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 sale 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>
<tr>
<th>Course</th>
<th>Contact Hours</th>
<th>Prerequisites</th>
</tr>
</thead>
<tbody>
<tr>
<td>4531</td>
<td>80</td>
<td>4505, 4521, 4582</td>
</tr>
<tr>
<td>4530, 4581</td>
<td>5</td>
<td></td>
</tr>
</tbody>
</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 volume and quality of the timber in terms of standard products.

Forest Measurements III

<table>
<thead>
<tr>
<th>Course</th>
<th>Contact Hours</th>
<th>Prerequisite</th>
</tr>
</thead>
<tbody>
<tr>
<td>4532</td>
<td>80</td>
<td>4531</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

<table>
<thead>
<tr>
<th>Course</th>
<th>Contact Hours</th>
<th>Prerequisite</th>
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</thead>
<tbody>
<tr>
<td>4533</td>
<td>50</td>
<td>4530</td>
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</tbody>
</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>
<thead>
<tr>
<th>Course</th>
<th>Contact Hours</th>
<th>Prerequisites</th>
</tr>
</thead>
<tbody>
<tr>
<td>4534</td>
<td>60</td>
<td>4522, 4524 concurrent</td>
</tr>
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</table>

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

Forest Products

<table>
<thead>
<tr>
<th>Course</th>
<th>Contact Hours</th>
<th>Prerequisites</th>
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</thead>
<tbody>
<tr>
<td>4535</td>
<td>40</td>
<td>4521, 4530</td>
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</table>

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>
<th>Prerequisite</th>
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</thead>
<tbody>
<tr>
<td>4540</td>
<td>40</td>
<td>None</td>
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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>
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<tbody>
<tr>
<td>4545</td>
<td>50</td>
<td>None</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>
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</thead>
<tbody>
<tr>
<td>4550</td>
<td>50</td>
<td>None</td>
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</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>Prerequisites</th>
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<tbody>
<tr>
<td>4555</td>
<td>50</td>
<td>4505, 4581</td>
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</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

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<thead>
<tr>
<th>Course</th>
<th>Contact Hours</th>
<th>Prerequisite</th>
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</thead>
<tbody>
<tr>
<td>4560</td>
<td>20</td>
<td>None</td>
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</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>
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<tbody>
<tr>
<td>4561</td>
<td>40</td>
<td>4560</td>
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A working analysis of the economic relationships that exist in forestry.

Timber Harvesting

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

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

Recreation and Planning

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<tr>
<th>Course</th>
<th>Contact Hours</th>
<th>Prerequisite</th>
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<tbody>
<tr>
<td>4570</td>
<td>50</td>
<td>None</td>
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</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>
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</thead>
<tbody>
<tr>
<td>4571</td>
<td>35</td>
<td>0805</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>Prerequisites</th>
</tr>
</thead>
<tbody>
<tr>
<td>4572</td>
<td>80</td>
<td>4522, 4524</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>Prerequisites</th>
</tr>
</thead>
<tbody>
<tr>
<td>4573</td>
<td>50</td>
<td>4521, 4531, 4561, 4565</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>
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<tbody>
<tr>
<td>4574</td>
<td>60</td>
<td>None</td>
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</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.

Practicum  4591  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  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: 50  
Prerequisite: None  Credit Hours: 3  
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: 50  
Prerequisite: 2505 and 2506  Credit Hours: 3  
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; familiarity 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 Title</th>
<th>Contact Hours</th>
<th>Prerequisite</th>
</tr>
</thead>
<tbody>
<tr>
<td>2514</td>
<td>Principles of Accounting III</td>
<td>50</td>
<td>Prerequisite: 2512, 2513</td>
</tr>
<tr>
<td>2516</td>
<td>Small Business Management</td>
<td>50</td>
<td>Prerequisite: None</td>
</tr>
<tr>
<td>2517</td>
<td>Fashion Buying</td>
<td>50</td>
<td>Prerequisite: 2503, 2505, and 2582</td>
</tr>
<tr>
<td>2518</td>
<td>Retail Store Management</td>
<td>50</td>
<td>Prerequisite: None</td>
</tr>
<tr>
<td>2521</td>
<td>Personnel Management</td>
<td>50</td>
<td>Prerequisite: Second Year Student</td>
</tr>
<tr>
<td>2525</td>
<td>Principles of Marketing</td>
<td>50</td>
<td>Prerequisite: None</td>
</tr>
<tr>
<td>2526</td>
<td>Marketing Research Methods</td>
<td>50</td>
<td>Prerequisite: 2525</td>
</tr>
<tr>
<td>2527</td>
<td>Marketing Management</td>
<td>50</td>
<td>Prerequisite: 2525</td>
</tr>
<tr>
<td>2530</td>
<td>Merchandising Math</td>
<td>50</td>
<td>Prerequisite: None</td>
</tr>
<tr>
<td>2531</td>
<td>Microeconomics Principles</td>
<td>50</td>
<td>Prerequisite: Second Year Student</td>
</tr>
<tr>
<td>2535</td>
<td>Business Law</td>
<td>30</td>
<td>Prerequisite: None</td>
</tr>
<tr>
<td>2537</td>
<td>Business Psychology</td>
<td>50</td>
<td>Prerequisite: 2506</td>
</tr>
<tr>
<td>2539</td>
<td>Cash Register Operation</td>
<td>10</td>
<td>Prerequisite: None</td>
</tr>
<tr>
<td>2542</td>
<td>Management Administration</td>
<td>50</td>
<td>Prerequisite: Second Year Students</td>
</tr>
<tr>
<td>2545</td>
<td>Retail Advertising</td>
<td>50</td>
<td>Prerequisite: None</td>
</tr>
<tr>
<td>2546</td>
<td>Retail Sales Promotion</td>
<td>50</td>
<td>Prerequisite: 2545</td>
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</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 relations, 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, cashiering 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 science, 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.
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<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Contact Hours</th>
<th>Prerequisite</th>
<th>Description</th>
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</thead>
<tbody>
<tr>
<td>2582</td>
<td>Introduction to Fashion</td>
<td>50</td>
<td>None</td>
<td>Contact 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.</td>
</tr>
<tr>
<td>2584</td>
<td>Merchandise Product Knowledge</td>
<td>50</td>
<td>None</td>
<td>Contact 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.</td>
</tr>
<tr>
<td>2588</td>
<td>Fashion Merchandising and Management</td>
<td>50</td>
<td>2582</td>
<td>Contact 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.</td>
</tr>
<tr>
<td>2590</td>
<td>Cooperative Work Experience</td>
<td>Var</td>
<td>Instructor's consent</td>
<td>Contact 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.</td>
</tr>
<tr>
<td>2591</td>
<td>Practicum</td>
<td>Var</td>
<td>Instructor's consent</td>
<td>Contact Hours: Var Practicum attempts to bring greater relevancy to formal instruction through alternating job-like experiences with classroom instruction.</td>
</tr>
<tr>
<td>2597</td>
<td>First Aid</td>
<td>8</td>
<td>None</td>
<td>Contact Hours: 1 American National Red Cross Multimedia Standard First Aid Card course.</td>
</tr>
<tr>
<td>2599</td>
<td>Independent Study</td>
<td>Var</td>
<td>Instructor's consent</td>
<td>Contact Hours: Var A learning situation within the school day which allows a student to develop competence in an area of interest.</td>
</tr>
<tr>
<td>8001</td>
<td>Program Operating Room Technician - Basic Science</td>
<td>100</td>
<td>None</td>
<td>Contact Hours: 10 A basic knowledge of human anatomy and physiology, microbiology, chemistry and medical terminology.</td>
</tr>
<tr>
<td>8002</td>
<td>Safe Patient Care and Operating Room Techniques</td>
<td>70</td>
<td>None</td>
<td>Contact Hours: 7 Responsibilities of the surgical technician in the circulating assistant and scrub roles, and related nursing procedures.</td>
</tr>
<tr>
<td>8004</td>
<td>Introduction and Orientation</td>
<td>10</td>
<td>None</td>
<td>Contact Hours: 1 Orientation to the surgical technician occupation providing background necessary for further study of Operating Room Technology.</td>
</tr>
<tr>
<td>8005</td>
<td>Surgical Procedures</td>
<td>100</td>
<td>0815, 0816, 8001, 8002, 8004, 8091, 8097</td>
<td>Contact Hours: 10 Description of specific surgical procedures in each specialty through the pre-operative, operative and post-operative stages.</td>
</tr>
<tr>
<td>8090</td>
<td>Cooperative Work Experience</td>
<td>Var</td>
<td>Instructor's consent</td>
<td>Contact 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.</td>
</tr>
<tr>
<td>8091</td>
<td>Clinical Experience</td>
<td>20</td>
<td>Taken concurrently with 8002</td>
<td>Contact Hours: 1 Orientation to the physical organization of surgical suite, observe surgical procedures, demonstrate operative room techniques.</td>
</tr>
<tr>
<td>8092</td>
<td>Clinical Experience</td>
<td>300</td>
<td>8001, 8002, 8004, 8091, 8097, 0815, 0816</td>
<td>Contact Hours: 15 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.</td>
</tr>
<tr>
<td>8093</td>
<td>Clinical Experience</td>
<td>400</td>
<td>8092</td>
<td>Contact Hours: 20 Development of surgical scrub technique excellence through experience at various surgical facilities and taking call.</td>
</tr>
<tr>
<td>8097</td>
<td>First Aid</td>
<td>8</td>
<td>None</td>
<td>Contact Hours: 1 American National Red Cross Multimedia First Aid Card course.</td>
</tr>
<tr>
<td>8099</td>
<td>Independent Study</td>
<td>Var</td>
<td>None</td>
<td>Contact Hours: Var A learning situation within the school day which allows a student to develop competencies in an area of interest.</td>
</tr>
<tr>
<td>5001</td>
<td>Program Practical Nursing - Body Structure and Function</td>
<td>100</td>
<td>None</td>
<td>Contact Hours: 7 Body structure and function is a required course which in-</td>
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</table>
includes 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

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<tr>
<th>Course</th>
<th>Contact Hours</th>
<th>Credit Hours</th>
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<tbody>
<tr>
<td>5003</td>
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<td>7</td>
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An inventory of factors causing diseases and conditions of illness including the rationale of treatment.

### Nutrition

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<tr>
<th>Course</th>
<th>Contact Hours</th>
<th>Credit Hours</th>
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</thead>
<tbody>
<tr>
<td>5015</td>
<td>20</td>
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General nutritional needs in health and disease are studied with special emphasis on the nutrients, their sources and functions.

### Medical Terminology I

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<thead>
<tr>
<th>Course</th>
<th>Contact Hours</th>
<th>Credit Hours</th>
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</thead>
<tbody>
<tr>
<td>5020</td>
<td>20</td>
<td>1</td>
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</tbody>
</table>

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

<table>
<thead>
<tr>
<th>Course</th>
<th>Contact Hours</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>5021</td>
<td>10</td>
<td>1</td>
</tr>
</tbody>
</table>

This course deals with medical terms which relate specifically to the systems of the body.

### Nursing Needs of People in Illness I

<table>
<thead>
<tr>
<th>Course</th>
<th>Contact Hours</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>5030</td>
<td>130</td>
<td>8</td>
</tr>
</tbody>
</table>

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

<table>
<thead>
<tr>
<th>Course</th>
<th>Contact Hours</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>5031</td>
<td>50</td>
<td>3</td>
</tr>
</tbody>
</table>

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

<table>
<thead>
<tr>
<th>Course</th>
<th>Contact Hours</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>5032</td>
<td>40</td>
<td>2</td>
</tr>
</tbody>
</table>

Clinical application of the basic nursing skills learned in 5030.

### Math for Meds

<table>
<thead>
<tr>
<th>Course</th>
<th>Contact Hours</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>5034</td>
<td>10</td>
<td>1</td>
</tr>
</tbody>
</table>

Learning the mathematical tools needed to be a knowledgeable practitioner and to safely administer medications.

### Drugs and Their Administration

<table>
<thead>
<tr>
<th>Course</th>
<th>Contact Hours</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>5035</td>
<td>30</td>
<td>2</td>
</tr>
</tbody>
</table>

Learning about sources, actions and classifications of drugs as well as routes and methods of drug administration.

### Care of Mother and Newborn

<table>
<thead>
<tr>
<th>Course</th>
<th>Contact Hours</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>5040</td>
<td>20</td>
<td>2</td>
</tr>
</tbody>
</table>

Required course designed to familiarize the student with the needs of the woman during the prenatal, perinatal, and postnatal periods. The students also learn about: the development and care of the fetus and newborn; basic nursing care of the mother and child; and specialized techniques and skills that pertain only to the obstetrical care of the mother and neonatal care of the newborn.

### Care of Children

<table>
<thead>
<tr>
<th>Course</th>
<th>Contact Hours</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>5045</td>
<td>20</td>
<td>2</td>
</tr>
</tbody>
</table>

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

<table>
<thead>
<tr>
<th>Course</th>
<th>Contact Hours</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>5091</td>
<td>Var</td>
<td>Var</td>
</tr>
</tbody>
</table>

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

<table>
<thead>
<tr>
<th>Course</th>
<th>Contact Hours</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>5092</td>
<td>350</td>
<td>18</td>
</tr>
</tbody>
</table>

Clinical experience provides for the application of skills and knowledges learned in the classroom to the medical-surgical clinical areas.

### First Aid

<table>
<thead>
<tr>
<th>Course</th>
<th>Contact Hours</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>5097</td>
<td>8</td>
<td>1</td>
</tr>
</tbody>
</table>

American National Red Cross Multimedia Standard First Aid Card course.

### Independent Study

<table>
<thead>
<tr>
<th>Course</th>
<th>Contact Hours</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>5099</td>
<td>Var</td>
<td>Var</td>
</tr>
</tbody>
</table>

A learning situation within the school day which allows a student to develop competence in an area of interest.

### Respiratory Therapy Technician

### Basic Science

<table>
<thead>
<tr>
<th>Course</th>
<th>Contact Hours</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>8501</td>
<td>100</td>
<td>7</td>
</tr>
</tbody>
</table>

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.

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.

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.
Basic Soup Cookery
4008 Contact Hours: 72
Prerequisite: None Credit Hours: 4
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.

Sauce Cookery I
4009 Contact Hours: 65
Prerequisite: None Credit Hours: 3
Course includes sauce classification, the four basic mother sauces and their small sauces, thickening agents for all types of sauces.

Sauce Cookery II
4010 Contact Hours: 83
Prerequisites: 4007 and 4009 Credit Hours: 4
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.

Fats, Oils and Butter
4011 Contact Hours: 14
Prerequisites: None Credit Hours: 1
A course designed to orient and identify the proper usage of fats and oils in the cooking process.

Vegetable Cookery
4012 Contact Hours: 86
Prerequisite: None Credit Hours: 5
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.

Milk and Cheese Cookery
4013 Contact Hours: 6
Prerequisite: None Credit Hours: 1
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 Cooking Process
4014 Contact Hours: 80
Prerequisite: None Credit Hours: 4
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 Frying Process
4015 Contact Hours: 20
Prerequisite: None Credit Hours: 1
The basic principles involved in the frying process, and a basic knowledge of the quality factors of frying foods.

Meat Cooking
4016 Contact Hours: 72
Prerequisite: None Credit Hours: 4
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.

Pantry I
4017 Contact Hours: 65
Prerequisite: None Credit Hours: 4
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.

Pantry II
4018 Contact Hours: 72
Prerequisite: None Credit Hours: 5
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.

Fish and Shellfish Cookery
4010 Contact Hours: 72
Prerequisite: None Credit Hours: 4
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.

Egg Cookery
4020 Contact Hours: 50
Prerequisite: None Credit Hours: 3
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.

Control of Sugar and Ice Crystalization
4021 Contact Hours: 8
Prerequisite: None Credit Hours: 1
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.

Starch Cookery
4022 Contact Hours: 8
Prerequisite: None Credit Hours: 1
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.

Food Service Math
4023 Contact Hours: 72
Prerequisite: None Credit Hours: 4
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
4090 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.

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>4091</td>
<td>Practicum</td>
<td>Var</td>
</tr>
<tr>
<td></td>
<td>Prerequisite: Instructor's Consent</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Contact Hours: Var</td>
<td>Var</td>
</tr>
</tbody>
</table>

Practicum attempts to bring greater relevancy to formal instruction through alternating job-like experiences with classroom instruction.

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>4097</td>
<td>First Aid</td>
<td>Var</td>
</tr>
<tr>
<td></td>
<td>Prerequisite: Instructor's Consent</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Contact Hours: Var</td>
<td>Var</td>
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</tbody>
</table>

American National Red Cross Multimedia Standard First Aid Card course.

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credit Hours</th>
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</thead>
<tbody>
<tr>
<td>4099</td>
<td>Independent Study</td>
<td>Var</td>
</tr>
<tr>
<td></td>
<td>Prerequisite: Instructor's Consent</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Contact Hours: Var</td>
<td>Var</td>
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</tbody>
</table>

A learning situation within the school day which allows a student to develop competence in an area of interest.

### Program

#### Business Data Processing

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credit Hours</th>
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</thead>
<tbody>
<tr>
<td>1502</td>
<td>Business Data Processing</td>
<td>50</td>
</tr>
<tr>
<td></td>
<td>Data Processing Math</td>
<td>5</td>
</tr>
<tr>
<td></td>
<td>Prerequisite: None</td>
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</tbody>
</table>

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

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>1505</td>
<td>Principles of Data Processing</td>
<td>50</td>
</tr>
<tr>
<td></td>
<td>Prerequisite: None</td>
<td></td>
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</tbody>
</table>

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

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credit Hours</th>
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</thead>
<tbody>
<tr>
<td>1509</td>
<td>Keypunch</td>
<td>25</td>
</tr>
<tr>
<td></td>
<td>Prerequisite: None</td>
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</tr>
</tbody>
</table>

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

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>1510</td>
<td>Data Entry I</td>
<td>100</td>
</tr>
<tr>
<td></td>
<td>Prerequisite: None</td>
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</tr>
</tbody>
</table>

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

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>1511</td>
<td>Data Entry II</td>
<td>50</td>
</tr>
<tr>
<td></td>
<td>Prerequisite: 1505, 1510</td>
<td>3</td>
</tr>
</tbody>
</table>

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

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credit Hours</th>
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</thead>
<tbody>
<tr>
<td>1518</td>
<td>Introduction to Programming</td>
<td>100</td>
</tr>
<tr>
<td></td>
<td>Prerequisite: 1505</td>
<td>7</td>
</tr>
</tbody>
</table>

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

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credit Hours</th>
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</thead>
<tbody>
<tr>
<td>1522</td>
<td>BASIC</td>
<td>50</td>
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<tr>
<td></td>
<td>Prerequisite: None</td>
<td>4</td>
</tr>
</tbody>
</table>

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

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credit Hours</th>
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</thead>
<tbody>
<tr>
<td>1523</td>
<td>COBOL</td>
<td>100</td>
</tr>
<tr>
<td></td>
<td>Prerequisite: 1518</td>
<td>7</td>
</tr>
</tbody>
</table>

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

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credit Hours</th>
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</thead>
<tbody>
<tr>
<td>1524</td>
<td>Advanced COBOL</td>
<td>100</td>
</tr>
<tr>
<td></td>
<td>Prerequisite: 1523</td>
<td>7</td>
</tr>
</tbody>
</table>

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 programmed preparing the student for employment as a COBOL programmer.

#### RPG II

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credit Hours</th>
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</thead>
<tbody>
<tr>
<td>1525</td>
<td>RPG II</td>
<td>100</td>
</tr>
<tr>
<td></td>
<td>Prerequisite: 1518</td>
<td>7</td>
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</tbody>
</table>

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

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credit Hours</th>
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</thead>
<tbody>
<tr>
<td>1526</td>
<td>Advanced RPG II</td>
<td>100</td>
</tr>
<tr>
<td></td>
<td>Prerequisite: 1525</td>
<td>7</td>
</tr>
</tbody>
</table>

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.
Advanced Computer Techniques

Contact Hours: 100
Prerequisites: 1523-1524 or 1525-1526
Credit Hours: 9

Presentation of advanced programming and top-down techniques. Illustration and description of data base and classical data manipulation concepts.

Computer Operations

Contact Hours: 50
Prerequisite: 1505
Credit Hours: 4

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 will include operating systems, concepts and peripheral instruction.

Computer Operations and Software

Contact Hours: 50
Prerequisite: 1540
Credit Hours: 4

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.

Cooperative Work Experience

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 I

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.

Practicum II

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: 8
Prerequisite: None
Credit Hours: 1

American National Red Cross Multimedia Standard First Aid Card course.

Independent Study

Contact 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

Educational Assistant

General Classroom Instruction I

Contact Hours: 50
Prerequisite: None
Credit Hours: 4

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.

General Classroom Instruction II

Contact Hours: 20
Prerequisite: 3001
Credit Hours: 1

A series of mini courses which are important to the Educational Assistant. These courses include child observation, curriculum development, personal growth, and discussions concerning practicum experiences.

Library Instruction I

Contact Hours: 50
Prerequisite: None
Credit Hours: 4

Introduction to libraries and emphasis on basic reference skills necessary to effective library usage.

Library Instruction II

Contact Hours: 50
Prerequisite: 3005
Credit Hours: 3

Clerical involvement in public and technical library services.

Audio-Visual Equipment and Instructional Materials Development

Contact Hours: 100
Prerequisite: None
Credit Hours: 5

Operation, use, and care of basic audio-visual equipment used in the schools.

Introduction to Artwork

Contact Hours: 50
Prerequisite: None
Credit Hours: 3

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.

Children’s Literature

Contact Hours: 30
Prerequisite: None
Credit Hours: 2

Survey of the field of literature for children through research, lecture, and discussion. Practical experience in presenting pieces of children’s literature.

Office Skills and Practice

Contact Hours: 50
Prerequisite: None
Credit Hours: 2

Use and care of duplication machines and development of materials for their use; alphabetical filing; use of calculator for basic computations.

Introduction to Special Education

Contact Hours: 50
Prerequisite: None
Credit Hours: 5

An introductory study of the needs of exceptional children. Course includes lectures, field trips, and emphasis on para-professional role in special education.
Cooperative Work Experience
3090 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
3091 Contact Hours: 150
Prerequisite: Instructor’s Consent Credit Hours: 5
Practicum attempts to bring relevancy to formal instruction through alternating job-like experiences with classroom instruction.

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

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

Independent Study
3099 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
Secretarial
Business Math
7001 Contact Hours: 50
Prerequisite: None Credit Hours: 3
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
Prerequisite: None Credit Hours: 2
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
Prerequisites: 7001, 7032, or consent of instructor Credit Hours: 2
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
Prerequisite: None Credit Hours: 1
Introduction to alphabet and number keys as well as beginning typing techniques.

Typing I
7015 Contact Hours: 50
Prerequisite: 7014 or Pretest Credit Hours: 2
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
Prerequisites: 7015 or Pretest Credit Hours: 2
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
Prerequisite: 7016 Credit Hours: 3
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
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
Prerequisites: 0802, 7015, or consent of instructor, and completion of minimum fundamental test Credit Hours: 3
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
Prerequisites: 0802, 7016, 7020, 6058 or 7083 Credit Hours: 2
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
Prerequisite: 7015, demonstrate the ability to type 40 wpm for five minutes with five errors or less, and consent of instructor Credit Hours: 1
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.
Automatic Typing II  
7023 Contact Hours: 30  
Prerequisites: 7016, 7065, and ability to type 60 wpm on a five-minute timing with five errors of less; 7022 and/or consent of instructor

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.

Recordkeeping  
7027 Contact Hours: 50  
Prerequisite: None  
Credit Hours: 3

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.

Payroll Accounting  
7031 Contact Hours: 25  
Prerequisite: 7032  
Credit Hours: 1

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.

Accounting I  
7032 Contact Hours: 50  
Prerequisite: None  
Credit Hours: 3

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.

Accounting II  
7033 Contact Hours: 50  
Prerequisite: 7032  
Credit Hours: 3

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 "hands-on" experience.

Accounting III  
7034 Contact Hours: 50  
Prerequisite: 7033  
Credit Hours: 3

An extension of Accounting II with an introduction to corporate books and cost accounting. Comprehensive practice set gives the student "hands-on" experience.

Accounting Lab  
7035 Contact Hours: Var  
Prerequisite: Concurrent enrollment with 7033 and 7034  
Credit Hours: None

Optional; Lab time for students enrolled in Accounting II or III.

Shorthand  
7040 Contact Hours: 50  
Prerequisite: 7014  
Credit Hours: 5

Provides the language and writing techniques basic to Gregg Shorthand. A programmed text, short quizzes, and taped dictation encourage individual progress.

Stenography I  
7041 Contact Hours: 50  
Prerequisite: 7040, or challenge, and ability to type 30 wpm

Application of Gregg Shorthand theory. Introduction to transcription skills. Individualized daily lesson and speed tapes allow student to progress as rapidly as ability permits.

Stenography II  
7042 Contact Hours: 50  
Prerequisite: 7041 or challenge; 7015

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.

Stenography III  
7043 Contact Hours: 70  
Prerequisite: 7042 or challenge; 7016

Emphasis on speed-building stenographic dictation. Shorthand lab and cassette tapes allow student to progress at own rate. Transcription for mailable copy.

Stenography IV  
7044 Contact Hours: 70  
Prerequisite: 7043 or challenge; 7016

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.

Medical Terminology I  
7050 Contact Hours: 50  
Prerequisite: None  
Credit Hours: 5

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).

Medical Terminology II  
7051 Contact Hours: 50  
Prerequisites: 7050 and concurrent enrollment in 7054

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.

Medical Terminology III  
7052 Contact Hours: 50  
Prerequisite: 7050 and concurrent enrollment in 7055

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.
Medical Terminology IV

7053 Contact Hours: 50
Prerequisite: 7050 Credit Hours: 5
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

7054 Contact Hours: 50
Prerequisite: 7050 and concurrent Credit Hours: 5
enrollment in 7051
Study of human body, its systems and physiological processes, as correlated with Medical Terminology II.

Anatomy and Physiology II

7055 Contact Hours: 50
Prerequisite 7050 and concurrent Credit Hours: 5
enrollment in 7052
Study of the human body, its systems and physiological processes, as correlated with Medical Terminology III. (See also 7054 — courses need not be taken in numerical sequence.)

Medical Transcription I

7056 Contact Hours: 100
Prerequisites: 7016 or minimum Credit Hours: 5
45 wpm, 7051, 7054, 7059 or equivalent

Medical Transcription II

7057 Contact Hours: 100
Prerequisite: 7056 Credit Hours: 5
Intermediate medical transcription with emphasis on format, reports, and letters with first-time mailable accuracy, and completion of medical vocabulary exercise.

Medical Transcription III

7058 Contact Hours: 100
Prerequisite: 7057 Credit Hours: 5
Advanced medical transcription with emphasis on speed and accuracy. Special attention to production, attitudes, style and form in medical use.

Medical Office Procedures

7059 Contact Hours: 100
Prerequisite: 7015, 7050, or Credit Hours: 8
consent of instructor
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

7060 Contact Hours: 50
Prerequisite: 7015, 7050, 7059 or Credit Hours: 3
consent of instructor
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

7065 Contact Hours: 30
Prerequisite: 7059 or 7075 or 7086 Credit Hours: 3
or consent or instructor
Planning, organizing and controlling business services, systems, and procedures. Emphasis is placed on current employment practices, compensation and budget planning and control.

Office Procedures

7075 Contact Hours: 50
Prerequisite: 0802 and concurrent Credit Hours: 4
enrollment in 7015
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

7076 Contact Hours: 100
Prerequisite: Enrollment in or Credit Hours: 5
completion of 7075, and consent of instructor
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

7080 Contact Hours: 50
Prerequisite: Concurrent enrollment Credit Hours: 5
in 7015
Introduction to law office secretarial procedures with emphasis on function as a receptionist and production of basic documents and instruments.

Probate and Domestic Relations

7081 Contact Hours: 50
Prerequisite: 7080, concurrent Credit Hours: 5
enrollment in 7083

Corporate, Federal and Appeal Procedure

7082 Contact Hours: 50
Prerequisite: 7080, concurrent Credit Hours: 5
enrollment in 7083
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

7083 Contact Hours: 100
Prerequisites: 0802, 7015, 7080 Credit Hours: 4
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.

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

Electrical Laboratory

3512  Contact Hours: 4 and 3521
Prerequisite: Concurrent with 3502  Credit Hours: 4
An open laboratory for doing the experiments required for Alternating Current Theory and Physics II.
<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Contact Hours</th>
<th>Prerequisites</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>3513</td>
<td>Electronics Laboratory</td>
<td>100</td>
<td>Concurrent with 3503</td>
<td>An open laboratory for doing the experiments required for Tube and Semiconductor Theory.</td>
</tr>
<tr>
<td>3515</td>
<td>Electronics Laboratory</td>
<td>100</td>
<td>Concurrent with 3505</td>
<td>An open laboratory for doing experiments required for Semiconductor Circuits and Computer Fundamentals.</td>
</tr>
<tr>
<td>3516</td>
<td>Electronics Laboratory</td>
<td>100</td>
<td>Concurrent with 3504</td>
<td>An open laboratory for doing experiments required for Direct and Alternating Current Machines and Automatic Control I.</td>
</tr>
<tr>
<td>3517</td>
<td>Electronics Laboratory</td>
<td>100</td>
<td>Concurrent with 3504</td>
<td>An open laboratory for doing experiments required for Direct and Alternating Current Machines and Industrial Communications I.</td>
</tr>
<tr>
<td>3532</td>
<td>Microprocessors I</td>
<td>50</td>
<td>3527</td>
<td>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.</td>
</tr>
<tr>
<td>3533</td>
<td>Microprocessors II</td>
<td>50</td>
<td>3532</td>
<td>A continuation of 3532, Microprocessors I.</td>
</tr>
<tr>
<td>3534</td>
<td>Automatic Control I</td>
<td>50</td>
<td>3509, 3505 and 3522</td>
<td>A study of the automatic control of industrial machines and industrial processes. The servomechanism is used as a representative control system.</td>
</tr>
<tr>
<td>3541</td>
<td>Industrial Communications I</td>
<td>50</td>
<td>3505</td>
<td>A thorough study and analysis of the circuits and techniques used in modern electronic systems.</td>
</tr>
<tr>
<td>3542</td>
<td>Industrial Communications II</td>
<td>50</td>
<td>3541</td>
<td>A continuation of Industrial Communications I with emphasis on transmission lines, antennas, propagation, microwave, multiplexing and television.</td>
</tr>
<tr>
<td>3543</td>
<td>Industrial Communications III</td>
<td>50</td>
<td>3541</td>
<td>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 ensure that the equipment is operating within design specifications.</td>
</tr>
</tbody>
</table>
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 carburetion 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.

Failure Analysis and Live Work
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.

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.

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 appropriateness of 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 purporting to be representative of the institution or any of its various organizations or sections without the expressed permission of those who 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 verbal or 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 REGULATIONS**

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 at 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 institution 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 that may have caused the grievance.

The written statement should explain who was grievant; 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 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, administrative and interpretation of 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

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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 - 10

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

Lasalla, Barbara - Librarian, Resource Center
Saint Olaf College - BA
University of Minnesota
University of Montana
Northern Montana College
Montana State University
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

Lukoms, Sharon - Instructor, Educational Assistant
Central Michigan University - BS and MA
University of Montana
Years Work Experience - 2½
Years Teaching Experience - 7½
Years at MVTC - ½

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

Malf, 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 - 8

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 - 9

*Melko, 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

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

Morrer, 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 Western
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.

*Individuals identified are not within the institutions budget.
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 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 extend 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 schedules 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)
Missoula Vocational Technical Center
909 South Avenue West, Missoula, MT 59801