admissions Office an official withdrawal, the student will generally receive “F” grades for those courses in which he/she was registered at the time of discontinued attendance.

On occasion the Admissions Officer will initiate a withdrawal. In this situation the student will be given withdrawal grades.

PROGRAM OPTION TRANSFERS
It is the policy of Missoula Vocational Technical Center to allow students to transfer from one program option to another at the earliest possible opportunity.

Students in the below programs can transfer from one option to another in the same program without making application:
1. Electromechanical Technology
2. Food Service
3. Mid-Management
4. Secretarial and Accounting/Bookkeeper
   A. From a Legal option to other options, excluding Medical options
   B. From a Medical option to other options, excluding Legal options
   C. From one general option (Clerk-Typist, Stenographer, General Secretary, and Bookkeeper/Accountant) to another.


Other currently enrolled students wishing to transfer from one program option to another must follow the normal application process as follows:
1. An applicant is one who has completed a Missoula Vocational Technical Center application
2. The application must specify choice of program option;
3. Only applicants will be considered for acceptance;
4. The applicant’s name will be placed on the specific program option waiting list by the Admissions Office;
5. The date the application is received by the Admissions Office will be used to determine the applicant’s priority for acceptance.

All students transferring from one option to another must complete a “Change Form” at the time of the transfer if the transfer is made during the quarter. If the transfer is made during registration, the student must provide the appropriate information on the “Class Schedule”.

All students wishing to transfer from one option to another must receive prior approval from the Admissions Officer.

Applications, Change Forms and Class Schedules are available in the Admissions Office.

CERTIFICATES
Certificates are issued to all students completing any program regardless of its length.

APPLICATION FOR CERTIFICATE
Students in their last quarter of attendance, completing requirements for a program/option, should request from the Admissions Office an application for certificate. This application requires the student to provide exit information, inventories the completed requirements and solicits the signatures of his/her advisor and the Admissions Officer. Students should meet with their advisors when filling out the application and submit the complete application to the Admissions Office.

Students neglecting to submit an Application for Certificate will not receive a certificate.

PROGRAMS

Curriculum content in each program is subject to change without prior notice.

AGRICULTURE

FORESTRY TECHNICIAN
The Forestry Technician program prepares individuals for immediate employment or upgrading as technicians to work with or supplement the professional forester in the maintenance and utilization of timber resources. Specific areas of preparation include log scaling, timber inventory, timber sale layout, marking and administration, surveying, road location and layout, silvicultural practices such as thinning, seeding and planting, fire prevention and control, insect and disease control, recreation management, and wildlife surveys.

Faculty
MacDonald, William — Department Chairperson
Alley, Jack
Chase, Alfred
Pagel, Ronald

Length of Program: 6 Quarters

Syllabus

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<thead>
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THIRD QUARTER

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FOURTH QUARTER
0815 Human Relations 25 3
0816 Job Prep 25 2
4515 Road Locations 80 5
4524 Habitat Types 50 3
4560 Introduction to Marketing and Economics 20 2
4565 Timber Harvesting 90 6
4574 Watershed Management 60 4
350 26

FIFTH QUARTER
0820 Consumer Economics 25 2
*4533 Forest Measurements IV 50 2
4555 Photo Interpretation 50 2
4561 Forest Economics 40 4
4570 Recreation and Planning 50 3
4571 Forest Policy and Laws 35 3
4575 Supervision and Foremanship 20 2
4583 Applied Forestry Mathematics 20 2
290 20

SIXTH QUARTER
4516 Road Design and Staking 50 3
4525 Insect and Disease Control 70 4
4532 Forest Measurements III 80 4
*4534 Forest Measurements V 60 3
4572 Range and Wildlife Management 80 5
4573 Forest Management 50 4
380 23

*OPTIONAL

DISTRIBUTIVE MID-MANAGEMENT
Options
Fashion Merchandising
Marketing Management
Retailing

Faculty
Pederson, Duane — Acting Department Chairperson
Burger, Robert — On Leave
Pease, Marilyn
Wenderoth, James

FASHION MERCHANDISING
Individuals working in Fashion Merchandising will be engaged in a wide variety of selling, displaying, and merchandising of clothing and accessory items in department stores, specialty shops, and boutiques. Experience in sales and display permits individuals to advance into positions of fashion coordinator, buyer, and merchandise manager.

Length of Option: 3 Quarters

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SECOND QUARTER
0801 English Review 20 2
0802 Written Communications 30 3
2510 Visual Merchandising 20 1
2512 Principles of Accounting I 50 3
2519 Retail Merchandising Management 50 3
2546 Retail Sales Promotion 50 2
2591 Practicum 220 Var Var

THIRD QUARTER
0816 Job Prep 25 2
2506 Advanced Salesmanship 50 5
2517 Fashion Buying 50 5
2588 Fashion Merchandising and Management 50 6
7014 Keyboard Typing 25 1
Elective 50 5
250 23

RETAILING
Retail sales personnel will be involved with in-store selling duties. The employee may also be responsible for ordering, pricing, stocking, and displaying merchandise in retail stores of all types from small to large chain operations.

Length of Option: 3 Quarters

Syllabus

<table>
<thead>
<tr>
<th>Course Number</th>
<th>Course Title</th>
<th>Contact Hours</th>
<th>Credit Hours</th>
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SECOND QUARTER
0801 English Review 20 2
0802 Written Communications 30 3
2518 Retail Store Management 50 5
2519 Retail Merchandising Management 50 3
2546 Retail Sales Promotion 50 5
Elective 50 5
250 20

THIRD QUARTER
0816 Job Prep 25 2
2506 Advanced Salesmanship 50 5
2512 Principles of Accounting I 50 3
2516 Small Business Management 50 5
Elective 50 5
225 20

*MARKETING MANAGEMENT
Marketing Management is a sequence of planned learning experiences designed for the systematic study of the management function and management decisions relative to marketing policies, organization, personnel and financing.

Length of Option: 6 Quarters

Syllabus
### Syllabus

#### HEALTH

<table>
<thead>
<tr>
<th>Course Numbers</th>
<th>Course Title</th>
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<td>0802</td>
<td>Safe Patient Care and Operating Room Techniques</td>
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**SECOND QUARTER**

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**THIRD QUARTER**

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**PRACTICAL NURSING**

The Practical Nursing program prepares individuals for immediate employment or upgrading as practical nurses to supplement the registered nurse and/or physician by providing direct nursing care in a variety of settings. Primary employment is found in hospitals; however, employment is also available in nursing homes, clinics, and other health care facilities. A major goal is to prepare individuals to pass the state licensure exam, which qualifies them to become Licensed Practical Nurses.

Length of Program: 4 Quarters

**Syllabus**

<table>
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<th>Course Number</th>
<th>Course Title</th>
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**RESPIRATORY THERAPY TECHNICIAN**

The Respiratory Therapy program prepares individuals for immediate employment or upgrading to work with or supplement the professional therapist or physician in the care and treatment of patients experiencing respiratory problems. Primary employment is found in hospitals; however, employment is also available in nursing homes, clinics, and other health care facilities. A ma-
jor goal is to prepare individuals for the certification exam which, upon passage, qualifies them as certified Respiratory Therapy Technicians.

Length of Program: 4 Quarters

Syllabus

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HOME ECONOMICS OCCUPATIONAL PREPARATION FOOD SERVICE

Options

Dinner/First Cook
Fast Foods
Fry Cook
Pantry/Salad Foods

Faculty

Hunter, William
Wutsch, Albert — Assistant Instructor

DINNER/FIRST COOK

The Dinner or First Cook prepares, seasons, and cooks soups, meats, vegetables, desserts, and other food stuffs for consumption. The cook also is concerned with food standards such as selection and preparation of food and the determination of the size of servings; sanitation procedures; and cooking methods in restaurants, private and public schools, hotels, hospitals, railroad dining cars, ocean liners, government agencies, manufacturing plants, private clubs, resorts, etc.

Length of Option: 4 Quarters

Syllabus

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FAST FOODS

Fast foods involves the preparation and cooking to order all kinds of foods which require only a short time to prepare. It may involve carving meats and filling orders from a steamtable, preparation of sandwiches, salads, and beverages, and serving meals to patrons over the counter.

Length of Option: 1 Quarter

Syllabus

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FRY COOK

The Fry Cook tends deep-fat cookers to fry meats, vegetables, fish, etc., in cooking oil. Fry cooks may prepare food stuffs for cooking and determine cooking time required.

Length of Option: 2 Quarters

Syllabus

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### PANTRY/SALAD FOODS

Pantry and Salad Foods involves the preparation of salads, appetizers, sandwich fillings, and other cold dishes. Specific activities are the washing, peeling, slicing and mixing of vegetables, fruits or other ingredients for salads, cold plates and garnishes. Carving and slicing of meats and cheeses, portions and arrangements on serving dishes are also included.

**Length of Option:** 2 Quarters

**Syllabus**

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### OFFICE ACCOUNTING/BOOKKEEPING

The Accounting/Bookkeeping person, under the guidance of a qualified accountant, computes and records payrolls, records accounts receivable and accounts payable, keeps records for inventory control, and records other information vital to the record keeping procedure of a business office.

**Faculty**

- Kiner, Pat
- Morger, Ann

**Length of Program:** 3 Quarters

**Syllabus**

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### BUSINESS DATA PROCESSING

#### Options

- Computer Operator
- Keypunch (Data Entry) Operator
- Programmer

**Faculty**

- Moyer, Bruce — Department Chairperson
- Brown, Robert
- McGill, Priscilla
- Woodard, Malcolm

**COMPUTER OPERATOR**

The Computer Operator concerns himself/herself with the operation of an electronic data processing computer, including reviewing program instructions, determining procedures for specific runs, reading equipment for operation, and manipulating and monitoring controls during operation. When computer trouble develops he/she calls computer operation and seeks the source of the trouble. Also, the Computer Operator prepares and operates various unit record machines, such as keypunch, verifier, and sorter.

**Length of Option:** 3 Quarters

**Syllabus**

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THIRD QUARTER

0816 Job Prep 25 2
1541 Computer Operations/Software 60 4
1591 Practicum I Var Var
7033 Accounting II 50 3
125 9

KEYPUNCH (DATA ENTRY) OPERATOR
Keypunch personnel operate keypunch and/or data recording machines, transcribing alphabetic and numeric data from source material onto punched cards and other input media. In addition the data is checked for accuracy through the use of verifying machines.

Length of Operation: 2 Quarters

Syllabus

Course Number Course Title Contact Hours Credit Hours
FIRST QUARTER
0816 Job Prep 25 2
1505 Principles of Data Processing 50 5
1510 Data Entry I 100 7
7014 Keyboard Typing (if required) 25 1
7015 Typing I 50 2
*Electives 50 Var
300 17

SECOND QUARTER
1511 Data Entry II 50 3
1591 Practicum I Var Var
7016 Typing II 50 2
*Electives 50 Var
*Approved electives: 150
7009 Office Machines 50 2
7027 Recordkeeping 50 3
7028 Accounting I 50 3
7033 Accounting II 50 3

PROGRAMMER
Programmers convert common business problems and processes into logical flow charts which are in turn used to code the solution in a specific computer language for use on automatic data processing equipment.

Length of Option: 6 Quarters

Syllabus

Course Number Course Title Contact Hours Credit Hours
FIRST QUARTER
0815 Human Relations 25 3
1502 Data Processing Math 50 5
1505 Principles of Data Processing 50 5
1522 BASIC 50 4
7032 Accounting I 50 3
225 20

THIRD QUARTER

0820 Consumer Economics 25 2
1509 Keypunch 25 2
1523 COBOL 100 7
1541 Computer Operations/Software 50 4
7033 Accounting II 50 3
250 18

FOURTH QUARTER
1524 Advanced COBOL 100 7
1591 Practicum I Var Var
7010 Office Machines 50 2
150 9

FIFTH QUARTER
0801 English Review 20 2
0802 Written Communications 30 3
1525 RPG II 100 7
1528 Advanced Computer Techniques 100 9
250 21

SIXTH QUARTER
0816 Job Prep 25 2
1526 Advanced RPG II 100 7
1592 Practicum II Var Var
2603 Principles of Business 50 5
175 14

EDUCATIONAL ASSISTANT
The Educational Assistant program prepares individuals for immediate employment or upgrading as assistants or aides to the professional educator. Primary emphasis is placed on preparing the student for employment in the elementary or secondary classroom; however, program participants will also be capable of performing clerical duties and serving as an assistant to the school librarian.

Faculty
Lasella, Barbara
Lukomski, Sharon

Length of Program: 3 Quarters

Syllabus

Course Number Course Title Contact Hours Credit Hours
FIRST QUARTER
0801 English Review 20 2
0802 Written Communications 30 3
3001 General Classroom Instruction I 50 4
3005 Library Instruction I 50 4
3010 Audio Visual Equipment and Instructional Materials Development 100 5
3015 Office Skills and Practice 50 2
7014 Keyboard Typing (If Needed) 25 1
7015 Typing I 50 2
350 or 375 20 or 23

SECOND QUARTER
0820 Consumer Economics 25 2
3002 General Classroom Instruction II 20 1
3006 Library Instruction II 50 3
3012 Introduction to Artwork 50 3
3014 Children's Literature 30 2
3091 Practicum 150 5
3097 First Aid 8 1
333 17

THIRD QUARTER
0815 Human Relations 25 3
0816 Job Prep 25 2
3018 Introduction to Special Education 50 5
3092 Practicum 150 6
250 15

*TThose students not interested in library may substitute, with the consent of their advisory, an appropriate elective.

SECRETARIAL

Options
- Clerk Typist
- General Secretary
- Legal Secretary
- Legal Typist
- Medical Secretary
- Medical Secretary Receptionist
- Medical Secretary Transcriptionist
- Stenographer

Faculty
Woodbury, Carolyn — Department Chairperson
Altenbrun, Larry
Chumrau, Helen
Frangos, Mona
Jakes, Penny
Kiner, Pat
Morger, Ann
Morris, Carol
Schweitzer, Winnie
Stocking, Lynn
Sullivan, Carol

CLERK-TYPIST
The Clerk-Typist compiles and types reports, bills, application forms, shipping tickets, and other data from clerical records. These activities also include the filing of records and reports, posting information to records, sorting and distributing mail and answering telephones.

Length of Option: 3 Quarters

Syllabus

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| SECOND QUARTER |                                  |               |              |
| 7016          | Typing II                        | 50            | 2            |
| 7020          | Machine Transcription I          | 50            | 3            |
| 7027          | Recordkeeping                    | 50            | 3            |
| 7065          | Office Machines                  | 50            | 2            |
| 7075          | Office Procedures                | 50            | 4            |
|               |                                  | 250           | 14           |

THIRD QUARTER
0816 Job Prep 25 2
2501 Introduction to Business 30 3
7017 *Typing III 50 3
7076 Model Office 100 5
7090 Cooperative Work Experience Var Var
205 13

*If previously completed, 7022 Automatic Typing I and 7023 Automatic Typing II or 7018 Progressive Typing are required.

GENERAL SECRETARY
The General Secretary takes shorthand dictation and transcribes correspondence and reports from shorthand notes or machine transcribers. The secretary is responsible for coordinating, expediting and facilitating the activities of a business office. The secretary serves as an aide for the business executive and frequently supervises the office clerical staff.

Length of Option: 5 Quarters

Syllabus

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| SECOND QUARTER |                                  |               |              |
| 7016          | Typing II                        | 50            | 2            |
| 7020          | Machine Transcription I          | 50            | 3            |
| 7027          | Recordkeeping                    | 50            | 3            |
| 7065          | Office Machines                  | 50            | 2            |
| 2535          | Business Law                     | 30            | 3            |
| 7017          | Typing III                       | 50            | 3            |
| 7020          | Machine Transcription I          | 50            | 3            |
| 7042          | Stenography II                   | 50            | 4            |
| 7075          | Office Procedures                | 50            | 4            |
|               |                                  | 230           | 17           |

FOURTH QUARTER
0820 Consumer Economics 25 2
0816 Job Prep 25 2
2501 Introduction to Business 30 3
7022 Automatic Typing I 20 1
7023 Automatic Typing II 30 2
7043 Stenography III 70 4
7065 Office Management 30 3
230 17

| FIFTH QUARTER |                                  |               |              |
| 1505          | Principles of Data Processing     | 50            | 5            |
| 7018          | *Progressive Typing               | 20            | 1            |
7021 Machine Transcription II 30 2
7044 Stenography IV 70 4
7076 Model Office 100 5
7090 Cooperative Work Experience Var Var

270 17

*Can be waived with advisor approval

LEGAL SECRETARY
The Legal Secretary reads, sorts, and routes mail, takes and transcribes dictation including legal papers and pleadings; composes letters and prepares documents from dictated instructions using form files; has knowledge of law office record keeping, supplies management, administrative and business detail; knows court rules, service, venue and civil procedure format, and can maintain the law library; may also supervise clerical workers; do payroll; and serve papers.

Length of Options: 6 Quarters

Syllabus

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SIXTH QUARTER
0820 Consumer Economics 25 2
2535 Business Law 30 3
7018 Progressive Typing 20 1
7089 Legal Office Production 100 6
7090 Cooperative Work Experience Var Var

175 12

Legal Secretary students must select a minimum of 250 hours from the following elective courses. Courses selected must have advisor approval. The preferred electives are in the shorthand-stenography area since many law offices do employ secretaries with that skill. An asterisk after the course indicates there is a prerequisite for that course.

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LEGAL TYPIST
The Legal Typist transcribes mechanically prerecorded dictation and types legal documents and pleadings; performs fundamental legal procedures following dictated instructions and form files; and can assume reception, filing, and routine law office duties under supervision.

Length of Option: 4 Quarters

Syllabus

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THIRD QUARTER
0816 Job Prep 25 2
0820 Consumer Economics 25 2
7017 Typing III 50 3
7075 Office Procedures 50 4
7083 Legal Transcription I 100 4
250 15

FOURTH QUARTER
7022 Automatic Typing I 20 1
7023 Automatic Typing II 30 2
7081 Probate and Domestic Relations 50 5
7084 Legal Transcription II 100 4
200 12

MEDICAL SECRETARY
The Medical Secretary transcribes limited medical office dictation, performs appointment and reception functions as a medical, dental, or hospital employee, answers telephone, receives patients, completes and files patient records, processes insurance forms, does billing, collections and payroll, assists the physician with routine measurement and recording of: height, weight, temperature, respiration, pulse, and blood pressure; has knowledge of inventory and knows basic office procedure techniques and medicolegal responsibilities.

Length of Option: 5 Quarters

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SECOND QUARTER
0820 Consumer Economics 25 2
2505 Filing 30 2
7010 Office Machines 50 2
7016 Typing II 50 2
7059 Medical Office Procedures 100 8
255 16

THIRD QUARTER
7017 Typing III 50 3
7027 Recordkeeping 50 3
7051 Medical Terminology II 50 5
7054 Anatomy and Physiology I 50 5
7060 Medical Forms 50 3
250 19

FOURTH QUARTER
0815 Human Relations | 25 3 |
0816 Job Prep | 25 2 |
0820 Consumer Economics | 25 2 |
7016 Typing II | 50 2 |
7051 Medical Terminology II | 50 5 |
7054 Anatomy and Physiology I | 50 5 |
7075 Office Procedures | 50 4 |
200 19

FIFTH QUARTER
7018 Progressive Typing 20 1
7053 Medical Terminology IV 50 5
7056 Medical Transcription I 100 5
7065 Office Management 30 3
7090 Cooperative Work Experience Var Var
200 14

*Can be waived with advisor approval.

MEDICAL SECRETARY RECEPTIONIST
A Medical Secretary Receptionist may work as a medical, dental, or hospital receptionist, maintain appointment schedules, do telephoning, receive patients, complete and file patient records, process insurance forms, do billing, miscellaneous office duties and payroll. Can assist the physician with routine measurements and recording of: height, weight, temperature, respiration, pulse, and blood pressure; knows basic medicolegal responsibilities.

Length of Option: 3 Quarters

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SECOND QUARTER
7010 Office Machines 50 2
7016 Typing II 50 2
7027 Recordkeeping 50 3
7059 Medical Office Procedures 100 8
250 15

THIRD QUARTER
0815 Human Relations 25 3
0816 Job Prep 25 2
0820 Consumer Economics 25 2
2501 Introduction to Business 30 3
7018 Progressive Typing * 20 1
7050 Medical Forms 50 3
7076 Office Procedures 225 18

7097 First Aid — TO BE TAKEN WHenever OFFered 8 1

*Can be waived with advisor approval
**or substitute 7022, Automatic Typing I

MEDICAL SECRETARY TRANSCRIPTIONIST
Medical Secretary Transcriptionists transcribe prerecorded dictation including medical histories, consultation, operative reports, other medical reports and physicians' correspondence either in a hospital medical records department or a medical office. The Medical Secretary Transcriptionist may also perform as a medical,
dental or hospital receptionist, maintain appointment schedules, do telephoning, receive patients, complete and file patient records, process insurance forms, do billing collections, payroll,

Length of Option: 6 Quarters

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"Can be waived with advisor approval.

STENOGRAPHER

The Stenographer takes shorthand dictation and transcribes correspondence and reports from shorthand notes or machine transcribers. In addition, the individual may assume varied general office duties.

Length of Option: 4 Quarters

Syllabus

<table>
<thead>
<tr>
<th>Course Number</th>
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<th>Contact Hours</th>
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<td>Cooperative Work Experience</td>
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</table>

TECHNICAL

ELECTROMECHANICAL TECHNOLOGY

Options

Industrial Electronics
Industrial Electronics Communications

Faculty

Boisvert, William — Department Chairperson
Surratt, Ellis

INDUSTRIAL ELECTRONICS

Industrial Electronics Technicians use and service testing equipment and troubleshooting circuits; repair photoelectric controls, timers, selector switches, counters, recorders, and transducers, solid-state devices and components, magnetic amplifiers, motors, motor controls, electronic heating, saturable reactors, servomechanisms, pulse circuits, and computers.

Length of Option: 6 Quarters
Course Number | Course Title | Contact Hours | Credit Hours
--- | --- | --- | ---
3501 | Direct Current Theory | 50 | 5
3507 | Math I | 50 | 5
3511 | Electrical Lab | 100 | 4
3520 | Physics I | 50 | 5

**SECOND QUARTER**

<table>
<thead>
<tr>
<th>Course Number</th>
<th>Course Title</th>
<th>Contact Hours</th>
<th>Credit Hours</th>
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</thead>
</table>
| 0820 | Consumer Economics | 25 | 2
| 3502 | Alternating Current Theory | 40 | 4
| 3508 | Math II | 50 | 5
| 3512 | Electrical Lab | 100 | 4
| 3521 | Physics II | 40 | 4

**THIRD QUARTER**

<table>
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<th>Course Number</th>
<th>Course Title</th>
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</table>
| 3503 | Tube and Semiconductor Theory | 50 | 5
| 3509 | Math III | 50 | 5
| 3513 | Electronics Lab | 100 | 4
| 3522 | Mechanisms | 50 | 5

**FOURTH QUARTER**

<table>
<thead>
<tr>
<th>Course Number</th>
<th>Course Title</th>
<th>Contact Hours</th>
<th>Credit Hours</th>
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</table>
| 0801 | English Review | 20 | 2
| 0805 | Technical Communications | 30 | 3
| 3505 | Semiconductor Circuits | 50 | 5
| 3515 | Electronics Lab | 100 | 4
| 3527 | Computer Fundamentals | 50 | 4

**FIFTH QUARTER**

<table>
<thead>
<tr>
<th>Course Number</th>
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<th>Credit Hours</th>
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| 0815 | Human Relations | 25 | 3
| 0816 | Job Prep | 25 | 2
| 3504 | DC and AC Machines | 50 | 3
| 3516 | Electronics Lab | 100 | 4
| 3532 | Microprocessors I | 50 | 4
| 3534 | Automatic Control I | 50 | 4

**SIXTH QUARTER**

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<tr>
<th>Course Number</th>
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<th>Credit Hours</th>
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</table>
| 3518 | Electronics Lab | 100 | 4
| 3530 | Motor Control | 50 | 5
| 3533 | Microprocessors II | 50 | 5
| 3535 | Automatic Control II | 50 | 5

**INDUSTRIAL ELECTRONICS COMMUNICATIONS**

Most Industrial Electronics Communications involves experiences concerned with the assembly, installation, operation, maintenance, and repair of communications equipment and systems of all types associated with industry, i.e., industrial sound systems, closed circuit television, telemetry, data transmission, and remote control.

Length of Option: 6 Quarters

<table>
<thead>
<tr>
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<th>Credit Hours</th>
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| 3507 | Math I | 50 | 5
| 3511 | Electrical Lab | 100 | 4

3520 | Physics I | 50 | 5

**SECOND QUARTER**

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| 0820 | Consumer Economics | 25 | 2
| 3502 | Alternating Current Theory | 40 | 4
| 3508 | Math II | 50 | 5
| 3512 | Electrical Lab | 100 | 4
| 3521 | Physics II | 40 | 4

**THIRD QUARTER**

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| 3509 | Math III | 50 | 5
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| 3522 | Mechanisms | 50 | 5

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| 3527 | Computer Fundamentals | 50 | 4

**FIFTH QUARTER**

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| 0816 | Job Prep | 25 | 2
| 3504 | DC and AC Machines | 50 | 3
| 3516 | Electronics Lab | 100 | 4
| 3532 | Microprocessors I | 50 | 4
| 3534 | Automatic Control I | 50 | 4

**SIXTH QUARTER**

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<tr>
<th>Course Number</th>
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<th>Credit Hours</th>
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</table>
| 3518 | Electronics Lab | 100 | 4
| 3530 | Motor Control | 50 | 5
| 3533 | Microprocessors II | 50 | 5
| 3535 | Automatic Control II | 50 | 5

**TRADE AND INDUSTRY**

Faculty

<table>
<thead>
<tr>
<th>Name</th>
<th>Title</th>
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<tbody>
<tr>
<td>Ammerman, Robert</td>
<td>Department Chairperson</td>
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<tr>
<td>Burlingame, William</td>
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<td>Dalton, Ellsworth</td>
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<td>Lizotte, James</td>
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<td>Stromberg, James</td>
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<tr>
<td>Tiensvold, Lyle</td>
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</table>

**COMBINATION WELDING**

The Welding program prepares individuals for immediate employment or upgrading in a variety of firms or organizations which utilize welding processes. Employment is found with manufacturing concerns, metal fabricating shops, construction companies, general repair shops, and other organizations utilizing welders such as railroads, mining, and logging operations. Welders use both gas welding and any combination of arc welding processes to weld metal parts together, according to diagrams, blueprints, and other written specifications.

Length of Program: 3 Quarters
SMALL ENGINE REPAIR

The Small Engine Repair program prepares individuals for immediate employment or upgrading in the maintenance and repair of small gasoline engines including those found on lawn and garden equipment, recreational vehicles and equipment, compact foreign vehicles, and light construction equipment. Employment is found primarily with recreational equipment dealers; however, opportunity is also available with vehicle repair shops, service stations, and for self-employed individuals.

Length of Program: 3 Quarters

SPECIAL PROGRAMS

Missoula Vocational Technical Center participates in special programs including those sponsored by the Federal Government under the Comprehensive Employment Training Act. Details concerning the availability of such programs and the qualification for enrollment can be obtained from the Associate Director for Adjunct Programming.

For additional information, write or contact:

Associate Director for Adjunct Programming
Missoula Technical Center
909 South Avenue West
Missoula, MT 59801
GENERAL COURSE OFFERINGS

Faculty
Blattner, Bruce — Acting Department Chairperson
General
Flittner, Elizabeth
Ladd, Bridget
Mielke, Susan — Department Chairperson Learning Center
Moore, Eddie
Palmer, Robert
Siler, John
Toomey, Robert — On Leave

These course offerings provide service to students enrolled in all other programs offered at the institution. Primary emphasis is placed on providing enrollees from other programs the general education needed to secure employment and to succeed within their chosen occupation. Specific goals are listed below:

1. To provide instruction in the basic written communication and mathematical skills required by students for successful matriculation through their chosen occupational program.
2. To provide instruction in job seeking and retention skills to students from all occupational programs.
3. To provide the related instruction in communications skills to those programs which have identified communications skills as a necessary and integral part of that curriculum for program enrollees.

Course Listings

<table>
<thead>
<tr>
<th>Course Number</th>
<th>Course Title</th>
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<td>Written Communications</td>
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<td>0815</td>
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<td>3</td>
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<td>2</td>
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<td>Consumer Economics</td>
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<tr>
<td>0940</td>
<td>Basic Mathematics</td>
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English Review

0801 Contact Hours: 20
Prerequisite: None
Credit Hours: 2

A presentation of the spelling, grammar, and punctuation principles needed in business writing, including techniques, such as the use of sentence structure, transitions, phrases, and clauses.

Written Communications

0802 Contact Hours: 30
Prerequisite: 0801 or successful challenge
Credit Hours: 3

A presentation of the skills involved in business correspondence; specifically, sales letter, letters of acceptance and refusal, routine business communications, as well as memos.

Technical Writing

0805 Contact Hours: 30
Prerequisite: 0801 or successful challenge
Credit Hours: 3

A presentation of the skills involved in technical writing; specifically, the writing of technical and lab reports in clear, simple language and the correct use and placement of graphs and tables to enhance reader understanding.

Human Relations

0815 Contact Hours: 25
Prerequisite: None
Credit Hours: 3

Analyzing and solving "people-caused" problems. Understanding oneself and relating to others socially and on the job.

Job Prep

0816 Contact Hours: 25
Prerequisite: None
Credit Hours: 2

This course is designed to assist the student in acquiring the skills needed to locate, obtain, and retain a job.

Consumer Economics

0820 Contact Hours: 25
Prerequisite: None
Credit Hours: 2

A presentation of skills involved in consumer survival; specifically, the course includes credit purchasing, insurance buying and retirement funds, money management, landlord-tenant laws, and legal services which are available to the consumer including human rights.

Basic Communications

0930 Contact Hours: 50
Prerequisite: None
Credit Hours: 0

A course designed to teach students the correct use of the English language, including spelling, punctuation, capitalization and grammatical structure (parts of speech and parts of sentences), with emphasis on logical paragraph writing. The proper use of reference materials is stressed.

Math Review

0935 Contact Hours: 25
Prerequisite: None
Credit Hours: 0

A course designed to review math principles utilized in Health Occupations programs.

Basic Mathematics

0940 Contact Hours: 50
Prerequisite: None
Credit Hours: 0

A course designed to provide an introduction and/or review of the fundamentals of mathematics.
COURSE DESCRIPTIONS

Program
Forestry Technician

Orientation to Forestry
4501 Contact Hours: 10
Prerequisite: None Credit Hours: 1
A general background course in what forestry is about and its importance to the economy and general welfare of people in Montana and the U.S.

Elementary Surveying
4505 Contact Hours: 80
Prerequisite: None Credit Hours: 5
Use of surveying instruments such as compasses, tapes, chains, abney levels and electronic distance measuring devices used in measuring distance, direction and in simple land surveys.

Advanced Surveying
4506 Contact Hours: 80
Prerequisite: 4505, 4581 Credit Hours: 5
Use of the engineer’s level, transit, and theodolite in differential and profile leveling, measurements of angles, traversing, stadia, and boundary surveys.

Technical Drawing
4510 Contact Hours: 40
Prerequisite: None Credit Hours: 4
A basic course in drafting for forestry use.

Road Locations
4515 Contact Hours: 80
Prerequisites: 4505, 4506, 4581 Credit Hours: 5
Road standards, considerations in route selection and road location, route projection, reconnaissance for a projected route and road location survey procedures and practices.

Road Design and Staking
4516 Contact Hours: 50
Prerequisites: 4505, 4506, 4510, 4515, 4581 Credit Hours: 3
Preparation of a graphic road design for branch timber sales and main access roads based on a preliminary line traverse and placing construction stakes in the field.

Botany
4520 Contact Hours: 60
Prerequisite: None Credit Hours: 4
Basic plant taxonomy, morphology, reproduction, genetics and metabolism.

Dendrology
4521 Contact Hours: 60
Prerequisite: None Credit Hours: 4
A practical approach to identifying the tree species and forest types of the Pacific Northwest. Taxonomy and the use of a botanical key is also covered. Commercial species indigenous to other regions are studied as time allows.

Forest Ecology and Silvics
4522 Contact Hours: 50
Prerequisite: 4520, 4521 Credit Hours: 5
Concepts of forest ecology, solar radiation, climatic factors, soil factors, nutrient and soil water cycles, site competition and survival, forest succession disturbance effects, silvicultural characteristics of major timber species of the Pacific Northwest.

Applied Silviculture
4523 Contact Hours: 60
Prerequisite: 4520, 4521, 4522 Credit Hours: 4
Silviculture may be defined as the theory and practice of controlling forest growth, establishment, and composition. Three broad areas of silviculture studied are wildland silviculture, plantation silviculture, and intensive wood-fiber silviculture.

Habitat Types
4524 Contact Hours: 50
Prerequisite: 4523 Credit Hours: 3
Habitat Types is a study of the vegetative classification of forest lands currently being used in Montana and the usefulness of this classification system as a land management tool. It includes a review of the development of the Montana Forest Habitat Type classification, the identification of indicator plants and habitat types, and an introduction to the significance of habitat types in forestry.

Insect and Disease Control
4525 Contact Hours: 70
Prerequisite: 4565 Credit Hours: 4
Common forest insects and diseases, the damage they cause and control measures.

Forest Measurements I
4530 Contact Hours: 60
Prerequisites: Concurrent with 4581 Credit Hours: 4
The measurement of forest wood products following
timber harvest essential to the management of forested lands. The forest technician will measure, record, and compute the volume and value of forest products such as sawlogs, pulpwood, poles, posts, cordwood.

**Forest Measurements II**

<table>
<thead>
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<tr>
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<td>4505, 4521 (4530, 4581, 4582)</td>
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</table>

Knowledge of timber estimation methods and use of equipment that will allow the student to develop the proficiency necessary to locate specific forested areas and estimate the quantity and quality of the timber in terms of standard products.

**Forest Measurements III**

<table>
<thead>
<tr>
<th>Course</th>
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<tbody>
<tr>
<td>4532</td>
<td>80</td>
<td>4531</td>
<td>4</td>
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</tbody>
</table>

Principles of variable plot and three-P sampling, the instruments used for point sampling, and field and office procedures and computations.

**Forest Measurements IV**

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<tr>
<td>4533</td>
<td>50</td>
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</table>

Advanced scaling allows the student to develop the proficiency necessary for job entry scaling positions. This course adds to and supplements the knowledge and skills acquired in Forest Measurements I.

**Forest Measurements V**

<table>
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An advanced course in forest inventory with emphasis on "in-place data" and the development of prescriptions for stand treatment. (Optional)

**Forest Products**

<table>
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<th>Course</th>
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<td>4535</td>
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<td>4521, 4530 (and concurrent with 4532)</td>
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A study of wood products produced from the forest and the processes used in their production.

**Soils**

<table>
<thead>
<tr>
<th>Course</th>
<th>Contact Hours</th>
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<tbody>
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</table>

Soils and plant growth, parent materials of soils, soil formation and classifications, physical, chemical and colloidal properties of soils, life in the soil, organic matter, soil water and soil and water conservation.

**Fire Protection**

<table>
<thead>
<tr>
<th>Course</th>
<th>Contact Hours</th>
<th>Prerequisite</th>
<th>Credit Hours</th>
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<tr>
<td>4545</td>
<td>50</td>
<td>None</td>
<td>5</td>
</tr>
</tbody>
</table>

Fundamentals and practices of fire prevention, presuppression, fire behavior and fire suppression.

**Forestry Tools**

<table>
<thead>
<tr>
<th>Course</th>
<th>Contact Hours</th>
<th>Prerequisite</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>4550</td>
<td>50</td>
<td>None</td>
<td>3</td>
</tr>
</tbody>
</table>

Forestry Tools is an introduction to the safe use and maintenance of some of the hand tools, power tools, and vehicles commonly used in forestry. It runs concurrently with Applied Silviculture, thus presenting the students the opportunity to use tools in applying silvicultural practices to forest stands.

**Photo Interpretation**

<table>
<thead>
<tr>
<th>Course</th>
<th>Contact Hours</th>
<th>Prerequisite</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>4555</td>
<td>50</td>
<td>4505, 4581 (4530, 4550)</td>
<td>2</td>
</tr>
</tbody>
</table>

Characteristics of aerial photos, the three dimensional image, basic photo measurements, photo interpretation and field use of aerial photos.

**Introduction to Marketing and Economics**

<table>
<thead>
<tr>
<th>Course</th>
<th>Contact Hours</th>
<th>Prerequisite</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>4560</td>
<td>20</td>
<td>None</td>
<td>2</td>
</tr>
</tbody>
</table>

A survey of the basic business principles that influence the buying, selling, and distribution of forest products.

**Forest Economics**

<table>
<thead>
<tr>
<th>Course</th>
<th>Contact Hours</th>
<th>Prerequisite</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>4561</td>
<td>40</td>
<td>4560</td>
<td>4</td>
</tr>
</tbody>
</table>

A working analysis of the economic relationships that exist in forestry.

**Timber Harvesting**

<table>
<thead>
<tr>
<th>Course</th>
<th>Contact Hours</th>
<th>Prerequisite</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>4565</td>
<td>90</td>
<td>4521, 4523, 4540</td>
<td>6</td>
</tr>
</tbody>
</table>

Methods of timber harvesting commonly used in the forest and a working knowledge of their characteristics.

**Recreation and Planning**

<table>
<thead>
<tr>
<th>Course</th>
<th>Contact Hours</th>
<th>Prerequisite</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>4570</td>
<td>50</td>
<td>None</td>
<td>3</td>
</tr>
</tbody>
</table>

A survey of recreation use and types of planning used by land managers.

**Forest Policy and Laws**

<table>
<thead>
<tr>
<th>Course</th>
<th>Contact Hours</th>
<th>Prerequisite</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>4571</td>
<td>35</td>
<td>0805</td>
<td>3</td>
</tr>
</tbody>
</table>

The history of forest and range policy over the periods of land acquisition, settlement and disposal by the Federal Government; laws relating to reservation of public lands and their management by private owners, states, and federal agencies. The more important Federal Land Management Laws are examined in considerable detail.

**Range and Wildlife Management**

<table>
<thead>
<tr>
<th>Course</th>
<th>Contact Hours</th>
<th>Prerequisite</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>4572</td>
<td>80</td>
<td>4522, 4524 (and concurrent with 4532)</td>
<td>5</td>
</tr>
</tbody>
</table>

Range and Wildlife Management is an introduction to the concepts and techniques of managing rangelands and wildlife populations. It is designed to supplement the forest technician's understanding of ecology and resource management practices, particularly as they relate to wildlife and range resources.

**Forest Management**

<table>
<thead>
<tr>
<th>Course</th>
<th>Contact Hours</th>
<th>Prerequisite</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>4573</td>
<td>50</td>
<td>4521, 4531, 4561, 4565 (and concurrent with 4532)</td>
<td>4</td>
</tr>
</tbody>
</table>

The application of business methods and economics to the growth and management of forest property. This course involves the development of a timber management plan and understanding of the application of such a plan and utilizes all of the knowledge and skill the technician has acquired to this time.

**Watershed Management**

<table>
<thead>
<tr>
<th>Course</th>
<th>Contact Hours</th>
<th>Prerequisite</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>4574</td>
<td>60</td>
<td>None</td>
<td>4</td>
</tr>
</tbody>
</table>

A study of the hydrologic cycle and its relationship to geology and vegetative manipulation.
Supervision and Foremanship  
4575 Contact Hours: 20  
Prerequisite: 0805, 0815 Credit Hours: 2  
Training methods and relationships with management and employees.

Forestry Math  
4581 Contact Hours: 50  
Prerequisite: None Credit Hours: 5  
A review of general math, basic algebra and trigonometry required for timber cruising, aerial photo interpretation, scaling, economics, road location and other subjects.

Statistical Sampling  
4582 Contact Hours: 50  
Prerequisite: 4581 Credit Hours: 4  
Statistical sampling involves the application of sampling and statistical techniques to forest resource inventories. It includes the introduction of sampling concepts and the analysis of samples based on natural populations. The course is designed to prepare students for forest inventory courses such as Fixed Plot Cruising, Variable Plot Cruising, Advanced Cruising, and Advanced Scaling.

Applied Forestry Mathematics  
4583 Contact Hours: 20  
Prerequisite: 4581, 4582 Credit Hours: 2  
The application of Forestry Math (4581) and Statistical Sampling (4582) to the solution of the practical, everyday, type of problems encountered by the Forestry Technician in resource management.

Cooperative Work Experience  
4590 Contact Hours: Var  
Prerequisite: None Credit Hours: Var  
Cooperative Work Experience attempts to bring greater relevancy to formal instruction through alternating employment in the community with classroom instruction. Students receive both pay and credit for their work and are supervised on the job by the employer and school personnel.

First Aid  
4597 Contact Hours: 9  
Prerequisite: None Credit Hours: 1  
American National Red Cross Multimedia Standard First Aid Card course.

Advanced First Aid  
4598 Contact Hours: 20  
Prerequisite: 4597 Credit Hours: 2  
Meets the requirements for the American Red Cross Advanced First Aid Card course.

Independent Study  
4599 Contact Hours: Var  
Prerequisite: None Credit Hours: Var  
A learning situation within the school day which allows a student to develop competence in an area of interest.

Program  
Mid Management  
Introduction to Business  
2501 Contact Hours: 30  
Prerequisite: None Credit Hours: 3  
Designed to introduce the student to general business terms, types of business ownership, marketing in the American economy, management practices in business, finance, business law, governmental regulation and trends in business.

Principles of Business  
2503 Contact Hours: 50  
Prerequisite: None Credit Hours: 5  
Introduction to the area of business including the nature and changing environment of business, business ownership, marketing management, finance, pricing and forecasting for future.

Retail Salesmanship  
2505 Contact Hours: 3  
Prerequisite: None Credit Hours: 5  
The principles of selling, including the kinds of selling, the steps of the sale, consumer buying motives, demonstrating the merchandise, handling objections and suggestion selling.

Advanced Salesmanship  
2506 Contact Hours: 50  
Prerequisite: 2505 Credit Hours: 5  
Counselor selling not only shows a salesman what works, it also explains WHY it works. The salesman becomes a "Conscious Competent", a true professional, capable of analyzing his own performance.

Direct Sales  
2507 Contact Hours: 3  
Prerequisite: 2505 and 2506 Credit Hours: 50  
The study and analysis of opportunities and requirements for outside selling. Emphasis is on planning and delivering sales presentations, prospecting, and company and product competition.

Visual Merchandising  
2510 Contact Hours: 20  
Prerequisite: None Credit Hours: 1  
The study of the principles of arrangement in creating interior and window displays involving the study of various types of displays, purposes of display, principles of arrangement and design and various types of arrangements. Applications of theory is carried through by student creation of a series of displays.

Principles of Accounting I  
2512 Contact Hours: 50  
Prerequisite: None Credit Hours: 3  
Fundamental principles of accounting with emphasis on the double-entry system; theory and practice in transaction analysis; familiarization with the accounting cycle and preparation of basic financial statements.

Principles of Accounting II  
2513 Contact Hours: 50  
Prerequisite: 2512 Credit Hours: 3  
Continuation of Principles of Accounting I (2512) as it relates to partnerships and corporations.
<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Name</th>
<th>Credit Hours</th>
<th>Prerequisites</th>
</tr>
</thead>
<tbody>
<tr>
<td>2514</td>
<td>Principles of Accounting III</td>
<td>3</td>
<td>2512, 2513</td>
</tr>
<tr>
<td>2516</td>
<td>Small Business Management</td>
<td>5</td>
<td>None</td>
</tr>
<tr>
<td>2517</td>
<td>Fashion Buying</td>
<td>5</td>
<td>2503, 2505, 2582</td>
</tr>
<tr>
<td>2518</td>
<td>Retail Store Management</td>
<td>5</td>
<td>None</td>
</tr>
<tr>
<td>2521</td>
<td>Personnel Management</td>
<td>5</td>
<td>Second Year Student</td>
</tr>
<tr>
<td>2525</td>
<td>Principles of Marketing</td>
<td>5</td>
<td>None</td>
</tr>
<tr>
<td>2526</td>
<td>Marketing Research Methods</td>
<td>5</td>
<td>2525</td>
</tr>
<tr>
<td>2527</td>
<td>Marketing Management</td>
<td>5</td>
<td>2525</td>
</tr>
<tr>
<td>2530</td>
<td>Merchandising Math</td>
<td>2</td>
<td>None</td>
</tr>
<tr>
<td>2531</td>
<td>Microeconomics Principles</td>
<td>5</td>
<td>Second Year Student</td>
</tr>
<tr>
<td>2535</td>
<td>Business Law</td>
<td>3</td>
<td>None</td>
</tr>
<tr>
<td>2537</td>
<td>Business Psychology</td>
<td>5</td>
<td>2506</td>
</tr>
<tr>
<td>2539</td>
<td>Cash Register Operation</td>
<td>1</td>
<td>None</td>
</tr>
<tr>
<td>2542</td>
<td>Management Administration</td>
<td>5</td>
<td>Second Year Students</td>
</tr>
<tr>
<td>2545</td>
<td>Retail Advertising</td>
<td>3</td>
<td>None</td>
</tr>
<tr>
<td>2546</td>
<td>Retail Sales Promotion</td>
<td>2</td>
<td>2545</td>
</tr>
</tbody>
</table>

Continuation of the study of basic accounting principles as it relates to cost, manufacturing and some managerial accounting.

This course introduces critical activities associated with planning the new small retail business: problems faced with absenteeism, accident, overtime, labor schedule, turnover, and other operational tasks. Focus on major state and federal regulations which affect the small business operations.

Course includes the buying function, buying for single and multi-unit stores, determination of customer demand, quantitative and qualitative considerations in merchandise assortment, resources, price negotiations, vendor services, and pricing and selling the merchandising.

Examines the philosophy, concepts and techniques underlying the planning and control of sales and inventories in retail stores.

A study of the nature and evolution of personnel management within organization structures in American business. The areas of management systems, staffing, employee development, labor relations, renumeration, security and research will be covered.

An in-depth study of the basic concepts of marketing and essentials for marketing decisions.

Planned learning experiences which are designed for the systematic study of the institutions and channels for the marketing of goods and services, including the market environment and interpretation of data from consumer, business and government sources.

Learning experiences which are designed for the systematic study of the management functions and decision making relation to policies for organization, personnel, financing, and marketing.

A course designed to acquaint students with the mathematics principles related to invoices, purchase orders, trade discounts, interest charges, percentages, and fractions.

A study of microeconomics which includes principles of production, distribution, and consumption of goods and services, money and banking, prices and competition and current economic issues.

Brief, but intensive, study of contracts, sales, agency, partnership, corporations, real property, personal property and bankruptcy.

A brief look at several branches of psychology and survey of general psychology to acquaint potential managers with factors which influence human behavior within a business environment.

The working operation of cash registers which will include: keyboard operation, inside parts of the cash register, making change, cashing checks, correcting wrong registration, and a daily balance report.

A seminar for Mid Management majors in which the various areas previously studied are integrated and related to policy level decision making in a business enterprise.

A course in theory exploring the history and background of advertising, economic aspects, target markets, basic media strategy, the behavioral sciences, trademarks and visualization. In addition, the media will be examined in detail including newspaper, magazines, radio, television, outdoor, direct mail and specialty advertising.

The planning of a complete advertising campaign for a business to include the following: the purpose of the campaign, costs involved, media to be used, and the time length of the campaign.
Introduction to Fashion
2582 Contact Hours: 50
Prerequisite: None Credit Hours: 5
An introduction to business with an emphasis on the area of fashion including the nature and changing environment of business, types of business ownership, marketing, management, finance, pricing and forecasting for the future.

Merchandise Product Knowledge
2584 Contact Hours: 50
Prerequisite: None Credit Hours: 5
The analysis of textile fibers and the construction of fabrics, with emphasis on the properties that affect their hand, appearance, performance and end use.

Fashion Merchandising and Management
2588 Contact Hours: 50
Prerequisite: 2582 Credit Hours: 5
This course presents the factors involved in managing retail fashion outlets covering the areas of marketing, manufacturing, retailing, inventory planning and control, selection of merchandise, promotion, coordination and creation of fashion image.

Cooperative Work Experience
2590 Contact Hours: Var
Prerequisite: Instructor's consent Credit Hours: Var
Cooperative Work Experience attempts to bring greater relevancy to formal instruction through alternating employment in the community with classroom instruction. Students receive both pay and credit for their work and are supervised on the job by the employer and school personnel.

Practicum
2591 Contact Hours: Var
Prerequisite: Instructor's consent Credit Hours: Var
Practicum attempts to bring greater relevancy to formal instruction through alternating job-like experiences with classroom instruction.

First Aid
2597 Contact Hours: 8
Prerequisite: None Credit Hours: 1
American National Red Cross Multimedia Standard First Aid Card course.

Independent Study
2599 Contact Hours: Var
Prerequisite: Instructor's consent Credit Hours: Var
A learning situation within the school day which allows a student to develop competence in an area of interest.

Program
Operating Room Technician
Basic Science
8001 Contact Hours: 100
Prerequisite: None Credit Hours: 10
A basic knowledge of human anatomy and physiology, microbiology, chemistry and medical terminology.

Safe Patient Care and Operating Room Techniques
8002 Contact Hours: 70
Prerequisite: None Credit Hours: 7
Responsibilities of the surgical technician in the circulating assistant and scrub roles, and related nursing procedures.

Introduction and Orientation
8004 Contact Hours: 10
Prerequisite: None Credit Hours: 1
Orientation to the surgical technician occupation providing background necessary for further study of Operating Room Technology.

Surgical Procedures
8005 Contact Hours: 100
Prerequisites: 0815, 0816, 8001, 8002, 8004, 8091, 8097
Description of specific surgical procedures in each specialty through the pre-operative, operative and post-operative stages.

Cooperative Work Experience
8090 Contact Hours: Var
Prerequisite: Instructor's consent Credit Hours: Var
Cooperative Work Experience attempts to bring greater relevancy to formal instruction through alternating employment in the community with classroom instruction. Students receive both pay and credit for their work and are supervised on the job by the employer and school personnel.

Clinical Experience
8091 Contact Hours: 20
Prerequisite: Taken concurrently Credit Hours: 1
with 8002
Orientation to the physical organization of surgical suite, observe surgical procedures, demonstrate operative room techniques.

Clinical Experience
8092 Contact Hours: 300
Prerequisite: 8001, 8002, 8004, 8091, 8097, 8015, 8016
Demonstration of a safe level of practice and knowledge of surgical technique through assisting in circulatory and scrub roles. Progress to First Scrub on minor procedures.

Clinical Experience
8093 Contact Hours: 400
Prerequisite: 8092 Credit Hours: 20
Development of surgical scrub technique excellence through experience at various surgical facilities and taking call.

First Aid
8097 Contact Hours: 8
Prerequisite: None Credit Hours: 1
American National Red Cross Multimedia First Aid Card course.

Independent Study
8099 Contact Hours: Var
Prerequisite: None Credit Hours: Var
A learning situation within the school day which allows a student to develop competencies in an area of interest.

Program
Practical Nursing
Body Structure and Function
5001 Contact Hours: 100
Prerequisite: None Credit Hours: 7
Body structure and function is a required course which in-
cludes the study of the body as a whole and the interrelationships of its systems. Also included is a basic foundation in chemistry, biology and microbiology as these fields relate to health occupations.

Conditions of Illness

5003 Contact Hours: 100
Prerequisite: 5001 Credit Hours: 7
An inventory of factors causing diseases and conditions of illness including the rationale of treatment.

Nutrition

5015 Contact Hours: 20
Prerequisite: None Credit Hours: 2
General nutritional needs in health and disease are studied with special emphasis on the nutrients, their sources and functions.

Medical Terminology I

5020 Contact Hours: 20
Prerequisite: None Credit Hours: 1
This course is intended to prepare the student to speak and write the language of the medical field and how the language is used by the allied health workers.

Medical Terminology II

5021 Contact Hours: 10
Prerequisite: 5020 Credit Hours: 1
This course deals with medical terms which relate specifically to the systems of the body.

Nursing Needs of People in Illness I

5030 Contact Hours: 130
Prerequisite: None Credit Hours: 8
Basic nursing procedures used in caring for the mental, physical and emotional needs of the person who is ill.

Nursing Needs of People in Illness II

5031 Contact Hours: 50
Prerequisite: 5030 Credit Hours: 3
This course is designed to enable the student who successfully completes to safely-perform the more complex nursing procedures required of the Practical Nurse.

Introduction to Clinical Nursing

5032 Contact Hours: 40
Prerequisite: 5030 with a grade of C Credit Hours: 2
Clinical application of the basic nursing skills learned in 5030.

Math for Meds

5034 Contact Hours: 10
Prerequisite: None Credit Hours: 1
Learning the mathematical tools needed to be a knowledgeable practitioner and to safely administer medications.

Drugs and Their Administration

5035 Contact Hours: 30
Prerequisite: 5034 Credit Hours: 2
Learning about sources, actions and classifications of drugs as well as routes and methods of drug administration.

Care of Mother and Newborn

5040 Contact Hours: 20
Prerequisites: 5015 and 5030 Credit Hours: 2
Required course designed to familiarize the student with

Care of Children

5045 Contact Hours: 20
Prerequisite: 5001 and 5030 Credit Hours: 2
Required course including basic physical and psychological growth and development of children, preventive medicine for children, adaptation of nursing procedures relating to children of all ages, and commonly encountered childhood medical and surgical conditions.

Cooperative Work Experience

5090 Contact Hours: Var Credit Hours: Var
Prerequisite: Instructor's Consent
Cooperative Work Experience attempts to bring greater relevancy to formal instruction through alternating employment in the community with classroom instruction. Students receive both pay and credit for their work and are supervised on the job by the employer and school personnel.

Clinical Experience

5091 Contact Hours: 350 Credit Hours: 18
Prerequisite: Completion of all pre-clinical courses with a C grade
Clinical experience provides for the application of skills and knowledges learned in the classroom to the medical-surgical clinical areas.

Clinical Experience

5092 Contact Hours: 350 Credit Hours: 18
Prerequisite: Completion of 5091 with a C grade
Clinical experience provides for the applications of skills and knowledges learned in the classroom and course 5091 to geriatric nursing, pediatrics, obstetrics and the psychiatric patient.

First Aid

5097 Contact Hours: 8 Credit Hours: 1
Prerequisite: None
American National Red Cross Multimedia Standard First Aid Card course.

Independent Study

5099 Contact Hours: Var Credit Hours: Var
Prerequisite: Instructor's Consent
A learning situation within the school day which allows a student to develop competence in an area of interest.

Program

Respiratory Therapy Technician

Basic Science

8501 Contact Hours: 100 Credit Hours: 7
Prerequisite: None
A brief outline of basic chemistry; structure of cells, tissues and membranes; body plan; basic asepsis; anatomy and physiology.
Vocational Relations

8510 Contact Hours: 25
Prerequisite: None Credit Hours: 3
Interpersonal and personal relations in medical ethics as applies to respiratory therapy technician's role.

Diseases

8511 Contact Hours: 40
Prerequisite: Concurrent with 8510 Credit Hours: 3
A study of disorders of the systems, communicable and systemic diseases and their implications as related to respiratory therapy.

Medical Terminology I

8520 Contact Hours: 10
Prerequisite: None Credit Hours: 1
A study of the language of medicine, terms specifically relating to body systems, abbreviations, and measurements.

Preclinical Instruction

8530 Contact Hours: 100
Prerequisite: None Credit Hours: 10
A study of the respiratory system and associated diseases with emphasis on the equipment and procedures employed in diagnosis and treatment.

Clinical Instruction

8531 Contact Hours: 30
Prerequisite: 8530 Credit Hours: 3
Further study of the respiratory system and associated diseases applying the procedures used in treating such in a clinical situation.

Clinical Instruction

8532 Contact Hours: 30
Prerequisite: 8531 Credit Hours: 3
A continuation of 8531.

Cooperative Work Experience

8590 Contact Hours: Var
Prerequisite: Instructor's Consent Credit Hours: Var
Cooperative Work Experience attempts to bring greater relevancy to formal instruction through alternating employment in the community with classroom instruction. Students receive both pay and credit for their work and are supervised on the job by the employee and school personnel.

Clinical Experiences

8591 Contact Hours: 370
Prerequisite: Successful Completion Credit Hours: 19
of Theory
Application in clinical areas, of knowledge and skills learned in the classroom.

Clinical Experiences

8592 Contact Hours: 370
Prerequisite: 8591 Credit Hours: 19
Application in clinical areas, of knowledge and skills learned in the classroom.

Clinical Experiences

8593 Contact Hours: 400
Prerequisite: 8592 Credit Hours: 20
Application in clinical areas, of knowledge and skills learned in the classroom.

First Aid

8597 Contact Hours: 8
Prerequisite: None Credit Hours: 1
American National Red Cross Multimedia Standard First Aid Card course.

Independent Study

8599 Contact Hours: Var
Prerequisite: Instructor's Consent Credit Hours: Var
A learning situation within the school day which allows a student to develop competence in an area of interest.

Program

Food Service

Food Service Orientation

7001 Contact Hours: 62
Prerequisite: None Credit Hours: 2
An introduction to the basic foundations of the food service industry. Job opportunities, organizational charts, job descriptions, industrial safety standards, basic food service terms, and equipment familiarization are included.

Sanitation

4002 Contact Hours: 86
Prerequisite: None Credit Hours: 5
A course to provide the necessary knowledge of proper sanitation procedures that are acceptable to the Montana State Board of Health and other government agencies.

Action Word's Kitchen

4003 Contact Hours: 14
Prerequisite: None Credit Hours: 1
To present a Glossary of terms to the student so he/she has a basic understanding and is familiar with the vocabulary that relates to the preparation and manipulation of food and equipment in the cooking process.

Preparation of Basic Bakery Foods

4004 Contact Hours: 72
Prerequisite: None Credit Hours: 4
To acquaint the student with a basic understanding of baking, ingredients and their functions as they relate to the finished product, a good working knowledge in the preparation of and the serving of various baked products.

Poultry and Game Bird Cookery

4005 Contact Hours: 44
Prerequisite: None Credit Hours: 2
A course designed to develop skills in the proper selection of poultry and employ the proper cooking methods to poultry products for consumption.

Food Purchasing

4006 Contact Hours: 80
Prerequisite: None Credit Hours: 4
Through this course the student will become familiar with the basic principles involved in food purchasing and is given a basic knowledge of the quality factors of food.

Basic Stock Cookery

4007 Contact Hours: 42
Prerequisite: None Credit Hours: 3
To acquaint the student with the preparation and classification of major stocks and their relationship to soups and sauces.
<table>
<thead>
<tr>
<th>Course Name</th>
<th>Contact Hours</th>
<th>Prerequisite</th>
</tr>
</thead>
<tbody>
<tr>
<td>Basic Soup Cookery</td>
<td>72</td>
<td>None</td>
</tr>
<tr>
<td>Sauce Cookery I</td>
<td>65</td>
<td>None</td>
</tr>
<tr>
<td>Sauce Cookery II</td>
<td>83</td>
<td>4007, 4009</td>
</tr>
<tr>
<td>Fats, Oils and Butter</td>
<td>14</td>
<td>None</td>
</tr>
<tr>
<td>Vegetable Cookery</td>
<td>86</td>
<td>None</td>
</tr>
<tr>
<td>Milk and Cheese Cookery</td>
<td>6</td>
<td>None</td>
</tr>
<tr>
<td>The Cooking Process</td>
<td>80</td>
<td>None</td>
</tr>
<tr>
<td>The Frying Process</td>
<td>20</td>
<td>None</td>
</tr>
<tr>
<td>Meat Cooking</td>
<td>72</td>
<td>None</td>
</tr>
<tr>
<td>Pantry I</td>
<td>65</td>
<td>None</td>
</tr>
<tr>
<td>Pantry II</td>
<td>72</td>
<td>None</td>
</tr>
<tr>
<td>Fish and Shellfish Cookery</td>
<td>72</td>
<td>None</td>
</tr>
<tr>
<td>Egg Cookery</td>
<td>50</td>
<td>None</td>
</tr>
<tr>
<td>Control of Sugar and Ice Crystalization</td>
<td>8</td>
<td>None</td>
</tr>
<tr>
<td>Starch Cookery</td>
<td>8</td>
<td>None</td>
</tr>
<tr>
<td>Food Service Math</td>
<td>72</td>
<td>None</td>
</tr>
<tr>
<td>Cooperative Work Experience</td>
<td>Var</td>
<td>Instructor's Consent</td>
</tr>
</tbody>
</table>

A course designed to relate to the student the different types of soups, their preparation, care and handling, and their relationship to the menu. To provide students with sufficient knowledge regarding soups for practical application.

Course includes sauce classification, the four basic mother sauces and their small sauces, thickening agents for all types of sauces.

A continuation of 4009; course includes Mother sauces and their many small sauces or derivations. Student practices using taste buds, tongue, and palate to develop "taste" for sauces.

A course designed to orient and identify the proper usage of fats and oils in the cooking process.

Course designed to acquaint the student with the basic principles of preparation and preparation of proper vegetable cookery, their nutritive values, and retention of colors for proper serving techniques.

A basic background in the make up and uses of dairy products, their proper sanitation procedures, how they are used in the cooking process, uses of a variety of cheeses and their background, nutritional value, and cooking uses.

The student will become familiar with the cooking process, what heat does to food products and how acidity is related to the cooking process, familiarization of the different forms of conduction, conversion, and radiation heating.

The basic principles involved in the frying process, and a basic knowledge of the quality factors of frying foods.

A course designed to provide the student with fundamental knowledge of broiling, grilling, sautéing, panfrying, steaming, boiling, poaching, braising, stewing, deep frying, roasting and baking of beef, pork, and veal products.

The identification of salad greens and vegetables and general and specific uses of these products, standards of quality and condition, preparation of, and handling and storage and beginning preparation of salads, appetizers, and accompanying items.

The pantry department covers a wide variety of functions and food production procedures, depending on the type of food service operation. The pantry department varies considerably including cold as well as hot food preparation, cold appetizers, fresh fruit, buffet pieces, cold sandwiches, cold meats, and decorative work. Breakfast cookery is covered in this section including eggs, meats, griddle cakes and batters.

A course designed to develop skills in the proper selection of shellfish and fish and employ the proper cooking methods to fish and shellfish products.

To acquaint the student with the composition of eggs. The facts about grading and information about proper buying procedures. To acquaint the student with the nutritional value of eggs and variety of egg cookery.

A course designed for the student to become familiar with the control of sugar and ice crystalization and the variety of foods that it involves.

A course designed to acquaint the student with a background knowledge of starches, their characteristics and usage, their importance and relationship to other forms of cooking, and the knowledge, generally and specifically, of their various uses in all forms.

A course designed to help the student develop a knowledge of food service math necessary in Food Service Industry positions. The fundamental skills of adding, subtracting, multiplying and dividing, a knowledge of fractions, food weights and measures, and solving mathematical problems are developed.

Cooperative Work Experience attempts to bring greater relevancy to formal instruction through alternating
Practicum Contact Hours: Var
Prerequisite: Instructor's Consent Credit Hours: Var
Practicum attempts to bring greater relevancy to formal instruction through alternating job-like experiences with classroom instruction.

First Aid Contact Hours: Var
Prerequisite: Instructor's Consent Credit Hours: Var
American National Red Cross Multimedia Standard First Aid Card course.

Independent Study Contact Hours: Var
Prerequisite: Instructor's Consent Credit Hours: Var
A learning situation within the school day which allows a student to develop competence in an area of interest.

Program Business Data Processing

Data Processing Math Contact Hours: 50
Prerequisite: None Credit Hours: 5
Presentation of the principles of development of numeric and logic skills for the needs of business oriented data processing students. Exercising the students' minds to think in terms of these principles. Illustrate and describe fundamental business problems together with descriptive terms commonly used with such problems. Presentation of elementary concepts in business oriented problem solving by computer.

Principles of Data Processing Contact Hours: 50
Prerequisite: None Credit Hours: 5
An introduction to the field of data processing including history, basic concepts, unit records systems, electronic computer systems, programming systems, introduction of a programming language, current developments, implications and applications.

Keypunch Contact Hours: 25
Prerequisite: None Credit Hours: 2
Basic course designed to provide computer operators and programmers with a thorough understanding of the responsibilities and duties of data entry functions in a data processing installation. Students will be provided hands-on experience using card, tape, disk, on-line, and optical character reading oriented equipment. Minimum course requirements will necessitate demonstration of working knowledge of all equipment, input design, program construction, and proper data entry techniques.

Data Entry I Contact Hours: 100
Prerequisite: None Credit Hours: 7
Basic course designed to provide the student with a thorough understanding of the responsibilities and duties of a data entry operator in a data processing installation. Students will be provided hands-on experience using disk, tape, punched card, terminal, optical character data entry and verification equipment.

Data Entry II Contact Hours: 50
Prerequisite: 1505, 1510 Credit Hours: 3
In-depth training to develop greater speed and accuracy in data entry, emphasizing production capabilities. Students will be provided hands-on experience with numerous job applications using various data entry techniques and equipment, knowledge of data processing concepts, data entry systems and procedures, and use of computers in business. This course prepares students for jobs as data entry operators.

Introduction to Programming Contact Hours: 100
Prerequisite: 1505 Credit Hours: 7
Introduction to the unique features such as file structure and organization of the disc operating system for the particular computer that students will be working with. Upon completion of necessary preliminary information, students will begin the actual programming language to be used.

BASIC Contact Hours: 50
Prerequisite: None Credit Hours: 4
Introduction to problem solving through the use of the computer, using the BASIC language; provide an insight as to the applications of the computer systems, its basic logic and arithmetic process.

COBOL Contact Hours: 100
Prerequisite: 1518 Credit Hours: 7
Applications of computers in business data processing using COBOL. The development of a common business oriented computer language and its use in modern business organization with concern to the comparison of COBOL with other programming languages.

Advanced COBOL Contact Hours: 100
Prerequisite: 1523 Credit Hours: 7
A continuation of COBOL programming. Emphasis will be placed on advanced ANSI COBOL. Such concepts as segmentation, subroutine, and library will be presented. Simulated business application will be prepared preparing the student for employment as a COBOL programmer.

RPG II Contact Hours: 100
Prerequisite: 1518 Credit Hours: 7
Basic methods and procedures for programming a computer using RPG (Report Program Generator) are presented with typical business application. Emphasis is placed upon the techniques associated with the RPG programming language and how such techniques compare to other programming languages.

Advanced RPG II Contact Hours: 100
Prerequisite: 1525 Credit Hours: 7
A continuation of RPG II. Emphasis will be placed on more extensive RPG II instruction. Simulated business applications will be programmed preparing the student for employment as a RPG II programmer.
<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Contact Hours</th>
<th>Prerequisite</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>1528</td>
<td>Advanced Computer Techniques</td>
<td>100</td>
<td>1523-1524 or</td>
<td>Presentation of advanced programming and top-down techniques. Illustration and description of data base and classical data manipulation concepts.</td>
</tr>
<tr>
<td>1525-1526</td>
<td></td>
<td>9</td>
<td></td>
<td></td>
</tr>
<tr>
<td>1540</td>
<td>Computer Operations</td>
<td>50</td>
<td>1505</td>
<td>Extended orientation to the hardware functions and operation for a modern generation computer. Hands-on operation and actual computer observation will be greatly emphasized to afford students a realistic situation. Areas of coverage include operating systems, concepts and peripheral instruction.</td>
</tr>
<tr>
<td>1541</td>
<td>Computer Operations and Software</td>
<td>50</td>
<td>1540</td>
<td>Emphasis is placed on providing students with the knowledge and techniques necessary to effectively utilize the various essential disc systems software options. Primary areas of coverage involve hands-on applications, file maintenance procedures, in depth utility routines, and general operating structures such as batch, dual, multi-processing, and time share.</td>
</tr>
<tr>
<td>1590</td>
<td>Cooperative Work Experience</td>
<td>Var</td>
<td>Instructor's Consent</td>
<td>Cooperative Work Experience attempts to bring greater relevancy to formal instruction through alternating employment in the community with classroom instruction. Students receive both pay and credit for their work and are supervised on the job by the employer and school personnel.</td>
</tr>
<tr>
<td>1591</td>
<td>Practicum I</td>
<td>Var</td>
<td>Instructor's Consent</td>
<td>Practicum attempts to bring greater relevancy to formal instruction through alternating job-like experiences with classroom instruction.</td>
</tr>
<tr>
<td>1592</td>
<td>Practicum II</td>
<td>Var</td>
<td>Instructor's Consent</td>
<td>Practicum attempts to bring greater relevancy to formal instruction through alternating job-like experiences with classroom instruction.</td>
</tr>
<tr>
<td>1597</td>
<td>First Aid</td>
<td>8</td>
<td>None</td>
<td>American National Red Cross Multimedia Standard First Aid Card course.</td>
</tr>
<tr>
<td>1599</td>
<td>Independent Study</td>
<td>Var</td>
<td>Instructor's Consent</td>
<td>A learning situation within the school day which allows a student to develop competencies in an area of interest.</td>
</tr>
<tr>
<td>3001</td>
<td>Educational Assistant</td>
<td>50</td>
<td>None</td>
<td>General Classroom Instruction I. Preview and discussion of the American schools, trends, and responsibilities. Role and duties of the teacher and the aide in the school. Study of growth and development of children.</td>
</tr>
<tr>
<td>3002</td>
<td>General Classroom Instruction II</td>
<td>20</td>
<td>3001</td>
<td>A series of mini courses which are important to The Educational Assistant. These courses include child observation, curriculum development, personal growth, and discussions concerning practical experiences.</td>
</tr>
<tr>
<td>3005</td>
<td>Library Instruction I</td>
<td>50</td>
<td>None</td>
<td>Introduction to libraries and emphasis on basic reference skills necessary to effective library usage.</td>
</tr>
<tr>
<td>3006</td>
<td>Library Instruction II</td>
<td>50</td>
<td>3005</td>
<td>Clerical involvement in public and technical library services.</td>
</tr>
<tr>
<td>3010</td>
<td>Audio-Visual Equipment and Instructional Materials Development</td>
<td>100</td>
<td>None</td>
<td>Operation, use, and care of basic audio-visual equipment used in the schools.</td>
</tr>
<tr>
<td>3012</td>
<td>Introduction To Artwork</td>
<td>50</td>
<td>None</td>
<td>Exploring the areas of lettering, bulletin boards, poster making, the development of children's art, and a general understanding of classroom art materials and their uses.</td>
</tr>
<tr>
<td>3014</td>
<td>Children's Literature</td>
<td>30</td>
<td>None</td>
<td>Survey of the field of literature for children through research, lecture, and discussion. Practical experience in presenting pieces of children's literature.</td>
</tr>
<tr>
<td>3015</td>
<td>Office Skills and Practice</td>
<td>50</td>
<td>None</td>
<td>Use and care of duplication machines and development of materials for their use; alphabetical filing; use of calculator for basic computations.</td>
</tr>
<tr>
<td>3018</td>
<td>Introduction to Special Education</td>
<td>50</td>
<td>None</td>
<td>An introductory study of the needs of exceptional children. Course includes lectures, field trips, and emphasis on para-professional role in special education.</td>
</tr>
</tbody>
</table>
Cooperative Work Experience

3090  Contact Hours: Var  Credit Hours: Var
Prerequisite: Instructor's Consent
Cooperative Work Experience attempts to bring greater relevance to formal instruction through alternating employment in the community with classroom instruction. Students receive both pay and credit for their work and are supervised on the job by the employer and school personnel.

3091  Contact Hours: 150  Credit Hours: 5
Prerequisite: Instructor's Consent
Practicum attempts to bring relevancy to formal instruction through alternating job-like experiences with classroom instruction.

3092  Contact Hours: 150  Credit Hours: 5
Prerequisite: 3091
Practicum attempts to bring greater relevancy to formal instruction through alternating job-like experiences with classroom instruction.

First Aid

3097  Contact Hours: 8  Credit Hours: 1
Prerequisite: None
American National Red Cross Multimedia Standard First Aid Card Course.

Independent Study

3099  Contact Hours: Var  Credit Hours: Var
Prerequisite: Instructor's Consent
A learning situation within the school day which allows a student to develop competence in an area of interest.

Program

Secretarial

Business Math

7001  Contact Hours: 50  Credit Hours: 3
Prerequisite: None
Review of basic mathematical skills, fractions, decimals and percentages. Expansion and application of these concepts to practical problems involving discounts, pricing, merchandise, interest, notes and drafts. An introduction to the metric system.

Filing

7005  Contact Hours: 30  Credit Hours: 2
Prerequisite: None
Instruction in the safe and systematic arrangement and storage of materials so that they can be located quickly and easily when needed. Emphasis is placed upon a thorough knowledge of alphabetic filing with additional practice in geographic, numeric and subject filing.

Office Machines

7010  Contact Hours: 50  Credit Hours: 2
Prerequisites: 7001, 7032, or consent of instructor
Provides instruction on the operational skills of the 10-key adding-listing machine, electronic printing calculator, and electronic display calculator.

Keyboard Typing

7014  Contact Hours: 25  Credit Hours: 1
Prerequisite: None
Introduction to alphabet and number keys as well as beginning typing techniques.

Typing I

7015  Contact Hours: 50  Credit Hours: 2
Prerequisite: 7014 or Pretest
Introduction to the fundamental skills of producing mailable typewritten copy including: basic letters, tables, manuscripts, and care of the machine; speed and accuracy are stressed.

Typing II

7016  Contact Hours: 50  Credit Hours: 2
Prerequisites: 7015 or Pretest
Emphasis on production of mailable typewritten work including one and two-page letters, detailed tabulations, manuscripts, carbons, and financial statements. Speed and accuracy are stressed.

Typing III

7017  Contact Hours: 50  Credit Hours: 3
Prerequisite: 7016
Designed to increase job competence through work in eight departments of Great Outdoors, Inc. Tasks become increasingly difficult and require decisions as to format, style and office procedures.

Progressive Typing

7018  Contact Hours: 20  Credit Hours: 1
Prerequisite: Completion of typing requirements as curriculum syllabus directs.
Selected drills and timings from the assigned text for students who have completed the typing requirements for their option.

Machine Transcription I

7020  Contact Hours: 50  Credit Hours: 3
Prerequisites: 0802, 7015, or consent of instructor, and completion of minimum fundamental test
Develops the techniques of accurate and fast typewritten transcription from a pre-dictated belt or tape. Increases competency in spelling, grammar, and punctuation.

Machine Transcription II

7021  Contact Hours: 30  Credit Hours: 2
Prerequisites: 0802, 7016, 7020, 6058 or 7083
Emphasis is placed on accurate and fast machine transcription from pre-dictated, taped material. The student must demonstrate the ability to follow dictated instructions and be able to complete jobs in order or priority.

Automatic Typing I

7022  Contact Hours: 20  Credit Hours: 1
Prerequisite: 7015, demonstrate the ability to type 40 wpm for five minutes with five errors or less, and consent of instructor
Introduction to word processing on Savin 900 Word Master. Emphasis is placed on thorough familiarization with the automatic typewriter, as well as speed and accuracy on final production assignments.
<table>
<thead>
<tr>
<th>Course</th>
<th>Contact Hours</th>
<th>Prerequisites</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>7023</td>
<td>30</td>
<td>7016, 7065, and ability to type 60 wpm on a five-minute timing with five errors of less; 7022 and/or consent of instructor</td>
<td>Word processing techniques using the IBM Mag Card II typewriter. Designed to further develop student's knowledge and skill for operating an automatic typewriter efficiently and for performing production tasks rapidly and accurately.</td>
</tr>
<tr>
<td>7027</td>
<td>50</td>
<td>None</td>
<td>Designed to acquaint the student with a wide variety of recordkeeping activities — banking, office cashiering, payroll general business forms plus a brief introduction to double-entry bookkeeping. Practical applications of business math is essential; neatness and accuracy are stressed.</td>
</tr>
<tr>
<td>7031</td>
<td>25</td>
<td>7032</td>
<td>Designed to train the student for Payroll Accounting. It includes all payroll records utilized in the field, Federal Acts and laws, and is updated every year with current rates and regulations.</td>
</tr>
<tr>
<td>7032</td>
<td>50</td>
<td>None</td>
<td>Basic double-entry accounting is introduced. Emphasis is on analyzing, journalizing, posting, trial balance and financial statements. A short comprehensive practice set reviews processes learned.</td>
</tr>
<tr>
<td>7033</td>
<td>50</td>
<td>7032</td>
<td>An extension of Accounting I covering sales and purchases along with an introduction to the accrual method of accounting. A comprehensive practice set gives the student &quot;hands-on&quot; experience.</td>
</tr>
<tr>
<td>7034</td>
<td>50</td>
<td>7033</td>
<td>An extension of Accounting II with an introduction to corporate books and cost accounting. Comprehensive practice set gives the student &quot;hands-on&quot; experience.</td>
</tr>
<tr>
<td>7035</td>
<td>Var</td>
<td>Concurrent enrollment with 7033 and 7034</td>
<td>Optional; Lab time for students enrolled in Accounting II or III.</td>
</tr>
<tr>
<td>7040</td>
<td>50</td>
<td>7014</td>
<td>Provides the language and writing techniques basic to Gregg Shorthand. A programmed text, short quizzes, and taped dictation encourage individual progress.</td>
</tr>
</tbody>
</table>

**Automatic Typing II**

<table>
<thead>
<tr>
<th>Course</th>
<th>Contact Hours</th>
<th>Prerequisite:</th>
<th>Credit Hours</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>7041</td>
<td>50</td>
<td>7040, or challenge, and ability to type 30 wpm</td>
<td>Application of Gregg Shorthand theory. Introduction to transcription skills. Individualized daily lesson and speed tapes allow student to progress as rapidly as ability permits.</td>
<td></td>
</tr>
<tr>
<td>7042</td>
<td>50</td>
<td>7041 or challenge; 7015</td>
<td>Application of Gregg Shorthand theory, brief forms, and phrasing to increase ability to take dictation at faster speeds. Further refinement of transcription skills. Individualized daily lesson and speed tapes allow student to progress as rapidly as ability.</td>
<td></td>
</tr>
<tr>
<td>7043</td>
<td>70</td>
<td>7042 or challenge; 7016</td>
<td>Emphasis on speed-building shorthand dictation. Shorthand lab and cassette tapes allow student to progress at own rate. Transcription for mailable copy.</td>
<td></td>
</tr>
<tr>
<td>7044</td>
<td>70</td>
<td>7043 or challenge; 7016</td>
<td>Office style, spurt, and sustained dictation to build shorthand writing speeds of 100-140 words per minute. Individualized. Transcription of mailable copy with prescribed time limits.</td>
<td></td>
</tr>
<tr>
<td>7050</td>
<td>50</td>
<td>None</td>
<td>5</td>
<td>A medical word-building system using Greek and Latin word roots, combining forms, suffixes and prefixes for formation of common medical terms. (Not interchangeable with course 5020).</td>
</tr>
<tr>
<td>7051</td>
<td>50</td>
<td>7050 and concurrent enrollment in 7054</td>
<td>A study of the medical terminology of systems and disorders of musculoskeletal, cardiovascular, blood and blood forming organs, lymphatic, digestive, respiratory, skin and breast. (Not interchangeable with course 5021). Topics include aspects of anatomy, diagnosis, symptoms, radiology, clinical laboratory and surgery.</td>
<td></td>
</tr>
<tr>
<td>7052</td>
<td>50</td>
<td>7050 and concurrent enrollment in 7055</td>
<td>A detailed study of the medical terminology of: urogenital system, gynecology, obstetrics, endocrine system, neurological and psychiatric disorders, eye and ear conditions, and systemic disorders. Study includes body systems, functions, disease processes, symptomatology, surgical procedures, radiology and clinical laboratory, and selected high-frequency abbreviations and symbols.</td>
<td></td>
</tr>
</tbody>
</table>
### Medical Terminology IV

**Prerequisite:** 7050  
**Credit Hours:** 5  
**Contact Hours:** 50

A study of the medical terminology of geriatrics and psychogeriatrics, oncology, anesthesiology, physical therapy and rehabilitation, nuclear medicine, and pharmacology. This is a continuation of the student's knowledge of word roots and medical terms related to the aspects of disease, surgery, treatment, diagnostic testing and use of prescription medications.

### Anatomy and Physiology I

**Prerequisite:** 7050 and concurrent enrollment in 7051  
**Credit Hours:** 5  
**Contact Hours:** 50

Study of the human body, its systems and physiological processes, as correlated with Medical Terminology II.

### Anatomy and Physiology II

**Prerequisite:** 7050 and concurrent enrollment in 7052  
**Credit Hours:** 5  
**Contact Hours:** 50

Study of the human body, its systems and physiological processes, as correlated with Medical Terminology II. (See also 7054 — courses need not be taken in numerical sequence.)

### Medical Transcription I

**Prerequisites:** 7016 or minimum 45 wpm, 7051, 7054, 7059 or equivalent  
**Credit Hours:** 5  
**Contact Hours:** 100

Transcription of medical consultations, operative reports, medical histories and other prerecorded medical dictation. Includes operation of transcribers, use of correct techniques, spelling, grammar, punctuation, format, medical vocabulary, dictionaries and reference books. A note book of reference materials is prepared.

### Medical Transcription II

**Prerequisite:** 7056  
**Credit Hours:** 5  
**Contact Hours:** 100

Intermediate medical transcription with emphasis on format, reports, and letters with first-time mailable accuracy, and completion of medical vocabulary exercise.

### Medical Transcription III

**Prerequisite:** 7057  
**Credit Hours:** 5  
**Contact Hours:** 100

Advanced medical transcription with emphasis on speed and accuracy. Special attention to production, attitudes, style and form in medical use.

### Medical Office Procedures

**Prerequisite:** 7015, 7050, or consent of instructor  
**Credit Hours:** 8  
**Contact Hours:** 100

A medical secretary career study including medical, hospital, and dental office procedures. Simulated reception, telephone, appointments, medical records, billing, correspondence, insurance and basic medical assistant techniques.

### Medical Forms

**Prerequisite:** 7015, 7050, 7059 or consent of instructor  
**Credit Hours:** 3  
**Contact Hours:** 50

Focus is on two major areas of medical typing — physicians' office forms and hospital forms. Emphasis is placed on typing these forms accurately and neatly.

### Office Management

**Prerequisite:** 7059 or 7075 or 7086  
**Credit Hours:** 3 or consent or instructor  
**Contact Hours:** 30

Planning, organizing and controlling business services, systems, and procedures. Emphasis is placed on current employment practices, compensation and budget planning and control.

### Office Procedures

**Prerequisite:** 0802 and concurrent enrollment in 7015  
**Credit Hours:** 4  
**Contact Hours:** 50

Current trends in mailing services, telephone and telegraph, reprographics, travel, reference material, ethics and etiquette as practiced in today's business office. A unit is also included on personal development.

### Model Office

**Prerequisite:** Enrollment in or completion of 7075, and consent of instructor  
**Credit Hours:** 5  
**Contact Hours:** 100

A simulated office where students are given an opportunity to apply their previously learned skills in an office-like situation. Each student will rotate through the eight to ten different office positions.

### Legal Office Procedures

**Prerequisite:** Concurrent enrollment in 7015  
**Credit Hours:** 5  
**Contact Hours:** 50

Introduction to law office secretarial procedures with emphasis on function as a receptionist and production of basic documents and instruments.

### Probate and Domestic Relations

**Prerequisite:** 7080, concurrent enrollment in 7083  
**Credit Hours:** 5  
**Contact Hours:** 50


### Corporate, Federal and Appeal Procedure

**Prerequisite:** 7080, concurrent enrollment in 7083  
**Credit Hours:** 5  
**Contact Hours:** 50

A study of law office information retrieval methods and systems; legal research, law library use and maintenance and citations; general information on substantive law and torts with emphasis on how cases are decided; appellate documents, methods and requirements; Federal court litigation and bankruptcy documents, requirements and procedures; administrative agencies; Montana corporate formation, dissolution and maintenance requirements. Emphasis is on fundamentals, paper preparation and processing from the legal secretarial standpoint.

### Legal Transcription I

**Prerequisites:** 0802, 7015, 7080  
**Credit Hours:** 4  
**Contact Hours:** 100

Training in effective operation and care of transcribing
equipment, good transcribing techniques, and competence in spelling, grammar, punctuation and legal form.

**Legal Transcription II**

7084 Contact Hours: 100
Prerequisite: 7083 Credit Hours: 4
Advanced machine transcription with emphasis on legal documents and pleadings using multiple carbon copies, form files, “take-in” materials, and legal citations. Students work from actual lawyer-dictated cassettes, printed legal forms and passout materials.

**Legal Office Production**

7086 Contact Hours: 100
Prerequisites: 7080, 7081, 7082, 7084 Credit Hours: 6
An advanced course operated as a model law office with emphasis on inventory, management, supervision and professional quality transcription and performance.

**Cooperative Work Experience**

7090 Contact Hours: Var
Prerequisite: Instructor's Consent Credit Hours: Var
Cooperative Work Experience attempts to bring greater relevancy to formal instruction through alternating employment in the community with classroom instruction. Students receive both pay and credit for their work and are supervised on the job by the employer and school personnel.

**Practicum**

7091 Contact Hours: Var
Prerequisites: Instructor's Consent Credit Hours: Var
Practicum attempts to bring greater relevancy to formal instruction through alternating job-like experiences with classroom instruction.

**First Aid**

7097 Contact Hours: 8
Prerequisite: None Credit Hours: 1
American National Red Cross Multimedia Standard First Aid Card course.

**Independent Study**

7099 Contact Hours: Var
Prerequisite: Instructor's Consent Credit Hours: Var
A learning situation within the school day which allows a student to develop competence in an area of interest.

**Program Electromechanical Technology**

**Direct Current Theory**

3501 Contact Hours: 50
Prerequisite: None Credit Hours: 5
A study of current flow, direct current circuits and concepts of power. The course presents work with magnetic circuits and introduces time varying currents. Standard circuit theorems are introduced along with various methods of circuit analysis and problem solving. This course utilizes mathematical tools as they are developed in the mathematics course.

**Alternating Current Theory**

3502 Contact Hours: 40
Prerequisites: 3501 Credit Hours: 4
A thorough analysis of current flow, voltage and the effects of both the resistive and reactive components in alternating current circuits.

**Tube and Semiconductor Theory**

3503 Contact Hours: 50
Prerequisites: 3502 Credit Hours: 5
An indepth coverage of vacuum tube, diode, bipolar transistor and field effect transistor circuits that are used in modern electronics applications.

**Direct and Alternating Current Machines**

3504 Contact Hours: 50
Prerequisites: 3505 and 3527 Credit Hours: 3
A concise presentation of the fundamental principles of electronic motors and generators, both alternating and direct current. A discussion of transformers and protective gear that is associated with rotating electric machinery is also included.

**Semiconductor Circuits**

3505 Contact Hours: 50
Prerequisite: 3503 Credit Hours: 5
The study and analysis of the components and circuits used in semiconductor electronics.

**Math I**

3507 Contact Hours: 50
Prerequisite: None Credit Hours: 5
An integrated treatment of mathematical topics in algebra and trigonometry found necessary for a sound mathematical background for the technician. Numerous applications for technical fields have been included to indicate how and where mathematical techniques are used.

**Math II**

3508 Contact Hours: 50
Prerequisite: 3507 Credit Hours: 5
A continuation of Math I, is an integrated treatment of mathematical topics in algebra and trigonometry found necessary for a sound mathematical background for the technician. Numerous applications for technical fields have been included to indicate how and where mathematical techniques are used.

**Math III**

3509 Contact Hours: 50
Prerequisite: 3508 Credit Hours: 5
An applied mathematics course in basic analytic geometry, differential and integration of algebraic and elementary transcendental functions.

**Electrical Laboratory**

3511 Contact Hours: 100
Prerequisite: Concurrent with 3501 Credit Hours: 4 and 3520
An open laboratory for doing the experiments required for Direct Current Theory and Physics I.

**Electrical Laboratory**

3512 Contact Hours: 100
Prerequisite: Concurrent with 3502 Credit Hours: 4 and 3521
An open laboratory for doing the experiments required for Alternating Current Theory and Physics II.
Electronics Laboratory

3513 Contact Hours: 100
Prerequisite: Concurrent with 3503 Credit Hours: 4
An open laboratory for doing the experiments required for Tube and Semiconductor Theory.

3515 Contact Hours: 100
Prerequisite: Concurrent with 3505 Credit Hours: 4 and 3527
An open laboratory for doing experiments required for Semiconductor Circuits and Computer Fundamentals.

3516 Contact Hours: 100
Prerequisite: Concurrent with 3504 Credit Hours: 4 and 3534
An open laboratory for doing experiments required for Direct and Alternating Current Machines and Automatic Control I.

3517 Contact Hours: 100
Prerequisite: Concurrent with 3504 Credit Hours: 4 and 3541
An open laboratory for doing experiments required for Direct and Alternating Current Machines and Industrial Communications I.

3518 Contact Hours: 100
Prerequisite: Concurrent with 3530 Credit Hours: 4 and 3535
An open laboratory for doing experiments required for Motor Control and Automatic Control II.

3519 Contact Hours: 100
Prerequisite: Concurrent with 3542 Credit Hours: 4 and 3543
An open laboratory for doing experiments required for Industrial Communications II and Industrial Communications III.

Electronics Laboratory

3520 Contact Hours: 50
Prerequisite: Concurrent with 3507 Credit Hours: 5
A course in applied physics, stressing the relationship between physics and the engineering technologies. The principles are applied to the corresponding techniques.

Physics I

3521 Contact Hours: 40
Prerequisite: 3520 Credit Hours: 4
A course in applied physics, stressing the relationship between physics and the engineering technologies. The principles are applied to the corresponding technologies.

Physics II

3522 Contact Hours: 50
Prerequisite: 3508 and 3520, concurrent with 3509 Credit Hours: 5
A course that combines the elements of mechanical theory, drafting skills and practical applications. It develops the fundamentals of displacement, velocity and acceleration applying these to both the analysis and design of mechanisms.

Mechanisms

Computer Fundamentals

3527 Contact Hours: 50
Prerequisite: 3503 and 3522 Credit Hours: 4
A thorough analysis of the latest digital techniques, with emphasis on circuit designs that are used in modern electronics applications.

3530 Contact Hours: 50
Prerequisite: 3504 and 3509 Credit Hours: 5
A coverage of industrial and commercial control applications of electrical motors and transformers. Control of motors includes strating, stopping and speed and automatic feedback control of AC and DC machines, using both relay and static controls.

Microprocessors I

3532 Contact Hours: 50
Prerequisite: 3527 Credit Hours: 4
Covers the complexities and power of machine language programming, hardware input/output interfacing and microprocessor operation and design applications. The course is complimented with an individual student trainer, utilizing a 6800 microprocessor.

Microprocessors II

3533 Contact Hours: 50
Prerequisite: 3532 Credit Hours: 5
A continuation of 3532, Microprocessors I.

Automatic Control I

3534 Contact Hours: 50
Prerequisite: 3509, 3505 and 3522 Credit Hours: 4
A study of the automatic control of industrial machines and industrial processes. The servomechanism is used as a representative control system.

Automatic Control II

3535 Contact Hours: 50
Prerequisite: 3534 Credit Hours: 5
A continuation of 3534, Automatic Control I.

Industrial Communications I

3541 Contact Hours: 50
Prerequisite: 3505 Credit Hours: 4
A thorough study and analysis of the circuits and techniques used in modern electronic systems.

Industrial Communications II

3542 Contact Hours: 50
Prerequisite: 3541 Credit Hours: 5
A continuation of Industrial Communications I with emphasis on transmission lines, antennas, propagation, microwave, multiplexing and television.

Industrial Communications III

3543 Contact Hours: 50
Prerequisite: 3541 Credit Hours: 5
A laboratory oriented course in FM two-way radio theory and servicing. The "hands-on" approach allows the student to perform complete alignment and adjustment of FM transmitters and receivers. Various test instruments are used to insure that the equipment is operating within design specifications.
F.C.C. License I
3545 Contact Hours: 50 Credit Hours: 5
Prerequisite: 3527
The study of elements 1, 2, 3 and 4 for Federal Communications Licenses.

F.C.C. License II
3546 Contact Hours: 50 Credit Hours: 5
Prerequisite: 3545
The study of elements 1, 2, 3 and 4 for Federal Communications Licenses.

Cooperative Work Experience
3590 Contact Hours: Var Credit Hours: Var
Prerequisite: Instructor's Consent
Cooperative Work Experience attempts to bring greater relevancy to formal instruction through alternating employment in the community with classroom instruction. Students receive both pay and credit for their work and are supervised on the job by the employer and school personnel.

Practicum
3591 Contact Hours: Var Credit Hours: Var
Prerequisite: Instructor's Consent
Practicum attempts to bring greater relevancy to formal instruction through alternating job-like experiences with classroom instruction.

First Aid
3597 Contact Hours: 8 Credit Hours: 1
Prerequisite: None
American National Red Cross Multimedia Standard First Aid Card course.

Independent Study
3599 Contact Hours: Var Credit Hours: Var
Prerequisite: Instructor's Consent
A learning situation within the school day which allows a student to develop competencies in an area of interest.

Program
Combination Welding
Welding Math
2001 Contact Hours: 50 Credit Hours: 5
Prerequisite: None
The use of direct and indirect measurements to compute cost and amount of material required, basic geometry to compute volume and square measurements, and trigonometry triangulation to lay out projects.

Welding Metallurgy
2004 Contact Hours: 50 Credit Hours: 5
Prerequisite: None
Identification and application of ferrous and non-ferrous metals, and their physical and structural properties.

Welding I
2005 Contact Hours: 200 Credit Hours: 7
Prerequisite: None
Electric welding, electrode and oxy-acetylene manipulation; constructing and welding joints of Butt, Lap, fillet and outside corner design in the flat, horizontal, vertical, and overhead position.

Welding II
2006 Contact Hours: 200 Credit Hours: 9
Prerequisite: 2005
A continuation of Welding I with more practical applications.

Welding III
2007 Contact Hours: 200 Credit Hours: 9
Prerequisite: 2006
Application of correct welding procedures for using E-7018, MIG and TIG.

Blueprint Reading
2010 Contact Hours: 100 Credit Hours: 5
Prerequisite: None
Making an isometric sketch from a three-view working drawing.

Layout
2011 Contact Hours: 100 Credit Hours: 8
Prerequisite: 2010
Reading and working from fabrication drawings, layout of material required for a particular project including cutting waste to a minimum, computing cost for the customer, and working with industrial codes and specifications.

Cooperative Work Experience
2090 Contact Hours: Var Credit Hours: Var
Prerequisite: Instructor's Consent
Cooperative Work Experience attempts to bring greater relevancy to formal instruction through alternating employment in the community with classroom instruction. Students receive both pay and credit for their work and are supervised on the job of the employer and school personnel.

Practicum
2091 Contact Hours: Var Credit Hours: Var
Prerequisite: Instructor's Consent
Practicum attempts to bring greater relevancy to formal instruction through alternating job-like experiences with classroom instruction.

First Aid
2097 Contact Hours: 8 Credit Hours: 1
Prerequisite: None
American National Red Cross Multimedia Standard First Aid Card course.

Independent Study
2099 Contact Hours: Var Credit Hours: Var
Prerequisite: Instructor's Consent
A learning situation within the school day which allows a student to develop competence in an area of interest.

Program
Heavy Equipment Maintenance
Carburetion
6001 Contact Hours: 20 Credit Hours: 1
Prerequisite: None
Designed to give the students basic knowledge of carburation principles.
Electrical Systems
6005 Contact Hours: 50
Prerequisite: None Credit Hours: 3
A study of the electrical components and systems used in automotive applications for both light and heavy duty equipment.

Trade Mathematics
6020 Contact Hours: 30
Prerequisite: None Credit Hours: 3
A review of basic mathematics as applied to automotive trades including addition, subtraction, multiplication and division of whole numbers, decimals and fractions, and a unit on the metric system.

Hydraulics and Pneumatics
6025 Contact Hours: 20
Prerequisite: None Credit Hours: 2
The theory of hydraulics as it applies to mobile construction equipment.

Machine Shop
6035 Contact Hours: 60
Prerequisite: None Credit Hours: 2
The safe use of hand tools and machines used in engine repair including units on fasteners, threads and threading, drills and drilling, basic lathe operation, basic milling machine operation, and files and filing.

Engine and Service and Maintenance
6040 Contact Hours: 250
Prerequisite: None Credit Hours: 9
Gives students experience in aspects of diesel engine rebuilding and maintenance.

Chassis and Drive Train
6041 Contact Hours: 175
Prerequisite: None Credit Hours: 7
Classroom and shop instruction of drive train components used on light and heavy duty truck and equipment.

Failure Analysis and Live Work
6042 Contact Hours: 270
Prerequisite: None Credit Hours: 9
Consists of "live work" on any aspect of mechanics with the student concentrating in the work area of his choice.

Welding
6065 Contact Hours: 100
Prerequisite: None Credit Hours: 3
Students will be instructed in set up and use of oxy-acetylene, arc and TIG welding equipment.

Cooperative Work Experience
6090 Contact Hours: Var
Prerequisite: Instructor's Consent Credit Hours: Var
Cooperative Work Experience attempts to bring greater relevancy to formal instruction through alternating employment in the community with classroom instruction. Students receive both pay and credit for their work and are supervised on the job by the employee and school personnel.

Practicum
6091 Contact Hours: Var
Prerequisite: Instructor's Consent Credit Hours: Var
Practicum attempts to bring greater relevancy to formal instruction through alternating job-like experiences with classroom instruction.

First Aid
6097 Contact Hours: 8
Prerequisite: None Credit Hours: 1
American National Red Cross Multimedia Standard First Aid Card course.

Independent Study
6099 Contact Hours: Var
Prerequisite: Instructor's Consent Credit Hours: Var
A learning situation within the school day which allows a student to develop competence in an area of interest.

Program
Small Engine Repair

Principles of Two and Four Cycle Engines
9001 Contact Hours: 50
Prerequisite: None Credit Hours: 5
The principles of two and four cycle engine operation through lectures, demonstrations, and engine disassembly and reassembly.

Electrical Systems
9005 Contact Hours: 70
Prerequisite: None Credit Hours: 5
A study of the electrical components and systems used in automotive applications for both light and heavy duty equipment.

Trade Mathematics
9020 Contact Hours: 30
Prerequisite: None Credit Hours: 3
A review of basic mathematics as applied to automotive trades including addition, subtraction, multiplication and division of whole numbers, decimals and fractions, and a unit on the metric system.

Fuels, Lubricants and Carburetion
9030 Contact Hours: 50
Prerequisite: None Credit Hours: 4
The How's and Why's of fuels and lubricants including units in suction, diaphragm, and float type carburetors.

Machine Shop
9035 Contact Hours: 50
Prerequisite: None Credit Hours: 2
The safe use of hand tools and machines used in engine repair including units on fasteners, threads, drills and drilling, basic lathe operation, basic milling machine operation, and files and filing.

Small Engine Service I
9040 Contact Hours: 150
Prerequisite: None Credit Hours: 5
Disassembly and reassembly two and four cylinder engines under simulated shop conditions.

Small Engine Service II
9041 Contact Hours: 150
Prerequisite: 9040 Credit Hours: 5
Minor and major repair work on engines and power trains.
Small Engine Service III  
9042 Contact Hours: 150  
Prerequisite: 9041 Credit Hours: 5  
Minor and major repair work on engines and power trains.

Troubleshooting and Tune-Up  
9050 Contact Hours: 100  
Prerequisite: Credit Hours: 5  
Instruction and demonstration involving troubleshooting and tune-up of two and four cycle engines.

Welding  
9065 Contact Hours: 100  
Prerequisite: None Credit Hours: 3  
Instruction in set-up and use of Oxy-acetylene, Arc, and TIG welding equipment.

Cooperative Work Experience  
9090 Contact Hours: Var  
Prerequisite: Instructor's Consent Credit Hours: Var  
Cooperative Work Experience attempts to bring greater relevancy to formal instruction through alternating employment in the community with classroom instruction. Students receive both pay and credit for their work and are supervised on the job by the employer and school personnel.

Practicum  
9091 Contact Hours: Var  
Prerequisite: Instructor's Consent Credit Hours: Var  
Practicum attempts to bring greater relevancy to formal instruction through alternating job-like experiences with classroom instruction.

First Aid  
9097 Contact Hours: 8  
Prerequisite: None Credit Hours: 1  
American National Red Cross Multimedia Standard First Aid Card course.

Independent Study  
9099 Contact Hours: Var  
Prerequisite: Instructor's Consent Credit Hours: Var  
A learning situation within the school day which allows a student to develop competence in an area of interest.

STUDENTS

STUDENT BILL OF RIGHTS
RESPONSIBILITIES, AND CONDUCT

TERMS USED
The term "institution" means Missoula Vocational Technical Center.
The term "administrator" means those responsible for the operation of the institution.
The term "student" includes all persons taking courses at the institution both full-time and part-time, pursuing vocational-technical, or special programs.
The term "instructor" means any person hired by the institution to conduct classroom or counseling activities.
The term "shall" is used in the mandatory sense.
The term "may" is used in the permissive sense.
All other terms have their natural meaning unless the context dictates otherwise.

CLASSROOM ACTIVITIES
The institution shall be open to all applicants. Under no circumstances shall an applicant be denied admission to this institution because of race, religion, sex, national origin, political belief, age, previous offense, marital status or handicap.

1. Previous status at other institutions shall not constitute criteria for denial of admission to this institution.
2. Preference for admission shall not be based on economic status.
3. Admission will be in accordance with Montana’s law, anyone 16 years of age or older will be admitted on a first-come, first-served basis.

Freedom of discussion must be protected and expression of views must not be inhibited but be within the perimeters of classroom activity. The instructor has the responsibility of maintaining a classroom environment conducive to the learning of the subject, but their authority must not be used solely to suppress the expression of views contrary to their own. It is the responsibility of the student to support the instructor’s efforts to assure freedom of expression and to maintain order.

1. Students are responsible for learning the content of any course for which they are enrolled. Instructors shall provide for the student every available opportunity for the accomplishment of this goal.
2. Requirements of attendance, participation in classroom, discussion and submission of written and laboratory or shop exercises are not inconsistent with this section.

Evaluation of student performance by instructors shall be based upon established proficiency levels. Evaluation shall under no circumstances be prejudicial or capricious.
instructors will be expected to state course content and objectives at the beginning of each term and throughout the term as need arises.

**CAMPUS EXPRESSION**

Discussion and expression of all views within the institution shall be limited only by civil and criminal law.

Missoula Vocational Technical Center students shall have the right to be interviewed on campus by any lawful organization desiring to recruit at the institution. Missoula Vocational Technical Center students may protest against any such organization provided that protest does not interfere with any other individual's right to have such an interview, or does not interfere with the privilege of the recruiting personnel to hold said interview.

**CAMPUS ORGANIZATION**

Organizations can be established by Missoula Vocational Technical Center students within the institution for any lawful purpose.

Membership in any campus organization, including those affiliated with an extramural organization, shall not be denied because of race, creed, sex, economic status, national origin, marital status or handicap.

The institution shall make available the use of its facilities by members of the institution's community. Facilities may be assigned to Missoula Vocational Technical Center students for meetings, for special programs, and for programs open to the public.

1. Conditions may be imposed to regulate requests and to determine the appropriations for the space assigned to Missoula Vocational Technical Center students for meetings, special programs, programs open to the public, and institution scheduled activities.

2. Preference in assignments shall be given to programs instituted by Missoula Vocational Technical Center.

3. The Board of Trustees shall delegate to the administration the authority for the assignment of the facilities.

4. Physical abuse of assigned facilities shall result in demands for restitution for damages from the sponsoring party or parties.

No Missoula Vocational Technical Center student or group may use the institution's name in purported to be representative of the institution or any of its various organizations or sections without the expressed permission of those they wish to represent.

**CAMPUS MEDIA**

Anyone may distribute extra-curricular leaflets, posters, and pamphlets on campus with prior authorization of the Director of the institution. Authorization for distribution of material shall be based solely on existing publicity guidelines and shall be neither prejudicial nor capricious.

All institution published and financed communications in which editorial comment is included shall explicitly state on the editorial page or in broadcast that the opinions expressed are not necessarily those of the institution's student government, student body, administration, or faculty.

**STUDENT GOVERNMENT**

The student government shall be considered as the embodiment of the student representation separate from the institution's administration and not a department of the Board of Trustees of Missoula Vocational Technical Center or any of its legal representatives. It will exist at the will of the students with assistance provided in organizing by a designate of the Director (faculty advisor).

**STUDENT PARTICIPATION**

On questions of institution policy, the Board and its representatives shall utilize the advice and assistance of students. The Board alone, however, will serve as the final policy-making body.

On questions in institution's administrative regulations, the Director and his/her representatives shall utilize the advice and assistance of students. The Director alone, however, will serve as the final decision-maker.

**STUDENT RIGHTS AND PRIVACY**

Missoula Vocational Technical Center students shall have the same rights of privacy as any other citizen and shall surrender none of these rights by becoming members of the institution's community. No inquiry shall be made into the private activities of Missoula Vocational Technical Center students away from the campus, where their behavior is subject to regulation and control by public authorities.

**STUDENT RECORDS**

The privacy and confidentiality of student records shall be preserved. Student records, supporting documents, and other student files shall be maintained only by regularly employed members of the institution's staff employed for that purpose. The proper institution officials may maintain files on each of the following:

1. Unofficial academic records (advisors and instructors)
2. Official academic records (Admissions Office)
3. Primary and secondary records of discipline proceedings
4. Medical and psychiatric records
5. Financial aid records
6. Institution security records
7. Placement

No entry shall be made on a student's official academic record, and no disciplinary or evaluative document or commendary may be placed in his/her file(s) without prior written notice to the student. Any student challenging the accuracy of any entry or the presence of any item has the right to appeal through the standard grievance procedures.

Access to their records and files is guaranteed every student subject only to reasonable institution regulations as to time, place, and supervision. A copy of any and all of their records and files shall be made available to the student upon request, subject to a reasonable charge.

Except as required by state and federal regulations, no record may be kept in relation to any of the following matters except upon the expressed written consent of the student:

1. Race
2. Religion
3. Political and social views
4. Sex
5. Membership in any organization other than honorary and professional organizations directly related to the educational process
6. Handicap
Most information in any student's file may not be released to anyone, except with the prior written consent of the student concerned, or as stated below:

1. Members of the faculty, with specifically stated administrative, counseling or teaching assignments, may have access for internal education purposes as well as necessary administrative and statistical purposes.

2. Information as to whether or not a student is currently enrolled as a student of Missoula Vocational Technical Center may be made available upon written request.

3. The following data may be given any inquirer: name, program of enrollment, period of enrollment, degrees, diplomas or certificates awarded, honors, date of completion, address and telephone number. Any student wanting any or part of this information to remain confidential must inform the Admissions Office at registration time.

4. Properly identified officials from federal, state and local government agencies may be given any information required under legal compulsion.

Except as required by law, no record may be preserved beyond graduation for more than one calendar year except:

1. Academic records subject to the limitations of non-disclosure
2. Placement records
3. Financial records on continuing obligations
4. Disciplinary records restricted to:
   a. Nature of offense
   b. Action taken

STUDENT DISCIPLINE

Personnel of Missoula Vocational Technical Center have the responsibility to provide and maintain an educational environment that is conducive to learning.

This environment will be maintained not only in the classroom, but also on all school premises. In addition, this environment will be maintained in all school-sponsored activities which are not held on school premises.

It is the belief of Missoula Vocational Technical Center administration that physical and verbal abuse of any person by another is not conducive to learning, therefore, it will not be tolerated.

Other rules and regulations published in the Missoula Vocational Technical Center catalog governing such things as smoking, eating, alcohol, drugs, and vandalism will be enforced to enhance the learning environment. Failure to abide by school regulations can result in suspension of the offending student.

VIOLATION OF LAW AND INSTITUTION REGULATION

The institution may institute its own proceedings against a student who violates a criminal law on campus which is also a violation of a published institution regulation.

If a student is arrested, indicted for, or convicted of an off-campus violation of law, the matter shall be of no disciplinary concern to the institution unless the student is incarcerated and unable to comply with academic requirements.

The institution is concerned on behalf of the rights and best interest of all students. At the same time, institution personnel shall cooperate with law enforcement officers in the legitimate pursuit of their duty. Officers are required to inquire of the administrative offices for a building administrator and proceed with his/her cooperation in contacting students. A student or students may request an institution official be present during questioning. At no time will an administrator allow a police officer to take a student from the school building without:

1. A warrant
2. A court order
3. An arrest
4. Permission of the student

STUDENT SANCTIONS

The following sanctions may be imposed upon students and shall, ordinarily, be administered in sequence.

1. Admonition: an oral statement to a student that they are violating or have violated rules.
2. Warning: notice, orally or in writing, that continuation or repetition or conduct found wrongful, within a specific period of time stated in the warning, may be cause for more severe disciplinary action.
3. Censure: a written reprimand for violation with or without stipulation regarding forfeiture of privileges, including the possibility of more severe disciplinary sanctions in the event of a violation of any institution regulation. This censure may be imposed by the Admissions Officer.
4. Restitution: reimbursement for damage to, or misappropriation, of property with written student agreement of the terms. This may take the form of appropriate service or other compensation.
5. Suspension, dismissal from the institution as set forth to the student by written notice for a definite period of time, no longer than one quarter.
6. Indefinite Suspension: dismissal from the institution as set forth to the student, by written notice, without a date established for the privilege of applying for readmission. Such application is to be reviewed and acted upon by the Admissions Officer.
7. Expulsion: permanent or conditional separation from the institution requires action of the Board of Trustees. Such action shall be taken on the recommendation of the Admissions Officer and Director and his/her representatives. The recommendation shall have been preceded by communication with the student and Admissions Officer. A written report shall be filed in the Admissions Office stating motivation and justification for the action.

If the Admissions Officer and/or other designated body decides that the student(s) should be separated from the institution, it is recommended such action be taken through the Admissions Officer, and the Director and/or his/her representatives.

Any disciplinary action may be recorded in a separate student file (apart from the personal academic school file) in the Admissions Office.

1. The Admissions Officer and/or other designated body shall have the power to delete from the student's file any or all disciplinary records.
2. All students shall have the right to show cause before the Admissions Officer and/or other designated body as to reasons for the deletion from their files any or all disciplinary records.
3. Appeals for the deletion of disciplinary records are subject to the standard grievance procedure. No sanction may be imposed for a violation of any institutional rule or regulation that has not been published and been made freely available to all students.

GRIEVANCE PROCEDURE
A Grievance Procedure has been developed and accepted as the standard procedure for all student/public complaints. The following grievance procedure should be used by those persons who feel they have a grievance.

If one has a grievance the first step is to try to resolve it in an informal manner by talking or communicating with the responsible person about the grievance.

If the informal approach does not resolve the complaint then a written statement should be submitted, by the grievant, to the Assistant Director for Student Services, and to the person who may have caused the grievance. The written statement should explain: who was griev- ed; in what way; by whom; when the grievance took place; who was harmed by the grievance; who can be contacted for further information; the name, address, and telephone number of the grievant/complainant; and as much background information as possible.

If the grievance is not settled within a reasonable amount of time (15 school days after the receipt of the written statement) the grievant/complainant has the right to request a hearing. A committee comprised of the Associate Director for Institutional Programming, the Assistant Director of Instructional Services and the Assistant Director for Student Services will be charged with the fair and impartial investigation and hearing of the grievance. The basic principles of due process will be adhered to during the hearing, including the rights of confrontation, cross-examination and the presentation of witnesses necessary to develop facts pertinent to the grievance.

Within 15 school days of the request for the hearing the committee will present its findings and recommendations to the Center Director. After reviewing the committee’s findings and recommendations the Director will render a decision within ten school days after the receipt of the findings and recommendations.

If the decision reached by the Director is not satisfactory to the grievant/complainant, the grievant/complainant may file the grievance with; the Missoula County High School Board of Trustees and/or the Board of Public Education and/or:
The Human Rights Commission
Room 404
7 West Sixth Ave., Power Block
Helena, Montana 59601, or
The Director
Office for Civil Rights
Department of HEW
Washington, D.C. 20201

The appropriate forms can be obtained by writing to either address or from the Admissions Office.

Retaliation and/or harassment against anyone who lodges a complaint/grievance, gives evidence and/or participates in a hearing is strictly forbidden by both State and Federal laws.

RULES AND REGULATIONS
IDENTIFICATION CARDS
A permanent picture ID Card is issued at the time of the student's initial registration. This card will be used as long as the student attends Missoula Vocational Technical Center.

The ID Card is used for a variety of activities and purposes on the campus, i.e., identification, check cashing, admission to events, library business, and must be carried at all times. Cards must be surrendered when requested by institution personnel.

The replacement fee for your card, if lost or stolen, is three dollars. New ID's will be issued by the Admissions Office.

Remember — your ID Card is a permanent card. DON'T LOSE IT.

PARKING
Parking areas for students are provided near all building sites. The site at 909 South Avenue has parking for students to the south of Building "A" (west of Building "B"). An additional parking area is provided across South Avenue by the Eagles Royal Manor. The site at 3639 South Avenue has parking for students to the east of Building "C". All parking areas are appropriately marked and patrolled by local law enforcement officers.

Vehicles must be registered, display a parking decal, and be appropriately parked in the correct lot if a parking ticket and/or a towed away vehicle is to be avoided. Parking decals are to be affixed to the front bumper of each vehicle.

Handicap parking arrangements can be made with the Admissions Office.

VEHICLE REGISTRATION
During registration a vehicle registration form is provided for all students wishing to use Missoula Vocational Technical Center parking lots. After completing the vehicle registration form a parking decal will be issued. Students desiring to register vehicles after registration should stop at the Admissions Office for the necessary vehicle registration form and parking decal.

SMOKING
Because of safety and health regulations, fire hazard, and courtesy, smoking is prohibited in classrooms, laboratories, shops, and corridors. Identified smoking areas are found in student lounges of the campus buildings.

EATING
Because of safety and health regulations, cleanliness, and courtesy, eating is prohibited in classrooms, laboratories, shops, and corridors. Student lounges in the campus buildings are designated for eating purposes.

ALCOHOL
No alcoholic beverage may be brought, possessed, or consumed on campus. Persons appearing to be intoxicated are not allowed on the campus.

DRUGS
Possession, transportation, and/or the use of any illegal drug on the campus is prohibited.

VANDALISM
Defacing, damaging, or maliciously destroying an institution, faculty, or student property is prohibited.

UNPAID BILLS
Individual students who owe bills to the institution for fees, fines, and other charges are not permitted to register
for the succeeding quarter or secure transcript of record until the obligation is paid or satisfactorily adjusted.

STUDENT ACTIVITIES AND GENERAL INFORMATION

INTRAMURAL ACTIVITIES

Missoula Vocational Technical Center has an intramural athletic program. This program, including all of its activities, is planned, organized, and coordinated by a faculty advisor. Examples of present intramural activities are basketball, softball, and volleyball.

CLOTHING AND BOOKS

There is provision for storing unnecessary clothing and books along corridor walls. It should be cautioned, however, that the method of storage does not provide security. This storage space is designed for short term storage throughout the day. Any items remaining after the day's activities will be taken to lost and found.

ADULT AND CONTINUING EDUCATION

A detailed explanation of evening adult and continuing education offerings is provided in another section of the catalog. It should be noted, however, that identified evening courses may be taken, and if completed successfully, satisfy some completion requirements for programs offered during the day. Further inquiries concerning these courses should be directed to one's advisor and/or the supervisor of Adult and Continuing education and/or the Admissions Officer.

LOST AND FOUND

Items lost and found are turned in at the Information Desk in Building "A" for Buildings "A" and "B" and at the Resource Center Extension in Building "C" for Building "C". To recover an item that has been lost, identification of that item is required in the form of a full description.

COMMUNICATION

Communication with students is accomplished in a number of ways. A daily bulletin is read throughout the day in each class. Students are asked to respond to items in the bulletin that are applicable to them. Each building on the campus has a bulletin board where these bulletins are posted. If students missed the reading of the bulletin, they are to check these bulletin boards.

STUDENT ACCIDENT INSURANCE

Students are covered by accident insurance while involved in school activities. There is no health insurance. The insurance coverage provided by the institution is for accidents only while an individual is involved in institution activities. This coverage does not apply to intramural athletics. Students not having health insurance are encouraged to obtain such insurance coverage.

LOUNGE(S)

Areas are designated as student lounges in each building on campus. Student lounges may be used as eating and smoking areas. Because of fire hazard and courtesy, smoking and eating are prohibited in classrooms, laboratories, and corridors. Every effort should be made by all using the lounge areas to keep them as neat and clean as possible.

ADVISING

Each student at Missoula Vocational Technical Center is assigned a faculty advisor. The advisor will assist students in matriculating through their chosen occupational program. Information and assistance regarding program requirements, scheduling, drop/add, withdrawal, institution policy, institution regulations, and other similar topics will be provided by the Advisor.

Additional advisory assistance is provided by the counseling staff. Counselors are available to help students with academic and personal difficulties, administration and interpretation or personal and vocational tests, and life and career planning. A wide variety of interest, mental ability, and aptitude tests are available on request from a counselor. These tests are designed to assist the student in life and career planning.

ADMINISTRATORS PROFILE

*George M. Zellick, MCHS Superintendent: BS, 1949, Oregon State University; MEd, 1958, University of Oregon; 28 years in education with 26 years administrative experience; at MCHS since August, 1970.

Thomas E. Downey, Director; BA, 1955, U of M; MS, 1965, Western Montana College; 23 years in education with 13 years administrative experience; 6 years vocational work experience; at MVTC since July, 1968.

Dennis N. Lerum, Associate Director for Institutional Programming: BS, 1966, Stout State University; MS, 1966, Stout State University; 13 years in education with 7 years administrative experience; 2 years vocational work experience; at MVTC since August, 1967.

*John H. Giese, MCHS Director of Federal Programs: BS, 1961, Northern State College; MS, 1967, Northern State College; 18 years in education with 11 years administrative experience; 17 years vocational work experience; at MCHS since August, 1964.

James C. Taylor, Assistant Director for Instructional Services: BS, 1960, U of M; MEd, 1970; U of M; PhD, Colorado State University, 1977; 11 years in education with 8 years administrative experience, 9 years vocational work experience; at MVTC since August, 1968.

Charles R. Couture, Assistant Director for Student Services: BS, 1967, Western Montana College; MA, 1969, U of M; 11 years in education with 4 years administrative experience; at MVTC since 1969.

*Bruce C. Moyer, MCHS Supervisor of Data Processing: BS, 1966, Eastern Oregon College; MBA, 1970, U of M; 12 years in education with 9 years administrative experience; 2 years vocational work experience, at MCHS since August, 1971.

*Cari R. Sandell, Assistant Director for Adult and Continuing Education: BA, 1968, U of M; 11 years in education with 8 years administrative experience; 2 years vocational work experience, at MCHS since August, 1968.

William D. Skelton, Administrative Assistant, BS, 1963, Eastern Montana College; MEd, 1974, U of M; 16 years in education with 13 years administrative experience; 8 years vocational work experience at MVTC since July, 1968. (On leave).
FACULTY PROFILE

Alley, Jack - Instructor, Forestry Technician
University of Idaho - BS
Northern Montana College
University of Montana
Years Work Experience - 33
Years Teaching Experience - 5
Years at MVTC - 6

Altenbrun, Larry - Instructor, Secretarial
Northern Montana College
University of Montana - BA
Montana State University
Years Work Experience - 6
Years Teaching Experience - 7
Years at MVTC - 6

Ammerman, Robert - Instructor, Small Engine Repair
Montana State University
Northern Montana College
University of Montana
Years Work Experience - 15
Years Teaching Experience - 7
Years at MVTC - 7

*Blackman, Joe - Counselor, World of Work
Montana State University - BS
Years Work Experience - 13
Years Counseling Experience - 4
Years at MVTC - 2

*Blattner, Bruce - Instructor, General Courses Learning Center
Northern Montana College
Montana College of Mineral Science and Technology
University of Montana - BA and MA
Montana State University
Years Work Experience - 7
Years Teaching Experience - 6
Years at MVTC - 6

Boisvert, William - Instructor, Electromechanical Technology
Montana State University - BS
Northern Montana College - BS
University of Montana - MEd
Years Work Experience - 28
Years Teaching Experience - 11
Years at MVTC - 11

Brown, Robert W. - Instructor, Business Data Processing
Eastern Montana College
Vallejo California
Great Falls Commercial College
Northern Montana College - BA
Years Work Experience - 17
Years Teaching Experience - 8
Years at MVTC - 6

Burger, Robert A. - Instructor, Mid-Management
Gonzaga University
Denver University
Dawson College - AA
Eastern Montana College - BS
Montana State University - MS
Northern Montana College
University of Montana
Years Work Experience - 18
Years Teaching Experience - 10
Years at MVTC - 8

Burke, Dan - Financial Aid Officer
Western Montana College - BS
Northern Montana College
University of Montana
Years Work Experience - 7
Years Teaching Experience - 10
Years at MVTC - First year

Burlingame, William K. - Instructor, Heavy Equipment Maintenance
Northern Montana College
University of Montana
Years Work Experience - 32
Years Teaching Experience - 11
Years at MVTC - 11

*Carter, Jennifer - Instructor, World of Work
Northwestern University
Ohio State University - BA
Golden Gate University - MPA
Montana State University
Years Work Experience - 14
Years Teaching Experience - 2
Years at MVTC - 2

Chase, Alfred L. - Instructor, Forestry Technician
University of Massachusetts - AS
University of Montana - BS and MS
Northern Montana College
Oregon State University
Years Work Experience - 12
Years Teaching Experience - 10
Years at MVTC - 6

Chumrau, Helen - Instructor, Secretarial
University of Montana - BS
Northern Montana College
Years Work Experience - 7
Years Teaching Experience - 14
Years at MVTC - 10

*Flitner, Elizabeth - Instructor, Learning Center
Holy Names College - BA
California State at Hayward
University of Montana
Years Work Experience - 17
Years Teaching Experience - 6
Years at MVTC - 2

Frangos, Mona B. - Instructor, Operating Room Technician; Practical Nursing; Respiratory Therapy; Secretarial
Purdue University - BS
Eastern Connecticut College
University of Montana
Years Work Experience - 28
Years Teaching Experience - 15
Years at MVTC - 9

Gemar, William, R.R.T. - Clinical Coordinator, Respiratory Therapy Technician
Edgewater Hospital School of Respiratory Years Work Experience - 13
Years Teaching Experience - 2½
Years at MVTC - 2½

Hunter, William - Instructor, Food Service
Northern Montana College
University of Montana
Years Work Experience - 12
Years Teaching Experience - 8
Years at MVTC - 5½

Ibsen, Norma P., RN - Instructor, Practical Nursing
University of Montana
Columbus Hospital School of Nursing (R.N. Diploma)
Seattle University - BS
Years Work Experience - 12
Years Teaching Experience - 9
Years at MVTC - 9

Ingraham, William - Job Developer, World of Work
University of Montana - BS
Years Work Experience - 13
Years Teaching Experience - 0
Years at MVTC - 2
Jakes, Penny - Instructor, Secretarial
Eastern Montana College
Montana State University - BS
University of Montana
Years Work Experience - 3
Years Teaching Experience - 4
Years at MVTC - 4

Jorgenson, Arlene, RN - Instructor, Practical Nursing
Walla Walla College - BS
Green River Community College
Home Study Institute
Years Work Experience - 1½
Years Teaching Experience - 1
Years at MVTC - 1

Kiner, Patricia - Instructor, Accounting/Bookkeeping; Secretarial
University of Montana
Northern Montana College
Years Work Experience - 10
Years Teaching Experience - 11
Years at MVTC - 10

Krumrick, Roma M., RN - Instructor, Practical Nursing
University of Utah
University of Michigan - BS
Fresno State College
Colorado State College
University of Montana
Northern Montana College
Montana State University
Years Work Experience - 40
Years Teaching Experience - 20
Years at MVTC - 18

Ladd, Bridget - Instructor, General Courses
University of Montana - BA
Years Work Experience - 0
Years Teaching Experience - 2
Years at MVTC - 2

Lassila, Barbara - Librarian, Resource Center
Saint Olaf College - BA
University of Minnesota
University of Montana
Northern Montana College
Years Work Experience - 2
Years Teaching Experience - 16
Years at MVTC - 10

Lizotte, James - Instructor, Combination Welding; Heavy Equipment Maintenance; Small Engine Repair
Stout State University - BS and MS
Northern Montana College
Years Work Experience - 2
Years Teaching Experience - 11
Years at MVTC - 4

Lukomski, Sharon - Instructor, Educational Assistant
Central Michigan University - BS and MA
University of Montana
Years Work Experience - 2½
Years Teaching Experience - 7½
Years at MVTC - ¾

MacDonald, William Z. - Instructor, Forestry Technician
University of Southern Illinois
University of Montana - BA and MS
Northern Montana College
Years Work Experience - 9
Years Teaching Experience - 15
Years at MVTC - 10

Maloff, Darlyne - Counselor, Learning Center
Cal State University - BA
Gal-Poly - MA
U.C.L.A.
Years Work Experience - 3
Years Teaching Experience - 4
Years at MVTC - 3

Martin, George - Counselor
Montana College of Mineral Science and Technology
University of Montana - BA and MA
Years Work Experience - 12
Years Teaching Experience - 8
Years at MVTC - 6

McGill, Priscilla - Instructor, Business Data Processing
University of Montana - BS and MS
Humboldt State College
San Francisco State College
Southern Oregon College
Years Work Experience - 19
Years Teaching Experience - 7
Years at MVTC - 8

*Mielke, Susan B. - Instructor, Learning Center
University of Montana - BA
University of Colorado
Idaho State University
State University of New York at Albany
Colorado State University - MEd
Northern Montana College
Years Work Experience - 4
Years Teaching Experience - 20
Years at MVTC - 11

*Moore, Eddie - Instructor, Learning Center
University of Montana - BA
Years Work Experience - 9
Years Teaching Experience - 2
Years at MVTC - 2

Morger, Ann - Instructor, Accounting/Bookkeeping; Secretarial
University of Montana - BA
Montana State University - MS
University of Wyoming
University of Northern Iowa
Northern Montana College
Years Work Experience - 12
Years Teaching Experience - 24
Years at MVTC - 10

Morris, Carol J., CPS, PLS - Instructor, Secretarial (Legal and Medical Options)
Northern Montana College
University of Montana
University of Wyoming
Years Work Experience - 23
Years Teaching Experience - 9
Years at MVTC - 7

Newman, Colleen, RN - Instructor, Practical Nursing
Montana State University - AD
University of Montana
Montana State University - BS
Years Work Experience - 8
Years Teaching Experience - ½
Years at MVTC - ½

Pagel, Ronald - Instructor, Forestry Technician
University of Montana - BA and MF
Years Work Experience - 3½
Years Teaching Experience - 5
Years at MVTC - 5

Pattee, Bobette, RN - Instructor, Operating Room Technician
Jennie Edmundson School of Nursing
University of Montana
Northern Montana College
University of Washington
Years Work Experience - 4
Years Teaching Experience - 4
Years at MVTC - 4

Pease, Marilyn - Instructor, Mid-Management
Hamline University
Montana State University - BS and MS
Eastern Montana College
Years Work Experience - 5
Years Teaching Experience - 7
Years at MVTC - 4
ADULT AND CONTINUING EDUCATION

GENERAL INFORMATION
Adult and Continuing Education at Missoula Vocational Technical Center, though housed in the Center, does not generally operate on the same calendar as the Center. This has been done to make participation more convenient for adults in 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. Classes 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 Administration Office located in MVTC's main building (Building "A"). Registration is facilitated and information is made available from this office.

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 and Continuing Education calendar is divided into four quarters — Fall, Winter, Spring, and Summer. Registration for specific classes is usually accepted during a four week period immediately preceding the start of a quarter. Announcements of starting dates are made through the news media, brochures, and lists of communication available through business, industry, labor, and special agencies in the community. Details are available through the Adult and Continuing Education Office at MVTC.
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 four term schedule. Most subjects are offered on a single-term basis and may be offered during ensuring terms. Courses may be offered in a series with registration of a particular phase 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 for over four years. However, in most cases fees are payable quarterly.

CLASS SCHEDULE

Most Adult and Continuing 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.

REGISTRATION FEES

Fees for registration vary with hours of instruction and the type of course. Generally, the registration fee for the thirty-hour unit will be no less than twelve dollars ($12) with the costs of supplies and/or texts identified separately. All fees are payable in advance and are collected through the Adult and Continuing Education Office at the main MVTC building.

BOOKS, EQUIPMENT AND SUPPLIES

Participants are responsible for required books, small tools, and supplies. The MVTC 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 MVTC 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 through Adult and Continuing Education as an entity. However, the program does make provision for credit to be applied to other programs. Cooperation with those programs accepting credit from Adult and Continuing Education offerings permits students to satisfy requirements for some MVTC regularly scheduled daytime certified programs.

For more information concerning evening classes satisfying daytime program requirements, contact the Supervisor of Adult and Continuing Education and/or the MVTC Admissions Officer.

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 and Continuing Education office.

POSTSECONDARY CREDIT

Some courses available through Adult and Continuing Education parallel instruction that is offered in regular MVTC programs. Arrangement for credit in these classes can be made at registration time for Adult and Continuing Education courses. Good working relationships are maintained between the daytime and evening programs.

SPECIAL PROGRAMS

Adult and Continuing Education 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 Comprehensive Employment 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.

ADULT AND CONTINUING EDUCATION CLASSES OFFERED FALL, WINTER, AND SPRING TERMS

ART

- Ceramics
- Lapidary Techniques
- Painting
- Jewelry Crafting
- Macrame
- Weaving

BUSINESS

- Accounting I, II, III
- Recordkeeping
- Filing
- Business Math
- Office Machines
- Beginning Typing
- Intermediate Typing
- Brush-Up Typing
Shorthand
Keypunch
Principles of Data Processing
Computer Programming Languages
Computer Operations
Real Estate
Business Law
Small Business Management
Human Relations in Supervision

HOME ECONOMICS
Beginning Sewing
Sewing With Knits
Sewing Clothing for Youngsters
Sewing Men's Clothing
Sewing Down Filled Garments
Very Personal Windows
Home Decorating
Cake Decorating
Creative Cooking
Home Canning and Freezing
Practical Parenting

HEALTH AND SAFETY
Emergency Medical Technician
Emergency First Aid
Emergency Extrication
Medical Terminology
Basic Anatomy and Physiology
Microbiology and Human Disease
Pharmacology Review
Geriatric Nursing

GENERAL INTEREST
Milady and Her Auto
Women's Physical Fitness
Drivers Training
Manual Communications With the Deaf
Speed Reading
Math
Science
History/Government

English
Fly Tying
Bee Keeping
G.E.D.
Foreign Languages
Basic Photography
Geology
Adult Basic Education

VOCATIONAL-TECHNICAL
Upholstery
Creating With Wood
Carpentry Fundamentals
Basic Arc Welding
Intermediate Arc Welding
Advanced Arc Welding
Oxyacetylene Welding
Mig and Tig Welding
Pipe Welding
Pipe Layout
Industrial Math
Industrial Metals I and II
Metallurgy
Drafting Techniques
Blueprint Reading
Small Gas Engines
Motorcycle Maintenance
Automotive Tune-Up and Diagnostic Procedures
Automotive Carburetion
Automotive Engine Overhaul
Aviation Ground School
Continuing Electronics
Food Service Upgrade
Floor Mechanics
Veterinary Science for Ranchers

APPRENTICESHIP
Carpenters
Electricians
Sheetmetal Workers
Plumbers
Auto Mechanics
Operating Engineers
MISSOULA VOCATIONAL TECHNICAL CENTER LOCATION MAP

*Missoula Vocational Technical Center
Central Campus—909 South Avenue West
Admissions
Administration
Trade and Industrial Complex
3639 South Avenue West
(3 miles west of central campus)