puter using RPG (Report Program Generator) are presented with typical business applications. Emphasis is placed upon the techniques associated with the RPG programming language and how such techniques compare to other programming languages.

Advanced RPG II

Prerequisite: 1526 Contact Hours: 100 Credit Hours: 7

A continuation of RPG II. Emphasis will be placed on more extensive RPG II. Instruction set simulated business applications will be programmed preparing the student for employment as a RPG II programmer.

Advanced Computer Techniques

Prerequisite: 1528 Contact Hours: 100 Credit Hours: 9
1525-1526

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

Computer Operations

Prerequisite: 1540 Contact Hours: 50 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 emphasized to afford students a realistic situation. Areas of coverage will include operating systems concepts and peripheral instruction.

Computer Operations and Software

Prerequisite: 1541 Contact Hours: 50 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 includes hands-on applications, file maintenance procedures, in-depth utility routines, and general operating structures such as batch, dual, multi-processing, and timeshare.

Cooperative Work Experience

Prerequisite: 1590 Contact Hours: Var Credit Hours: Var

Cooperative Work Experience attempts to bring greater relevancy to the students through the job and are supervised on the job by the employer and school personnel.

Practicum I

Prerequisite: Instructor's Consent Contact Hours: Var Credit Hours: Var

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

Practicum II

Prerequisite: Instructor's Consent Contact Hours: Var Credit Hours: Var

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

First Aid

Prerequisite: None Contact Hours: 8 Credit Hours: 1

American National Red Cross Multimedia Standard First Aid Card course.

Independent Study

Prerequisite: Instructor's Consent Credit Hours: Var

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

Combination Welding

Welding Math

Prerequisite: None Contact Hours: 50 Credit Hours: 5

The basic mathematical functions of whole numbers, fractions and decimals; linear units of measuring, including angular surface, volume, capacity and weight; and averages and percentages. Also included will be ratio and proportion, and the use and derivation of square root by the longhand method.

Welding Metallurgy

Prerequisite: None Contact Hours: 50 Credit Hours: 5

Fundamental welding processes and temperature changes during welding and thermal characteristics of metals. Physical and structural properties and the manufacture of iron and steel.

Welding I

Prerequisite: None Contact Hours: 200 Credit Hours: 7

Electric arc welding and oxy-acetylene welding of low carbon steel using correct safety procedures, proper setup and rod manipulation, and proper machine adjustment to construct and weld joints of butt, lap, fillet and outside corner design in the flat, horizontal, vertical and overhead position.

Welding II

Prerequisite: 2005 Contact Hours: 200 Credit Hours: 9

Continuation of Welding I. Basic procedures for welding pipe for groove and fillet applications. Theory and practice of MIG and TIG. Instruction shall be given on brazing, fusions and gas welding on low carbon steel, cast iron, pipe and aluminum.

Welding III

Prerequisite: 2006 Contact Hours: 200 Credit Hours: 9

Application and correct welding procedures in the use of MIG and TIG. Instruction will be given on correct and economical use of materials and equipment with appropriate layout and fabrication procedures on instruction approved projects.

Drawing for Welders

Prerequisite: None Contact Hours: 100 Credit Hours: 5

Experience in lettering, orthographic projection, dimensions and notes, use of scales and construction of isometric drawings.
Development of working drawings, plan of procedure and bill of materials for appropriate project, approved by instructor. 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

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

Practicum

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

First Aid

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

Independent Study

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

Electromechanical Technology

Direct Current Theory

Prerequisite: None
Contact Hours: 100
Credit Hours: 7
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 courses. Laboratory work to reinforce the course material is included.

Alternating Current Theory

Prerequisite: 3501
Contact Hours: 90
Credit Hours: 6
A thorough analysis of current flow, voltage and the effects of both the resistive and reactive components in alternating current circuits. Laboratory work to reinforce the course material is included.

Tube and Semiconductor Theory

Prerequisite: 3502
Contact Hours: 100
Credit Hours: 7
An in-depth coverage of vacuum tube, diode, bipolar transistors and field effect transistor circuits that are used in modern electronics applications. Laboratory work to reinforce the course material is included.

Direct and Alternating Current Machines

Prerequisites: 3501, 3527
Contact Hours: 100
Credit Hours: 5
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. Laboratory work to reinforce the course material is included.

Semiconductor Circuits

Prerequisite: 3503
Contact Hours: 100
Credit Hours: 7
The study and analysis of the components and circuit used in semiconductor electronics. Laboratory work to reinforce the course material is included.

Math I

Prerequisite: None
Contact Hours: 150
Credit Hours: 8
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

Prerequisite: 3507
Contact Hours: 50
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

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

Physics I

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

Physics II

Prerequisite: 3520
Contact Hours: 90
Credit Hours: 6
A course in applied physics, stressing the relationship between physics and the engineering technologies. The principles are applied to the corresponding techniques. Laboratory work to reinforce the course material is included.
A course in applied physics, stressing the relationship between physics and the engineering technologies. The principles are applied to the corresponding technologies. Laboratory work to reinforce the course material is included.

Prerequisite: 3521

Contact Hours: 6

Credit Hours: 3522

Mechanisms

A course that combines the elements of mechanical theory, drafting skills and practical applications. It develops the fundamentals of displacement, velocity and acceleration applying these to both the analysis and design of mechanisms. Laboratory work to reinforce the course material is included.

Prerequisite: 3508 and 2530, concurrent with 3509

Contact Hours: 100

Credit Hours: 7

Physics III

A thorough analysis of the latest digital techniques, with emphasis on circuit designs that are used in modern electronics applications. Laboratory work to reinforce the course material is included.

Prerequisite: 3503 and 3522

Contact Hours: 50

Credit Hours: 5

Computer Fundamentals

A coverage of industrial and commercial control applications of electrical motors and transformers. Control of motors includes starting, stopping and speed and automatic feedback control of AC and DC machines, using both relay and static controls. Laboratory work to reinforce the course material is included.

Prerequisite: 3504 and 3509

Contact Hours: 100

Credit Hours: 7

Motor Control

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.

Prerequisite: 3527

Contact Hours: 50

Credit Hours: 5

Microprocessors I

A continuation of 3532 — 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.

Prerequisite: 3532

Contact Hours: 50

Credit Hours: 5

Microprocessors II

A study of the automatic control of industrial machines and industrial processes. The servomechanism is used as a representative control system. Laboratory work to reinforce the course material is included.

Prerequisite: 3509, 3505 and 3522

Contact Hours: 100

Credit Hours: 7

Automatic Control I

A continuation of 3534 — A study of the automatic control of industrial processes. The servomechanism is used as a representative control system. Laboratory work to reinforce the course material is included.

Prerequisite: 3534

Contact Hours: 100

Credit Hours: 7

Automatic Control II

Cooperative Work Experience

Prerequisite: Instructor's Consent

Contact Hours: Var

Credit Hours: Var

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

First Aid

Prerequisite: None

Contact Hours: 8

Credit Hours: 1

American National Red Cross Multimedia Standard First Aid Card course.

Food Service

Food Service Orientation

Prerequisite: None

Contact Hours: 62

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.

Sanitation

Prerequisite: None

Contact Hours: 86

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

Prerequisite: None

Contact Hours: 14

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

Prerequisite: None

Contact Hours: 72

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

Prerequisite: None

Contact Hours: 44

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

Prerequisite: None

Contact Hours: 80

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 orientate 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 pre-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 cheese 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 cooling 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 of opening preparation of salads, appetizers, and accompaniment 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 being covered.

Fish and Shellfish Cookery

4019 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 Crystallization

4021 Contact Hours: 8
Prerequisite: None
Credit Hours: 1
A course designed to acquaint the student with a background knowledge of starchy, their characteristics and usage, their importance and relationship to other forms of cooking, and to know generally and specifically 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 mathematical 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.

Practicum

4091 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

4097 Contact Hours: Var
Prerequisite: Instructor's Consent Credit Hours: Var
American National Red Cross Multimedia Standard First Aid Card course.

Independent Study

4099 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.

Forestry Technology

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 compass, 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
Prerequisite: 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, 5422 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 woodfiber 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
Prerequisite: Concurrent with 4551 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

4531 Contact Hours: 80
Prerequisite: 4505, 4521, 4530, 4581, 4582, 4522 Credit Hours: 5
Knowledge of timber estimation methods and use of equipment that will allow the student to develop the
proficiency necessary to locate specific forested areas and estimate the quantity and quality of the timber in terms of standard products.

Forest Measurements III
4532 Contact Hours: 80
Prerequisite: 4531 Credit Hours: 4
Principles of variable plot and three-P sampling, the instruments used for point sampling, and field and office procedures and computations.

Forest Measurements IV
4533 Contact Hours: 50
Prerequisite: 4530 Credit Hours: 2
Advanced scaling allows the student to develop the proficiency necessary for job entry scaling positions. This class adds to and supplements the knowledge and skills acquired in Forest Measurements I.

Forest Measurements V
4534 Contact Hours: 60
Prerequisites: 4522, 4524 and concurrent with 4532 Credit Hours: 3
An advanced course in forest inventory with emphasis on "in-place data" and the development of prescriptions for stand treatment. (Optional)

Forest Products
4535 Contact Hours: 40
Prerequisite: None Credit Hours: 3
A study of wood products produced from the forest and the processes used in their production.

Soils
4540 Contact Hours: 40
Prerequisite: None Credit Hours: 3
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
4545 Contact Hours: 50
Prerequisite: None Credit Hours: 5
Fundamentals and practices of fire prevention, presuppression, fire behavior and fire suppression.

Forestry Tools
4550 Contact Hours: 50
Prerequisite: None Credit Hours: 3
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
4555 Contact Hours: 50
Prerequisite: 4505, 4561 Credit Hours: 2
Characteristics of aerial photos, the three dimensional image, basic photo measurements, photo interpretation and field use of aerial photos.

Introduction to Marketing and Economics
4560 Contact Hours: 20
Prerequisite: None Credit Hours: 2
A survey of the basic business principles that influence the buying, selling and distribution of forest products.

Forest Economics
4561 Contact Hours: 40
Prerequisite: 4560 Credit Hours: 4
A working analysis of the economic relationships that exist in Forestry.

Timber Harvesting
4565 Contact Hours: 90
Prerequisite: 4521, 4523, 4540 Credit Hours: 6
Methods of timber harvesting commonly used in the forest and a working knowledge of their characteristics.

Recreation and Planning
4570 Contact Hours: 50
Prerequisite: None Credit Hours: 3
A survey of recreation use and types of planning used by land managers.

Forest Policy and Laws
4571 Contact Hours: 35
Prerequisite: 0805 Credit Hours: 3
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
4572 Contact Hours: 80
Prerequisite: 4522, 4524 Credit Hours: 5
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
4573 Contact Hours: 50
Prerequisite: 4521, 4531, 4561, 4565 Credit Hours: 4
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
4574 Contact Hours: 60
Prerequisite: None Credit Hours: 4
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**

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Prerequisite: 4551

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 class 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**

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Prerequisite: 4581, 4582

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**

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Prerequisite: None

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**

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Prerequisite: Instructor's Consent

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

**First Aid**

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Prerequisite: None

American National Red Cross Multimedia Standard First Aid Card course.

**Advanced First Aid**

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Prerequisite: 4597

Meets the requirements for the American Red Cross Advanced First Aid Card course.

**Independent Study**

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Prerequisite: None

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

**General**

**English Review**

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<td>0801</td>
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Prerequisite: None

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

**Written Communications**

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Prerequisite: 0801 or successful challenge

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

**Technical Writing**

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Prerequisite: 0801 or successful challenge

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

**Human Relations**

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<th>Code</th>
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Prerequisite: None

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

**Job Prep**

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Prerequisite: None

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

**Consumer Economics**

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<th>Contact Hours:</th>
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</tr>
</thead>
<tbody>
<tr>
<td>0820</td>
<td>25</td>
<td>2</td>
</tr>
</tbody>
</table>

Prerequisite: None

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

**Basic Communications**

<table>
<thead>
<tr>
<th>Code</th>
<th>Contact Hours:</th>
<th>Credit Hours:</th>
</tr>
</thead>
<tbody>
<tr>
<td>0930</td>
<td>50</td>
<td>None</td>
</tr>
</tbody>
</table>

Prerequisite: None

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

**Basic Communications**

<table>
<thead>
<tr>
<th>Code</th>
<th>Contact Hours:</th>
<th>Credit Hours:</th>
</tr>
</thead>
<tbody>
<tr>
<td>0930</td>
<td>50</td>
<td>0</td>
</tr>
</tbody>
</table>

Prerequisite: None

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

**Basic Mathematics**

<table>
<thead>
<tr>
<th>Code</th>
<th>Contact Hours:</th>
<th>Credit Hours:</th>
</tr>
</thead>
<tbody>
<tr>
<td>0940</td>
<td>50</td>
<td>0</td>
</tr>
</tbody>
</table>

Prerequisite: None

A course designed to provide an introduction and/or a review of the fundamentals of mathematics.
Heavy Equipment Maintenance

**Carburetion**

6001 Contact Hours: 20
Prerequisite: None Credit Hours: 1

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.

Chassis and Drive Train

6041 Contact Hours: 175
Prerequisite: None Credit Hours: 7

Classroom and shop instruction of drive train components used on light and heavy duty truck and equipment.

Failure Analysis and Live Work

6042 Contact Hours: 270
Prerequisite: None Credit Hours: 9

Consists of "live work" on any aspect of mechanics with the student concentrating in the work area of his choice.

Welding

6065 Contact Hours: 100
Prerequisite: None Credit Hours: 3

Students will be instructed in set up and use of oxy-acetylene, arc and TIG welding equipment.

Cooperative Work Experience

6090 Contact Hours: Var
Prerequisite: Instructor's consent Credit Hours: Var

Cooperative Work Experience attempts to bring greater relevancy to formal instruction through alternating employment in the community with classroom instruction. Students receive both pay and credit for their work and are supervised on the job by the employee and school personnel.

**Practicum**

6091 Contact Hours: Var
Prerequisite: Instructor's consent Credit Hours: Var

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

First Aid

6097 Contact Hours: 8
Prerequisite: None Credit Hours: 1

American National Red Cross Multimedia Standard First Aid Card course.

Independent Study

6099 Contact Hours: Var
Prerequisite: Instructor's consent Credit Hours: Var

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

HEAVY EQUIPMENT OPERATION

**Grade Stakes I**

5001 Contact Hours: 50
Prerequisite: None Credit Hours: 2

Introduce student to basic surveying tools used in grade checking and identification of stakes.

5502 Contact Hours: 75
Prerequisite: 5501 Credit Hours: 4

Review and continuation of Grade Stakes I; road surveying basics, measurement and volumes of excavation, and establishing cut and fill stakes.

**Grade Stakes II**

5503 Contact Hours: 70
Prerequisite: 5502 Credit Hours: 2

Continuation of Grade Stakes II; practical application in the use of grade checking equipment, levels and transits.

**Grade Stakes III**

5505 Contact Hours: 20
Prerequisite: None Credit Hours: 2

Safety practices required for the operation of heavy duty equipment, including acceptable work procedures according to Federal Regulations.

**Introduction to Lubricants**

5510 Contact Hours: 50
Prerequisite: None Credit Hours: 2

Acquaint the student with techniques and principles of lubricating heavy construction equipment developing his/her ability to properly schedule and perform preventative maintenance of the equipment.

**Introduction to Heavy Duty Service**

5515 Contact Hours: 50
Prerequisite: 5510 Credit Hours: 2

Introduction of techniques and principles of lubricating and fueling heavy construction equipment developing his/her ability to properly schedule and perform preventative maintenance of the equipment.
<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>5516</td>
<td>Heavy Duty Service</td>
<td>50</td>
<td>5515, Prerequisite: 5515, Credit Hours: 2</td>
<td>Acquaint the student with techniques and principles of lubricating and fueling heavy construction equipment developing his/her ability to properly schedule and perform preventative maintenance of the equipment.</td>
</tr>
<tr>
<td>5520</td>
<td>Trade Mathematics</td>
<td>50</td>
<td>None, Prerequisite: None, Credit Hours: 5</td>
<td>Course includes basic arithmetic as it is applied to heavy equipment.</td>
</tr>
<tr>
<td>5525</td>
<td>Grade Equipment</td>
<td>130</td>
<td>5505, Prerequisite: 5505, Credit Hours: 4</td>
<td>Orientation to and operation of all heavy equipment at school.</td>
</tr>
<tr>
<td>5530</td>
<td>Heavy Equipment Uses</td>
<td>50</td>
<td>None, Prerequisite: None, Credit Hours: 5</td>
<td>A study in the classroom of different types of heavy equipment, their uses and proper operation procedures.</td>
</tr>
<tr>
<td>5535</td>
<td>Compaction and Compaction Equipment</td>
<td>50</td>
<td>None, Prerequisite: None, Credit Hours: 2</td>
<td>Acquaint students with soil types, density, swell and shrink factors.</td>
</tr>
<tr>
<td>5540</td>
<td>Field Operation</td>
<td>130</td>
<td>5501, 5502, 5503, 5525, 5530, 5535, Credit Hours: 4</td>
<td>Heavy Equipment Operation incorporating all skills acquired, pertaining directly to accrual construction projects.</td>
</tr>
<tr>
<td>5585</td>
<td>Welding, Cutting and Burning</td>
<td>100</td>
<td>None, Prerequisite: None, Credit Hours: 3</td>
<td>Application of skills in accomplishing convenience applications, arc welding jobs, setting heat ranges, selecting correct electrodes, making acceptable tack welds or braces; properly lighting and adjusting oxy-acetylene torch equipment for burning, welding, soldering, brazing as well as heating metals used in construction of “heavy construction equipment.”</td>
</tr>
<tr>
<td>5590</td>
<td>Cooperative Work Experience</td>
<td></td>
<td>5591, Prerequisite: Instructor’s Consent, Credit Hours: Var</td>
<td>Cooperative Work Experience attempts to bring greater relevancy to formal instruction through alternating job-like experiences with classroom instruction.</td>
</tr>
<tr>
<td>5591</td>
<td>Practicum</td>
<td></td>
<td>5591, Prerequisite: Instructor’s Consent, Credit Hours: Var</td>
<td>Practicum attempts to bring greater relevancy to formal instruction through alternating job-like experiences with classroom instruction.</td>
</tr>
<tr>
<td>5597</td>
<td>First Aid</td>
<td>8</td>
<td>None, Prerequisite: None, Credit Hours: 1</td>
<td>American National Red Cross Multimedia Standard First Aid Card course.</td>
</tr>
<tr>
<td>5599</td>
<td>Independent Study</td>
<td>VAR</td>
<td>5599, Prerequisite: Instructor’s Consent, Credit Hours: VAR</td>
<td>A learning situation within the school day which allows a student to develop competence in an area of interest.</td>
</tr>
<tr>
<td>2503</td>
<td>Principles of Business</td>
<td>50</td>
<td>None, Prerequisite: None, Credit Hours: 5</td>
<td>Introduction to the area of business including the nature and changing environment of business, business ownership, marketing management, finance, pricing and forecasting for future.</td>
</tr>
<tr>
<td>2505</td>
<td>Retail Salesmanship</td>
<td>50</td>
<td>None, Prerequisite: None, Credit Hours: 3</td>
<td>The principles of selling including the kinds of selling, the steps of the sale, consumer buying motives, demonstrating the merchandise, handling objectives and suggestion selling.</td>
</tr>
<tr>
<td>2506</td>
<td>Advanced Salesmanship</td>
<td>50</td>
<td>2505, Prerequisite: 2505, Credit Hours: 5</td>
<td>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/her own performance.</td>
</tr>
<tr>
<td>2507</td>
<td>Direct Sales</td>
<td>50</td>
<td>2505, 2506, Prerequisite: 2505, Credit Hours: 3</td>
<td>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.</td>
</tr>
<tr>
<td>2510</td>
<td>Visual Merchandising</td>
<td>20</td>
<td>None, Prerequisite: None, Credit Hours: 1</td>
<td>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.</td>
</tr>
<tr>
<td>2512</td>
<td>Principles of Accounting I</td>
<td>50</td>
<td>None, Prerequisite: None, Credit Hours: 3</td>
<td>Fundamental principles of accounting with emphasis on the double-entry system; theory and practice in transaction analysis; familiarization with the accounting cycle and preparation of basic financial statements.</td>
</tr>
</tbody>
</table>
Principles of Accounting II
2513 Contact Hours: 50  
Prerequisite: 2521 Credit Hours: 3  
Continuation of Principles of Accounting I (2512) as it relates to partnerships and corporations.

Principles of Accounting III
2514 Contact Hours: 50  
Prerequisite: 2512, 2513 Credit Hours: 3  
Continuation of the study of basic Accounting principles as it relates to cost, manufacturing and some managerial accounting.

Small Business Management
2516 Contact Hours: 50  
Prerequisite: None Credit Hours: 5  
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.

Fashion Buying
2517 Contact Hours: 50  
Prerequisite: 2503, 2505, 2582 Credit Hours: 5  
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 merchandise.

Retail Store Management
2518 Contact Hours: 50  
Prerequisite: None Credit Hours: 5  
Examines the philosophy, concepts and techniques underlying the planning and control of sales and inventories in retail stores.

Retail Merchandising Management
2519 Contact Hours: 50  
Prerequisite: 2530 Credit Hours: 5  
The study of planning and supervising necessary to market a particular merchandise or service at the place, time, prices and quantities to best realize the marketing objectives of the business.

Principles of Management I
2520 Contact Hours: 50  
Prerequisite: Second year student or consent of instructor Credit Hours: 5  
The essentials of the management process as it relates to distributive business. Students will study the principles involved in planning, organizing, controlling, staffing, direction, innovations, representation and leadership.

Personnel Management
2521 Contact Hours: 50  
Prerequisite: Second year student or consent of instructor Credit Hours: 5  
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.

Principles of Management II
2522 Contact Hours: 50  
Prerequisite: 2520 Credit Hours: 5  
This course is a continuation of 2520 — The essentials of the management process as it relates to distributive business. Students will study the principles involved in planning, organizing, controlling, staffing, direction, innovations, representation and leadership.

Principles of Marketing
2525 Contact Hours: 50  
Prerequisite: None Credit Hours: 5  
An in-depth study of the basic concepts of marketing and essentials for marketing decisions.

Marketing Research Methods
2526 Contact Hours: 25  
Prerequisite: 2525 Credit Hours: 2  
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.

Marketing Management
2527 Contact Hours: 50  
Prerequisite: 2525 Credit Hours: 5  
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.

 Merchandising Math
2530 Contact Hours: 50  
Prerequisite: None Credit Hours: 2  
A course designed to acquaint students with the mathematics principles related to invoices, purchase orders, trade discounts, interest charges, percentages and fractions.

Microeconomics Principles
2531 Contact Hours: 25  
Prerequisite: Second year student Credit Hours: 2  
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.

Business Law
2535 Contact Hours: 30  
Prerequisite: None Credit Hours: 3  
Brief, but intensive, study of contracts, sales, agency, partnership, corporations, real property, personal property and bankruptcy.

Business Psychology
2537 Contact Hours: 50  
Prerequisite: 2506 Credit Hours: 5  
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.

Cash Register Operation
2539 Contact Hours: 10  
Prerequisite: None Credit Hours: 1  
The working operation of cash registers which will include:
keyboard operation, inside parts of the cash register, making change, cashing checks, correcting wrong registration, and a daily balance report.

Management Administration
2542 Contact Hours: 50
Prerequisite: Second year student Credit Hours: 5
A seminar for MID Management major in which the various areas previously studied are integrated and related to policy level decision making in a business enterprise.

Retail Advertising
2545 Contact Hours: 50
Prerequisite: None Credit Hours: 3
A course in theory exploring the history and background of advertising, economic aspects, target markets, basic media strategy, the behavioral sciences, trademarks and visualization. In addition, the media will be examined in detail including newspaper, magazines, radio, television, outdoor, direct mail and specialty advertising.

Retail Sales Promotion
2548 Contact Hours: 50
Prerequisite: 2545 Credit Hours: 2
The planning of a complete advertising campaign for a business to include the following: the purpose of the campaign, costs involved, media to be used, and the time length of the campaign.

Introduction to Fashion
2582 Contact Hours: 50
Prerequisite: None Credit Hours: 5
An introduction to the fashion business including fashion interpretation, concepts, analysis, creation, suppliers and marketing.

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

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

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

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

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

Practical Nursing
Basic Science
5001 Contact Hours: 100
Prerequisite: None Credit Hours: 7
A brief outline of basic chemistry; structure of cells, tissues and membranes, body plan; anatomy and physiology.

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

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

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

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

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

Nursing Needs of People in Illness II
5031 Contact Hours: 80
Prerequisite: 5030 Credit Hours: 5
This course is designed to enable the student who successfully completes to safely perform the more complex nursing procedures required of the Practical Nurse.

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

Drugs and Their Administration
5035 Contact Hours: 80
Prerequisite: 5034 Credit Hours: 4
Learning about sources, actions and classifications of drugs as well as routes and methods of drug administration.
Care of Mother and Newborn
5040 Contact Hours: 20
Prerequisites: 5015 and 5030 Credit Hours: 2
Required course designed to familiarize the student with 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
5045 Contact Hours: 20
Prerequisite: 5001 and 5030 Credit Hours: 2
Required course including basic physical and psychological growth and development of children, preventative medicine for children, adaptation of nursing procedures relating to children of all ages, and commonly encountered childhood medical and surgical conditions.

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

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

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

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

Independent Study
5099 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.

Respiratory Therapy Technology
Basic Science
8501 Contact Hours: 100
Prerequisite: None Credit Hours: 7
A brief outline of basic chemistry; structure of cells, tissues and membranes; body plan; anatomy and physiology.

Medical Terminology
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.

Nursing Skills for Respiratory Therapy Technicians
8529 Contact Hours: 40
Prerequisite: None Credit Hours: 3
A variety of nursing skills as they relate to respiratory therapy. Subjects included are nursing techniques and observations, terminology, certain disease conditions, vocational relations and emphasis on therapist/patient relationships.

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

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

Clinical Instruction
8532 Contact Hours: 30
Prerequisite: 8531 Credit Hours: 3
A continuation of 8531 — Further study of the respiratory system and associated diseases applying the procedures used in treating such in a clinical situation.

Clinical Instruction
8533 Contact Hours: 30
Prerequisite: 8532 Credit Hours: 3
A continuation of 8532 — Further study of the respiratory system and associated diseases applying the procedures used in treating such in a clinical situation.

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

First Aid

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

Independent Study

8599 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.

Secretarial

Business Math

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

Filing

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

Office Machines

7010 Contact Hours: 25 Credit Hours: 1
Prerequisites: 7001, 7032 or consent of instructor
Provides instruction on the operational skills of the electronic printing calculator and the electronic display calculator.

Keyboard Typing

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

Typing I

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

Typing II

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

Typing III

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

Progressive Typing

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

Machine Transcription I

7020 Contact Hours: 50 Credit Hours: 3
Prerequisites: 0801, 7015, or consent of instructor, and completion of minimum fundamental test
Develops the techniques of accurate and fast typewritten transcription from a pre-dictated belt or tape. Increases competency in spelling, grammar, and punctuation.

Machine Transcription II

7021 Contact Hours: 30 Credit Hours: 2
Prerequisites: 7016, 7020, 7058 or 7083
Emphasis is placed on accurate and fast machine transcription from pre-dictated, taped material. The student must demonstrate the ability to follow dictated instructions and be able to complete jobs in order of priority.

Automatic Typing I

7022 Contact Hours: 20 Credit Hours: 1
Prerequisite: 7015, demonstrate the ability to type 40 wpm for five minutes with five errors or less, and consent of instructor
Introduction to word processing on Savin 900 Word Master. Emphasis is placed on thorough familiarization with the automatic typewriter, as well as speed and accuracy on final production assignments.

Automatic Typing II

7023 Contact Hours: 30 Credit Hours: 2
Prerequisites: 7016, 7020 and ability to type 60 wpm on a five-minute timing with five errors or 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 Credit Hours: 3
Prerequisite: None
Designed to acquaint the student with a wide variety of recordkeeping activities such as: 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 used 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.

Accounting II
7033 Contact Hours: 50
Prerequisite: 7032 Credit Hours: 3
An extension of Accounting I covering sales and purchases and introducing students to the accrual method of accounting. Students use comprehensive practice sets for "hands-on" experience.

Accounting III
7034 Contact Hours: 50
Prerequisite: 7033 Credit Hours: 3
Use of the voucher system, interim financial statements, changes in financial position and introduction to cost accounting.

Accounting Lab
7035 Contact Hours: Var
Prerequisite: Concurrent enrollment Credit Hours: none with 7033 and 7034
This lab time is for those students enrolled in Accounting who prefer to need additional class time to complete assigned projects.

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, Credit Hours: 4
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 Credit Hours: 4
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 permits.

Stenography III
7043 Contact Hours: 100
Prerequisite: 7042 or Challenge Credit Hours: 5
7016
Emphasis on speed-building shorthand dictation, Shorthand lab and cassette tapes allow student to progress at own rate. Transcription for mailable copy.

Stenography IV
7044 Contact Hours: 100
Prerequisite: 7043 or challenge Credit Hours: 6
7015
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 Credit Hours: 5
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 Credit Hours: 5
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 psycho-geriatries, 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 7052
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
Prerequisites: 7016 or minimum 45 wmp, 7051, 7064, 7059 or equivalent
Contact Hours: 100
Credit Hours: 5

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

Medical Transcription II

7057
Prerequisite: 7056
Contact Hours: 100
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
Prerequisite: 7057
Contact Hours: 100
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
Prerequisite: 7015, 7050 or consent of instructor
Contact Hours: 100
Credit Hours: 8

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

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

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

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

Model Office

7076
Prerequisite: 7075 or consent of instructor
Contact Hours: 100
Credit Hours: 3

A simulated office where students are given an opportunity to apply their previously learned skills in an office-like situation.

Legal Terminology

7079
Prerequisite: Completion of 7015
Contact Hours: 25
Credit Hours: 2

A study of the legal vocabulary in common use in the legal profession.

Legal Office Procedures

7080
Prerequisite: Concurrent enrollment in 7015
Contact Hours: 50
Credit Hours: 5

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


Corporate, Federal and Appeal Procedure

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

A study of law office information retrieval methods and systems; legal research, law library use and maintenance and citations; general information 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
Prerequisites: 0802, 7015, 7080
Contact Hours: 100
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
Prerequisite: 7083
Contact Hours: 100
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
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
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.

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 and threading, 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 cycle 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
9055 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 employee and school personnel.

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

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

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

Basic Science

8001 Contact Hours: 100
Prerequisite: None
Credit Hours: 7
A brief outline of basic chemistry; structure of cells, tissues and membranes; body plan; anatomy and physiology.

Safe Patient Care and Operating Room Techniques

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

Clinical Experience

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

Clinical Experience

8092 Contact Hours: 300
Prerequisite: 8001, 8002, 8004, 8091, 8097, 0815, 0816
Credit 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.

Clinical Experience

8093 Contact Hours: 380
Prerequisite: 8092
Credit Hours: 19
Development of surgical scrub technique excellence through experience at various surgical facilities and taking call.

Clinical Experience

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

Independent Study

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

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, or national origin.

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

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

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

3. The Board of Trustees shall delegate to the administration the authority for the assignment of the facilities.
4. Physical abuse of assigned facilities shall result in demands for restitution for damages from the sponsoring party or parties.

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

CAMPUS MEDIA

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

All institution published and financed communications in which editorial comment is included shall explicitly state on the editorial page or in broadcast, 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 commentary 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 is 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. The institution may, without consent of the student or applicant, release information about the student or applicant to the following persons or agencies:
   A. Teachers and other school officials with Missoula Vocational Technical Center who have a legitimate education interest.
   B. Authorized representatives of (1) the Comptroller General of the United States; (2) the Secretary of Health, Education and Welfare; and (3) the State Superintendent of Public Instruction and his or her officers or subordinates, so long as the intended use of the data is consistent with the State Superintendent’s statutory powers and responsibilities.
   C. Agencies requiring information in connection with a student’s application for receipt of financial aid.

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, degree, diploma 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 DISCIPLINE

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 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 Student Services Supervisor.
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 Student Services Supervisor.
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 Student Services Supervisor and Director and his/her representatives. The recommendation shall have been preceded by communication with the student and Student Services Supervisor. A written report shall be filed with the Student Services Supervisor stating motivation and justification for the action.

If the Student Services Supervisor 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 Student Services Supervisor, 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 office of the Student Services Supervisor.

1. The Student Services Supervisor 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 Student Services Supervisor 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 Student Services Supervisor, and to the person that may have caused the grievance.

The written statement should explain who was griev ed: in what way; by whom; when the grievance took place; who was harmed by the grievance; who can be contacted for further information; the name, address, and telephone number of the grievant/complainant; and as much background information as possible.

If the grievance is not settled within a reasonable amount of time (15 school days after the receipt of the written statement) the grievant/complainant has the right to request a hearing. A committee comprised of the Assistant Director, appropriate department chairman and Student Services Supervisor 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 10 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 Office of Public Instruction and/or

The Human Rights Commission
Room 404
7 West Sixth Avenue, Power Block
Helena, MT 59601
The Director
Office of Civil Rights
Department of HEW
Washington, DC 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 law.

RULES AND REGULATIONS

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 of 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.

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 designed 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 any 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 days 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 Adult and Continuing Education Supervisor and/or the Student Services Supervisor.

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

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

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

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

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

Additional advisory assistance is provided by the counseling staff. Counselors are available to help students with academic and personal difficulties, administration and interpretation 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, M.Ed 1958, University of Oregon; 29 years in education with 27 years administrative experience, at MCHS since August, 1970.

Thomas E. Downey, Director: BA, 1955, U of M; MS, 1967, Western Montana College; 24 years in education with 14 years administrative experience; 6 years vocational work experience; at MVTC since July, 1968.

Dennis N. Lerum, Assistant Director: BS, 1966, Stout State University; MS, 1986, Stout State University; 14 years in education with 8 years administrative experience; 2 years vocational work experience; at MVTC since August, 1967.

James C. Taylor, Business Manager BS, 1966, U of M; MEd, 1970, U of M; PhD, Colorado State University, 1977; 12 years in education with 9 years vocational work experience; at MVTC since August, 1968.

Charles R. Couture, Student Services Supervisor: BS, 1967, Western Montana College; MA, 1969; U of M; 12 years in education with 5 years administrative experience; at MVTC since 1979.

*Bruce C. Moyer, Data Processing Supervisor: BS, 1966, Eastern Oregon College; MBA, 1970, U of M; 13 years in education with 10 years administrative experience; 2 years vocational work experience; at MCHS since August, 1971.

*Carl R. Sendell, Adult and Continuing Education Supervisor: BA, 1968 U of M; ME, 1976, U of M; 12 years in education with 9 years administrative experience; 2 years vocational work experience; at MVTC since August, 1968.

*Individuals identified articulate non-budgeted activities with institution operation and are not reflected as employees in other institution documents.
FACULTY PROFILE

Alley, Jack - Instructor, Forestry Technology
University of Idaho - BS
Northern Montana College
University of Montana
Oregon State College
Years Work Experience - 34
Years Teaching Experience - 5
Years at MVTC

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

Baumberger, Allen - Instructor, Heavy Equipment Operation
Southern State College - BS
University of Montana
Years Work Experience - 7
Years Teaching Experience - 6
Years at MVTC - 6

Blettner, Bruce - Instructor, General and Related Education
Northern Montana College
Montana College of Mineral Science and Technology
University of Montana - BA, MA
Montana State University
Years Work Experience - 7
Years Teaching Experience - 6
Years at MVTC - 6

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

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

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

Burke, Daniel - Financial Aid Officer
Western Montana College - BS
Northern Montana College
University of Montana
Years Work Experience - 7
Years Teaching Experience - 11
Years at MVTC - 1

Burlingame, William - Instructor, Heavy Equipment Maintenance (on leave of absence)
Western Montana College
Northern Montana College
University of Montana
Years Work Experience - 7
Years Teaching Experience - 11
Years at MVTC - 1

Carlin, Carol - Instructor, Secretarial
Western Montana College
University of Montana - BS
Northern Montana College
Years Work Experience - 3
Years Teaching Experience - 5
Years at MVTC - 5

*Carter, Jennifer - Instructor, World of Work
Northwestern University
Ohio State University
Golden Gate University
Montana State University
Years Work Experience - 15
Years Teaching Experience - 2.4
Years at MVTC - 2.4

Chase, Alfred - Instructor, Forestry Technology
University of Massachusetts - AS
University of Montana - BS, MS
Northern Montana College
Oregon State University
Years Work Experience - 14
Years Teaching Experience - 11
Years at MVTC - 9

Chumrau, Helen - Instructor, Secretarial
University of Montana - BS
Northern Montana College
Years Work Experience - 7
Years Teaching Experience - 13
Years at MVTC - 9

Dalton, Ellsworth - Instructor, Heavy Equipment Maintenance
Montana State University - BS
Oregon State University
Years Work Experience - 6
Years Teaching Experience - 4
Years at MVTC - 1st year

Dunn, Gerald - Instructor, Heavy Equipment Maintenance
Montana State University - BS
Oregon State University
Years Work Experience - 6
Years Teaching Experience - 4
Years at MVTC - 1st year
### Fritz, Nancy - Instructor, English as a Second Language
University of Montana - BA
Montana State University - MA
Years Work Experience - 10
Years Teaching Experience - 4
Years at MVT - 1

### Gemar, William, R.R.T. - Clinical Coordinator, Respiratory Therapy Technology
Edgewater Hospital School of Respiratory Therapy
Years Work Experience - 13
Years Teaching Experience - 3.5
Years at MVT - 3.5

### Hampton, Suzanne - Instructor, Basic Education
Colorado University - BA
Ohio State University - MA
University of Minnesota
Montana State University
Years Work Experience - 8
Years Teaching Experience - 4
Years at MVT - 1st yr

### Hunter, William - Instructor, Food Service
Northern Montana College
University of Montana
Years Work Experience - 11
Years Teaching Experience - 9
Years at MVT - 6

### Ibsen, Norma P. - Instructor, Practical Nursing
University of Montana
Columbus Hospital School of Nursing (RN Diploma)
Seattle University - BS
Northern Montana College
Montana State University
University of Montana
Years Work Experience - 12
Years Teaching Experience - 8
Years at MVT - 8

### Jakes, Penny - Instructor, Secretarial
Eastern Montana College
Montana State University - BS
University of Montana
Years Work Experience - 3
Years Teaching Experience - 6
Years at MVT - 6

### Jorgenson, Ariene - Instructor, Practical Nursing
Walla Walla College - BS
Green River Community College
Home Study Institute
Northern Montana College
University of Montana
Years Work Experience - 2.5
Years Teaching Experience - 2.5
Years at MVT - 2.5

### Kiner, Patricia - Instructor, Accounting/Bookkeeping
(on leave)
University of Montana
Northern Montana College
Years Work Experience - 10
Years Teaching Experience - 11.5
Years at MVT - 9.5

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

### Leuz, Ann - Instructor, Business Data Processing
Albion College - BA
Temple University - MEd
Years Work Experience - 8
Years Teaching Experience - 4
Years at MVT - 1st yr

### Lizotte, James - Instructor, Small Engine Repair
Stout State University - BS, MS
Northern Montana College
University of Montana
Years Work Experience - 2
Years Teaching Experience - 11
Years at MVT - 4

### Lukomski, Sharon - Instructor, General and Related Education
Central Michigan University - BS, MA
University of Montana
Years Work Experience - 2.5
Years Teaching Experience - 8.5
Years at MVT - 1.5

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

### Maloof, Darlyne - Counselor, Basic Education
Cal State University - BA, MA
Cal-Poly
U.C.L.A.
Years Work Experience - 8
Years Teaching Experience - 2.5
Years at MVT - 2.5

### Martin, George E. - Counselor
Montana College of Mineral Science and Technology
University of Montana - BA, MA
Years Work Experience - 12
Years Teaching Experience - 7
Years at MVT - 7

### Mielke, Susan B. - Instructor, Basic Education
University of Montana - BA
University of Colorado
Idaho State University
Colorado State University - MEd
Montana State University
Northern Montana College
State University of New York at Albany
Years Work Experience - 4
Years Teaching Experience 17
Years at MVT - 9
*Mittelstadt, Gayle - Instructor, English
   University of Wisconsin - BA
   University of Montana - MA
   Years Work Experience - 6
   Years Teaching Experience - 3.5
   Years at MVTC - 1

*Moore, Eddie - Instructor, Basic Education
   University of Montana - BA
   Years Work Experience - 9
   Years Teaching Experience - 1.5
   Years at MVTC - 1.5

Morgon, Ann - Instructor, 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. - Instructor, Secretarial
   Northern Montana College
   Black Hills State College
   University of Montana
   Columbia Basin College
   Idaho State University
   Years Work Experience - 23
   Years Teaching Experience - 8.5
   Years at MVTC - 6.5

Newman, Colleen - Instructor, Practical Nursing
   Montana State University - AD, BS
   University of Montana
   Years Work Experience - 9
   Years Teaching Experience - 1.5
   Years at MVTC - 1.5

Pagei, Ronald J. - Instructor, Forestry Technology
   University of Montana - BA, MF
   Years Work Experience - 3.5
   Years Teaching Experience - 5
   Years at MVTC - 5

Palmer, Robert - Instructor, Basic Education
   Portland Community College - AA
   Portland State University - BS
   Years Work Experience - 18
   Years Teaching Experience - 5
   Years at MVTC - 1

Pattee, Bobette - Instructor, Surgical Technology
   Jennie Edmundson School of Nursing - Diploma
   University of Montana
   Northern Montana College
   University of Washington
   Years Work Experience - 4
   Years Teaching Experience - 4.5
   Years at MVTC - 4.5

Paulson, John S. - Placement Officer
   Eastern Montana College - BS
   Northern Montana College - MEd
   Years Work Experience - 9
   Years Teaching Experience - 7
   Years at MVTC - 1

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

Pederson, Duane - Instructor, Mid-Management
   Montana State University - BS, MS
   University of Montana
   Years Work Experience - 2
   Years Teaching Experience - 11
   Years at MVTC - 3

Schimke, Thomas M.D. - Medical Director, Respiratory Therapy
   Technology
   University of Pennsylvania - MD
   Years Work Experience - 12
   Years Teaching Experience - 3.5
   Years at MVTC - 3.5

Shook, Robert - Instructor, Combination Welding
   University of Northern Colorado - BA
   Years Work Experience - 8
   Years Teaching Experience - 1
   Years at MVTC - 1st yr

Stocking, Lynn - Instructor, Secretarial
   University of Montana - BS
   Years Work Experience - 5
   Years Teaching Experience - 4
   Years at MVTC - 7

Surratt, Ellis - Instructor, Electromechanical Technology
   Rocky Mountain College
   University of Maryland
   American International College
   Northern Montana College - BS, MS
   University of Montana
   Years Work Experience - 25
   Years Teaching Experience - 7
   Years at MVTC - 7

Turner, Catherine L. - Instructor, Business Data Processing
   University of Colorado - BA
   Years Work Experience - 7
   Years Teaching Experience - 1.5
   Years at MVTC - 1st yr

Wafstel, Robert - Instructor, Health Occupations
   Gonzaga University - BS
   Rockhurst College - BS
   Eastern Washington University - MS
   Years Work Experience - 4
   Years Teaching Experience - 4
   Years at MVTC - 1st yr

Wasserman, Roy - Instructor, General and Related Education
   Ohio Northern University - BA
   Gonzaga University - MA
   Years Work Experience
   Years Teaching Experience - 10
   Years at MVTC - 1st yr
Wenderoth, James - Instructor, General and Related Education
East Carolina University - BS
University of North Carolina at Greensboro
Years Work Experience - 1
Years Teaching Experience - 6
Years at MVTC - 1

*Williams, Elizabeth - Instructor, English as a Second Language
University of Montana - BA
Years Work Experience - 5
Years Teaching Experience - 5
Years at MVTC - 1

Woodbury, Carolyn - Instructor, Secretarial
University of Minnesota - BS
University of Montana
Northern Montana College
Years Work Experience - 3
Years Teaching Experience - 11
Years at MVTC - 7

*Wutsch, Albert - Instructor, Food Service
University of Montana
Years Work Experience - 4
Years Teaching Experience - 1
Years at MVTC - 1

*Individuals identified are not within the institution's budget.
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. 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 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 lines of communication available through business, industry, labor, and special agencies in the community. Details are available through the Adult and Continuing Education Office at MVTC.

People who plan to participate in any course 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 ensuing terms. Courses may be offered in a series with registration of a particular phase at the start of each term. Usually classes meet for three hours per night, one night per week over a ten week period for a total of thirty hours of instruction.

Continuing education classes frequently exceed the thirty hour unit for ten weeks and may extend for over four years. However, in most cases fees are payable quarterly.

CLASS SCHEDULE

Most Adult and Continuing Education classes meet evenings from 7-10 p.m. Occasionally a class may meet on Saturdays. Schedules are flexible and may change for the convenience of the participants and instructor or because of space and equipment availability.

REGISTRATION FEES

Fees for registration vary with hours of instruction schedules and the type of course. Generally, the registration fee is for the thirty-hour unit with 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 certificated programs.

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

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)
NOTES