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# Missoula Vocational Technical Center

1984-85 CURRICULUM CATALOG

GENERAL INFORMATION

BECOME  
HEAVY  
EQUIPMENT  
OPERATOR.  
MOVE AHEAD

LARGE RETAIL  
STORE PICKS  
YOU...  
MOVE AHEAD

HIRED BY  
FAST FOOD  
CHAIN...  
MOVE  
AHEAD

BECOME  
COMPUTER  
OPERATOR...  
MOVE AHEAD

COUNSELING  
AND CAREER  
GUIDANCE  
HELPS...  
MOVE AHEAD

RECEIVE  
FINANCIAL  
AID...  
MOVE AHEAD

ACCOUNTING  
FIRM HIRES  
YOU...  
MOVE AHEAD

START AT  
MISSOULA  
VOCATIONAL  
TECHNICAL  
CENTER

COME  
ALL  
FINE

873.246  
115  
84-85

## **MISSOULA VOCATIONAL TECHNICAL CENTER**

**I**s a post-secondary vocational technical institution, the main goals of which are: to prepare people for employment by helping them acquire saleable job skills and to assist with placement. MVTC offers 25 different career choices ranging in length from one to six quarters. Current enrollment is approximately 650 students with an expected accumulative enrollment of over 1,000 during the 1984-85 academic year.

## **MISSOULA VOCATIONAL TECHNICAL CENTER 1984-85 CALENDAR**

### **SUMMER QUARTER - 1984**

Registration for all students—June 28 & 29, 1984  
Classes begin—July 2, 1984  
Late registration ends—July 9, 1984  
Last day to drop full quarter length courses—August 6, 1984  
Last day to drop first half quarter courses—July 18, 1984  
Last day to drop second half quarter courses—August 24, 1984  
Independence Day—July 4, 1984  
Last day to change periods of the same course—August 8, 1984  
First half quarter courses end—August 7, 1984  
Second half quarter courses begin—August 9, 1984  
Last day to officially withdraw from the Center—August 24, 1984  
Labor Day—September 3, 1984  
Classes end—September 14, 1984

### **FALL QUARTER - 1984**

Registration for returning students—September 21, 1984  
Registration for new students—September 17, 18, 19, 1984  
Classes begin—September 24, 1984  
Late registration ends—September 28, 1984  
Last day to drop full quarter length courses—October 30, 1984  
Last day to drop first half quarter courses—October 9, 1984  
Last day to drop second half quarter courses—November 29, 1984  
Last day to change periods of the same course—November 2, 1984  
First half quarter courses end—November 1, 1984  
Second half quarter courses begin—November 5, 1984  
Last day to officially withdraw from the Center—November 29, 1984  
Classes end—December 14, 1984

### **WINTER QUARTER - 1985**

Registration for returning students—January 4, 1985  
Registration for new students—January 3, 1985  
Classes begin—January 7, 1985  
Late registration ends—January 11, 1985  
Last day to drop full quarter length courses—February 8, 1985  
Last day to drop first half quarter courses—January 22, 1985  
Last day to drop second half quarter courses—March 1, 1985  
Last day to change periods of the same course—February 13, 1985  
First half quarter courses end—February 12, 1985  
Second half quarter courses begin—February 14, 1985  
Last day to officially withdraw from the Center—March 1, 1985  
Classes end—March 22, 1985

### **SPRING QUARTER - 1985**

Registration for returning students—March 26, 1985  
Registration for new students—March 25, 1985  
Classes begin—March 27, 1985  
Late registration ends—April 2, 1985  
Good Friday—April 5, 1985  
Last day to drop full quarter length courses—May 1, 1985  
Last day to drop first half quarter courses—April 12, 1985  
Last day to drop second half quarter courses—May 22, 1985  
Last day to change periods of the same course—May 6, 1985  
First half quarter courses end—May 3, 1985  
Second half quarter courses begin—May 7, 1985  
Last day to officially withdraw from the Center—May 23, 1985  
Memorial Day—May 27, 1985  
Classes end—June 13, 1985

**PROGRAM ENTRY INFORMATION**

<b>PROGRAM</b>	<b>TRAINING TIME</b>	<b>TIME OF NEW STUDENT ENTRY</b>
ACCOUNTING/BOOKKEEPING*	4 quarters	Fall and Winter Quarters
BUSINESS DATA PROCESSING		
Computer Operator/Programmer	6 quarters	Fall and Winter Quarters
Data Entry/Computer Operator*	4 quarters	Fall and Winter Quarters
Data Entry Operator**	3 quarters	Fall and Winter Quarters
COMBINATION WELDING	3 quarters	Fall Quarter
COMMERCIAL FOOD PREPARATION		
Dinner/First Cook***	3 quarters	Fall and Spring Quarters
Kitchen Production Manager***	6 quarters	Fall and Spring Quarters
ELECTRONICS TECHNOLOGY	6 quarters	Fall Quarter
FASHION MERCHANDISING	3 quarters	Fall Quarter
FORESTRY TECHNOLOGY	6 quarters	Fall Quarter
HEAVY EQUIPMENT MECHANIC	3 quarters	Fall Quarter
HEAVY EQUIPMENT OPERATION	3 quarters	Fall Quarter
INFORMATION PROCESSING*	4 quarters	Fall Quarter
PRACTICAL NURSING*	4 quarters	Any Quarter
RESPIRATORY THERAPY TECHNOLOGY*	4 quarters	Winter Quarter
RETAIL MERCHANDISING	3 quarters	Fall Quarter
SECRETARIAL		
Clerk Typist	3 quarters	Fall, Winter and Spring Quarters
General Secretary	5 quarters	Fall Quarter
Legal Secretary	6 quarters	Fall Quarter
(Accounting Emphasis)		
Legal Secretary	6 quarters	Fall Quarter
(Shorthand Emphasis)		
Medical Receptionist	3 quarters	Fall, Winter and Spring Quarters
Medical Secretary	5 quarters	Fall, Winter and Spring Quarters
Medical Transcriptionist	6 quarters	Fall, Winter and Spring Quarters
SMALL ENGINE MECHANIC	3 quarters	Fall Quarter
SURGICAL TECHNOLOGY	3 quarters	Fall Quarter

\*Consecutive quarter attendance in these programs includes summer quarter.

\*\*This program includes summer quarter for those new students enrolling winter quarter.

\*\*\*These programs include summer quarter for those new students enrolling spring quarter.

\*\*\*\*All other programs are not in operation during summer quarter.

# TABLE OF CONTENTS

<b>Program Entry Information</b> .....	<b>1</b>	<b>Program Location</b> .....	<b>inside back cover</b>
<b>Academic Progress</b> .....	<b>18</b>	<b>Program/Option Transfer</b> .....	<b>20</b>
<b>Accreditation</b> .....	<b>4</b>	<b>Refunds</b> .....	<b>11</b>
<b>Admission</b> .....	<b>5</b>	<b>Repeat Course</b> .....	<b>20</b>
<b>Adult and Continuing Education</b> .....	<b>64</b>	<b>Residency Requirements</b> .....	<b>6</b>
<b>Application and Acceptance</b> .....	<b>6</b>	<b>Resource Center</b> .....	<b>13</b>
<b>Attendance</b> .....	<b>15</b>	<b>Student Accident Insurance</b> .....	<b>63</b>
<b>Basic Education</b> .....	<b>13</b>	<b>Student Discipline</b> .....	<b>60</b>
<b>Bookstore</b> .....	<b>14</b>	<b>Student Government</b> .....	<b>59</b>
<b>Campus Map</b> .....	<b>67</b>	<b>Student Information Change</b> .....	<b>19</b>
<b>Calendar 1984-85</b> .....	<b>inside front cover</b>	<b>Student Records</b> .....	<b>14</b>
<b>Challenge Course</b> .....	<b>17</b>	<b>Student Rights and Conduct</b> .....	<b>58</b>
<b>Communication with Students</b> .....	<b>62</b>	<b>Student Sanctions</b> .....	<b>61</b>
<b>Completion Certificates</b> .....	<b>20</b>	<b>Transfer Course</b> .....	<b>17</b>
<b>Correspondence</b> .....	<b>7</b>	<b>Waiver Course</b> .....	<b>18</b>
<b>Counseling and Testing</b> .....	<b>11</b>	<b>Withdrawal</b> .....	<b>17</b>
<b>Credit Equivalence</b> .....	<b>15</b>	<b>Programs of Instruction</b>	
<b>Drop-Add</b> .....	<b>19</b>	Accounting/Bookkeeping .....	<b>22</b>
<b>Expenses</b> .....	<b>7</b>	Clerk Typist .....	<b>48</b>
<b>Financial Aid</b> .....	<b>11</b>	Combination Welding .....	<b>27</b>
<b>Food Service</b> .....	<b>14</b>	Computer Operator/Programmer .....	<b>24</b>
<b>Grade Point Average</b> .....	<b>18</b>	Data Entry/Computer Operator .....	<b>24</b>
<b>Grading</b> .....	<b>15</b>	Data Entry Operator .....	<b>24</b>
<b>Graduation Requirements</b> .....	<b>20</b>	Dinner/First Cook .....	<b>29</b>
<b>Grievance Procedure</b> .....	<b>62</b>	Electronics Technology .....	<b>31</b>
<b>Health Service</b> .....	<b>14</b>	Fashion Merchandising .....	<b>33</b>
<b>History</b> .....	<b>3</b>	Forestry Technology .....	<b>34</b>
<b>Housing</b> .....	<b>14</b>	General and Related Education .....	<b>21</b>
<b>Non-Discrimination</b> .....	<b>5</b>	General Secretary .....	<b>48</b>
<b>Non-Immigrant Students</b> .....	<b>4</b>	Heavy Equipment Mechanic .....	<b>37</b>
<b>Out-Dated Course</b> .....	<b>18</b>	Heavy Equipment Operation .....	<b>38</b>
<b>Parking/Vehicle Registration</b> .....	<b>62</b>	Information Processing .....	<b>40</b>
<b>Placement</b> .....	<b>13</b>	Kitchen Production Manager .....	<b>29</b>
<b>Pretesting</b> .....	<b>7</b>	Legal Secretary (Accounting) .....	<b>49</b>
		Legal Secretary (Shorthand) .....	<b>49</b>
		Medical Secretary .....	<b>50</b>
		Medical Receptionist .....	<b>51</b>
		Medical Transcriptionist .....	<b>51</b>
		Practical Nursing .....	<b>42</b>
		Respiratory Therapy Technology .....	<b>43</b>
		Retail Merchandising .....	<b>45</b>
		Small Engine Mechanic .....	<b>55</b>
		Surgical Technology .....	<b>56</b>

# **MONTANA VOCATIONAL TECHNICAL CENTERS**

**All programs offered in Montana's vocational centers are subject to the approval of the Office of Public Instruction.**

## **Billings Vocational Technical Center**

3803 Central Avenue, Billings 59102  
Jeff Dietz, Director

Phone: 652-1720

## **Butte Vocational Technical Center**

404 South Wyoming Street, Butte 59701  
Harry Freebourn, Director

Phone: 782-4256

## **Great Falls Vocational Technical Center**

2100 16th Avenue South, Great Falls 59405  
Loran Frazier, Director

Phone: 791-2108

## **Helena Vocational Technical Center**

1115 Roberts Street, Helena 59601  
Alex Capdeville, Director

Phone: 442-0060

## **Missoula Vocational Technical Center**

909 South Avenue West, Missoula 59801  
Dennis Lerum, Director

Phone: 721-1330

This catalog contains information for Missoula Vocational Technical Center only. For information regarding other vocational technical centers call or write directly to that center.

## **NOTICE CONCERNING MATERIALS DESCRIBED IN THIS CATALOG**

Postsecondary center budgets are funded through appropriations from the Montana State Legislature. Without that support, Missoula Vocational Technical Center would be unable to continue its programs.

It should be understood, therefore, that not all programs described in this catalog may be available; nor are any representations made that courses or programs available in any given quarter will be continued or maintained in subsequent quarters.

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

ALL PROVISIONS WITHIN THIS CATALOG ARE SUBJECT TO CHANGE WITHOUT NOTICE.

## **HISTORY OF MISSOULA VOCATIONAL TECHNICAL CENTER**

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

The 1966 start of this training had roots in two existing Missoula County High School District programs: adult part-time classes and a few full-time occupational courses for adults.

The District had established, in 1960, a training program in Practical Nursing, one of the first post-secondary, full-time occupational programs in Montana through a high school system. Between 1960 and 1966, federal funding became available for additional full-time programs.

Though these and the practical nursing program were operated by the district, in those early years they had little formal identity within the district; they did not constitute a school.

In 1966 an MCHS proposal for a state vocational technical school in Missoula went to the State Superintendent of Public Instruction. MCHS trustees, administrators, teachers, students, and a dedicated core of interested busi-



nessmen collected facts and developed them into the proposal, presenting to the state the need for a full-time vocational-technical facility in Missoula.

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

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

From 1966 to 1969 Missoula Vocational Technical Center operated by utilizing rented and loaned facilities for classrooms, labs, and shops. The Administration Building opened in 1969. The Trade and Technology Building, located on another site, was constructed in 1971, with an addition being realized in 1976. In 1978, the Health and Business Building was constructed at the main site, providing much needed space for expansion.

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

## **ADMINISTRATION**

**Dennis Lerum**; Director; B.S., 1966, M.S., 1966, Stout University; at MVTC since 1967.

**John Giese**; Assistant Director; B.S., 1961, M.S., 1968, Northern State College; at MVTC since 1967.

**Charles Couture**; Student Services Supervisor/Admissions Officer/Registrar; B.S., 1967, Western Montana College; M.A., 1969, University of Montana; at MVTC since 1969.

**Bruce Moyer**; Data Processing Supervisor; B.S., 1966, Eastern Oregon College; M.B.A., 1970, University of Montana; at MVTC since 1971.

**Carl Sandell**; Adult Education Supervisor; B.A., 1968, M.Ed., 1974, University of Montana; at MVTC since 1968.

**James Taylor**; Business Manager; B.S., 1960, M.Ed., 1970, University of Montana; Ph.D., 1977, Colorado State University; at MVTC since 1968.

## **PHILOSOPHY AND OBJECTIVES**

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

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

The objectives:

1. Provide pre-employment education
2. Provide upgrading for the employed
3. Provide re-education for employment
4. Provide community service and involvement

reflect Missoula Vocational Technical Center's assumed responsibility in meeting those needs.

## **ACCREDITATION AND APPROVAL**

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

The curriculum is approved by the Office of Public Instruction. Missoula Vocational Technical Center's programs are further approved by the United States Office of Education, Bureau of Indian Affairs, Division of Vocational Rehabilitation, and other agencies and/or associations for specific programs. In addition, programs are approved for veterans.

Missoula Vocational Technical Center is accredited by the Commission on Colleges of the Northwest Association of Schools and Colleges. In addition, the Surgical Technology and Respiratory Therapy Technology programs are accredited by the Committee on Allied Health Education.

## **NONIMMIGRANT ALIEN STUDENTS**

This school is authorized under Federal law to enroll nonimmigrant alien students.

## STUDENT SERVICES



## FACULTY

**Charles Couture;** Student Services Supervisor/Admissions Officer/Registrar; B.S., 1967, Western Montana College; M.A., 1969, University of Montana; at MVTC since 1969.

**Daniel Burke;** Financial Aid Officer; B.S., 1970, Western Montana College; at MVTC since 1978.

**George Martin;** Counselor; B.A., 1969, M.A., 1971, University of Montana; at MVTC since 1971.

**John Paulson;** Placement Officer; B.S., 1971, Eastern Montana College; M.Ed., 1978, Northern Montana College; at MVTC since 1978.

## ADMISSION

### POLICY OF NON-DISCRIMINATION

Missoula Vocational Technical Center is committed to provide all persons an equal opportunity for education, employment, and participation in Center activities without regard to race, color, religion, national origin, political belief, sex, marital status, age, or handicap.

This policy is in compliance with the requirements of: the Civil Rights Act of 1964, Title IX of the Educational Amendments of 1972, Titles VII and VIII of the Public Health Service Act, the Rehabilitation Act of 1973, and the Montana Human Rights Act.

Students are encouraged to enroll in non-traditional programs.

Please contact Charles Couture, Student Services Supervisor, in the Administration Building (721-1330), if further information is desired regarding Affirmative Action or Equal Opportunity as it relates to students.

Students that have a handicap should contact Charles Couture, Student Services Supervisor, in the Administration Building (721-1330), if special services are needed, or if obstacles are encountered at MVTC.

When information is solicited by the Center regarding one or more of the categories listed in the leading paragraph of this section, the information is used to provide statistical data for state and federal reports and is not personally identifiable. The solicitation of such information is also used for law compliance purposes.

Missoula Vocational Technical Center is an equal opportunity/affirmative action employer. Women and minorities are encouraged to apply.

### APPLICATION QUALIFICATIONS

Applications submitted to Missoula Vocational Technical Center are considered on a first-come, first-served basis. It is important to apply early. Individuals who qualify as residents of Montana shall be given priority in cases of enrollment limitations. All applicants will be considered in accordance to the following guidelines.

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



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

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

## RESIDENCY REQUIREMENTS

A resident means:

- A. One who has been domiciled (means a person's true, fixed, permanent home and place of habitation) in Montana for one (1) year immediately preceding registration at any postsecondary vocational-technical center for any term or session for which resident classification is claimed. Attendance as a full-time student at any center shall not alone be sufficient to qualify for residence in Montana.
- B. Any students of a Montana high school whose parents, parent, or guardian has resided in Montana at least one (1) full year of the two (2) years immediately preceding his/her attendance at a high school. Such classification shall continue for not more than four (4) academic years if the student remains in continuous attendance at a center.

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

## APPLICATION

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

A one-time \$10 non-refundable application fee must be submitted with one's initial application (please do not send cash).

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

Prior to entry into the clinical portions of the Practical Nursing, Respiratory Therapy Technology and Surgical Technology programs, students must take a test for TB called PPD (Purified Protein Derivative) and give the results to the Health Occupations Department Chairperson at Missoula Vocational Technical Center. In the event the test is positive the student must present a letter written by a physician to the Health Occupations Department Chairman stating that the student is under the physician's care and that the student can continue in the clinical portion of the training program.

Two (2) months following a student's exit (withdrawal, graduation or discontinued attendance) from the clinical portion of these programs, the student is required to repeat the same TB test to ascertain if the student contracted TB during the clinical phase of instruction. It is the responsibility of the exited student to provide the results of the second test to the Health Occupations Department Chairperson. If the student fails to satisfy this requirement, Missoula Vocational Technical Center assumes no liability.

Programs are filled on a first-come, first-served basis. Preference is given to full-time students in cases of enrollment limitation. Applications are considered for acceptance on the basis of the date the completed application is received by the Admissions/Registrar Office. Notification of receipt is forwarded on its arrival.

## ACCEPTANCE

Notification of one's acceptance will be sent when application requirements have been completed and an opening in the selected training program exists. Notification of acceptance will include other registration information. Applicants must make arrangements with the MVTC counseling office to take the pre-test for the desired training program. This test is mandatory and the purpose is to diagnose any problems an applicant might have in the areas of English and Math; it is not used to screen applicants. If the pre-test requirement is not satisfied the application will be considered inactive.

## PRE-TESTING AND THE PRE-VOCATIONAL PROGRAM

Pretesting of new students in all programs is required as part of the acceptance procedure.

These tests are diagnostic in nature and the test results are used to identify those students who may benefit from the prevocational/remedial instruction program. Participation in this program is of a voluntary nature.

## ORIENTATION

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

## LATE REGISTRATION

Students may not register after the fifth day of classes.

## LATE REGISTRATION FEE

Persons that do not register on the day(s) assigned for initial registration, will be charged a late registration fee.

## CORRESPONDENCE

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

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

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

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

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

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

## EXPENSES

### TUITION

Quarterly tuition is based on hours of attendance during the quarter. All tuition must be paid before registration can be completed and classes attended. The tuition schedule is:

<b>Montana Residents</b>	<b>Non-Residents</b>
1-60 hours of attendance ..... \$ 45.00	1-60 hours of attendance ..... \$131.25
61-120 hours of attendance ..... \$ 90.00	61-120 hours of attendance ..... \$262.50
121-180 hours of attendance ..... \$135.00	121-180 hours of attendance ..... \$393.75
181-360 hours of attendance ..... \$180.00	181-360 hours of attendance ..... \$525.00

If a student adds contact hours/credits following the initial registration process, additional tuition may have to be paid per the tuition schedule above.

## BOOKS

Students are required to purchase their own textbooks. Expenses for books have ranged between \$75 and \$135 each quarter, depending on the program.

## PERSONAL ITEMS REQUIRED

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

PROGRAM/OPTION	ITEM	APPROXIMATE COST
ACCOUNTING/BOOKKEEPING	Calculator	\$ 20.00
	Typing Supplies	\$ 5.00
	Total	\$ 25.00
BUSINESS DATA PROCESSING	None	—0—
COMBINATION WELDING	Welding Hood	\$ 25.00
	Welding Gloves	\$ 7.00
	Safety Glasses	\$ 6.00
	Welding Goggles	\$ 11.00
	Chipping Hammer	\$ 6.00
	Wire Brush	\$ 5.00
	Leather Jacket	\$ 60.00
	Lock	\$ 4.00
	Fabrication Material	\$120.00
	Total	\$244.00
COMMERCIAL FOOD PREPARATION	Two Uniforms	\$ 50.00
	Two Aprons	\$ 8.00
	Kitchen Work Shoes	\$ 40.00
	Chef Knife	\$ 21.00
	Miscellaneous	\$ 21.00
	Total	\$134.00
ELECTRONICS TECHNOLOGY	ET-3100 Experiment Kit	\$140.00
	Tools	\$ 35.00
	Miscellaneous	\$ 25.00
	Total	\$200.00
FASHION MERCHANDISING	Calculator	\$ 25.00
	Miscellaneous	\$ 20.00
	Total	\$ 45.00
FORESTRY TECHNOLOGY	Safety Glasses	\$ 7.00
	Hard Hat	\$ 8.00
	Field Boots	\$ 60.00
	Drawing Pens	\$ 20.00
	Leather Gloves	\$ 10.00
	Protractor	\$ 5.00
	Engineer's Scale	\$ 2.00
	Hearing Protection	\$ 6.00
	Calculator	\$ 25.00
	Foul Weather Clothing	Variable
	Hand Lens	\$ 6.00
	Total	\$152.00

PROGRAM/OPTION	ITEM	APPROXIMATE COST
HEAVY EQUIPMENT MECHANIC	Lock	\$ 4.00
	Coveralls (2 pairs)	\$ 50.00
	Safety Glasses	\$ 7.00
	Basic Tool Set	\$800.00
	Welding Goggles & Gloves	\$ 25.00
	Total	\$886.00
HEAVY EQUIPMENT OPERATION	Lock	\$ 4.00
	Coveralls (2 pairs)	\$ 50.00
	Safety Glasses	\$ 7.00
	Hearing Protection	\$ 9.00
	Hard Hat	\$ 7.00
	Leather Gloves	\$ 9.00
	Welding Goggles	\$ 8.00
	Welding Gloves	\$ 9.00
	Total	\$103.00
INFORMATION PROCESSING	None	—0—
PRACTICAL NURSING	Watch with Second Hand	\$ 25.00
	Two Uniforms	\$130.00
	Duty Shoes	\$ 45.00
	Stethoscope	\$ 25.00
	Name Tag	\$ 5.00
	White Hose	\$ 10.00
	Bandage Scissors	\$ 5.00
	Total	\$245.00
RETAIL MERCHANDISING	Calculator	\$ 25.00
RESPIRATORY THERAPY TECHNOLOGY	Watch with Second Hand	\$ 25.00
	Two Uniforms	\$130.00
	Duty Shoes	\$ 45.00
	Stethoscope	\$ 25.00
	Name Tag	\$ 5.00
	Total	\$230.00
SECRETARIAL		
Clerk Typist	Earphones	\$ 10.00
	Typing Supplies	\$ 20.00
	Total	\$ 30.00
General Secretary	Earphones	\$ 10.00
	Typing Supplies	\$ 30.00
	Total	\$ 40.00
Legal Secretary (Accounting Emphasis)	Calculator	\$ 20.00
	Earphones	\$ 10.00
	Typing Supplies & Procedures Manual	\$ 45.00
	Total	\$ 75.00
Legal Secretary (Shorthand Emphasis)	Earphones	\$ 10.00
	Typing Supplies & Procedures Manual	\$ 45.00
	Total	\$ 55.00

<b>PROGRAM/OPTION</b>	<b>ITEM</b>	<b>APPROXIMATE COST</b>
Medical Receptionist	Typing Supplies & Procedures Manual	\$ 20.00
	Total	\$ 20.00
Medical Secretary	Earphones	\$ 10.00
	Typing Supplies & Procedures Manual	\$ 25.00
	Total	\$ 35.00
Medical Transcriptionist	Earphones	\$ 10.00
	Typing Supplies & Procedures Manual	\$ 35.00
	Total	\$ 45.00
SMALL ENGINE MECHANIC	Lock	\$ 3.00
	Coveralls (2 pairs)	\$ 24.00
	Safety Glasses	\$ 6.00
	Basic Tool Set	\$550.00
	Multitester	\$ 38.00
	Welding Goggles	\$ 6.00
	Hearing Protection	\$ 2.00
	Welding Gloves	\$ 7.00
	Total	\$636.00
SURGICAL TECHNOLOGY	Duty Shoes	\$ 45.00
	Name Tag	\$ 5.00
	Total	\$ 50.00

### APPROXIMATE TOTAL COST

<b>PROGRAM/OPTION TITLE</b>	<b>TOTAL TUITION</b>	<b>BOOKS</b>	<b>SUPPLIES*</b>	<b>OTHER**</b>	<b>TOTAL COST***</b>
ACCOUNTING/BOOKKEEPING	\$ 720.00	\$310.00	\$ 25.00	—	\$1055.00
BUSINESS DATA PROCESSING					
Data Entry Operator	\$ 540.00	\$100.00	—	—	\$ 640.00
Data Entry/Computer Operator	\$ 720.00	\$120.00	—	—	\$ 840.00
Computer Operator/Programmer	\$1080.00	\$280.00	—	—	\$1360.00
COMBINATION WELDING	\$ 540.00	\$110.00	\$244.00	—	\$ 894.00
COMMERCIAL FOOD PREPARATION					
Dinner/First Cook	\$ 540.00	\$100.00	\$134.00	—	\$ 774.00
Kitchen Production Manager	\$1080.00	\$200.00	\$134.00	—	\$1414.00
ELECTRONICS TECHNOLOGY	\$1080.00	\$480.00	\$200.00	—	\$1760.00
FASHION MERCHANDISING	\$ 540.00	\$300.00	\$ 45.00	—	\$ 885.00
FORESTRY TECHNOLOGY	\$1080.00	\$600.00	\$152.00	—	\$1832.00
HEAVY EQUIPMENT MECHANIC	\$ 540.00	\$110.00	\$886.00	—	\$1536.00
HEAVY EQUIPMENT OPERATION	\$ 540.00	\$110.00	\$103.00	—	\$ 753.00
INFORMATION PROCESSING	\$ 720.00	\$350.00	—	—	\$1070.00
PRACTICAL NURSING	\$ 720.00	\$250.00	\$245.00	\$5/quarter	\$1235.00

<b>PROGRAM/OPTION TITLE</b>	<b>TOTAL TUITION</b>	<b>BOOKS</b>	<b>SUPPLIES*</b>	<b>OTHER**</b>	<b>TOTAL COST***</b>
RESPIRATORY THERAPY TECHNOLOGY	\$ 720.00	\$425.00	\$230.00	\$5/quarter	\$1395.00
RETAIL MERCHANDISING	\$ 540.00	\$300.00	\$ 25.00	—	\$ 865.00
SECRETARIAL					
Clerk Typist	\$ 540.00	\$250.00	\$ 35.00	—	\$ 820.00
General Secretary	\$ 900.00	\$360.00	\$ 45.00	—	\$1300.00
Legal Secretary (Accounting Emphasis)	\$1080.00	\$450.00	\$ 80.00	—	\$1605.00
Legal Secretary (Shorthand Emphasis)	\$1080.00	\$420.00	\$ 60.00	—	\$1555.00
Medical Secretary	\$ 900.00	\$320.00	\$ 40.00	—	\$1255.00
Medical Receptionist	\$ 540.00	\$240.00	\$ 25.00	—	\$ 800.00
Medical Transcriptionist	\$1080.00	\$335.00	\$ 50.00	—	\$1460.00
SMALL ENGINE MECHANIC	\$ 540.00	\$ 75.00	\$636.00	—	\$1251.00
SURGICAL TECHNOLOGY	\$ 540.00	\$270.00	\$ 50.00	\$5/quarter	\$ 875.00

\*The majority of supplies are purchased at the beginning of the first quarter.

\*\*This amount is payable on the day of registration, in addition to tuition.

\*\*\*These figures do not include out-of-state tuition.

ALL COSTS ARE SUBJECT TO CHANGE WITHOUT NOTICE.

## REFUNDS

The following tuition refund schedule shall apply to those students who complete the official withdrawal process in the approved manner.

<b>Time Allotment</b>	<b>Refund Percentage</b>
Withdrawal completed before classes begin	100%
Withdrawal completed during first week	50%
Withdrawal completed during second week	25%
Withdrawal completed after second week	0%

There is no tuition refund for a student that registers for a specific number of contact hours/credits and later reduces the number through the drop/add process.

## COUNSELING AND TESTING

Counselors are available to help students with academic and personal difficulties, administration and interpretation of personal and vocational tests, and life and career planning. Limited interest, mental ability, and aptitude tests are available on request from a counselor. Professional attitudes of Missoula Vocational Technical Center's counselors permit students to freely discuss their personal problems.

## FINANCIAL AID

Student financial aid is available at Missoula Vocational Technical Center via the following Federal and State programs for those students that meet the academic progress standards.

PELL GRANTS are a form of gift assistance available to undergraduate students enrolled on at least a half-time basis in a program of study lasting nine months or longer. Students may apply for a Pell Grant by completing the "Application for Federal Student Aid." After completing the application, students must present a valid Student Aid Report (SAR) to the Financial Aid Office before payment can be made. All students submitting a valid SAR will receive appropriate payments.



PELL Grant payments are disbursed quarterly to eligible students within the first week of each new quarter. A student receiving a disbursement under the PELL program must present to the Financial Aid Office an approved schedule of his/her classes for the quarter(s) that the grant will be disbursed. These class schedules will become a part of the student's permanent financial aid file. A student receiving his/her first disbursement of each academic year must sign an "Affidavit of Educational Intent" which states that money received will be spent to offset the student's educational costs and that if a student withdraws from classes before the end of a quarter, the student must repay the unused portion of that quarter's grant. Repayments are calculated on a daily basis by a method determined by the United States Commissioner of Education.

Students must reapply for a PELL Grant each academic year they attend school. PELL Grants may not exceed one-half the cost of attending the institution per year.

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

To determine financial eligibility, students must complete, submit and have on file with the Financial Aid Office, an ACT Family Financial Statement, a PELL Grant SAR, and an Affidavit of Educational Intent. Also, the student must submit a "Federal Income Tax Form 1040 or 1040-A." It generally takes four to six weeks for the FFS to be processed and returned to the MVTC Financial Aid Office. Prospective students should apply early for college work-study assistance.

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

The Financial Aid Officer will help eligible students to find employment in public, non-profit organizations. Students may work up to 20 hours per week while attending classes.

The SUPPLEMENTAL EDUCATION OPPORTUNITY GRANT PROGRAM is also a form of gift assistance that is awarded to eligible students.

Students wishing to apply for an SEOG must complete, submit and have on file with the Financial Aid Office a current ACT Family Financial Statement, a PELL Grant SAR, an Affidavit of Educational Intent, and a Federal Income Tax Form 1040 or 1040-A. The Financial Aid Office may ask you to submit other documents to help in the determination of financial need. It generally takes four to six weeks for the FFS to be processed and returned to MVTC's Financial Aid Office, so prospective students should apply early for SEOG assistance.

The Financial Aid Office assists students in this program on a first-come, first-served basis complying with Federal regulations by date of completed applications. Preference is also given to the students with the greatest financial need.

Students who receive a SEOG must also receive an equal amount of aid through the College Work Study Program or be matched by a PELL Grant. A student's SEOG is determined by the Financial Aid Office based on the student's need and the availability of money within that program at the institution. Need must be redetermined yearly.

GUARANTEED STUDENT LOAN PROGRAM enables students to borrow directly from a bank or other lending institution that makes loans.

Students may apply for a GSL by completing their portion and the school completing its portion of the GSL application and then submitting this form to a participating lending institution.

Unlike other forms of student aid at MVTC, the GSL is a form of aid that must be repaid.

THE STATE STUDENT INCENTIVE GRANT is a form of gift assistance that is awarded to eligible students.

Students wishing to apply for a SSIG must have on file with the Financial Aid Office a current ACT Family Financial Statement, a PELL Grant SAR, an Affidavit of Educational Intent, and a Federal Income Tax Form 1040 or 1040-A. The Financial Aid Officer may ask you to submit other documents to aid in the determination of your financial need. It generally takes four to six weeks for the FFS to be processed and returned to the Financial Aid Office. Prospective students should apply early for SSIG assistance.

The amount of a SSIG is determined by the Financial Aid Office based on the student's need and the availability

of money within the program. Need must be redetermined yearly.

APPLICATION PROCESS for all Federal and State financial aid programs may be obtained by contacting the Financial Aid Office in the Administration Building.

Applications for financial aid are submitted in the following manner:

PELL — Directly to PELL Grants.

ACT Multipurpose Application (for PELL Grant, SEOG, SSIG, and CWS) — Directly to ACT.

GSL — To Financial Aid Office and lending institution.

## **PLACEMENT SERVICE**

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

While every effort is made to assist students in securing employment, it should be understood that placement is not guaranteed and is influenced by the economy, occupational demand, student attitudes and academic records.

Some specific areas of assistance provided by the Placement Office include: information concerning employment opportunities with local, state, and federal agencies; contacts with employers identifying job openings; efforts to provide interviews with prospective employers; assistance with letters of applications, resumes, and application forms; and preparation and mailing of student placement folders.

MVTC students and alumni are encouraged to contact the Placement Office and set up a placement file. The placement file provides a ready reference for the placement officer.

While employment opportunities for Missoula Vocational Technical Center graduates are generally good, demand is stronger in some geographic areas than others. Relocation is often necessary to obtain satisfactory employment.

## **RESOURCE CENTER**

### **FACULTY**

**Steven Atkin;** B.A., 1972, M.Ed., 1976, University of Montana; at MVTC since 1982.

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

The Resource Center is a service center designed to assist the administration, staff, and students of MVTC in providing the best instructional materials and audio-visual hardware available for vocational-technical education. A satellite Resource Center is located in the Trade and Technology Building.

## **BASIC EDUCATION DEPARTMENT**

### **FACULTY**

**Susan Mielke;** B.A., 1958, University of Montana; M.Ed., 1978, Colorado State University; at MVTC since 1968.

**Mary Lory;** B.A., 1961, Whitman College; M.Ed., 1967, University of Montana; at MVTC since 1981.

The Basic Education Department provides basic education for students who have not yet finished the eighth grade; G.E.D. preparation; administration of G.E.D. examinations; assistance to students in completing class assignments; remedies for marginal academic deficiencies in areas directly related to course completion; special help for students with physical and mental handicaps; diagnostic testing, and their administration and follow-up in math and reading. Basic education assistance can be obtained by contacting Center personnel or a counselor.

## **HOUSING**

Though Missoula Vocational Center does not offer on-campus living facilities, and living arrangements are the responsibility of the student, housing is plentiful in Missoula. In addition, many MVTC students make arrangements with the University of Montana to room and board on the university campus. Please contact university housing for further information.

## **FOOD SERVICE**

A snack bar is in operation during breakfast and lunch hours in the Administration Building and the Trade and Technology Building.

## **HEALTH SERVICE**

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

## **BOOKSTORE**

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

1. Books purchased may be returned within two weeks after purchase for full amount, providing:
  - A. They are accompanied by a cash register sales slip.
  - B. There can be no writing in them; this includes signing one's name anywhere in the book.
  - C. The books must be in brand new condition.
2. Books purchased that are wrong for the class for which one has registered may be returned for full refund providing they meet the conditions of policy 1 A-C.
3. Books accepted for refund after two weeks from the date of purchase will be at fifty (50) percent of the purchase price.
4. Books in poor condition (with broken bindings, excessive underlining, missing pages, etc.) have no value and will not be bought back.
5. Only those books to be used again will be bought back.
6. All packets must be checked for missing parts within two days of purchase for a refund.
7. Temporary charges will not be made.
8. Bookstore hours will be posted.

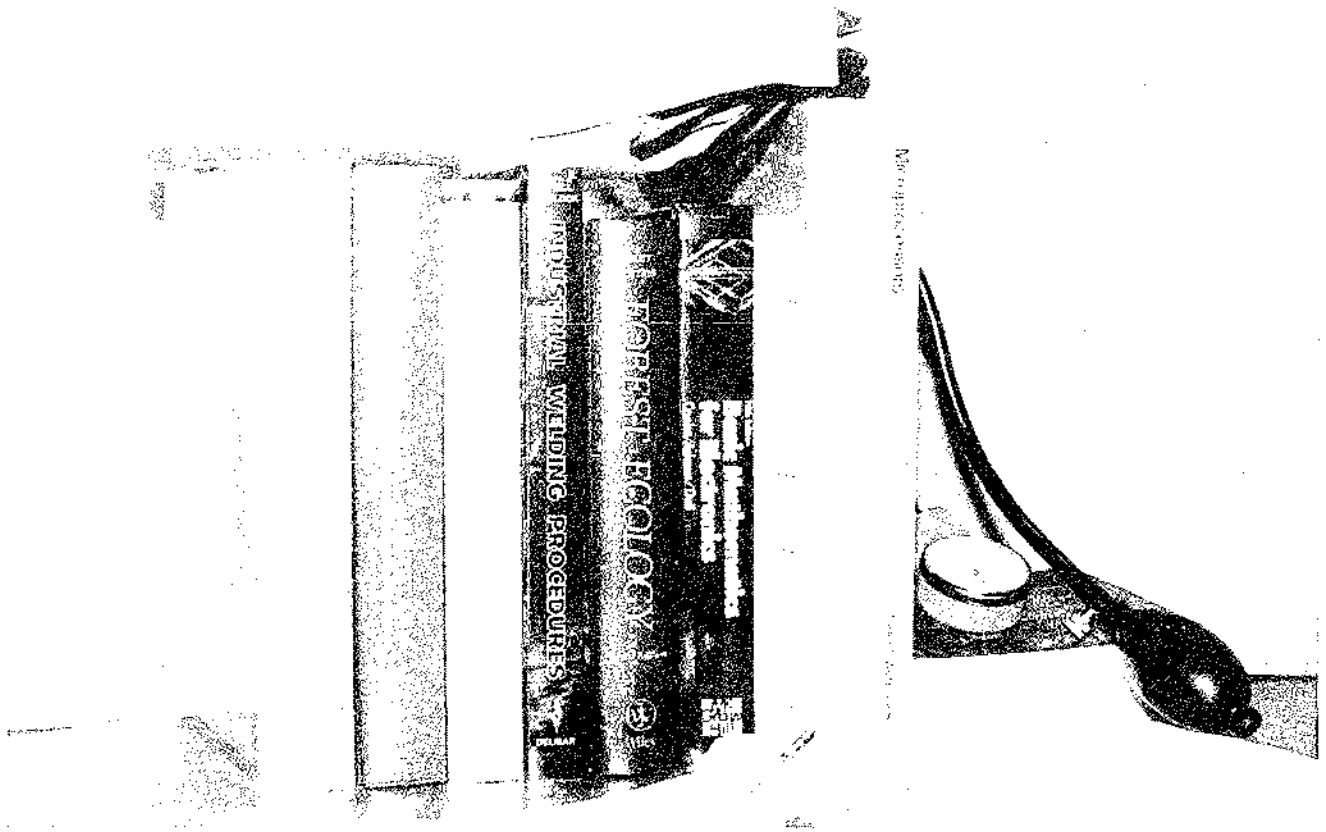
## **STUDENT RECORDS**

Procedures ensuring confidentiality and providing for student access to student files are established in compliance with the "Family Educational Rights and Privacy Act of 1974."

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

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

Additional information is provided in the "Students" section of this catalog.



## ACADEMIC POLICIES

### ATTENDANCE

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

The responsibility of making up work missed because of absence is the student's. Failure to complete scheduled course work may result in failure of the course.

### CREDIT EQUIVALENCY

Each course is evaluated by a system of credits related to time spent in class, laboratory or shop. Ordinarily, one credit is assigned for each ten hours of class, twenty hours of laboratory, or thirty hours of shop, scheduled per quarter.

### GRADING

The grading system includes the following options:

- A** — **Superior performance as it relates to achievement;**  
4 grade points per credit
- B** — **High degree of performance as it relates to achievement;**  
3 grade points per credit
- C** — **Adequate performance as it relates to achievement;**  
2 grade points per credit
- D** — **Minimum performance as it relates to achievement;**  
1 grade point per credit

- F** — **Achievement does not merit awarding credit;**  
0 grade points per credit
- X** — Denotes **failure to complete course work** because of excessive absenteeism or failure to withdraw properly;  
0 grade points per credit
- N** — **Termination.** Designates student failed to initially report and attend;  
0 grade points per credit
- I** — **Incomplete.** Given if course work is nearly, but not quite complete for an acceptable reason;  
No grade point value
- L** — **Listener;**  
No grade point value
- P** — **Pass.** Only awarded in Practicum, First Aid, Cooperative Work Experience, Independent Study and Clinical Experience courses;  
No grade point value
- NP** — **No Pass.** Only awarded in Practicum, First Aid, Cooperative Work Experience, Independent Study and Clinical Experience courses;  
No grade point value
- CH** — **Credit Challenged.** Testing indicates course content accomplished;  
No grade point value
- T** — **Credit Transferred.** Course work transferred from another post-secondary education institution;  
No grade point value
- W** — **Withdrawal.** Student initiated withdrawal;  
No grade point value

Faculty will assign and report all grades at each quarter's end. Only grades of "Incomplete," and grades assigned and/or recorded erroneously may be changed.

All students will be graded each quarter in attendance for all courses in which they are enrolled. Grades are posted on a student's transcript for each quarter in attendance. Copies of transcripts may be obtained from the Admissions/Registrar Office.

Students may leave a self-addressed, stamped envelope with the Admissions/Registrar Secretary if they want their end-of-quarter grades mailed to them, or they may pick up a copy of their grades in the Admissions/Registrar Office.

## INCOMPLETE

Once assigned, the grade "Incomplete" will remain on the student's transcript until the course is completed, at which time the new grade will replace that of "Incomplete."

Incompletes should be made up at one's earliest convenience.

A student wishing to make up an incomplete must make arrangements with the instructor who assigned the incomplete.

The student is not to register for the course; however, if the student has already registered for the course in which the incomplete was received, the student is to drop the course on a Drop/Add form.

A student that has made up an incomplete must obtain a grade change form from the Admissions/Registrar Office and present it to the instructor who assigned the incomplete.

The instructor will list the new grade on the grade change form, sign it, and return the form to the student.

The student must return the completed form to the Admissions/Registrar Office for processing.

At quarter's end the new grade will be posted on the student's grade transcript in the Admissions/Registrar Office.

## CHALLENGE

A student wishing to challenge a course must notify the instructor.

The instructor and department chairperson will decide if the challenge request is justified.

The student must register for the course to be challenged.

The challenge exam is administered by personnel from the department offering the course.

A student may challenge a particular course only one time.

A failed course may not be challenged.

The challenge must be completed prior to the deadline for course drops, in the event the challenge is unsuccessful and the student desires at that point to drop the course.

The instructor of the course will post a grade of **“CH”** denoting successful challenge on the appropriate grading roster at quarter’s end. The grade will in turn be posted on the student’s grade transcript in the Admissions/Registrar Office.

## TRANSFERRED WORK

Course work at a postsecondary institution that has been identified by the student as possible substitutions for specific Missoula Vocational Technical Center courses will be reviewed by a committee consisting of the Assistant Director, Admissions Officer/Registrar, and chairperson of the department that offers the course(s).

Any grade less than a **“C”**, or its equivalent, received for earlier course work will not be considered for transfer.

Any course work taken more than seven years prior to the transfer request will not be considered for transfer credit.

If it is determined that the course work will be substituted, a grade of **“T”** will be posted for each Missoula Vocational Technical Center course where substitution was approved.

The student wishing to request transfer credit must make arrangements to have the postsecondary institution from which the original course credit was received send an official grade transcript and a course description to the Missoula Vocational Technical Center Admissions/Registrar Office.

The student must initiate the transfer request with the Admissions/Registrar Office by obtaining and completing a course transfer request form.

The Admissions/Registrar Office will inform the student as to action taken on the transfer request.

If the student is registered in a course for which transfer has been approved, the student is to drop the course on a Drop/Add form by the deadline drop date.

If approved, a **“T”** grade will be posted on the student’s grade transcript at quarter’s end by the Admissions/Registrar Office.

## WITHDRAWAL

A student may initiate an official withdrawal from the institution. Forms are available in the Admissions/Registrar Office.

The student must sign and return the form to the Admissions/Registrar Office. Withdrawal grades will be recorded for courses in which the student is currently registered by the Admissions/Registrar Office.

A student wishing to officially withdraw must do so at least 15 class days prior to the end of the quarter.

If a student stops attending and does not properly withdraw, other grades will be recorded.



## **COURSE WAIVERS**

Consideration of course waivers is done on an individual basis.

Waivers will generally be approved only under circumstances in which a student has been unable to schedule a specific course during the student's tenure at MVTC, due to conditions created by Missoula Vocational Technical Center.

A course waiver form, available from the Admissions/Registrar Office, must be initiated by the student.

The Admissions/Registrar Office will then submit the form to the Assistant Director for action.

The Assistant Director will contact the chairperson of the department which offers the program in which the student is enrolled. The Department Chairperson will provide a recommendation as to approval/disapproval.

The Assistant Director will decide whether or not to approve the course waiver.

The Admissions/Registrar Office will inform the student as to action taken on the course waiver request.

The waived course will be noted on the student's grade transcript at quarter's end.

## **OUT-DATED COURSE WORK**

Courses completed at Missoula Vocational Technical Center will not satisfy program completion requirements if they have been taken more than seven years prior to program completion.

## **STUDENT PROGRESS STANDARDS**

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

### **GRADE POINT AVERAGE**

A student's level of academic performance is determined through the calculation of a grade-point-average (GPA). The total number of grade points is divided by the total number of credits that have a grade point value. Only "A", "B", "C", "D", "F", "X", and "N" grades will be used when computing grade point averages.

Grade points are not awarded for grades "I", "P", "NP", "CH", "L", "T", and "W". These grades more appropriately reflect a status of credits and are not in a true sense grades.

### **ACADEMIC PROGRESS**

All programs at Missoula Vocational Technical Center have specific course requirements to be completed for graduation. These courses are to be completed in a defined sequence; however, if Missoula Vocational Technical Center enrolls new students in a particular program more than one time during the same academic year, the sequence of course requirements may vary from group to group.

Each program is a certain number of quarters in length. A student should complete the program in the number of quarters listed; however, for a variety of reasons, some students may not keep to the time schedule. To ensure students progress at a reasonable rate of speed and at a reasonable level of achievement, academic progress standards are defined.

A student receiving a quarter grade point average of 0.00 (X's, N's, F's, or a combination of these) will be suspended. A student in this situation must contact the Admissions/Registrar Office regarding readmission procedures.

The first quarter a student does not receive a 2.00 grade point average, a warning that progress has been less than satisfactory will be issued. Corrective steps include, but are not limited to, counseling, advising a reduction in credit load, enrolling in a basic education class, tutoring, or possibly a change in program.

A student receiving less than a 2.00 grade point average for the second consecutive quarter will be placed on probation. A student on probation should seek assistance from the counseling staff in developing a plan of action aimed at improving progress. Students receiving financial aid under a "Title IV" Program, such as Pell Grant, Supplemental Grant, College Work Study, Guaranteed Student Loan, etc., become ineligible for such aid if they are on academic probation at Missoula Vocational Technical Center.

A student receiving less than a 2.00 grade point average for the third consecutive quarter will be suspended for a quarter before being considered for readmission. Readmission will be on a probationary status, requiring a 2.00 grade point average each subsequent quarter of enrollment.

A student failing to meet these standards will again be subject to suspension. Readmission must be initiated through the Admissions Officer/Registrar. Any future enrollment will be on a probationary status.

Should a student believe suspension from school was without cause or in a capricious manner, the student may file a grievance with the Admissions Officer/Registrar. The grievance procedure as outlined in the "Student Bill of Rights, Responsibilities and Conduct" section of this catalog shall be followed.

The above standards must be adhered to by all Missoula Vocational Technical Center students. Students receiving financial aid under a "Title IV" Program must adhere to additional academic progress standards.

Title IV recipients must complete certificate requirements within a specific amount of time if they are to remain eligible. This amount of time is double the program length as stated in the catalog. For example, the Clerk Typist program is listed as being three quarters in length, therefore, Title IV Aid recipients will have six quarters to complete this program. Consecutive quarter attendance is not mandatory and in many cases, not possible, i.e., summer quarter for most programs.

Title IV Aid recipients will undergo academic progress evaluations at the end of every three academic quarters in attendance. They shall have completed the minimum course work to remain eligible to receive Title IV financial aid.

The minimum course work is defined as the percentage of course work represented by the number of increments (3 quarters = 1 increment) completed compared to the maximum time frame set by Missoula Vocational Technical Center. For example, the maximum time frame allowed to complete the Clerk Typist program is six quarters. Title IV Aid recipients will have to successfully complete one-half of the work required for the Clerk Typist Certificate by the end of the third quarter.

If a Title IV student enrolls and then officially withdraws, that quarter will not count as part of the maximum time allowance for program completion.

## **DROP/ADD**

Students may drop courses during the first 25 days of the course if the course is a full-quarter course, or the first 15 days of the course if the course is a half-quarter course.

Drop/Adds are permissible up to mid-quarter for the purpose of changing sections of the same course.

Drop/Adds may be permitted after the deadline date in cases of extreme need and must be initiated through the Admissions/Registrar Office.

Courses being dropped or added must be approved by the Admissions/Registrar Office. Drop/Add forms are available from the Admissions/Registrar Office.

Incomplete and/or incorrect Drop/Adds will not be processed.

## **STUDENT INFORMATION CHANGE**

A change in any information listed below will necessitate the use of a change form by the student involved:

- |                   |                        |
|-------------------|------------------------|
| <b>1. Address</b> | <b>3. Name</b>         |
| <b>2. Program</b> | <b>4. Phone Number</b> |

Change forms are available in the Admissions/Registrar Office and should be returned to the Admissions/Registrar Office by the student.

## **PROGRAM OPTION TRANSFERS**

It is the policy of Missoula Vocational Technical Center to allow students to transfer from one program option to another.

Currently enrolled students wishing to transfer from one program to another (includes program options) must complete a new MVTC application specifying the program choice. The application must be submitted to the Admissions/Registrar Office for consideration. The date the application is received by the Admissions/Registrar Office determines the applicant's priority for acceptance. All students wishing to change programs must receive prior approval from the Admissions Officer/Registrar.

## **REQUIREMENTS FOR COMPLETION/GRADUATION**

All students enrolling at MVTC have specific course requirements to complete for graduation. The courses listed in the current catalog at the time of enrollment are those the student must complete.

If a student transfers to another program, the course requirements for that program listed in the current catalog at the time of transfer must be completed.

If a student discontinues attendance, other than the normal summer quarter break for specified programs, the course requirements listed in the current catalog at the time of the student's return must be completed.

On occasion, current program course requirements will be modified. When this occurs the student may complete either the old program requirements or the new program requirements. In the event previously required courses are no longer offered, the student may substitute similar courses or request course waivers, whichever is deemed most appropriate by the Admissions Officer/Registrar.

## **CERTIFICATE OF COMPLETION**

In order to receive a Certificate of Completion, a student must have passed all required courses. In addition, a grade point average of 2.00 in required courses is necessary.

Students fulfilling completion requirements for a program must submit an Application for Certificate during their last quarter of enrollment. This form is available from the Admissions/Registrar Office.

Students neglecting to submit this application to the Admissions/Registrar Office will not receive a certificate.

## **GRADUATION CEREMONY**

A formal graduation exercise is held near the end of spring quarter of each year to recognize and honor those students who have completed program requirements the previous summer, fall or winter quarters and those who expect to complete program requirements at the end of spring quarter. Those students wishing to participate in the graduation ceremony should contact the Admissions/Registrar Office the first part of spring quarter.

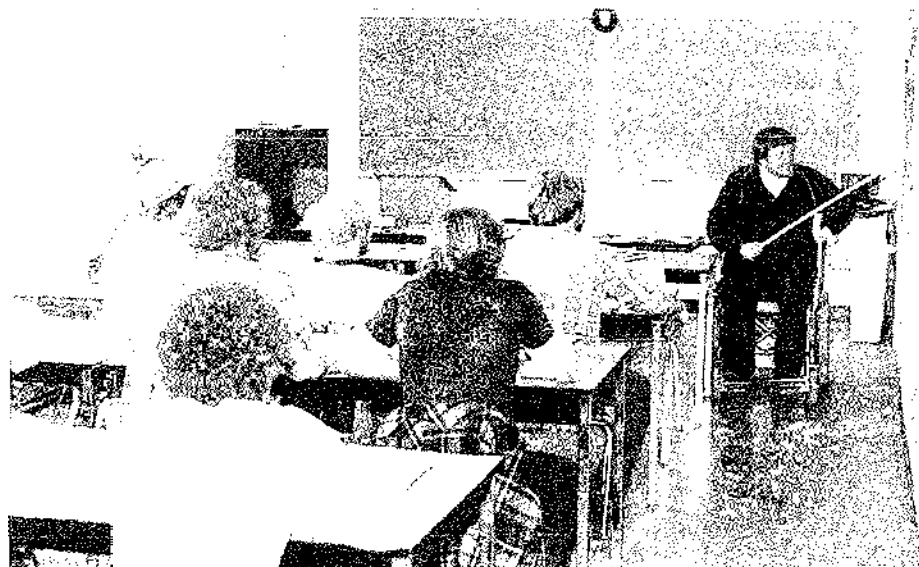
## **COURSE REPEAT**

Courses may be repeated to increase one's knowledge and/or grade point average. The grade and grade point value for the repeat course will replace the earlier grade and grade point value. The grade and accompanying information for the repeat course will be posted on the student's grade transcript for the quarter during which the repeat course was completed. Record of the earlier attempt will be deleted from the transcript.

Students wishing to repeat a course must receive prior approval from the Admissions Officer/Registrar. A Course Repeat form, available in the Admissions/Registrar Office, must be completed by the student wishing to repeat a course. If the Course Repeat form is not properly completed and submitted, the grades and accompanying information for both course attempts will be posted on the student's grade transcript.

# PROGRAM OFFERINGS

## GENERAL AND RELATED EDUCATION



This department provides services to students enrolled in all other programs offered at the institution. Primary emphasis is providing enrollees from other programs the general education background needed to secure employment and succeed within their chosen programs and occupations. Specific goals are:

1. To provide instruction in communication and mathematical skills required by students for successful completion of their chosen occupational programs.
2. To provide instruction in job seeking and retention skills to students from all occupational programs.
3. To provide selected students with academic skills, study skills, and career information necessary for successful completion, prior to their regular courses of study.

## FACULTY

**Bruce Blattner**; B.A., 1972, M.A., 1974, University of Montana; 7 yrs. related work experience; at MVTC since 1973.

**Ed Moore**; B.A., 1976, University of Montana; 9 yrs. related work experience; at MVTC since 1977.

**James Wenderoth**; B.S., 1971, East Carolina University; M.Ed., 1981, University of Montana; 1 yr. related work experience; at MVTC since 1978.

COURSE NO.	COURSE TITLE	HOURS	CREDITS
0805	Technical Writing .....	50	5
0810	Communication Techniques .....	50	3
0815	Human Relations .....	25	2
0816	Job Prep .....	25	2
0830	Basic Communications .....	50	0
0840	Basic Mathematics .....	50	0
0842	Applied Mathematics .....	25	2
0850	Prevocational Mathematics .....	25	0
0855	Prevocational Reading .....	25	0
0860	Prevocational Study Skills .....	25	0
0865	Prevocational Communications .....	25	0
0870	Prevocational Self Assessment and Career Counseling .....	25	0

## COURSE DESCRIPTIONS

### 0805 TECHNICAL WRITING

Hours: 50 Credits: 5  
Prerequisite(s): None.

An introduction to technical writing; including writing lab reports, letters, and research papers. There will be an emphasis on the use of clear, correct, straightforward language in writing, and on the correct use and placement of graphs and tables to enhance reader understanding.

### 0810 COMMUNICATION TECHNIQUES

Hours: 50 Credits: 3  
Prerequisite(s): None.

This course is designed to help entry-level employees improve their understanding of, and skill in, the forms of communication most critical to their growth and success on the job. An introduction to interpersonal and organizational communication theory is presented.

### 0815 HUMAN RELATIONS

Hours: 25 Credits: 2  
Prerequisite(s): None.

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

### 0816 JOB PREP

Hours: 25 Credits: 2  
Prerequisite(s): None.

This course is designed to assist the student in acquiring the skills needed to locate, obtain, and retain a job. Topics covered include identification of transferable skills and employment values, designing and creating contemporary resumes and letters, completing job applications and interview techniques.

### 0830 BASIC COMMUNICATIONS

Hours: 50 Credits: 0  
Prerequisite(s): 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.

### 0840 BASIC MATHEMATICS

Hours: 50 Credits: 0  
Prerequisite(s): None.

A course designed to provide an introduction and/or a review of the fundamentals of mathematics including whole numbers, fractions, decimals and percents.

### 0842 APPLIED MATHEMATICS

Hours: 25 Credits: 2  
Prerequisite(s): None.

A course designed to provide an introduction and/or review of mathematical concepts needed for successful completion of specialized math courses within individual programs.

### 0850 PREVOCATIONAL MATHEMATICS

Hours: 25 Credits: 0  
Prerequisite(s): None.

A course designed to introduce, review, and/or develop fundamental mathematical concepts. The concepts required by specific programs vary according to entry level requirements and successful program completion.

### 0855 PREVOCATIONAL READING

Hours: 25 Credits: 0  
Prerequisite(s): None.

A course designed to measure and upgrade reading skills to a minimum level that is required by the specific programs. Reading activities are directly related to materials the student will use in course work and practical work experience.

### 0860 PREVOCATIONAL STUDY SKILLS

Hours: 25 Credits: 0  
Prerequisite(s): None.

A presentation of the skills needed to be developed by the student for successful study. Course includes an overview of study management, study reading, notetaking skills, listening skills, memory utilization, and test taking techniques.

### 0865 PREVOCATIONAL COMMUNICATIONS

Hours: 25 Credits: 0  
Prerequisite(s): 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. Course content varies according to program needs.

### 0870 PREVOCATIONAL SELF-ASSESSMENT AND CAREER COUNSELING

Hours: 25 Credits: 0  
Prerequisite(s): None.

A course providing individual and group counseling sessions dealing with school related problems and the forming of realistic occupational goals. Attitudes, aptitudes, interests, values, and alternatives to existing career goals will be explored. Student achievement in other prevocational courses is reviewed and discussed weekly to give the student a measure of their individual progress.

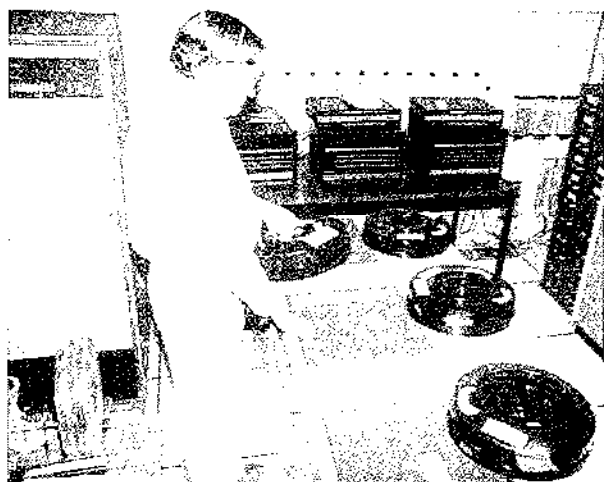
## ACCOUNTING/ BOOKKEEPING

Bookkeepers assist in maintaining the financial records of an establishment. They verify source documents, journalize transactions, post to ledgers, complete trial balances, worksheets and financial statements, and close books. They are involved with payroll, control accounting, decision making, and statement analysis. Bookkeepers also use the computer for inputting data to create accounting records and statements. They follow generally accepted accounting principles and apply them to sole proprietorships, partnerships, and corporations.



**FACULTY** See Secretarial.**Length of Program — 4 Quarters**

<b>COURSE NO.</b>	<b>COURSE TITLE</b>	<b>HOURS</b>	<b>CREDITS</b>
0810	Communication Techniques .....	50	3
0815	Human Relations .....	25	2
0816	Job Prep .....	25	2
0842	Applied Math .....	25	2
1501	Introduction to Business Computers .....	50	4
2503	Principles of Business .....	50	5
2535	Business Law .....	50	4
7002	Calculators in Business .....	50	3
7005	Filing .....	50	3
7011	Business Communications .....	50	4
7014	Keyboard Typing .....	50	2
7015	Typing I .....	50	3
7030	Computer Accounting Systems .....	50	3
7032	Accounting I .....	50	4
7033	Accounting II .....	50	4
7034	Accounting III .....	50	4
7035	Cost Accounting .....	50	4
7036	Income Tax .....	25	2
7037	Accounting Applications I .....	50	2
7038	Accounting Applications II .....	50	2
7039	Cost Accounting Applications .....	50	2
7075	Office Procedures .....	50	3
7076	Model Office .....	50	2

**COURSE DESCRIPTIONS** See Secretarial.**BUSINESS  
DATA PROCESSING**

Data Entry Operators transcribe alphabetic and numeric data from course material onto magnetic disks or diskettes by using data entry machines similar in operation to electric typewriters or desk calculators. Once the data has been submitted for initial processing by electronic data processing equipment, data entry operators use print-outs or display terminals to detect and correct errors.

Computer Operators monitor and control electronic data processing equipment with the aid of operating instructions (run book) and manufacturer-supplied manuals. They schedule jobs, supervise data flow, balance reports against audit controls, maintain log books, and inventory computer supplies.

Programmers analyze business problems and needs; prepare flow charts for solutions to problems; write detailed instructions called "programs" in specific computer languages; create test data for "debugging" programs; write data entry and/or computer instructions for the execution of programs; and work with users in implementing procedures for successful, continuing program execution.

**FACULTY**

**Ann Shippee-Brenner;** B.A., 1965, Albion College; M.Ed., 1970, Temple University; 8 yrs. related work experience; at MVTC since 1979.

**Bruce Moyer;** B.S., 1966, Eastern Oregon College; M.B.A., 1970, University of Montana; 2 yrs. related work experience; at MVTC since 1971.

**Rhonda Tabish;** Certificate, 1974, Missoula Vocational Technical Center; 4 yrs. related work experience; at MVTC since 1981.



## **DATA ENTRY OPERATOR**

**Length of Program — 3 Quarters**

<b>COURSE NO.</b>	<b>COURSE TITLE</b>	<b>HOURS</b>	<b>CREDITS</b>
0815	Human Relations .....	25	2
0816	Job Prep .....	25	2
0842	Applied Mathematics .....	25	2
1505	Principles of Data Processing .....	50	5
1510	Data Entry I .....	100	5
1511	Data Entry II .....	50	3
1591	Practicum .....	100	3
2503	Principles of Business .....	50	5
7002	Calculators in Business .....	50	3
7005	Filing .....	50	3
7011	Business Communications .....	50	4
7012	Word Processing I .....	25	1
7014	Keyboard Typing .....	50	2
7015	Typing I .....	50	3
7016	Typing II .....	50	3
7027	Secretarial Accounting .....	50	3

## **DATA ENTRY/COMPUTER OPERATOR**

**Length of Program — 4 Quarters**

<b>COURSE NO.</b>	<b>COURSE TITLE</b>	<b>HOURS</b>	<b>CREDITS</b>
0815	Human Relations .....	25	2
0816	Job Prep .....	25	2
0841	Applied Mathematics .....	25	2
1504	Data Processing Mathematics .....	50	4
1505	Principles of Data Processing .....	50	5
1510	Data Entry I .....	100	5
1511	Data Entry II .....	50	3
1521	BASIC .....	50	4
1542	Computer Operations .....	100	8
1591	Practicum .....	100	3
2503	Principles of Business .....	50	5
7002	Calculators in Business .....	50	3
7005	Filing .....	50	3
7011	Business Communications .....	50	4
7012	Word Processing I .....	25	1
7014	Keyboard Typing .....	50	2
7015	Typing I .....	50	3
7016	Typing II .....	50	3
7031	Payroll Accounting .....	25	1
7032	Accounting I .....	50	4

## **COMPUTER OPERATOR/PROGRAMMER**

**Length of Program — 6 Quarters**

<b>COURSE NO.</b>	<b>COURSE TITLE</b>	<b>HOURS</b>	<b>CREDITS</b>
0805	Technical Writing .....	50	5
0815	Human Relations .....	25	2
0816	Job Prep .....	25	2
0842	Applied Mathematics .....	25	2
1502	Data Processing Mathematics .....	50	4
1505	Principles of Data Processing .....	50	5
1509	Data Entry Methods .....	25	2
1521	BASIC .....	50	4
1522	Advanced BASIC .....	100	7
1523	COBOL .....	100	7

1524	Advanced COBOL .....	100	7
1525	RPG II .....	100	7
1526	Advanced RPG II .....	100	7
1528	Advanced Computer Techniques .....	100	7
1542	Computer Operations .....	100	8
1593	Applied COBOL .....	100	3
1594	Applied RPG II .....	100	3
1595	Applied BASIC .....	100	3
2503	Principles of Business .....	50	3
7002	Calculators in Business .....	50	3
7014	Keyboard Typing .....	50	2
7015	Typing I .....	50	3
7031	Payroll Accounting .....	25	1
7032	Accounting I .....	50	4
7033	Accounting II .....	50	4

## COURSE DESCRIPTIONS

### 0805 TECHNICAL WRITING

Hours: 50 Credits: 5

Prerequisite(s): None

An introduction to technical writing; including writing lab reports, letters, research papers. There will be an emphasis on the use of clear, correct, straightforward language in writing, and on the correct use and placement of graphs and tables to enhance reader understanding.

### 0810 COMMUNICATION TECHNIQUES

Hours: 50 Credits: 3

Prerequisite(s): None.

This course is designed to help entry-level employees improve their understanding of, and skill in, the forms of communication most critical to their growth and success on the job. An introduction to interpersonal and organizational communication theory is presented.

### 0815 HUMAN RELATIONS

Hours: 25 Credits: 2

Prerequisite(s): None.

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

### 0816 JOB PREP

Hours: 25 Credits: 2

Prerequisite(s): None.

This course is designed to assist the student in acquiring the skills needed to locate, obtain, and retain a job. Topics covered include identification of transferable skills and employment values, designing and creating contemporary resumes and letters, completing job applications and interview techniques.

### 0842 APPLIED MATHEMATICS

Hours: 25 Credits: 2

Prerequisite(s): None.

A course designed to provide an introduction and/or review of mathematical concepts needed for successful completion of specialized math courses within individual programs.

### 1501 INTRODUCTION TO BUSINESS COMPUTERS

Hours: 50 Credits: 4

Prerequisite(s): 7014.

An introduction to computers from the user standpoint. An application is followed from the creation of input to the interpretation of output. Modern concepts of transaction-oriented processing with related appropriate vocabulary are stressed along with some hands-on experience.

### 1502 DATA PROCESSING MATH

Hours: 50 Credits: 4

Prerequisite(s): 1505 or concurrent.

Presentation of the principles and development of numeric and logic skills for the needs of business-oriented data processing students. Exercising the students' minds to think in terms of these principles. Illustrate and describe fundamental business problems together with descriptive terms commonly used with such problems. Presentation of elementary concepts in business-oriented problem solving by computer.

### 1505 PRINCIPLES OF DATA PROCESSING

Hours: 50 Credits: 5

Prerequisite(s): None.

An introduction to the field of data processing including history, terminology, basic concepts, unit records systems, multiprocessing systems, programming, current developments, implications and applications.

### 1509 DATA ENTRY METHODS

Hours: 25 Credits: 2

Prerequisite(s): 1522.

Designed to provide computer operators and programmers with a thorough understanding of the responsibilities and duties of data entry functions in data processing installations. Students will be provided hands-on experience using card, diskette, and on-line equipment. Minimum course requirements will necessitate demonstration of working knowledge of all equipment, program construction, and proper data entry techniques.

### 1510 DATA ENTRY I

Hours: 100 Credits: 5

Prerequisite(s): Concurrent with 7014 and 1505.

Designed to provide the student with a thorough understanding of responsibilities and duties of data entry operation in a data processing installation. Students will be provided hands-on experience using card, on-line, and diskette data entry and verification equipment. Minimum course requirements will necessitate preparation of programs for the various equipment and entering data at a rate of at least 8,000 keystrokes per hour. Emphasis is on speed and accuracy.

### 1511 DATA ENTRY II

Hours: 50 Credits: 3

Prerequisite(s): 1510.

In-depth training in advanced data entry techniques and preparation of the student for a job as a data entry operator. The student will be provided hands-on experience with numerous job applications using various data entry techniques and equipment. Emphasis is on production capability. The student will be provided knowledge of data entry concepts, use of computers in business, data entry systems and procedures, and preparation for a career in data processing.

**1521 BASIC**

Hours: 50 Credits: 4  
Prerequisite(s): 1502 or concurrent.

Introduction to problem solving through the use of the computer, using the BASIC language. Provide an insight as to the applications of the computer systems, its basic logic and arithmetic process.

**1522 ADVANCED BASIC**

Hours: 100 Credits: 7  
Prerequisite(s): 1521.

Introduction to the unique features such as file structure and organization of the disc operating system for the particular computer that students will be working with.

**1523 COBOL**

Hours: 100 Credits: 7  
Prerequisite(s): 1522.

Applications of computers in business data processing using the program language COBOL. Emphasis is on the logic of this language and use of the "structured approach."

**1524 ADVANCED COBOL**

Hours: 100 Credits: 7  
Prerequisite(s): 1523.

A continuation of COBOL programming. Emphasis is on such concepts as tables, multifile handling, and modular techniques. Simulated business application will be programmed preparing the student for employment as a COBOL programmer.

**1525 RPG II**

Hours: 100 Credits: 7  
Prerequisite(s): 1522.

Basic methods and procedures for programming a computer using RPG II (Report Program Generator) are presented with typical business applications. Emphasis is placed on the logic of the language and how it compares with other languages.

**1526 ADVANCED RPG II**

Hours: 100 Credits: 7  
Prerequisite(s): 1525.

A continuation of RPG II programming. Emphasis will be placed on advanced RPG II programming techniques. Such concepts as table array handling, exception output, multifile processing, and interactive programming will be stressed. Simulated business applications will be programmed, preparing the student for employment as an RPG II programmer.

**1528 ADVANCED COMPUTER TECHNIQUES**

Hours: 100 Credits: 7  
Prerequisite(s): 1523 or 1525.

Presentation of system analysis and application design techniques. Illustration of classical data manipulation concepts. Actual systems design of a simulated business will take place as far as planning, input design, output design, and file descriptions, along with analysis of what programs would need to be written.

**1542 COMPUTER OPERATIONS**

Hours: 100 Credits: 8  
Prerequisite(s): 1505.

Extended orientation to the hardware functions and operations of a modern generation computer, and a detailed introduction to the MPE operating system and its use by a computer operator. Hands-on operation and actual computer observation will be emphasized to afford students a realistic situation. Emphasis is placed on providing students with the knowledge and techniques necessary to effectively utilize the various essential hardware devices and disc systems software options.

**1591 PRACTICUM**

Hours: 100 Credits: 3  
Prerequisite(s): Consent of instructor.

Practicum is designed to bring greater relevancy to formal instruction through alternative job-like experiences.

**1593 APPLIED COBOL**

Hours: 100 Credits: 3  
Prerequisite(s): 1523, concurrent with 1524.

Provides a job-like experience which attempts to bring greater relevancy to the formal instruction in the COBOL programming language.

**1594 APPLIED RPG II**

Hours: 100 Credits: 3  
Prerequisite(s): 1525, concurrent with 1526.

Provides a job-like experience which attempts to bring greater relevancy to the formal instruction in the RPG II programming language.

**1595 APPLIED BASIC**

Hours: 100 Credits: 3  
Prerequisite(s): 1522.

Provides a job-like experience which attempts to bring greater relevancy to the formal instruction in the BASIC programming language.

**2503 PRINCIPLES OF BUSINESS**

Hours: 50 Credits: 5  
Prerequisite(s): None.

Introduction to the area of business including the nature and changing environment of business, business ownership, marketing management, finance, pricing, and forecasting for the future.

**7002 CALCULATORS IN BUSINESS**

Hours: 50 Credits: 3  
Prerequisite(s): 0842.

The study and practice of electronic printing and display calculators and their applications to business mathematics. The student will learn basic machine operations including the touch method, determining costs, pricing, profit, wholesaling, interest, and consumer credit. These machine and business math skills are a necessary component in today's office.

**7005 FILING**

Hours: 50 Credits: 3  
Prerequisite(s): None.

Instruction in the safe and systematic arrangement and storage of materials so they can be located quickly and easily. Emphasis is placed upon a thorough knowledge of the rules for alphabetic filing with additional practice in geographic, numeric, and subject filing. Charge-out, transfer, and storage controls are covered; micrographics and equipment are discussed.

**7011 BUSINESS COMMUNICATIONS**

Hours: 50 Credits: 4  
Prerequisite(s): None.

A presentation of spelling, grammar, and punctuation principles needed in business writing, including techniques such as the use of sentence structure, transitions, phrases, and clauses. Skills involved in business correspondence, specifically, sales letters, letters of acceptance and refusal, routine business communications, and memos are developed.

**7012 WORD PROCESSING I**

Hours: 25 Credits: 1  
Prerequisite(s): 1501.

Word Processing I is a word processing package utilizing direct screen editing through the terminal edit keys, immediate display of formatted text, and clear diagnostics for error conditions. Emphasis is on a thorough understanding of CRT operation, as well as speed and accuracy.

**7014 KEYBOARD TYPING**

Hours: 50 Credits: 2  
Prerequisite(s): None.

This course is designed to teach the basic operation of a typewriter, the complete alphabet, number and system keyboard, basic centering, and build speed and accuracy on paragraph material.

**7015 TYPING I**

Hours: 50 Credits: 3

Prerequisite(s): 7014.

Typing I consists of 50 hours of classroom work. Ten hours of classroom time is devoted to drills and timings. The course includes the following: (1) care and operation of the typewriter; (2) alphabetic and number drills; (3) basic letters, tables, manuscripts, and forms; (4) corrections; (5) multiple copies.

**7016 TYPING II**

Hours: 50 Credits: 3

Prerequisite(s): 7015.

Typing II consists of 50 hours of classroom work. Ten hours of classroom time is devoted to drills and timings. The course includes the following: (1) various types and formats for different business forms; (2) manuscripts; (3) rules and boxed tables; (4) financial statements; (5) letters; (6) emphasis on building higher speed and accuracy.

**7027 SECRETARIAL ACCOUNTING**

Hours: 50 Credits: 3

Prerequisite(s): None.

This course will provide the student with an introduction to double-entry accounting with an emphasis on service businesses. It contains entry analysis, journalizing, posting, trial balance, worksheet, financial statements and closing procedures. A variety of practice sets provide experiences related to the student's program.

**7031 PAYROLL ACCOUNTING**

Hours: 25 Credits: 1

Prerequisite(s): 7032.

Payroll Accounting introduces the students to payroll records utilized in business, as well as to laws governing the elements of payroll. A comprehensive payroll project is done using current rates.

**7032 ACCOUNTING I**

Hours: 50 Credits: 4

Prerequisite(s): None.

Basic double-entry accounting is introduced. Emphasis on analysis, journalizing, posting, trial balance, worksheet, financial statements and closing procedures. Includes accruals, deferrals, accounting systems and cash control. A practice set is completed, and integrated accounting on microcomputers is introduced.

**7033 ACCOUNTING II**

Hours: 50 Credits: 4

Prerequisite(s): 7032.

An expansion of Accounting I involving receivables, inventories, plant and intangible assets, expanded liabilities, price level changes, and concepts and principles. Partnerships, corporations, long-term liabilities and investments together with consolidated statements and other reports complete the course. A practice set is done; also projects on the microcomputer.

## COMBINATION WELDING

The welding industry is diverse, encompassing manufacturing, fabrication, and construction. Persons employed in the welding industry can and would be expected to lay out lengths, hole locations, angles, etc. according to blueprints and specifications. Using a variety of tools, they prepare materials prior to welding. Using a variety of welding processes they apply the proper filler metal, frequently in accordance with national standards or governing agencies. Related activities include testing and inspection of welded assemblies and/or welds; repair of welds; repair of welded assemblies; welding, finishing and grinding.



## FACULTY

**Robert Shook;** B.A., 1971, University of Northern Colorado; 8 yrs. related work experience; at MVTC since 1979.

### Length of Program — 3 Quarters

COURSE NO.	COURSE TITLE	HOURS	CREDITS
0815	Human Relations .....	25	2
0816	Job Prep .....	25	2
2004	Welding Metallurgy .....	50	5
2005	Welding I .....	200	7
2006	Welding II .....	200	9
2007	Welding III .....	200	9
2010	Blueprint Reading .....	100	5
2011	Layout .....	50	4
2015	Machine Shop .....	50	2
2020	Trade Math .....	50	5

## COURSE DESCRIPTIONS

### 0815 HUMAN RELATIONS

Hours: 25 Credits: 2

Prerequisite(s): None.

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

### 0816 JOB PREP

Hours: 25 Credits: 2

Prerequisite(s): None.

This course is designed to assist the student in acquiring the skills needed to locate, obtain, and retain a job. Topics covered include identification of transferable skills and employment values, designing and creating contemporary resumes and letters, completing job applications and interview techniques.

### 2004 WELDING METALLURGY

Hours: 50 Credits: 5

Prerequisite(s): None.

Covers the manufacture of iron and steel, along with physical and mechanical properties of steel. Heat treating of carbon steel and the effects of heating and cooling on low, medium, and high carbon steel when welding. Welding techniques of cast iron.

### 2005 WELDING I

Hours: 200 Credits: 7

Prerequisite(s): None.

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

### 2006 WELDING II

Hours: 200 Credits: 9

Prerequisite(s): 2005.

Continuation of Welding I, with S.M.A.W. The necessary procedures and experiences needed for successful welding of plate and pipe to American Society of Mechanical Engineers specifications. Theory and practice of gas metal arc welding and gas tungsten arc welding on steel, aluminum, and stainless steel.

### 2007 WELDING III

Hours: 200 Credits: 9

Prerequisite(s): 2006.

Continuation of Welding II. Application and use of correct welding procedures utilizing the process of S.M.A.W., G.M.A.W., G.T.A.W., S.A.W. (submerged arc welding), FCAW (flux core arc welding), and includes thermal cutting processes, plasma arc cutting (PAC) and air carbon arc cutting (AAC). Welding experience will be gained from welding coupons, welding projects from industry and instructor-approved student projects. Instruction will be given in correct and economic use of materials and equipment with appropriate layout and fabrication procedures.

### 2010 BLUEPRINT READING

Hours: 100 Credits: 5

Prerequisite(s): None.

Practical experience in reading and drawing orthographic projections, interpreting dimensions, notes, scales, and welding symbols. Shop sketches of isometric projection (pictorial), also drawing sections and auxiliary views.

### 2011 LAYOUT

Hours: 50 Credits: 4

Prerequisite(s): 2010.

Encompasses layout on material of various shapes utilizing blueprints, and practical layout techniques on pipe using contour markers along with review of geometric construction. Computation of appropriate costs is included.

### 2015 MACHINE SHOP

Hours: 50 Credits: 2

Prerequisite(s): None.

Instruction in the safe use of hand tools, the drill press, horizontal and vertical band saws, metal lathe, and milling machine. Instruction in drills and drilling, threading, basic lathe and milling machine operations.

### 2020 TRADE MATH

Hours: 50 Credits: 5

Prerequisite(s): None.

The basic mathematical functions of whole numbers, fractions, and decimals; basic operations with percents; applied geometry, perimeter, area, volume, capacity, welding layouts, and basic algebra.

## COMMERCIAL FOOD PREPARATION

A Dinner/First Cook is one who must be experienced in a variety of cooking methods and techniques as well as in food theory, preparation, and presentation. They prepare, cook, store, and present a variety of foods including stocks, soups, sauces, meats, seafood, vegetables, starches, salads, and dressings from raw and commercially prepared products. Also, storeroom and dining room procedures, sanitation, and care and use of equipment are additional duties.

A Kitchen Production Manager's responsibilities are in the areas of purchasing, preparation and cooking foods, along with supervising, planning menus, cost controls, and participating in managerial decisions.



## FACULTY

**Anthony Marko;** B.A., 1974, University of Montana; A.O.S., 1976, Culinary Institute of America; 9 yrs. related work experience; at MVTC since 1983.

**Albert Wutsch;** Certificate, 1976, Missoula Vocational Technical Center; 5 yrs. related work experience; at MVTC since 1978.

## DINNER/FIRST COOK

**Length of Program — 3 Quarters**

COURSE NO.	COURSE TITLE	HOURS	CREDITS
0815	Human Relations .....	25	2
0816	Job Prep .....	25	2
4051	Introduction to Foods .....	100	8
4052	Food Production and Demonstration .....	100	3
4053	Food Service Math .....	50	4
4054	Food Service Terminology .....	50	4
4056	Dining Room Procedures .....	100	4
4057	Pantry .....	100	4
4058	Short Order Cook .....	100	4
4060	Stocks, Soups and Sauces .....	100	4
4061	Meats and Vegetables .....	100	4
4062	Storeroom Procedures .....	100	4

## KITCHEN PRODUCTION MANAGER

**Length of Program — 6 Quarters**

COURSE NO.	COURSE TITLE	HOURS	CREDITS
0805	Technical Writing .....	50	5
0815	Human Relations .....	25	2
0816	Job Prep .....	25	2
4051	Introduction to Foods .....	100	8
4052	Food Production and Demonstration .....	100	3
4053	Food Service Math .....	50	4
4054	Food Service Terminology .....	50	4
4056	Dining Room Procedures .....	100	4
4057	Pantry .....	100	4
4058	Short Order Cook .....	100	4
4060	Stocks, Soups and Sauces .....	100	4
4061	Meats and Vegetables .....	100	4
4062	Storeroom Procedures .....	100	4
4065	Bakery .....	250	8
4066	Business Math .....	50	5
4070	Purchasing Procedures and Cost Controls .....	150	7
4071	Menu Layout, Design and Analysis .....	150	7
4072	Sanitation Management .....	30	3
4080	Supervisory Techniques .....	250	11

## COURSE DESCRIPTIONS

### 0805 TECHNICAL WRITING

Hours: 50 Credits: 5

Prerequisite(s): None.

An introduction to technical writing; including writing letters, and a research paper. There will be an emphasis on the use of clear, correct, straightforward language in writing, and on the correct use and placement of graphs and tables to enhance reader understanding. The course includes a review of principles of grammar and punctuation.

### 0815 HUMAN RELATIONS

Hours: 25 Credits: 2

Prerequisite(s): None.

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

### 0816 JOB PREP

Hours: 25 Credits: 2

Prerequisite(s): None.

This course is designed to assist the student in acquiring the skills needed to locate, obtain, and retain a job. Topics covered include identification of transferable skills and employment values, designing and creating contemporary resumes and letters, completing job applications and interview techniques.

### 4051 INTRODUCTION TO FOODS

Hours: 100 Credits: 8

Prerequisite(s): None.

A course designed as an introduction to the food service industry. Emphasis will be put on fundamentals, which will acquaint the student with a basic knowledge of foods, their classification, cooking methods, and use, as well as safety, sanitation, and personal hygiene.

**4052 FOOD PRODUCTION AND DEMONSTRATION**

Hours: 100 Credits: 3

Prerequisite(s): None.

A course designed to provide the student with hands-on preparation of food items, the use of equipment and its maintenance as it pertains to Introduction to Foods.

**4053 FOOD SERVICE MATHEMATICS**

Hours: 50 Credits: 4

Prerequisite(s): None.

A course designed especially for those enrolled in Commercial Food Preparation programs. Participants work with basic mathematical processes, including decimals, percents, ratios, and proportions relative to menus, portions, and production costs.

**4054 FOOD SERVICE TERMINOLOGY**

Hours: 50 Credits: 4

Prerequisite(s): None.

This course will provide students with an opportunity to become thoroughly familiar with words and terms, foreign and domestic, commonly used in the food service industries. Items covered include identification of tools, foods, equipment, utensils, and materials, and usage related to procedures in a food service operation.

**4056 DINING ROOM PROCEDURES**

Hours: 100 Credits: 4

Prerequisite(s): 4051, 4052.

A course designed to provide the student with an introduction to the basic foundations of dining room service and protocol. These techniques are practiced by the students in the dining room using various types of service; also included is instruction of personal hygiene.

**4057 PANTRY**

Hours: 100 Credits: 4

Prerequisite(s): 4051, 4052.

A course designed to cover a wide variety of functions of food production and procedures, including the identification of salad greens and vegetables, their general and specific use, standards of quality, preparation, handling, storage, and beginning preparation of salads and dressing, appetizers, and accompaniments. Also covered are banquet preparation and presentation of hot and cold items.

**4058 SHORT ORDER COOKERY**

Hours: 100 Credits: 4

Prerequisite(s): 4051 and 4052.

This course is designed to acquaint the student with the knowledge of short order cookery for both breakfast and lunch. The fundamental skills of speed, preparation, and presentation of breakfast and lunch items are covered. Also included are grilled, pan fried, deep fried, sauteed, and cold items.

**4060 STOCKS, SOUPS AND SAUCES**

Hours: 100 Credits: 4

Prerequisite(s): 4051, 4052.

A course designed to provide the student with the knowledge and preparation of the basic stocks, soups, and the major classification of sauces, as well as the understanding of various thickening agents, the proper ingredients, and garnishes.

**4061 MEATS AND VEGETABLES**

Hours: 100 Credits: 4

Prerequisite(s): 4051, 4052.

A course designed to provide the student with the fundamental cooking methods, storing procedures, presentation and preparation of meats, vegetables, and seafoods.

**4062 STOREROOM PROCEDURES**

Hours: 100 Credits: 4

Prerequisite(s): 4051, 4052 and 4053.

A course designed to acquaint the student with various storeroom functions and procedures as they relate to the kitchen and management controls.

**4065 BAKERY**

Hours: 250 Credits: 8

Prerequisite(s): 4053.

This course is designed to acquaint the student with a knowledge of the basic baking ingredients and their functions as they relate to the finished product. A good working knowledge in the preparation of various baked products including breakfast items, breads, and desserts.

**4066 BUSINESS MATHEMATICS**

Hours: 50 Credits: 5

Prerequisite(s): 4053.

The course is intended for those students entering Kitchen Production Management or planning careers in allied fields. Special emphasis is placed on the costs of doing business, including food, labor, space, and utilities. The student learns how to prepare budgets and profit and loss statements.

**4070 PURCHASING PROCEDURES AND COST CONTROLS**

Hours: 150 Credits: 7

Prerequisite(s): Dinner/First Cook requirements.

A course designed to provide the student with the principles and practices concerning the purchasing of foods, supplies, and materials; based on the methods of buying, specification, determining needs, and availability.

**4071 MENU LAYOUT, DESIGN AND ANALYSIS**

Hours: 150 Credits: 7

Prerequisite(s): Dinner/First Cook requirements.

A course designed to provide the student with the techniques and knowledge to develop menus that will be compatible with the various types of food establishments. Also covered will be the layout which includes physical characteristics, merchandising, appearance, and promotional value. Menu evaluation includes the involvement of management with cost control functions, including labor, waste, and quality.

**4072 SANITATION MANAGEMENT**

Hours: 30 Credits: 3

Prerequisite(s): Dinner/First Cook requirements.

A course designed to provide the student with the principles and practices of sanitation in the food industry. Emphasis will be put on management responsibilities, including food, people, the microworld, contamination and infection, pests and vermin, facility cleanability, along with the training of employees.

**4080 SUPERVISORY TECHNIQUES**

Hours: 250 Credits: 11

Prerequisite(s): 4065 and 4066.

A course designed to acquaint the student with the duties and responsibilities of a supervisor, including training, employer-employee relations, organization and work efficiency as it pertains to the individual employee.

# ELECTRONICS TECHNOLOGY

Electronics Technicians enter many industries where electronics is used to measure, record, and control various industrial processes. Electronics technicians assemble, install, operate, test, and repair electronic equipment and systems used in manufacturing, power generation, oil exploration, and environmental control. Emphasis is placed on theory, use and servicing of test equipment, industrial instruments, digital controls, basic computer programming, and the use of microcomputers in industrial process control.



## FACULTY

**Ellis Surratt;** B.S., 1971, M.S., 1972, Northern Montana College; 25 yrs. related work experience; at MVTC since 1972.

**William French;** A.A.S., 1975, North Seattle Community College; B.S., 1977, Western Washington State College; 7 yrs. related work experience; at MVTC since 1981.

**Austin Sullivan;** B.A., 1949, St. John's University; M.S., 1954, Iowa State University; 9 yrs. related work experience; at MVTC since 1984.

## Length of Program — 6 Quarters

COURSE NO.	COURSE TITLE	HOURS	CREDITS
0805	Technical Writing .....	50	5
0815	Human Relations .....	25	2
0816	Job Prep .....	25	2
3501	Direct Current Theory .....	100	7
3502	Alternating Current Theory .....	100	7
3503	Tube and Semiconductor Theory .....	100	7
3505	Semiconductor Circuits .....	100	7
3506	Logic and Semiconductor Switching Circuits .....	50	5
3507	Math I .....	100	7
3508	Math II .....	100	7
3509	Math III .....	100	7
3520	Physics I .....	50	5
3521	Physics II .....	50	5
3522	Physics III .....	50	5
3525	Microcomputer Programming I .....	50	2
3526	Microcomputer Programming II .....	50	2
3527	Computer Fundamentals .....	100	7
3528	Instrumentation I .....	100	7
3529	Instrumentation II .....	100	7
3532	Microprocessors I .....	100	7
3533	Microprocessors II .....	100	7
3534	Automatic Control I .....	50	5
3535	Automatic Control II .....	50	5
3570	Introduction to FCC License .....	50	5

## COURSE DESCRIPTIONS

### 0805 TECHNICAL WRITING

Hours: 50 Credits: 5

Prerequisite(s): None.

An introduction to technical writing; including writing lab reports, letters, and research papers. There will be an emphasis on the use of clear, correct, straightforward language in writing, and on the correct use and placement of graphs and tables to enhance reader understanding.

### 0815 HUMAN RELATIONS

Hours: 25 Credits: 2

Prerequisite(s): None.

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

### 0816 JOB PREP

Hours: 25 Credits: 2

Prerequisite(s): None.

This course is designed to assist the student in acquiring the skills



needed to locate, obtain, and retain a job. Topics covered include identification of transferable skills and employment values, designing and creating contemporary resumes and letters, completing job applications and interview techniques.

### **3501 DIRECT CURRENT THEORY**

Hours: 100 Credits: 7

Prerequisite(s): None.

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 mathematic tools as they are developed in the mathematics course. Laboratory work to reinforce course material is included.

### **3502 ALTERNATING CURRENT THEORY**

Hours: 100 Credits: 7

Prerequisite(s): 3501.

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 course material is included.

### **3503 TUBE AND SEMICONDUCTOR THEORY**

Hours: 100 Credits: 7

Prerequisite(s): 3502.

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 course material is included.

### **3505 SEMICONDUCTOR CIRCUITS**

Hours: 100 Credits: 7

Prerequisite(s): 3503.

The study and analysis of the components and circuits used in semiconductor electronics. Laboratory work to reinforce the course materials is included.

### **3506 LOGIC AND SEMICONDUCTOR SWITCHING**

Hours: 50 Credits: 5

Prerequisite(s): 3502.

A study of Boolean algebra, binary numbers, binary codes, and the analysis of the basic components and circuits used in semiconductor switching.

### **3507 MATH I**

Hours: 100 Credits: 7

Prerequisite(s): None.

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.

### **3508 MATH II**

Hours: 100 Credits: 7

Prerequisite(s): 3507.

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.

### **3509 MATH III**

Hours: 100 Credits: 7

Prerequisite(s): 3508.

An applied mathematics course in basic analytic geometry, differentiation and integration of algebraic and elementary transcendental functions.

### **3520 PHYSICS I**

Hours: 50 Credits: 5

Prerequisite(s): Concurrent with 3507.

An introduction to the scope and terminology of physics. Included

is a review of the different measurement systems and a summary of the mathematical techniques of vector algebra. Forces and the laws of motion complete the introduction to a basic three quarter course in general physics. Laboratory work to reinforce course material is included.

### **3521 PHYSICS II**

Hours: 50 Credits: 5

Prerequisite(s): 3520.

Mechanics — a study of the motion of objects and the forces that produce changes in motion. Also included, thermodynamics, which is the theory of heat superimposed on the theory of mechanics. Laboratory work to reinforce course material is included.

### **3522 PHYSICS III**

Hours: 50 Credits: 5

Prerequisite(s): 3521.

A study of wave phenomena, including both mechanical waves and electromagnetic waves. The topics will be wave motion, sound and optics. Laboratory work to reinforce course materials is included.

### **3525 MICROCOMPUTER PROGRAMMING I**

Hours: 50 Credits: 2

Prerequisite(s): None.

A course in planning, formatting, and writing programs in BASIC computer language.

### **3526 MICROCOMPUTER PROGRAMMING II**

Hours: 50 Credits: 2

Prerequisite(s): 3525.

A continuation of 3525, including file management systems and advanced techniques in BASIC.

### **3527 COMPUTER FUNDAMENTALS**

Hours: 100 Credits: 7

Prerequisite(s): 3503.

The course covers 12L, TTL and SOS circuits, memories, charge coupled devices and microprocessors, along with combinational and sequential circuits, mos and linear circuits.

### **3528 INSTRUMENTATION I**

Hours: 100 Credits: 7

Prerequisite(s): 3505.

This course is a "hands-on" course in basic electrical measurement. It uses the equipment normally found in any electrical-electronic shop area. It teaches measurement skills, as well as theory.

### **3529 INSTRUMENTATION II**

Hours: 100 Credits: 7

Prerequisite(s): 3528.

A study of industrial measuring and process control instrumentation.

### **3532 MICROPROCESSORS I**

Hours: 100 Credits: 7

Prerequisite(s): 3527.

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.

### **3533 MICROPROCESSORS II**

Hours: 100 Credits: 7

Prerequisite(s): 3532.

A continuation of 3532 — covers the complexities and power of machine language programming, hardware input/output interfacing and microprocessor and design applications. The course is complimented with an individual student trainer, utilizing a 6800 microprocessor.

### **3534 AUTOMATIC CONTROL I**

Hours: 50 Credits: 5

Prerequisite(s): 3527.

A study of the automatic control of industrial machines and indus-

trial processes. The servomechanism is used as a representative control system. Laboratory work to reinforce course material is included.

### 3535 AUTOMATIC CONTROL II

Hours: 50 Credits: 5

Prerequisite(s): 3534.

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 course material is in-

cluded.

### 3570 INTRODUCTION TO FCC LICENSE

Hours: 50 Credits: 5

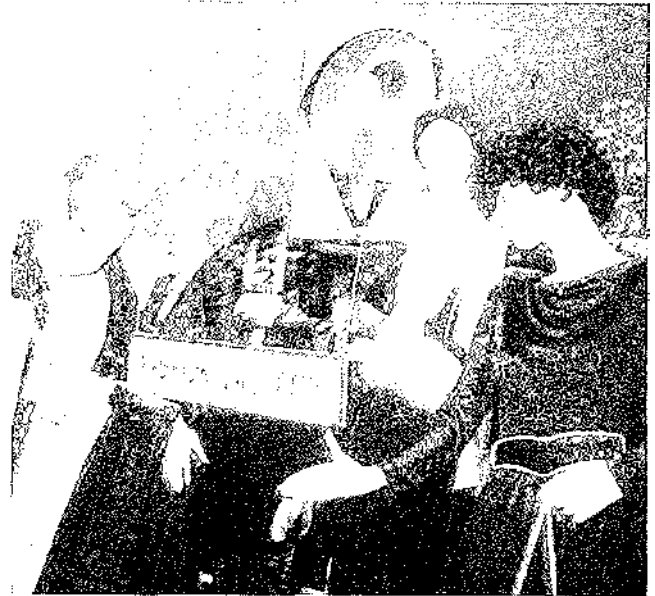
Prerequisite(s): None.

An introductory course designed to help the student, with further self-study of electronic communications theory and FCC regulations, to pass the general radiotelephone operators license examination given by the Federal Communications Commission.

## FASHION MERCHANDISING

Individuals employed in Fashion Merchandising sell clothing and related accessories in department stores, specialty shops and boutiques. In addition, they may be responsible for arranging window and interior displays, ordering staple merchandise, invoicing and marking new merchandise, marking down sale merchandise, stocking, cashiering, customer service and general housekeeping.

If one is in a managerial position, duties may also include preparing promotional releases for the local media; buying media time and space; coordinating fashion shows; hiring, evaluating, and training salespeople; bookkeeping; buying or ordering fashion merchandise; inventory management; preparing work schedules; and employee and customer relations.



## FACULTY

**Marilyn Pease;** B.S., 1971, M.S., 1973, Montana State University; 5 yrs. related work experience; at MVTC since 1975.

### Length of Program — 3 Quarters

COURSE NO.	COURSE TITLE	HOURS	CREDITS
0815	Human Relations .....	25	2
0816	Job Prep .....	25	2
0842	Applied Mathematics .....	25	2
1501	Introduction to Business Computers .....	50	4
2503	Principles of Business .....	50	5
2505	Introduction to Fashion .....	50	5
2510	Visual Merchandising .....	25	1
2511	Fashion Salesmanship .....	50	3
2513	Psychology of Selling .....	50	5
2522	Retail Advertising .....	50	3
2524	Fashion Promotion .....	50	2
2533	Merchandise Mathematics I .....	50	2
2534	Merchandise Mathematics II .....	50	3
2541	Fashion Merchandising and Management .....	50	5
2579	Fashion Product Knowledge .....	50	5
2592	Cooperative Work Experience/Practicum .....	100	3
7011	Business Communications .....	50	4
7014	Keyboard Typing .....	50	2
7031	Payroll Accounting .....	25	1
7032	Accounting I .....	50	4

## COURSE DESCRIPTIONS See Retailing.

# FORESTRY TECHNOLOGY

Forestry Technicians work with or supplement the professional forester in the management and utilization of forest resources. They are involved in log scaling, timber inventory, timber sale layout, marking and administration, surveying, road location and layout, silvicultural practices such as thinning, seeding and planting, fire management, insect and disease control, recreation management, and wildlife surveys.



## FACULTY

**William MacDonald;** B.A., 1964, M.S., 1971, University of Montana; 9 yrs. related work experience; at MVTC since 1969.

**Jack Alley;** B.S., 1940, University of Idaho; 34 yrs. related work experience; at MVTC since 1974.

**Alfred Chase;** A.S., 1960, University of Massachusetts; B.S., 1964, M.S., 1968, University of Montana; 14 yrs. related work experience; at MVTC since 1969.

**Ronald Pagel;** B.A., 1969, M.F., 1972, University of Montana; 3 yrs. related work experience; at MVTC since 1974.

## Length of Program — 6 Quarters

COURSE NO.	COURSE TITLE	HOURS	CREDITS
0805	Technical Writing .....	50	5
0815	Human Relations .....	25	2
0816	Job Prep .....	25	2
3525	Microcomputer Programming I (optional) .....	50	2
4501	Orientation to Forestry .....	10	1
4505	Elementary Surveying .....	80	4
4506	Advanced Surveying .....	80	4
4510	Technical Drawing .....	40	2
4515	Road Locations .....	80	4
4516	Road Design and Staking .....	50	3
4517	Botany .....	60	3
4518	Dendrology .....	40	3
4519	Forest Ecology and Silvics .....	50	4
4520	Forestry Mathematics .....	50	5
4521	Statistical Sampling .....	50	3
4522	Applied Forestry Mathematics .....	20	2
4523	Applied Silviculture .....	60	4
4524	Habitat Types .....	50	3
4525	Identification of Flowering Plants (optional) .....	20	2
4526	Identification of Grasses (optional) .....	20	2
4528	Insect and Disease Control .....	70	3
4530	Elementary Log Scaling .....	50	3
4531	Advanced Log Scaling (optional) .....	50	2
4532	Fixed Plot Cruising .....	80	4
4533	Variable Plot & 3-P Cruising .....	80	4
4534	Stand Examination (optional) .....	60	3
4535	Forest Products .....	40	3
4540	Soils .....	40	3
4545	Fire Protection .....	50	4
4550	Forestry Tools .....	50	2
4555	Photo Interpretation .....	50	2
4560	Introduction to Marketing and Economics .....	20	2
4561	Forest Economics .....	44	3
4565	Timber Harvesting .....	90	4
4570	Recreation and Planning .....	50	3

4572	Range and Wildlife .....	80	5
4573	Forest Management .....	50	4
4574	Watershed Management .....	60	3
4575	Supervision and Foremanship .....	20	2
4577	Forest Policy and Laws .....	26	2

## COURSE DESCRIPTIONS

### 0805 TECHNICAL WRITING

Hours: 50 Credits: 5

Prerequisite(s): None.

An introduction to technical writing; including writing lab reports, letters, and research papers. There will be an emphasis on the use of clear, correct, straightforward language in writing, and on the correct use and placement of graphs and tables to enhance reader understanding.

### 0815 HUMAN RELATIONS

Hours: 25 Credits: 2

Prerequisite(s): None.

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

### 0816 JOB PREP

Hours: 25 Credits: 2

Prerequisite(s): None.

This course is designed to assist the student in acquiring the skills needed to locate, obtain, and retain a job. Topics covered include identification of transferable skills and employment values, designing and creating contemporary resumes and letters, completing job applications and interview techniques.

### 3525 MICROCOMPUTER PROGRAMMING I (optional)

Hours: 50 Credits: 2

Prerequisite(s): None.

A course in planning, formatting, and writing programs in BASIC computer language.

### 4501 ORIENTATION TO FORESTRY

Hours: 10 Credits: 1

Prerequisite(s): None.

A general background course in what forestry is about and its importance to the economy and general welfare of people in Montana and the United States.

### 4505 ELEMENTARY SURVEYING

Hours: 80 Credits: 4

Prerequisite(s): None.

Use of surveying instruments such as compass, tapes, chains, abney levels and electronic distance measuring devices used in measuring distance, direction, and in making simple land surveys.

### 4506 ADVANCED SURVEYING

Hours: 80 Credits: 4

Prerequisite(s): 4505.

Use of the engineer's level, transit, and theodolite in differential and profile leveling, measurements of angles, traversing, stadia, and boundary surveys.

### 4510 TECHNICAL DRAWING

Hours: 40 Credits: 2

Prerequisite(s): None.

A basic course in drafting for use in forestry. Covers basic drafting techniques; plane table maps, contour maps, and forest product flow charts.

### 4515 ROAD LOCATIONS

Hours: 80 Credits: 4

Prerequisite(s): 4506.

Road standards, considerations in route selection and road loca-

tion, route projection, reconnaissance for a projected route and road location survey procedures and practices.

### 4516 ROAD DESIGN AND STAKING

Hours: 50 Credits: 3

Prerequisite(s): 4515.

Preparation of graphic road design for branch timber sale and main access roads based on a preliminary line traverse and placing construction stakes in the field.

### 4517 BOTANY

Hours: 60 Credits: 3

Prerequisite(s): None.

A study of local plants including classification, form and structure, growth and reproduction, genetic makeup, and chemical changes that occur during the life of these plants.

### 4518 DENDROLOGY

Hours: 40 Credits: 3

Prerequisite(s): None.

A practical approach to identifying the tree species and forest types of the Pacific Northwest. Taxonomy and the use of the botanical key is also covered. Commercial species indigenous to other regions are studied as time allows.

### 4519 FOREST ECOLOGY AND SILVICS

Hours: 50 Credits: 4

Prerequisite(s): 4518.

Concepts of forest ecology, solar radiation, climatic factors, soil factors, nutrient and soil water cycles, site competition and survival, forest succession and disturbance effects, and silvicultural characteristics of major timber species of the Pacific Northwest.

### 4520 FORESTRY MATH

Hours: 50 Credits: 5

Prerequisite(s): None.

A review of general math, basic algebra and trigonometry required for timber cruising, aerial photo interpretation, scaling, economics and road location and other subjects.

### 4521 STATISTICAL SAMPLING

Hours: 50 Credits: 3

Prerequisite(s): 4520.

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, and advanced scaling.

### 4522 APPLIED FORESTRY MATHEMATICS

Hours: 20 Credits: 2

Prerequisite(s): 4521.

The application of Forestry Math (4520) and Statistical Sampling (4521) to the solution of the practical, everyday problems encountered by the forestry technician in resource management.

### 4523 APPLIED SILVICULTURE

Hours: 60 Credits: 4

Prerequisite(s): 4519.

Silviculture may be defined as the theory and practice of controlling forest growth, establishment, and composition. Broad areas of silviculture studied are seeding and planting, thinning, silvicultural systems, and reproduction methods.

#### **4524 HABITAT TYPES**

Hours: 50 Credits: 3

Prerequisite(s): 4523.

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.

#### **4525 IDENTIFICATION OF FLOWERING PLANTS**

Hours: 20 Credits: 2 (optional)

Prerequisite(s): 4517.

Identification of flowering plants is an introduction to the structure, terminology, identification, and classification of common forest and range plants.

#### **4526 IDENTIFICATION OF GRASSES (optional)**

Hours: 20 Credits: 2

Prerequisite(s): 4525.

Identification of grasses is an introduction to the structure, terminology, identification, and classification of grasses and grasslike plants.

#### **4528 INSECT AND DISEASE CONTROL**

Hours: 70 Credits: 3

Prerequisite(s): 4565.

Common forest insects and diseases, the damage they cause and control measures.

#### **4530 ELEMENTARY LOG SCALING**

Hours: 50 Credits: 3

Prerequisite(s): Concurrent with 4520.

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 of forest products such as sawlogs, pulpwood, poles, posts, and cordwood.

#### **4531 ADVANCED LOG SCALING (optional)**

Hours: 50 Credits: 2

Prerequisite(s): 4530.

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

#### **4532 FIXED PLOT CRUISING**

Hours: 80 Credits: 4

Prerequisite(s): 4521.

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.

#### **4533 VARIABLE PLOT AND THREE-P CRUISING**

Hours: 80 Credits: 4

Prerequisite(s): 4532.

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

#### **4534 STAND EXAMINATION (optional)**

Hours: 60 Credits: 3

Prerequisite(s): 4524 and concurrent with 4533.

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

#### **4535 FOREST PRODUCTS**

Hours: 40 Credits: 3

Prerequisite(s): None.

A study of wood products produced from the forest and the processes used in their production.

#### **4540 SOILS**

Hours: 40 Credits: 3

Prerequisite(s): None.

Soils and plant growth, parent materials and 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.

#### **4545 FIRE PROTECTION**

Hours: 50 Credits: 4

Prerequisite(s): None.

Fundamentals and practices of fire prevention, pre-suppression, fire behavior and fire suppression.

#### **4550 FORESTRY TOOLS**

Hours: 50 Credits: 2

Prerequisite(s): None.

Forestry tools is an introduction to the safe use and maintenance of the hand and power tools 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 lands.

#### **4555 PHOTO INTERPRETATION**

Hours: 50 Credits: 2

Prerequisite(s): 4520.

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

#### **4560 INTRODUCTION TO MARKETING AND ECONOMICS**

Hours: 20 Credits: 2

Prerequisite(s): None.

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

#### **4561 FOREST ECONOMICS**

Hours: 44 Credits: 3

Prerequisite(s): 4560.

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

#### **4565 TIMBER HARVESTING**

Hours: 90 Credits: 4

Prerequisite(s): 4523.

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

#### **4570 RECREATION AND PLANNING**

Hours: 50 Credits: 3

Prerequisite(s): None.

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

#### **4572 RANGE AND WILDLIFE MANAGEMENT**

Hours: 80 Credits: 5

Prerequisite(s): 4519.

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

#### **4573 FOREST MANAGEMENT**

Hours: 50 Credits: 4

Prerequisite(s): 4561, concurrent with 4533.

A study of the principles and factors involved in regulation and management of a forest and the application of economics to forest management.

**4574 WATERSHED MANAGEMENT**

Hours: 60 Credits: 3

Prerequisite(s): None.

A study of the hydrologic cycle and its relationship to geology and vegetative manipulation.

**4575 SUPERVISION AND FOREMANSHIP**

Hours: 20 Credits: 2

Prerequisite(s): 0815.

Techniques of supervision, training and labor-management rela-

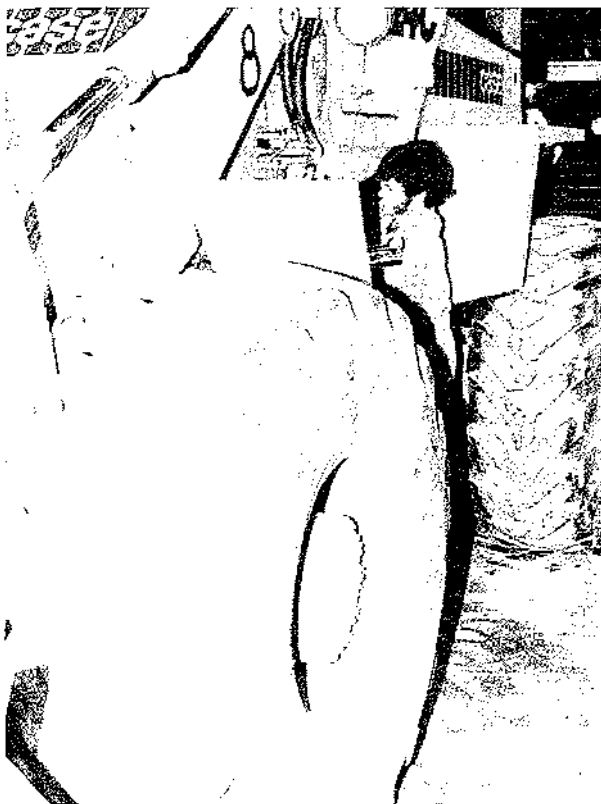
tionships.

**4577 FOREST POLICY AND LAWS**

Hours: 26 Credits: 2

Prerequisite(s): 0805.

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.



## HEAVY EQUIPMENT MECHANIC

Heavy Equipment Mechanic personnel are often found in the field maintaining heavy construction equipment, which may be either diesel or gasoline. They inspect, maintain, and repair engines, transmissions, torque converters, tracks, wheels, brakes, operating controls, hydraulic systems, and electrical circuits. In addition, they do repairs utilizing welding and machining skills.

## FACULTY

**Gerald Dunn;** B.S., 1965, Montana State University; 6 yrs. related work experience; at MVTC since 1979.

**Jerry Willis;** B.S., 1972, Eastern Montana College; 13 yrs. related work experience; at MVTC since 1980.

**Brad Jensen;** B.A., 1982, Northern Montana College; 7 yrs. work experience; at MVTC since 1982.

## Length of Program — 3 Quarters

COURSE NO.	COURSE TITLE	HOURS	CREDITS
0815	Human Relations .....	25	2
0816	Job Prep .....	25	2
6005	Electrical Systems .....	100	6
6020	Trade Mathematics .....	50	5
6025	Hydraulics .....	100	6
6035	Machine Shop .....	100	3
6040	Principles of Engines .....	200	10
6042	Fuels Carburetion and Fuel Systems .....	100	6
6044	Drive Trains .....	100	6
6046	Chassis .....	100	6
6065	Welding .....	100	4

## COURSE DESCRIPTIONS

### 0915 HUMAN RELATIONS

Hours: 25 Credits: 2

Prerequisite(s): None.

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

### 0916 JOB PREP

Hours: 25 Credits: 2

Prerequisite(s): None.

This course is designed to assist the student in acquiring the skills needed to locate, obtain, and retain a job. Topics covered include identification of transferable skills and employment values, designing and creating contemporary resumes and letters, completing job applications and interview techniques.

### 6005 ELECTRICAL SYSTEMS

Hours: 100 Credits: 6

Prerequisite(s): None.

A study of electrical theory, electrical components and systems. Areas covered include resistance, circuits, theory of magnetism, storage batteries, starting systems, charging systems, ignition systems, and gauges.

### 6020 TRADE MATHEMATICS

Hours: 50 Credits: 5

Prerequisite(s): None.

The basic mathematical functions of whole numbers, fractions, and decimals; gear and compression ratios, proportions -- application to drive trains; applied geometry -- area and volume, engine displacement.

### 6025 HYDRAULICS

Hours: 100 Credits: 6

Prerequisite(s): None.

Concentrates on the theory and application of hydraulics relative to mobile construction equipment. Covers the principles and use of the four types of valves and their use along with system maintenance, trouble shooting, and repair.

### 6035 MACHINE SHOP

Hours: 100 Credits: 3

Prerequisite(s): None.

The safe use of hand tools and machine tools used in equipment

repair including units on fasteners, threads and threading, drills and drilling, files and filing, basic lathe operation and basic milling machine operation.

### 6040 PRINCIPLES OF ENGINES

Hours: 200 Credits: 10

Prerequisite(s): None.

Gives students experience in aspects of diesel engine rebuilding, maintenance, and use of shop tools used on engines.

### 6042 FUELS, CARBURETION AND FUEL SYSTEMS

Hours: 100 Credits: 8

Prerequisite(s): 6040.

Designed to give the student basic knowledge of carburetion principles. Student will know the difference between the four major types of injection systems, principles in which they operate, and be able to make field adjustments, tune-ups and trouble-shoot.

### 6044 DRIVE TRAINS

Hours: 100 Credits: 6

Prerequisite(s): None.

Classroom and shop instruction on drive train components used in light and heavy duty trucks, and other equipment. Units covered include clutches, manual transmissions, torque converters, power shift transmissions, differentials, and final drives.

### 6046 CHASSIS

Hours: 100 Credits: 6

Prerequisite(s): None.

Classroom and shop instruction on chassis components used in light and heavy duty trucks, and other equipment. Units covered include suspension systems, steering, brakes, crawler tractor undercarriages, and articulated loader frame construction.

### 6065 WELDING

Hours: 100 Credits: 4

Prerequisite(s): None.

The basic and intermediate processes and procedures of joining metal by utilizing oxyacetylene, arc (shielded metal arc) and TIG (tungsten inert gas) welding will be covered. Instruction entails welding in the flat, horizontal, and vertical positions utilizing a variety of joint configurations. The techniques of cutting with oxyacetylene are also included.

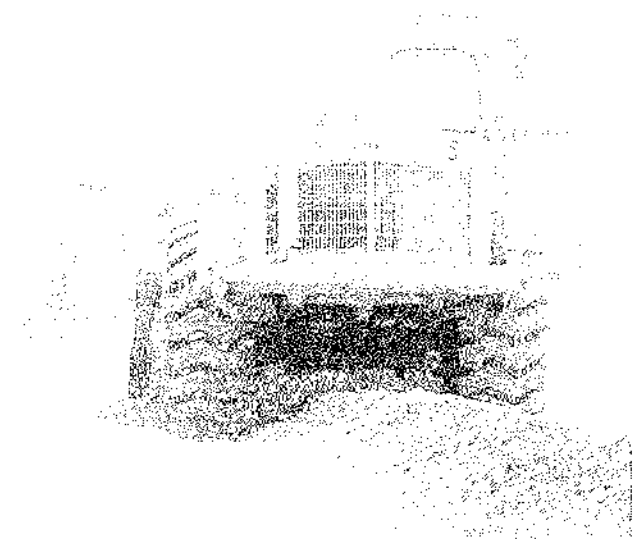
## HEAVY EQUIPMENT OPERATION

Forestry, highway/heavy construction, and mining industries offer an exciting and progressive career for Heavy Equipment Operators. Heavy Equipment Operators are responsible for the reshaping of the earth, and have at their control the largest and most powerful machines in the world.

A successful entry into an equipment operations career depends upon a qualified and diverse education in the proper operation, maintenance, and application of crawler tractors, motor graders, scrapers, front end loaders, excavators, trucks, and other heavy equipment units. The successful operator also has an understanding of basic surveying techniques, and extensive training in safety regulations and procedures.

## FACULTY

**David Ohnstad;** 8 yrs. related work experience; at MVTC since 1981.



## Length of Program — 3 Quarters

COURSE NO.	COURSE TITLE	HOURS	CREDITS
0815	Human Relations .....	25	2
0816	Job Prep .....	20	2
5504	Basic Surveying .....	50	2
5505	Applied Surveying .....	50	3
5506	Operations-Level I .....	100	3
5507	Operations-Level II .....	100	3
5508	Operations-Level III .....	300	9
5513	Introduction to Service .....	50	3
5517	Equipment Maintenance .....	100	3
5520	Trade Mathematics .....	50	5
5528	Introduction to Industry .....	100	7
5565	Welding .....	100	4

## COURSE DESCRIPTIONS

### 0815 HUMAN RELATIONS

Hours: 25 Credits: 2

Prerequisite(s): None.

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

### 0816 JOB PREP

Hours: 25 Credits: 2

Prerequisite(s): None.

This course is designed to assist the student in acquiring the skills needed to locate, obtain, and retain a job. Topics covered include identification of transferable skills and employment values, designing and creating contemporary resumes and letters, completing job applications and interview techniques.

### 5504 BASIC SURVEYING

Hours: 50 Credits: 3

Prerequisite(s): None.

Instruction is given in basic principles of surveying and use of surveying equipment such as level rods, engineers levels, and transits. Students shall participate in classroom discussion and field operation activities designed to promote understanding of basic principles.

### 5505 APPLIED SURVEYING

Hours: 50 Credits: 3

Prerequisite(s): 5504.

Plan layouts, earthwork surveys, and field operations with transits, and other surveying tools. Classroom and field assignments designed to enhance basic surveying skills, with emphasis upon surveying in the construction industries.

### 5506 OPERATIONS-LEVEL I

Hours: 100 Credits: 3

Prerequisite(s): None.

Orientation to the basic operation of crawler tractors, scrapers, front end loaders, motor graders, backhoes, trucks and other heavy equipment units. Sufficient time will be allowed for the development of proper operating techniques.

### 5507 OPERATIONS-LEVEL II

Hours: 100 Credits: 3

Prerequisite(s): 5506.

Advancement of basic skills in more meaningful job-type situations. Progress in the proper operation and understanding of heavy equipment will be pursued.

### 5508 OPERATIONS-LEVEL III

Hours: 300 Credits: 9

Prerequisite(s): 5507.

Incorporates all learned skills into industry entry-level job-type situations. Advanced equipment usage, problem definition and resolution and grading to specifications will be stressed. Student will participate in project-type earthmoving assignments, using knowledge of earthmoving fundamentals, equipment utilization, and safety regulations. Program may also participate in cooperative project efforts within the community.

### 5513 INTRODUCTION TO SERVICE

Hours: 100 Credits: 3

Prerequisite(s): None.

Discussion of the different types of lubricants and their application, and scheduled and preventative maintenance procedures. Students shall participate in activities designed to create awareness of the importance of proper maintenance. Also included will be a study of safety procedures and regulations, and first aid.

### 5517 EQUIPMENT MAINTENANCE

Hours: 100 Credits: 3

Prerequisite(s): 5513.

An investigation of the basic principles of diesel engines, power trains, undercarriages, and other heavy equipment components. Students will participate in shop activities designed to impart basic mechanical skills, as well as to prepare equipment for field activities.

### 5520 TRADE MATHEMATICS

Hours: 50 Credits: 5

Prerequisite(s): None.

Covers the basic mathematical functions of whole numbers, fractions, decimals, ratios, and proportions as utilized in basic surveying, and heavy construction estimating and costing.

### 5528 INTRODUCTION TO INDUSTRY

Hours: 100 Credits: 7

Prerequisite(s): None.

Discussion of various industries in which students may be employed, and different types of equipment and equipment applications they will be required to understand. Various earthmoving principles will also be studied.

### 5565 WELDING/MACHINE SHOP

Hours: 100 Credits: 4

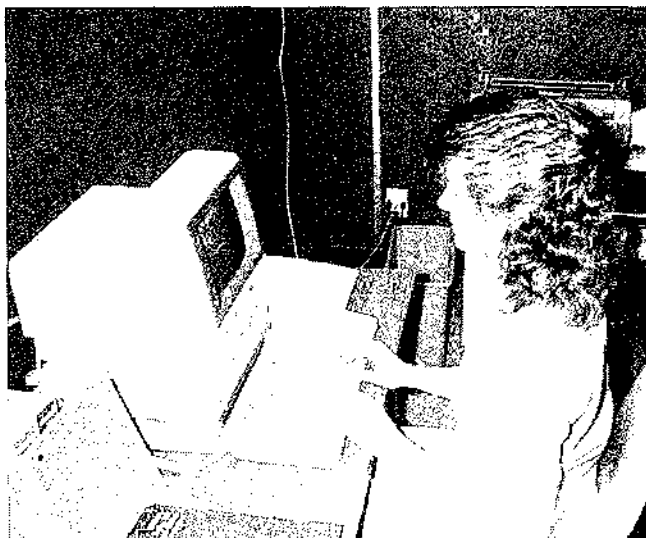
Prerequisite(s): None.

This course is designed as an introductory experience to familiarize the student with welding processes and machining operations as they relate to the repair of heavy equipment. The course will include instruction in the care and use of hand tools, metals identification, and basic metallurgy as it relates to welding and machining.



# INFORMATION PROCESSING

Information processing personnel, in addition to handling routine secretarial duties, utilize automatic electronic equipment to generate, edit, store, and retrieve text in the preparation of letters, reports, and other correspondence. They also perform data entry tasks, as well as handling electronic mailing, electronic message distribution, and electronic filing. Information processing personnel are experienced on a variety of office equipment and use each according to its capabilities.



**FACULTY** See Secretarial.

**Length of Program — 4 Quarters**

COURSE NO.	COURSE TITLE	HOURS	CREDITS
0810	Communication Techniques .....	50	3
0815	Human Relations .....	25	2
0816	Job Prep .....	25	2
0842	Applied Math .....	25	2
1501	Intro to Business Computers.....	50	4
1510	Data Entry I .....	100	5
1511	Data Entry II .....	50	3
2503	Principles of Business .....	50	5
7002	Calculators in Business .....	50	3
7005	Filing.....	50	3
7011	Business Communications .....	50	4
7012	Word Processing I .....	25	1
7013	Word Processing II .....	25	1
7014	Keyboard Typing .....	50	3
7015	Typing I .....	50	3
7016	Typing II .....	50	3
7020	Machine Transcription .....	50	2
7023	The Electronic Office .....	50	3
7025	Transcription/Text Editing .....	25	1
7027	Secretarial Accounting .....	50	3
7075	Office Procedures .....	50	3
7076	Model Office .....	50	2

## COURSE DESCRIPTIONS

### 0810 COMMUNICATION TECHNIQUES

Hours: 50 Credits: 3

Prerequisite(s): None.

This course is designed to help entry-level employees improve their understanding of, and skill in, the forms of communication most critical to their growth and success on the job. An introduction to interpersonal and organizational communication theory is presented.

### 0815 HUMAN RELATIONS

Hours: 25 Credits: 2

Prerequisite(s): None.

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

### 0816 JOB PREP

Hours: 25 Credits: 2

Prerequisite(s): None.

This course is designed to assist the student in acquiring the skills

needed to locate, obtain, and retain a job. Topics covered include identification of transferable skills and employment values, designing and creating contemporary resumes and letters, completing job applications and interview techniques.

### 0842 APPLIED MATHEMATICS

Hours: 25 Credits: 2

Prerequisite(s): None.

A course designed to provide an introduction and/or review of mathematical concepts needed for successful completion of specialized math courses within individual programs.

### 1501 INTRODUCTION TO BUSINESS COMPUTERS

Hours: 50 Credits: 4

Prerequisite(s): 7014.

An introduction to computers from the user standpoint. An application is followed from the creation of input to the interpretation of output. Modern concepts of transaction-oriented processing with related appropriate vocabulary are stressed along with some hands-on experience.

**1510 DATA ENTRY I**

Hours: 100 Credits: 5

Prerequisite(s): Concurrent with 7014.

Designed to provide the student with a thorough understanding of responsibilities and duties of data entry operation in a data processing installation. Students will be provided hands-on experience using card, on-line, and diskette data entry and verification equipment. Minimum course requirements will necessitate preparation of programs for the various equipment and entering data at a rate of at least 10,000 keystrokes per hour. Emphasis is on speed and accuracy.

**1511 DATA ENTRY II**

Hours: 50 Credits: 3

Prerequisite(s): 1510.

In-depth training in advanced data entry techniques and preparation of the student for a job as a data entry operator. The student will be provided hands-on experience with numerous job applications using various data entry techniques and equipment. Emphasis is on production capability. The student will be provided knowledge of data entry concepts, use of computers in business, data entry systems and procedures, and preparation for a career in data processing.

**2503 PRINCIPLES OF BUSINESS**

Hours: 50 Credits: 5

Prerequisite(s): None.

Introduction to the area of business including the nature and changing environment of business, business ownership, marketing management, finance, pricing, and forecasting for the future.

**7002 CALCULATORS IN BUSINESS**

Hours: 50 Credits: 3

Prerequisite(s): 0842.

The study and practice of electronic printing and display calculators and their applications to business mathematics. The student will learn basic machine operations including the touch method, determining costs, pricing, profit, wholesaling, interest, and consumer credit. These machine and business math skills are a necessary component in today's office.

**7005 FILING**

Hours: 50 Credits: 3

Prerequisite(s): None.

Instruction in the safe and systematic arrangement and storage of materials so they can be located quickly and easily. Emphasis is placed upon a thorough knowledge of the rules for alphabetic filing with additional practice in geographic, numeric, and subject filing. Charge-out, transfer, and storage controls are covered; micrographics and equipment are discussed.

**7011 BUSINESS COMMUNICATIONS**

Hours: 50 Credits: 4

Prerequisite(s): None.

A presentation of spelling, grammar, and punctuation principles needed in business writing, including techniques such as the use of sentence structure, transitions, phrases, and clauses. Skills involved in business correspondence, specifically, sales letters, letters of acceptance and refusal, routine business communications, and memos are developed.

**7012 WORD PROCESSING I**

Hours: 25 Credits: 1

Prerequisite(s): 1501.

Word Processing I is a word processing package utilizing direct screen editing through the terminal edit keys, immediate display of formatted text, and clear diagnostics for error conditions. Emphasis is on a thorough understanding of CRT Operation, as well as speed and accuracy.

**7013 WORD PROCESSING II**

Hours: 25 Credits: 1

Prerequisite(s): 7012.

Word Processing II is a command-driven text processing system used to create, modify, and format text files for printing a variety of documents. Emphasis is placed on basic understanding of the capabilities and uses for these TDP (text and document processor) commands as they may be applied in business.

**7014 KEYBOARD TYPING**

Hours: 50 Credits: 2

Prerequisite(s): None.

This course is designed to teach the basic operation of a typewriter, the complete alphabet, number and symbol keyboard, basic centering, and building of speed and accuracy on paragraph material.

**7015 TYPING I**

Hours: 50 Credits: 3

Prerequisite(s): 7014.

Typing I consists of 50 hours of classroom work. Ten hours of classroom time is devoted to drills and timings. The course includes the following: (1) care and operation of the typewriter; (2) alphabetic and number drills; (3) basic letters, tables, manuscripts, and forms; (4) corrections; (5) multiple copies.

**7016 TYPING II**

Hours: 50 Credits: 3

Prerequisite(s): 7015.

Typing II consists of 50 hours of classroom work. Ten hours of classroom time is devoted to drills and timings. The course includes the following: (1) various types and formats for different business forms; (2) manuscripts; (3) rules and boxed tables; (4) financial statements; (5) letters; (6) emphasis on building higher speed and accuracy.

**7020 MACHINE TRANSCRIPTION**

Hours: 50 Credits: 2

Prerequisite(s): 7015.

Develops the techniques of accurate and fast typewritten transcription from a pre-dictated cassette tape. Increases competency in spelling, grammar, and punctuation.

**7023 THE ELECTRONIC OFFICE**

Hours: 50 Credits: 3

Prerequisite(s): 1511, 7013.

This course is designed to enhance student's secretarial, data entry, and word processing skills through lectures, field trips, and research involving technological advancements, current literature, telecommunications, and equipment selection. Hands-on experience will be given in electronic mail, filing, and message distribution.

**7025 TRANSCRIPTION/TEXT-EDITING**

Hours: 25 Credits: 1

Prerequisite(s): 7013.

This course will emphasize the necessity for rapid and accurate transcription of taped material using a computer terminal as an input device. Students will be making formatting and printing decisions to fit various types of business correspondence.

**7027 SECRETARIAL ACCOUNTING**

Hours: 50 Credits: 3

Prerequisite(s): None.

This course will provide the student with an introduction to double-entry accounting with an emphasis on service businesses. It contains entry analysis, journalizing, posting, trial balance, worksheet, financial statements and closing procedures. A variety of practice sets provide experiences related to the student's program.

**7075 OFFICE PROCEDURES**

Hours: 50 Credits: 3

Prerequisite(s): None.

This course is designed to provide a comprehensive look at today's office environment and to enhance the skills and competencies necessary to enable students to succeed in the business world. Emphasis will be placed on office relationships, job success, listening skills, typical office correspondence, special office tasks, mail processing, telephone usage, general office equipment and reprographics.

**7076 MODEL OFFICE**

Hours: 50 Credits: 2

Prerequisite(s): 0816; concurrent enrollment 7075.

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

# PRACTICAL NURSING

Licensed Practical Nurses care for ill, injured, convalescent and handicapped persons in hospitals, clinics, physicians' offices, extended care facilities, and similar settings. They administer treatments involving hot and cold applications, wound dressings and irrigations; take and record temperatures, pulse and respiration rates and blood pressures; administer medications ordered by the physician by a number of routes, including injections. They make, record, and report pertinent observations; assist in care of patients during labor, delivery and the postpartum period; bathe, feed, and observe infants and children. They must pass a State Board of Nursing examination in order to be licensed.



## FACULTY

**Marjorie Gingras, R.N.;** B.S., 1974, University of Wisconsin; 9 yrs. related work experience; at MVTC since 1983.

**Norma Ibsen, R.N.;** B.S., 1944, Seattle University; 12 yrs. related work experience; at MVTC since 1970.

**Dorothy McVeigh;** B.S., 1979, M.Ed., 1982, University of Montana; 6 yrs. related work experience; at MVTC since 1983.

**Colleen Newman, R.N.;** B.S., 1977, Montana State University; 8 yrs. related work experience; at MVTC since 1977.

**Margaret Taulbee, R.N.;** B.S., 1973, University of Wyoming; M.S., 1980, Montana State University; 6 yrs. related work experience; at MVTC since 1981.

## Length of Program — 4 Quarters

COURSE NO.	COURSE TITLE	HOURS	CREDITS
0815	Human Relations .....	25	2
0816	Job Prep .....	25	2
5001	Basic Science .....	100	9
5003	Conditions of Illness .....	100	9
5015	Nutrition .....	25	3
5020	Math for Nursing .....	50	5
5030	Nursing Needs of People in Illness I .....	100	7
5031	Nursing Needs of People in Illness II .....	75	5
5033	Medical Terminology .....	25	3
5035	Drugs and Their Administration .....	75	6
5040	Care of Mother and Newborn .....	25	6
5045	Care of Children .....	25	2
5091	Clinical Experience .....	350	12
5092	Clinical Experience .....	350	12

## COURSE DESCRIPTIONS

### 0815 HUMAN RELATIONS

Hours: 25 Credits: 2

Prerequisite(s): None.

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

### 0816 JOB PREP

Hours: 25 Credits: 2

Prerequisite(s): None.

This course is designed to assist the student in acquiring the skills needed to locate, obtain, and retain a job. Topics covered include identification of transferable skills and employment values, designing and creating contemporary resumes and letters, completing job applications and interview techniques.

### 6001 BASIC SCIENCE

Hours: 100 Credits: 9

Prerequisite(s): None.

A brief outline of basic chemistry and microbiology; structure of cells, tissues and membranes; body plan; anatomy and physiology.

### 5003 CONDITIONS OF ILLNESS

Hours: 100 Credits: 9

Prerequisite(s): 5001.

A study of the etiology, symptoms and therapy of major diseases of the body systems, geriatric patient and mental illness.

### 5015 NUTRITION

Hours: 25 Credits: 3

Prerequisite(s): None.

The study of nutritional needs in health and disease with special emphasis on nutrients, their sources and functions.

**5020 MATH FOR NURSING**

Hours: 50 Credits: 5

Prerequisite(s): None.

A review of fractions, decimals, ratios, and proportions followed by a study of apothecary, household and metric conversion factors and application of these in accurately solving dosage problems enabling safe administration of oral medicines.

**5030 NURSING NEEDS OF PEOPLE IN ILLNESS I**

Hours: 100 Credits: 7

Prerequisite(s): None.

Basic nursing procedures used in caring for the mental, physical and emotional needs of the person who is ill.

**5031 NURSING NEEDS OF PEOPLE IN ILLNESS II**

Hours: 75 Credits: 5

Prerequisite(s): 5030.

This course is designed to enable the student, who successfully completes, to safely perform the complex nursing procedures required of the practical nurse.

**5033 MEDICAL TERMINOLOGY**

Hours: 25 Credits: 2

Prerequisite(s): None.

This course is intended to prepare the student to speak and write the language of the medical field and to learn how this language is used by allied health workers.

**5035 DRUGS AND THEIR ADMINISTRATION**

Hours: 75 Credits: 6

Prerequisite(s): 5034.

Study of sources, classifications and routes of administering drugs,

along with injection techniques and solving parenteral dosage problems.

**5040 CARE OF MOTHER AND NEWBORN**

Hours: 25 Credits: 2

Prerequisite(s): None.

Study of the prenatal labor and delivery and postpartum needs of the pregnant woman, and the needs of the newborn.

**5045 CARE OF CHILDREN**

Hours: 25 Credits: 2

Prerequisite(s): 5040.

Study of the physical and psychological growth and development of children, preventive pediatrics and major abnormalities and diseases of children.

**5091 CLINICAL EXPERIENCE**

Hours: 350 Credits: 12

Prerequisite(s): 5031.

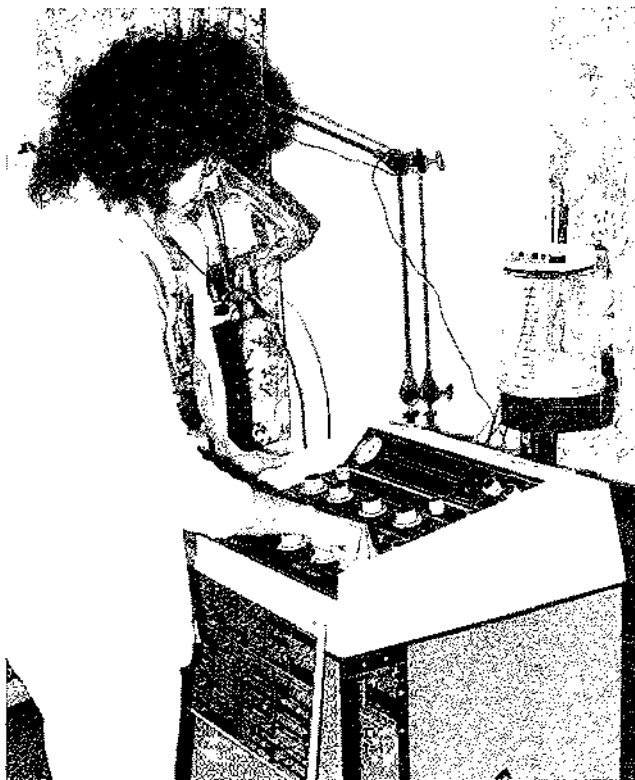
Clinical experience provides for the application of skills and knowledge learned in the classroom to the medical-surgical, orthopedic, oncology, and pediatric clinical areas.

**5092 CLINICAL EXPERIENCE**

Hours: 350 Credits: 12

Prerequisite(s): 5091.

Clinical experience provides for the applications of skills and knowledge learned in the classroom and course 5091 to geriatric nursing, pediatrics, obstetrics and the psychiatric patient, as well as in other specialized areas such as the doctor's office, emergency room, recovery room, and extended care facility.



## RESPIRATORY THERAPY TECHNOLOGY

Respiratory Therapy Technicians administer respiratory therapy care and life support to patients with deficiencies and abnormalities of the cardiopulmonary system (heart and lungs) under the supervision of physicians or therapists. They set up and operate devices such as respirators, mechanical ventilators, therapeutic gas administration apparatus, environmental control systems and aerosol generators.

Duties will include treating patients with breathing machines in order to deliver medication directly into the lungs. Technicians will be involved in most medical emergencies that involve shock, heart attacks, chest injuries and asthma. A national test must be passed to become a certified Respiratory Therapy Technician.

## FACULTY

**Wease Bollman, R.R.T.;** Diploma, 1976, University of Chicago and Clinics Advanced Respiratory Therapy Program; B.A., 1973, St. Louis University; 10 yrs. related work experience; at MVTC since 1983.

**William Gemar, R.R.T.;** Diploma, 1967, Edgewater Hospital School of Respiratory Therapy; 13 yrs. related work experience; at MVTC since 1976.

**Thomas Schimke, M.D.;** M.D., 1965, University of Pennsylvania; 15 yrs. of practice; at MVTC since 1976.

**Robert Wafstet, R.R.T.;** B.S., 1972, Gonzaga University; M.S., 1974, Eastern Washington University; B.S., 1976, Rockhurst College; 4 yrs. related work experience; at MVTC since 1979.

## Length of Program — 4 Quarters

COURSE NO.	COURSE TITLE	HOURS	CREDITS
0815	Human Relations .....	25	2
0816	Job Prep .....	25	2
8501	Basic Science .....	100	7
8502	Respiratory Physiology .....	40	4
8521	Medical Terminology .....	25	2
8525	Pharmacology .....	40	4
8529	Nursing Skills .....	50	3
8530	Preclinical Instruction .....	150	10
8531	Clinical Instruction I .....	20	2
8532	Clinical Instruction II .....	20	2
8533	Clinical Instruction III .....	20	2
8540	Clinical Topics I .....	20	2
8541	Clinical Topics II .....	20	2
8542	Clinical Topics III .....	30	3
8591	Clinical Experience I .....	190	6
8592	Clinical Experience II .....	270	9
8593	Clinical Experience III .....	320	10
8595	Respiratory Laboratory I .....	50	2
8597	Respiratory Laboratory II .....	50	2

## COURSE DESCRIPTIONS

### 0815 HUMAN RELATIONS

Hours: 25 Credits: 2

Prerequisite(s): None.

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

### 0816 JOB PREP

Hours: 25 Credits: 2

Prerequisite(s): None.

This course is designed to assist the student in acquiring the skills needed to locate, obtain, and retain a job. Topics covered include identification of transferable skills and employment values, designing and creating contemporary resumes and letters, completing job applications and interview techniques.

### 8501 BASIC SCIENCE

Hours: 100 Credits: 7

Prerequisite(s): None.

A brief outline of basic chemistry, basic microbiology, structure of cells, tissues and membranes; body plan anatomy and physiology.

### 8502 RESPIRATORY PHYSIOLOGY

Hours: 40 Credits: 4

Prerequisite(s): None.

Presents the student with a concise and in-depth picture of cardiopulmonary-renal anatomy and physiology. Fundamental principles are stressed along with applications to the clinical practice of medicine.

### 8521 MEDICAL TERMINOLOGY

Hours: 25 Credits: 2

Prerequisite(s): None.

A study of the language of medicine, terms specifically relating to body systems, abbreviations, and measurements.

### 8525 PHARMACOLOGY

Hours: 40 Credits: 4

Prerequisite(s): None.

To orient the student to the vast array of pharmaceutical products available for therapeutic and diagnostic uses. Emphasis is placed on the areas of pharmacology, special precautions, adverse effects and clinical guidelines.

### 8529 NURSING SKILLS

Hours: 50 Credits: 3

Prerequisite(s): None.

A course designed to introduce students to and help them develop the nursing-related knowledge and skills for such procedures as taking vital signs, patient safety, charting, masking, gowning and gloving as it applies to suctioning and isolation. Various communication techniques will also be covered.

### 8530 PRECLINICAL INSTRUCTION

Hours: 150 Credits: 10

Prerequisite(s): None.

An orientation to respiratory therapy along with a comprehensive study of the equipment utilized in this specialty. Students are given the opportunity to develop the necessary skills to operate safely and correctly, such entities as oxygen regulating and delivery devices, humidity and aerosol devices, ultrasonic devices, suction devices, bedside spirometry devices, IPPB machines, and volume ventilators.

### 8531 CLINICAL INSTRUCTION I

Hours: 20 Credits: 2

Prerequisite(s): 8530.

Further study of the respiratory system and associated diseases applying the procedures used in treating such in a clinical situation.

### 8532 CLINICAL INSTRUCTION II

Hours: 20 Credits: 2

Prerequisite(s): 8531.

A continuation of 8531 — further study of the respiratory system and associated diseases applying the procedures used in treating such in a clinical situation.

### 8533 CLINICAL INSTRUCTION III

Hours: 20 Credits: 2

Prerequisite(s): 8532.

A continuation of 8532 — further study of the respiratory system and associated diseases applying the procedures used in treating such in a clinical situation.

### 8540 CLINICAL TOPICS I

Hours: 20 Credits: 2

Prerequisite(s): None.

Knowledge of laboratory medicine that will aid students in the

clinical evaluation and interpretation of laboratory data. The students learn the rationale behind each test and how to use the information in their clinical practice.

### 8541 CLINICAL TOPICS II

Hours: 20 Credits: 2  
Prerequisite(s): 8540.

A study of non-invasive cardiology and cardiovascular monitoring along with perinatal and pediatric respiratory care. Anesthesiology and aspects of surgery that are pertinent to respiratory therapy are covered. Students will also be expected to write and report on case studies assigned.

### 8542 CLINICAL TOPICS III

Hours: 30 Credits: 3  
Prerequisite(s): 8541.

A detailed look at all the ramifications of pulmonary rehabilitation, home care and pulmonary functions. Organization and administration of respiratory therapy departments will be covered. A comprehensive review of respiratory therapy in which the students will be required to research and report on individually-assigned topics.

### 8591 CLINICAL EXPERIENCE I

Hours: 190 Credits: 6  
Prerequisite(s): Successful completion of theory.

Application in clinical areas, of knowledge and skills learned in the

classroom.

### 8592 CLINICAL EXPERIENCE II

Hours: 270 Credits: 9  
Prerequisite(s): 8591.

Application in clinical areas, of knowledge and skills learned in the classroom.

### 8593 CLINICAL EXPERIENCE III

Hours: 320 Credits: 10  
Prerequisite(s): 8592.

Application in clinical areas, of knowledge and skills learned in the classroom.

### 8595 RESPIRATORY LABORATORY I

Hours: 50 Credits: 2  
Prerequisite(s): 8530.

Application in a laboratory setting of skills learned in the classroom and to be mastered in Clinical Experience I.

### 8597 RESPIRATORY LABORATORY II

Hours: 50 Credits: 2  
Prerequisite(s): 8595.

Application in a laboratory setting of skills learned in the classroom and to be mastered in Clinical Experience II.

## RETAIL MERCHANDISING

Persons who work in the retailing field are primarily involved in sales and sales-supporting tasks in establishments engaged in selling merchandise to customers for personal, household, business, or farm use. Specific duties include the recording of sales and ordering, pricing, stocking, and displaying merchandise in all types of retail operations.



### FACULTY See Fashion Merchandising.

### Length of Program — 3 Quarters

COURSE NO.	COURSE TITLE	HOURS	CREDITS
0815	Human Relations .....	25	2
0816	Job Prep .....	25	2
0842	Applied Math .....	25	2
1501	Introduction to Business Computers .....	50	4
2503	Principles of Business .....	50	5
2510	Visual Merchandising .....	25	1
2512	Retail Salesmanship .....	50	3
2513	Psychology of Selling .....	50	5
2518	Retail Store Management .....	50	5
2522	Retail Advertising .....	50	3
2523	Retail Promotion .....	50	2
2533	Merchandising Math I .....	50	2
2534	Merchandising Math II .....	50	3

2543	Principles of Management .....	50	5
2592	Cooperative Work Experience/Practicum .....	100	3
7011	Business Communications .....	50	4
7014	Keyboard Typing .....	50	2
7031	Payroll Accounting .....	25	1
7032	Accounting I .....	50	4

## COURSE DESCRIPTIONS

### 0815 HUMAN RELATIONS

Hours: 25 Credits: 2

Prerequisite(s): None.

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

### 0816 JOB PREP

Hours: 25 Credits: 2

Prerequisite(s): None.

This course is designed to assist the student in acquiring the skills needed to locate, obtain, and retain a job. Topics covered include identification of transferable skills and employment values, designing and creating contemporary resumes and letters, completing job applications and interview techniques.

### 0842 APPLIED MATHEMATICS

Hours: 25 Credits: 2

Prerequisite(s): None.

A course designed to provide an introduction and/or review of mathematical concepts needed for successful completion of specialized math courses within individual programs.

### 1501 INTRODUCTION TO BUSINESS COMPUTERS

Hours: 50 Credits: 4

Prerequisite(s): 7014.

An introduction to computers from the user standpoint. An application is followed from the creation of input to the interpretation of output. Modern concepts of transaction oriented processing with related appropriate vocabulary are stressed along with some hands on experience.

### 2503 PRINCIPLES OF BUSINESS

Hours: 50 Credits: 5

Prerequisite(s): None.

Introduction to the area of business including the nature and changing environment of business, business ownership, marketing management, finance, pricing, and forecasting for the future.

### 2505 INTRODUCTION TO FASHION

Hours: 50 Credits: 5

Prerequisite(s): None.

An introduction to the fashion business which emphasizes fashion history and trends. Terminology and business practices specific to fashion merchandising will be covered, as well as the design function, including past and present designers and their influences.

### 2510 VISUAL MERCHANDISING

Hours: 25 Credits: 1

Prerequisite(s): None.

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. Application of theory is carried through by student creation of a series of displays.

### 2511 FASHION SALESMANSHIP

Hours: 50 Credits: 3

Prerequisite(s): None.

Course content includes the steps in opening, presenting, demonstrating, handling objections and closing the sale. Special emphasis is given to selling points and benefits specific to fashion merchandise.

### 2512 RETAIL SALESMANSHIP

Hours: 50 Credits: 3

Prerequisite(s): None.

The principles of selling including the kinds of selling, the steps of the sale, consumer buying motives, demonstrating the merchandise, handling objections, and suggestion selling.

### 2513 PSYCHOLOGY OF SELLING

Hours: 50 Credits: 5

Prerequisite(s): 2512 or 2511.

Counselor selling not only shows a salesperson what works, it also explains why it works. The salesperson becomes a "conscious competent," a true professional, capable of analyzing his/her own performance.

### 2518 RETAIL STORE MANAGEMENT

Hours: 50 Credits: 5

Prerequisite(s): None.

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

### 2522 RETAIL ADVERTISING

Hours: 50 Credits: 3

Prerequisite(s): None.

Emphasizes the history and development of advertising including its function in our society, economic aspects, media strategy, and target marketing. The major media of newspaper, radio, television, magazines, outdoor and direct mail are covered.

### 2523 RETAIL PROMOTION

Hours: 50 Credits: 2

Prerequisite(s): 2522.

The planning of a retail promotion for a business to include the following: the purpose of the campaign, costs involved, medias to be used, and the time length of the promotion.

### 2524 FASHION PROMOTION

Hours: 50 Credits: 2

Prerequisite(s): 2522.

The planning of a retail promotion for a fashion business to include the following: the purpose of the promotion, costs involved, media to be used, and the time length of the promotion.

### 2533 MERCHANDISING MATH I

Hours: 50 Credits: 2

Prerequisite(s): None.

An understanding of the mathematical concepts of retailing necessary to make decisions on the choice, timing and price of merchandise. Areas such as pricing methods, purchase planning, stock turnover, inventory control and the operating statement will be covered.

### 2534 MERCHANDISING MATH II

Hours: 50 Credits: 3

Prerequisite(s): 2533.

Designed for those who plan careers in retailing and will hold such jobs as assistant buyers, buyers, fashion coordinators, assistant store managers, department managers, and general managers. The performance of these jobs in retailing requires not only a command of the fundamentals of mathematics but also an ability to apply these fundamentals when solving specific merchandising problems.

### 2535 BUSINESS LAW

Hours: 50 Credits: 4

Prerequisite(s): None.

An overview of laws governing contracts, sales, agency, partner-

ship, corporations, real property, personal property and bankruptcy. Designed to give a general understanding of the subject and to provide information useful in deciding when a lawyer should be consulted for aid in avoiding legal mistakes.

#### **2541 FASHION MERCHANDISING AND MANAGEMENT**

Hours: 50 Credits: 5

Prerequisite(s): 2505.

The factors involved in marketing fashion merchandise — product planning, buying, retailing, promotion, coordination, creation of a fashion image — will be covered. Practical application of theory will be carried through in the simulated development of a retail fashion store.

#### **2543 PRINCIPLES OF MANAGEMENT**

Hours: 50 Credits: 5

Prerequisite(s): None.

The current management theories to effectively utilize human and material resources to achieve the organization's objectives will be emphasized. Topics covered will include leadership styles and techniques, effective communication approaches, managing time, decision making, delegation, and the basic functions of the management process. Emphasis will be given to developing supervisory and middle management skills when working with superiors, colleagues, and subordinates.

#### **2548 SMALL BUSINESS MANAGEMENT SEMINAR**

Hours: 15 Credits: 1

Prerequisite(s): None.

This course is designed to enhance employability of participants by making them knowledgeable of the various aspects of managing a small business with major emphasis placed on financial and marketing considerations. Extensive use of basic programmed materials helps the student cover areas such as cash flow, pricing, advertising, and salesmanship.

#### **2579 FASHION PRODUCT KNOWLEDGE**

Hours: 50 Credits: 5

Prerequisite(s): None.

Emphasizes the study of textile fibers and fabric construction including appearance, performance, care and end use. In addition, the fashion accessory areas of footwear, headwear, jewelry, wardrobe

selection and development will be studied.

#### **2592 COOPERATIVE WORK EXPERIENCE/PRACTICUM**

Hours: 100 Credits: 3

Prerequisite(s): Instructor's consent.

Cooperative Work Experience/Practicum is a part-time retail store experience, supervised by a mid-management instructor-coordinator, designed to give practical on-the-job experiences related to both fashion and retail merchandising.

#### **7011 BUSINESS COMMUNICATIONS**

Hours: 50 Credits: 4

Prerequisite(s): None.

A presentation of spelling, grammar, and punctuation principles needed in business writing, including techniques such as the use of sentence structure, transitions, phrases, and clauses. Skills involved in business correspondence, specifically, sales letters, letters of acceptance and refusal, routine business communications, and memos are developed.

#### **7014 KEYBOARD TYPING**

Hours: 50 Credits: 2

Prerequisite(s): None.

This course is designed to teach the basic operation of a typewriter, the complete alphabet, number and symbol keyboard, basic centering, and building of speed and accuracy on paragraph material.

#### **7031 PAYROLL ACCOUNTING**

Hours: 25 Credits: 1

Prerequisite(s): 7032.

Payroll accounting introduces the student to payroll records utilized in business as well as to laws governing the elements of payroll. A comprehensive payroll project is done using current rates.

#### **7032 ACCOUNTING I**

Hours: 50 Credits: 4

Prerequisite(s): None.

Basic double-entry accounting is introduced. Emphasis on analysis, journalizing, posting, trial balance, worksheet, financial statements and closing procedures. Includes accruals, deferrals, accounting systems and cash control. A practice set is completed, and integrated accounting on microcomputers is introduced.



## **SECRETARIAL**

Secretarial personnel schedule appointments, use the telephone, greet visitors, read and route incoming mail, prepare outgoing mail, and compose routine correspondence. They type letters, memos, tables, forms and reports; they file correspondence and assist in records management. Some jobs require secretarial personnel to take dictation in shorthand, to type from a voice recording, and/or originate and edit documents on word processing equipment.

In addition to these duties, legal secretaries prepare and type legal documents and pleadings from dictated instructions, and follow legal office procedures; medical secretaries transcribe medical histories and reports, maintain medical records and forms, and follow medical office procedures.



## FACULTY

**Carolyn Woodbury**; B.S., 1959, University of Minnesota; 3 yrs. related work experience; at MVTC since 1972.  
**Larry Altenbrun**; B.A., 1972, M.Ed., 1978, University of Montana; 6 yrs. related work experience; at MVTC since 1973.  
**Helen Yorton**; B.S., 1963, M.Ed., 1981, University of Montana; 7 yrs. related work experience; at MVTC since 1970.  
**Penny Jakes**; B.S., 1970, Montana State University; M.Ed., 1981, University of Montana; 3 yrs. related work experience; at MVTC since 1973.  
**Patricia Kiner**; 10 yrs. related work experience; at MVTC since 1969.  
**Vicki Micheletto**; B.S., 1968, Eastern Montana College; 6 yrs. related work experience; at MVTC since 1980.  
**Carol Morris**; B.A., 1983, University of Montana; 23 yrs. related work experience; at MVTC since 1972.  
**Lynn Stocking**; B.S. 1974, University of Montana; 5 yrs. related work experience; at MVTC since 1978.  
**Carol Sullivan**; B.A., 1973, University of Montana; M.S., 1983, Montana State University; 3 yrs. related work experience; at MVTC since 1974.  
**Robert Burger**; A.A., Dawson College; B.S., 1969, Eastern Montana College; M.S., 1971, Montana State University; Ph.D., 1980, Colorado State University; 18 yrs. related work experience; at MVTC since 1971.

## CLERK TYPIST

**Length of Program — 3 Quarters**

COURSE NO.	COURSE TITLE	HOURS	CREDITS
0810	Communications Techniques.....	50	3
0815	Human Relations .....	25	2
0816	Job Prep .....	25	2
0842	Applied Math .....	25	2
1501	Intro to Business Computers.....	50	4
2503	Principles of Business .....	50	5
7002	Calculators in Business .....	50	3
7005	Filing.....	50	3
7011	Business Communications .....	50	4
7012	Word Processing I .....	25	1
7013	Word Processing II .....	25	1
7014	Keyboard Typing .....	50	2
7015	Typing I .....	50	3
7016	Typing II .....	50	3
7020	Machine Transcription .....	50	2
7027	Secretarial Accounting .....	50	3
7075	Office Procedures .....	50	3
7076	Model Office .....	50	2

## GENERAL SECRETARY

**Length of Program — 5 Quarters**

COURSE NO.	COURSE TITLE	HOURS	CREDITS
0810	Communications Techniques.....	50	3
0815	Human Relations .....	25	2
0816	Job Prep .....	25	2
0842	Applied Math .....	25	2
1501	Intro to Business Computers.....	50	4
2503	Principles of Business .....	50	5
2535	Business Law .....	50	4
7002	Calculators in Business .....	50	3
7005	Filing.....	50	3
7011	Business Communications .....	50	4
7012	Word Processing I .....	25	1
7013	Word Processing II .....	25	1
7014	Keyboard Typing .....	50	2
7015	Typing I .....	50	3
7016	Typing II .....	50	3
7020	Machine Transcription .....	50	2
7025	Transcription/Text Editing .....	25	1
7027	Secretarial Accounting .....	50	3

7040	Shorthand .....	50	5
7041	Stenography I .....	50	4
7042	Stenography II .....	50	4
7043	Stenography III .....	100	5
7065	Office Management .....	50	3
7075	Office Procedures .....	50	3
7076	Model Office .....	50	2
7092	Coop Work Experience/Practicum.....	100	3

### **LEGAL SECRETARY With Accounting Emphasis**

**Length of Program — 6 Quarters**

<b>COURSE NO.</b>	<b>COURSE TITLE</b>	<b>HOURS</b>	<b>CREDITS</b>
0810	Communications Techniques.....	50	3
0815	Human Relations .....	25	2
0816	Job Prep .....	25	2
0842	Applied Math .....	25	2
1501	Intro to Business Computers.....	50	4
2503	Principles of Business .....	50	5
2535	Business Law .....	50	4
7002	Calculators in Business.....	50	3
7005	Filing.....	50	3
7011	Business Communications .....	50	4
7012	Word Processing I .....	25	1
7013	Word Processing II .....	25	1
7014	Keyboard Typing .....	50	2
7015	Typing I .....	50	3
7016	Typing II .....	50	3
7032	Accounting I .....	50	4
7033	Accounting II .....	50	4
7037	Accounting Applications I.....	50	2
7065	Office Management .....	50	3
7075	Office Procedures .....	50	3
7076	Model Office .....	50	2
7077	Litigation .....	50	4
7078	Real Estate .....	25	2
7079	Legal Terminology .....	50	3
7080	Legal Office Procedures .....	50	4
7083	Legal Transcription I .....	100	4
7084	Legal Transcription II .....	100	4
7085	Family Law .....	25	2
7087	Collections & Bankruptcy .....	25	2
7088	Probate & Wills .....	25	2
7089	Corporations and Partnersips .....	25	2
7092	Coop Work Experience/Practicum.....	100	3

### **LEGAL SECRETARY With Shorthand Emphasis**

**Length of Program — 6 Quarters**

<b>COURSE NO.</b>	<b>COURSE TITLE</b>	<b>HOURS</b>	<b>CREDITS</b>
0810	Communications Techniques.....	50	3
0815	Human Relations .....	25	2
0816	Job Prep .....	25	2
0842	Applied Math .....	25	2
1501	Intro to Business Computers.....	50	4
2503	Principles of Business .....	50	5
2535	Business Law .....	50	4
7002	Calculators in Business.....	50	3

7005	Filing.....	50	3
7011	Business Communications .....	50	4
7012	Word Processing I .....	25	1
7013	Word Processing II .....	25	1
7014	Keyboard Typing .....	50	2
7015	Typing I .....	50	3
7016	Typing II .....	50	3
7027	Secretarial Accounting .....	50	3
7040	Shorthand .....	50	5
7041	Stenography I .....	50	4
7042	Stenography II .....	50	4
7065	Office Management .....	50	3
7075	Office Procedures .....	50	3
7076	Model Office .....	50	2
7077	Litigation .....	50	4
7078	Real Estate .....	25	2
7079	Legal Terminology .....	50	3
7080	Legal Office Procedures .....	50	4
7083	Legal Transcription I .....	100	4
7084	Legal Transcription II .....	100	4
7085	Family Law .....	25	2
7087	Collections & Bankruptcy .....	25	2
7088	Probate & Wills .....	25	2
7089	Corporations and Partnerships .....	25	2
7092	Coop Work Experience/Practicum.....	100	3

## **MEDICAL SECRETARY**

**Length of Program — 5 Quarters**

<b>COURSE NO.</b>	<b>COURSE TITLE</b>	<b>HOURS</b>	<b>CREDITS</b>
0810	Communications Techniques.....	50	3
0815	Human Relations .....	25	2
0816	Job Prep .....	25	2
0842	Applied Math .....	25	2
1501	Intro to Business Computers .....	50	4
2503	Principles of Business .....	50	5
7002	Calculators in Business.....	50	3
7005	Filing.....	50	3
7011	Business Communications .....	50	4
7012	Word Processing I .....	25	1
7014	Keyboard Typing .....	50	2
7015	Typing I .....	50	3
7016	Typing II .....	50	3
7027	Secretarial Accounting .....	50	3
7050	Medical Terminology I.....	50	4
7051	Medical Terminology II .....	50	4
7052	Medical Terminology III .....	50	4
7053	Medical Terminology IV .....	50	5
7054	Anatomy and Physiology I .....	50	4
7055	Anatomy and Physiology II.....	50	4
7056	Medical Transcription I.....	100	4
7061	Medical Office Procedures I.....	50	3
7062	Medical Office Procedures II .....	50	3
7065	Office Management .....	50	3
7075	Office Procedures .....	50	3
7076	Model Office .....	50	2
7092	Coop Work Experience/Practicum.....	100	3

## **MEDICAL RECEPTIONIST**

**Length of Program — 3 Quarters**

<b>COURSE NO.</b>	<b>COURSE TITLE</b>	<b>HOURS</b>	<b>CREDITS</b>
0810	Communications Techniques.....	50	3
0815	Human Relations .....	25	2
0816	Job Prep .....	25	2
0842	Applied Math .....	25	2
1501	Intro to Business Computers.....	50	4
2503	Principles of Business .....	50	5
7002	Calculators in Business.....	50	3
7005	Filing.....	50	3
7011	Business Communications .....	50	4
7014	Keyboard Typing .....	50	2
7015	Typing I .....	50	3
7016	Typing II .....	50	3
7027	Secretarial Accounting .....	50	3
7050	Medical Terminology I.....	50	4
7061	Medical Office Procedures I.....	50	3
7062	Medical Office Procedures II .....	50	3
7075	Office Procedures .....	50	3
7076	Model Office .....	50	2

## **MEDICAL TRANSCRIPTIONIST**

**Length of Program — 6 Quarters**

<b>COURSE NO.</b>	<b>COURSE TITLE</b>	<b>HOURS</b>	<b>CREDITS</b>
0810	Communications Techniques.....	50	3
0815	Human Relations .....	25	2
0816	Job Prep .....	25	2
0842	Applied Math .....	25	2
1501	Intro to Business Computers.....	50	4
2503	Principles of Business .....	50	5
7002	Calculators in Business .....	50	3
7005	Filing.....	50	3
7011	Business Communications .....	50	4
7012	Word Processing I .....	25	1
7013	Word Processing II .....	25	1
7014	Keyboard Typing .....	50	2
7015	Typing I .....	50	3
7016	Typing II .....	50	3
7025	Transcription/Text Editing .....	25	1
7027	Secretarial Accounting .....	50	3
7050	Medical Terminology I.....	50	4
7051	Medical Terminology II .....	50	4
7052	Medical Terminology III .....	50	4
7053	Medical Terminology IV .....	50	5
7054	Anatomy and Physiology I .....	50	4
7055	Anatomy and Physiology II.....	50	4
7056	Medical Transcription I .....	100	4
7057	Medical Transcription II .....	100	4
7058	Medical Transcription III.....	100	4
7061	Medical Office Procedures I.....	50	3
7062	Medical Office Procedures II .....	50	3
7065	Office Management .....	50	3
7075	Office Procedures .....	50	3
7076	Model Office .....	50	2
7092	Coop Work Experience/Practicum.....	100	3

## COURSE DESCRIPTIONS

### 0810 COMMUNICATION TECHNIQUES

Hours: 50 Credits: 3

Prerequisite(s): None.

This course is designed to help entry-level employees improve their understanding of, and skill in, the forms of communication most critical to their growth and success on the job. An introduction to interpersonal and organizational communication theory is presented.

### 0815 HUMAN RELATIONS

Hours: 25 Credits: 2

Prerequisite(s): None.

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

### 0816 JOB PREP

Hours: 25 Credits: 2

Prerequisite(s): None.

This course is designed to assist the student in acquiring the skills needed to locate, obtain, and retain a job. Topics covered include identification of transferable skills and employment values, designing and creating contemporary resumes and letters, completing job applications and interview techniques.

### 0842 APPLIED MATHEMATICS

Hours: 25 Credits: 2

Prerequisite(s): None.

A course designed to provide introduction and/or review of mathematical concepts needed for successful completion of specialized math courses within individual programs.

### 1501 INTRODUCTION TO BUSINESS COMPUTERS

Hours: 50 Credits: 4

Prerequisite(s): 7014.

An introduction to computers from the user standpoint. An application is followed from the creation of input to the interpretation of output. Modern concepts of transaction oriented processing with related appropriate vocabulary are stressed along with some hands-on experience.

### 2503 PRINCIPLES OF BUSINESS

Hours: 50 Credits: 5

Prerequisite(s): None.

Introduction to the area of business including the nature and changing environment of business, business ownership, marketing management, finance, pricing, and forecasting for the future.

### 2535 BUSINESS LAW

Hours: 50 Credits: 4

Prerequisite(s): None.

An overview of laws governing contracts, sales, agency, partnership, corporations, real property, personal property and bankruptcy. Designed to give a general understanding of the subject and to provide information useful in deciding when a lawyer should be consulted for aid in avoiding legal mistakes.

### 7002 CALCULATORS IN BUSINESS

Hours: 50 Credits: 3

Prerequisite(s): 0842.

The study and practice of electronic printing and display calculators and their applications to business mathematics. The student will learn basic machine operations including the touch method, determining costs, pricing, profit, wholesaling, interest, and consumer credit. These machine and business math skills are a necessary component in today's office.

### 7005 FILING

Hours: 50 Credits: 3

Prerequisite(s): None.

Instruction in the safe and systematic arrangement and storage of materials so they can be located quickly and easily. Emphasis is

placed upon a thorough knowledge of the rules for alphabetic filing with additional practice in geographic, numeric and subject filing. Charge-out, transfer, and storage controls are covered; micrographics and equipment are discussed.

### 7011 BUSINESS COMMUNICATIONS

Hours: 50 Credits: 4

Prerequisite(s): None.

A presentation of spelling, grammar, and punctuation principles needed in business writing, including techniques such as the use of sentence structure, transitions, phrases, and clauses. Skills involved in business correspondence, specifically, sales letters, letters of acceptance and refusal, routine business communications, and memos are developed.

### 7012 WORD PROCESSING I

Hours: 25 Credits: 1

Prerequisite(s): 1501.

Word Processing I is a word processing package utilizing direct screen editing through the terminal edit keys, immediate display of formatted text, and clear diagnostics for error conditions. Emphasis is on a thorough understanding of CRT Operation, as well as speed and accuracy.

### 7013 WORD PROCESSING II

Hours: 25 Credits: 1

Prerequisite(s): 7012.

Word Processing II is a command-driven text processing system used to create, modify, and format text files for printing a variety of documents. Emphasis is placed on basic understanding of the capabilities and uses for these TDP (text and document processor) commands as they may be applied in business.

### 7014 KEYBOARD TYPING

Hours: 50 Credits: 2

Prerequisite(s): None.

This course is designed to teach the basic operation of a typewriter, the complete alphabet, number and symbol keyboard, basic centering, and building of speed and accuracy on paragraph material.

### 7015 TYPING I

Hours: 50 Credits: 3

Prerequisite(s): 7014.

Typing I consists of 50 hours of classroom work. Ten hours of classroom time is devoted to drills and timings. The course includes the following: (1) care and operation of the typewriter; (2) alphabetic and number drills; (3) basic letters, tables, manuscripts, and forms; (4) corrections; (5) multiple copies.

### 7016 TYPING II

Hours: 50 Credits: 3

Prerequisite(s): 7015.

Typing II consists of 50 hours of classroom work. Ten hours of classroom time is devoted to drills and timings. The course includes the following: (1) various types and formats for different business forms; (2) manuscripts; (3) rules and boxed tables; (4) financial statements; (5) letters; (6) emphasis on building higher speed and accuracy.

### 7020 MACHINE TRANSCRIPTION

Hours: 50 Credits: 2

Prerequisite(s): 7015.

Develops the techniques of accurate and fast typewritten transcription from a pre-dictated cassette tape. Increases competency in spelling, grammar, and punctuation.

### 7025 TRANSCRIPTION/TEXT-EDITING

Hours: 25 Credits: 1

Prerequisite(s): 7013.

This course will emphasize the necessity for rapid and accurate transcription of taped material using a computer terminal as an input device. Students will be making formatting and printing decisions to

fit various types of business correspondence.

### **7027 SECRETARIAL ACCOUNTING**

Hours: 50 Credits: 3

Prerequisite(s): None.

This course will provide the student with an introduction to double-entry accounting with an emphasis on service businesses. It contains entry analysis, journalizing, posting, trial balance, worksheet, financial statements and closing procedures. A variety of practice sets provide experiences related to the student's program.

### **7030 COMPUTER ACCOUNTING SYSTEMS**

Hours: 50 Credits: 3

Prerequisite(s): 7033.

This course provides "hands-on" experience for the student to use the capabilities of the microcomputer for accounting applications. Activities will include setting up and using accounting spread sheets for calculating and forecasting purposes.

### **7032 ACCOUNTING I**

Hours: 50 Credits: 4

Prerequisite(s): None.

Basic double-entry accounting is introduced. Emphasis on analysis, journalizing, posting, trial balance, worksheet, financial statements and closing procedures. Includes accruals, deferrals, accounting systems and cash control. A practice set is completed, and integrated accounting on microcomputers is introduced.

### **7033 ACCOUNTING II**

Hours: 50 Credits: 4

Prerequisite(s): 7032.

An expansion of Accounting I involving receivables, inventories, plant and intangible assets, expanded liabilities, price level changes, and concepts and principles. Partnerships, corporations, long-term liabilities and investments together with consolidated statements and other reports complete the course. A practice set is done; also projects on the microcomputer.

### **7034 ACCOUNTING III**

Hours: 50 Credits: 4

Prerequisite(s): 7033.

Conclusion of the basic accounting sequence including statement analysis and control for departments and branches. Job order cost and process cost systems are introduced. Budgeting and decision making is covered as well as accounting for individuals and nonprofit organizations. A practice set is completed.

### **7035 COST ACCOUNTING**

Hours: 50 Credits: 4

Prerequisite(s): 7033.

This course covers flow of costs, job order and job process cost systems, standard costs, average and direct costing as well as lost units, by-products, and joint products. Analysis of cost behavior is included.

### **7036 INCOME TAX**

Hours: 25 Credits: 2

Prerequisite(s): None.

This course involves preparation of common individual tax returns with a brief overview of business income tax. Up-to-date forms and schedules will be used.

### **7037 ACCOUNTING APPLICATIONS I**

Hours: 50 Credits: 2

Prerequisite(s): 7032; concurrent enrollment 7033.

Half of this course is payroll accounting where the student will be introduced to payroll computations and records used in businesses. Laws governing payroll will be discussed. The lab portion of this course is designed to give the student planned auxiliary activities and support and reinforcement for 7033 Accounting II.

### **7038 ACCOUNTING APPLICATIONS II**

Hours: 50 Credits: 2

Prerequisite(s): 7033; concurrent enrollment 7034.

This course is designed to give the student planned auxiliary activities and support and reinforcement for 7034 Accounting III.

### **7039 COST ACCOUNTING APPLICATIONS**

Hours: 50 Credits: 2

Prerequisite(s): 7033; concurrent enrollment 7035.

This course is designed to give the student planned auxiliary activities and support and reinforcement for 7035 Cost Accounting.

### **7040 SHORTHAND**

Hours: 50 Credits: 5

Prerequisite(s): None.

Gregg shorthand is presented in 48 lessons. Students learn the alphabet and brief forms and practice good shorthand penmanship. Letters are dictated, and transcription techniques are introduced.

### **7041 STENOGRAPHY I**

Hours: 50 Credits: 4

Prerequisite(s): 7040.

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

### **7042 STENOGRAPHY II**

Hours: 50 Credits: 4

Prerequisite(s): 7041.

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.

### **7050 MEDICAL TERMINOLOGY I**

Hours: 50 Credits: 4

Prerequisite(s): None.

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.)

### **7051 MEDICAL TERMINOLOGY II**

Hours: 50 Credits: 4

Prerequisite(s): 7050; concurrent enrollment 7054.

A study of the medical terminology of systems and disorders of musculoskeletal, cardiovascular, blood and blood forming organs, lymphatic, digestive, respiratory, skin and breasts. (Not interchangeable with course 5021.) Topics include aspects of anatomy, diagnosis, systems, radiology, clinical laboratory and surgery.

### **7052 MEDICAL TERMINOLOGY III**

Hours: 50 Credits: 4

Prerequisite(s): 7051; concurrent enrollment 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.

### **7053 MEDICAL TERMINOLOGY IV**

Hours: 50 Credits: 5

Prerequisite(s): 7052.

A study of the medical terminology of systemic disorders, geriatrics, and psychogeriatrics, oncology, anesthesiology, physical therapy and rehabilitation, nuclear medicine, laboratory 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.

#### **7054 ANATOMY AND PHYSIOLOGY I**

Hours: 50 Credits: 4

Prerequisite(s): 7050; concurrent enrollment 7051.

Study of human body, its systems and physiological processes, as correlated with Medical Terminology II, along with a section on cellular biology and tissues.

#### **7055 ANATOMY AND PHYSIOLOGY II**

Hours: 50 Credits: 4

Prerequisite(s): 7050; concurrent enrollment 7052.

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

#### **7056 MEDICAL TRANSCRIPTION I**

Hours: 100 Credits: 4

Prerequisite(s): 7016.

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 notebook of reference materials is prepared.

#### **7057 MEDICAL TRANSCRIPTION II**

Hours: 100 Credits: 4

Prerequisite(s): 7056.

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

#### **7058 MEDICAL TRANSCRIPTION III**

Hours: 100 Credits: 4

Prerequisite(s): 7057.

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

#### **7061 MEDICAL OFFICE PROCEDURES I**

Hours: 50 Credits: 3

Prerequisite(s): 7050.

A career study in medical office reception, telephone, appointment, and correspondence procedures. Also included is an introduction into basic assistance techniques.

#### **7062 MEDICAL OFFICE PROCEDURES II**

Hours: 50 Credits: 3

Prerequisite(s): 7061.

Advanced course work expanding the medical secretary career study to include hospital and dental office procedures. Focus is on transcription, billing and collecting, financial records, and medical insurance through simulated practices.

#### **7065 OFFICE MANAGEMENT**

Hours: 50 Credits: 3

Prerequisite(s): 7075.

This course presents information in planning, organizing, and controlling business services, systems, and procedures. Emphasis is placed on current employment practices, management/employee action and interaction, time management of an office in an "automated" age, office productivity, office support systems, ergonomics, personnel selection, evaluation, and compensation. In addition to the topics: stress management, job burnout, sexual harassment, and feasibility studies the course offers situation exercises/role playing, and the management point of view.

#### **7075 OFFICE PROCEDURES**

Hours: 50 Credits: 3

Prerequisite(s): None.

This course is designed to provide a comprehensive look at today's office environment and to enhance the skills and competencies necessary to enable students to succeed in the business world. Emphasis will be placed on office relationships, job success, listening skills, typical office correspondence, special office tasks, mail processing, telephone usage, general office equipment and reprographics.

#### **7076 MODEL OFFICE**

Hours: 50 Credits: 2

Prerequisite(s): 0816; concurrent enrollment 7075.

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

#### **7077 LITIGATION**

Hours: 50 Credits: 4

Prerequisite(s): 7080.

A study of civil lawsuits in the U.S. court system wherein the legal secretary types pleadings, documents, and briefs, including an appeal to the Montana Supreme Court.

#### **7078 REAL ESTATE**

Hours: 25 Credits: 2

Prerequisite(s): 7080.

A study of secretarial tasks involved in real estate law practice, including preparation of deeds, contracts, mortgages, and title documents.

#### **7079 LEGAL TERMINOLOGY**

Hours: 50 Credits: 3

Prerequisite(s): Concurrent enrollment 7015.

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

#### **7080 LEGAL OFFICE PROCEDURES**

Hours: 50 Credits: 4

Prerequisite(s): 7079.

Introduction to law office secretarial procedures emphasizing receptionist tasks; production of basic documents; preparation of procedures manual.

#### **7083 LEGAL TRANSCRIPTION I**

Hours: 100 Credits: 4

Prerequisite(s): 7080.

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

#### **7084 LEGAL TRANSCRIPTION II**

Hours: 100 Credits: 4

Prerequisite(s): 7083.

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.

#### **7085 FAMILY LAW**

Hours: 25 Credits: 2

Prerequisite(s): 7080.

Covers law office secretarial tasks and duties in cases of dissolution of marriage, adoption and guardianship.

#### **7087 COLLECTIONS AND BANKRUPTCY**

Hours: 25 Credits: 2

Prerequisite(s): 7077.

Basic procedures for legal secretaries in debt collection law practice. Includes study of small claims court, execution, garnishment, attachment, and bankruptcy documents.

**7088 PROBATE AND WILLS**

Hours: 25 Credits: 2

Prerequisite(s): 7080.

Study of legal secretarial duties in preparation of wills and Montana probate proceedings.

**7089 CORPORATIONS AND PARTNERSHIPS**

Hours: 25 Credits: 2

Prerequisite(s): 7080.

A legal secretary's view of Montana corporations, partnerships,

business entities and contracts with emphasis on document preparation.

**7092 COOPERATIVE WORK EXPERIENCE/PRACTICUM**

Hours: 100 Credits: 3

Prerequisite(s): None.

This course attempts to bring greater relevancy to classroom instruction through alternating employment with classroom instruction. Students may or may not receive pay; their work is supervised on the job by the employer and by MVTC personnel.

**SMALL ENGINE MECHANIC**

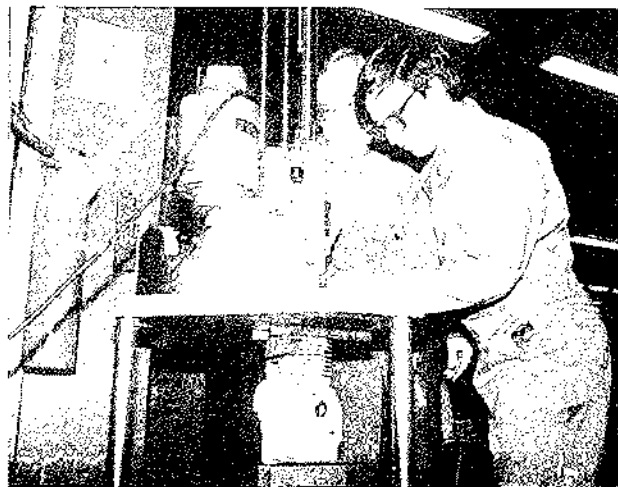
Small engine mechanics repair and maintain two stroke and four stroke cycle gasoline engines used to power such machines as chain saws, lawn mowers, motorcycles, outboard motors and snowmobiles. They replace or repair parts such as piston rings, bearings, electrical and carburetion components; perform tune-ups, other services, and maintenance work.

**FACULTY**

**James Lizotte;** B.S., 1966, M.S., 1967, Stout State University; 2 yrs. related work experience; at MVTC since 1975.

**Length of Program — 3 Quarters**

COURSE NO.	COURSE TITLE	HOURS	CREDITS
0815	Human Relations .....	25	2
0816	Job Prep .....	25	2
9001	Principles of 2 and 4 Stroke Cycle Engines.....	50	5
9007	Electrical Systems .....	100	8
9020	Trade Mathematics .....	50	5
9030	Fuels, Lubricants and Carburetion .....	50	4
9035	Machine Shop.....	50	2
9040	Small Engine Service I.....	150	5
9041	Small Engine Service II .....	200	5
9042	Small Engine Service III .....	150	5
9050	Troubleshooting and Tune-Up.....	100	5
9065	Welding .....	100	4

**COURSE DESCRIPTIONS****0815 HUMAN RELATIONS**

Hours: 25 Credits: 2

Prerequisite(s): None.

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

**0816 JOB PREP**

Hours: 25 Credits: 2

Prerequisite(s): None.

This course is designed to assist the student in acquiring the skills needed to locate, obtain, and retain a job. Topics covered include identification of transferable skills and employment values, designing

and creating contemporary resumes and letters, completing job applications and interview techniques.

**9001 PRINCIPLES OF TWO AND FOUR STROKE CYCLE ENGINES**

Hours: 50 Credits: 5

Prerequisite(s): None.

The principles of two and four stroke cycle operation through lectures, demonstrations, and engine disassembly and reassembly.

**9007 ELECTRICAL SYSTEMS**

Hours: 100 Credits: 8

Prerequisite(s): None.

A study of electrical systems, their components and the testing of these components as used on small engine applications.



**9020 TRADE MATHEMATICS**

Hours: 50 Credits: 5

Prerequisite(s): None.

The basic mathematical functions of the whole numbers, fractions, and decimals; gear and compression ratios, proportions-application to drive trains; applied geometry — area and volume, engine displacement.

**9030 FUELS, LUBRICANTS AND CARBURETION**

Hours: 50 Credits: 4

Prerequisite(s): None.

A study of the selection of fuels and lubricants and the principles, repair, and adjustments of small engines fuel systems.

**9035 MACHINE SHOP**

Hours: 50 Credits: 2

Prerequisite(s): None.

Covers the 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.

**9040 SMALL ENGINE SERVICE I**

Hours: 150 Credits: 5

Prerequisite(s): None.

Disassembly and reassembly of two-stroke and four-stroke cycle engines under simulated shop conditions.

**9041 SMALL ENGINE SERVICE II**

Hours: 200 Credits: 5

Prerequisite(s): 9040.

Minor and major work on small engines and power trains with special emphasis on snowmobiles and outboard motors.

**9042 SMALL ENGINE SERVICE III**

Hours: 150 Credits: 5

Prerequisite(s): 9041.

Minor and major repair work on small engines and power trains with special emphasis on motorcycles and chain saws.

**9050 TROUBLESHOOTING AND TUNE-UP**

Hours: 100 Credits: 5

Prerequisite(s): 9041.

Instruction and demonstration involving tune-up and troubleshooting 2-stroke and 4-stroke cycle engines and related components.

**9065 WELDING**

Hours: 100 Credits: 4

Prerequisite(s): None.

The basic and intermediate processes and procedures of arc (shielded metal arc) and oxyacetylene welding are covered in the flat, horizontal, and vertical positions in a variety of joint configurations. Basic use of TIG (tungsten inert gas) and MIG (metallic inert gas) processes is included. Also, instruction is given on cutting with the oxyacetylene process.

## SURGICAL TECHNOLOGY

Surgical Technicians perform any combination of the following tasks before, during, and after surgery under the supervision of physicians or registered nurses; wash, shave, and prepare surgical areas of patients; don caps and masks to perform the surgical scrub; don sterile gowns and gloves; arrange instruments, sutures, and sponges on a Mayo stand and back table; help surgical team don gowns and gloves; adjust lights and other equipment as directed; wash and sterilize used equipment, using germicides, autoclave, and gas sterilizers; clean operating room; count sponges, needles, and instruments used during surgery; hand physicians medical instruments and supplies, hold retractors, and cut sutures as directed during surgery. Surgical technicians may choose to take the national examination to become certified.



## FACULTY

**Bobette Pattee, R.N.;** Diploma, 1971, Jennie Edmudson School of Nursing; 4 yrs. related work experience; at MVTC since 1974.

### Length of Program — 3 Quarters

COURSE NO.	COURSE TITLE	HOURS	CREDITS
0815	Human Relations .....	25	2
0816	Job Prep .....	25	2
8001	Basic Science .....	100	7
8002	Safe Patient Care and Operating Room Techniques.....	90	6
8004	Introduction and Orientation .....	10	1
8005	Surgical Procedures.....	100	10
8006	Advanced Surgical Procedures .....	20	2
8091	Clinical Experience .....	20	1
8092	Clinical Experience .....	250	8
8093	Clinical Experience .....	330	11

## COURSE DESCRIPTIONS

### 0815 HUMAN RELATIONS

Hours: 25 Credits: 2

Prerequisite(s): None.

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

### 0816 JOB PREP

Hours: 25 Credits: 2

Prerequisite(s): None.

This course is designed to assist the student in acquiring the skills needed to locate, obtain, and retain a job. Topics covered include identification of transferable skills and employment values, designing and creating contemporary resumes and letters, completing job applications and interview techniques.

### 8001 BASIC SCIENCE

Hours: 100 Credits: 7

Prerequisite(s): None.

A basic knowledge of human anatomy and physiology, microbiology, chemistry and medical terminology.

### 8002 SAFE PATIENT CARE AND OPERATING ROOM TECHNIQUES

Hours: 90 Credits: 6

Prerequisite(s): 8004.

Responsibilities of the surgical technician in the circulating assistant and scrub roles and related nursing procedures.

### 8004 INTRODUCTION AND ORIENTATION

Hours: 10 Credits: 1

Prerequisite(s): None.

Orientation to the surgical technician occupation providing back-

ground necessary for further studies in operating room technology.

### 8005 SURGICAL PROCEDURES

Hours: 100 Credits: 10

Prerequisite(s): 8002.

Description of specific procedures in each specialty through the pre-operative, operative, and post-operative stages.

### 8006 ADVANCED SURGICAL PROCEDURES

Hours: 20 Credits: 2

Prerequisite(s): 8005.

Description of advanced surgical procedures in specialty areas through the pre-operative, operative and post-operative stages.

### 8091 CLINICAL EXPERIENCE

Hours: 20 Credits: 1

Prerequisite(s): 8004 and concurrent with 8002.

Orientation to the physical organization of the surgical suite, observe surgical procedures, demonstrate operative room technique.

### 8092 CLINICAL EXPERIENCE

Hours: 250 Credits: 8

Prerequisite(s): 8091.

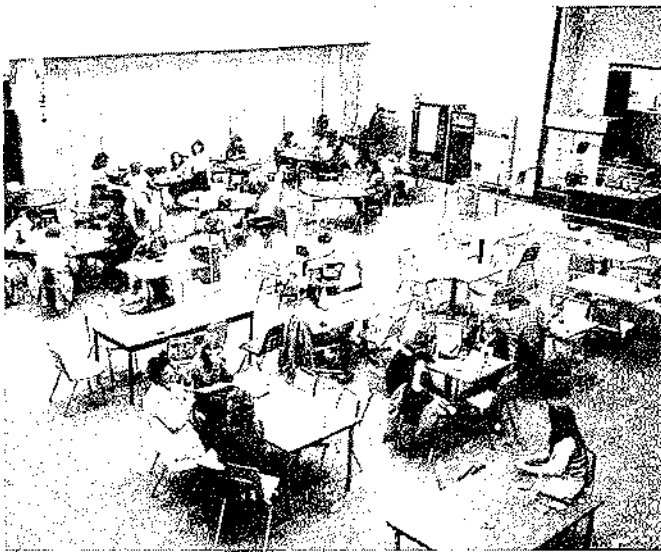
Demonstration of a safe level of practice and knowledge of surgical technique through assisting in circulatory and scrub roles. Progress to first scrub on minor procedures.

### 8093 CLINICAL EXPERIENCE

Hours: 330 Credits: 11

Prerequisite(s): 8092.

Development of surgical scrub technique excellence through experience at various surgical facilities and taking "call".



## **STUDENT BILL OF RIGHTS RESPONSIBILITIES AND CONDUCT**

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

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

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

### **CAMPUS EXPRESSION**

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

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

### **CAMPUS ORGANIZATION**

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

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

The institution shall make available the use of its facilities by members of the institution's community. Facilities may be assigned to Missoula Vocational Technical Center students for meetings, 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 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 the source on the editorial page or in broadcast, whether student government, student body, administration or faculty.

## **STUDENT GOVERNMENT**

Student Government exists at the will of the students of Missoula Vocational Technical Center. The name of this organization is Missoula Vocational Technical Center Associated Students (MVTCAS). All students registered in post secondary occupational training programs are active members of this association.

The government and activities of the association shall be carried on through the association as a whole with a general governing body known as Student Council; special standing committees as provided for in the MVTCAS constitution; and any other associated organization that may be deemed necessary by the association.

The officers of the association are president, vice president, and secretary.

All affairs and activities of MVTCAS shall be under the control and supervision of Student Council. Student Council shall be the president, vice president, and secretary of MVTCAS; and representatives from the various MVTC occupational training programs. Elections for student government are held each fall quarter.

A faculty advisor is appointed by the Missoula Vocational Technical Center Director.

MVTC students are encouraged to take an active part in student government.

## **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 of the 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 or 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.

## **ACCESS TO 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 (instructors)
2. Official academic records and supporting documents (Admissions/Registrar Office)
3. Primary and secondary records of discipline proceedings (Student Services Supervisor Office)
4. Financial aid records (Financial Aid Office)

## 5. Placement records (Placement Office)

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 an 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 with the expressed written consent of the student.

Race, religion; political and social views; sex; membership in any organization other than honorary and professional organizations directly related to the educational process; handicap.

Most information in any student's file may not be released to anyone, except with 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 educational interest.
  - B. Authorized representatives of (1) the Comptroller General of the United States; (2) 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 at 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, degrees, diplomas or certificates awarded, honors, date of completion, address and telephone number. Any student wanting any or part of this information to remain confidential must inform the Admissions Office in writing.
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: academic records subject to the limitations of nondisclosure, placement records, financial records on continuing obligations, disciplinary records restricted to the nature of offense and 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 MVTC premises. In addition, this environment will be maintained in all MVTC sponsored activities which are not held on MVTC 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 MVTC 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. Law enforcement officers are asked to inquire at the administrative offices for a building administrator and proceed with his/her cooperation in contacting students. A student may request an institution official be present during questioning. At no time will an administrator allow a police officer to take a student from any MVTC building without a warrant, court order, arrest, or 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 he/she is violating or has violated rules.
2. Warning: notice, orally or in writing, that continuation or repetition of 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 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 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 of 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 who may have caused the grievance.

The written statement should explain who was grieved; 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, Adult Education Supervisor, 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 grievance with: the Missoula County High School Board of Trustees and/or the Office of Public Instruction and/or The Human Rights Commission, Room C-317, Cogswell Building, Helena, Montana 59620.

The appropriate forms can be obtained by contacting the respective offices.

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

## **COMMUNICATION WITH STUDENTS**

Communication with students is accomplished in a number of ways. A bulletin is read periodically by instructors. 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 miss the reading of the bulletin, they are to check these bulletin boards.

Each student has a mailbox assignment. The mailbox is the primary method of communication between the school and students. If students forget their mailbox numbers, they should check with the Admissions/Registrar Office. Student mailbox numbers will be reassigned each quarter.

Messages of a personal nature will only be delivered to students in cases of serious emergencies.

## **PARKING/VEHICLE REGISTRATION**

Parking areas for students are provided near all building sites. The site of 909 South Avenue has parking for students to the south of the Administration Building. 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 the Trade and Technology Building. 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 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 Business Office.

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 Business Office for the necessary vehicle registration form and parking decal.

Students parking in unauthorized lots may have their vehicles "ticketed." Such tickets are payable at the City of Missoula Parking Commission Office.

## **SMOKING/EATING**

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

## **ALCOHOL/DRUGS**

No alcoholic beverages may be brought, possessed, or consumed on campus. Persons appearing to be intoxicated are not allowed on the campus. Possession, transportation, and/or the use of any illegal drug on campus 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.

## **CLOTHING AND BOOKS**

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

## **LOST AND FOUND**

Items lost and found are turned in at the information desk in the Administration Building or at the office in the Trade and Technology Building. To recover an item that has been lost, identification of that item is required in the form of a full description.

## **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.



# **ADULT AND CONTINUING EDUCATION**

## **FACULTY**

**Carl Sandell;** B.A., 1968, M.Ed., 1974, University of Montana; at MVTC since 1968.

## **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 Adult and Continuing Education Office located in MVTC's Administration 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 class space is available and fees are paid. Space limitations dictate restricted registration for some classes. Special registration may apply in some cases.

## **REGISTRATION**

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 business, industry, labor, and special agencies in the community. Details are available through the Adult and Continuing Education Office at MVTC.

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

## **SCHOOL TERMS**

The Adult Education program operates on a four-quarter schedule — fall, winter, spring, and summer. Most subjects are offered on a single-term basis and may be offered during the 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 evening, one night per week, over a 10-week period, for total of 30 hours of instruction. However, some classes may be offered on a workshop basis or may meet more frequently to satisfy course objectives.

## **CLASS SCHEDULE**

Most Adult and Continuing Education classes meet evenings from 7-10 p.m. Occasionally a class may meet on Saturday. 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 according to hours of instruction 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 in the Administration 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, and social 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/her 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.



# Missoula Vocational Technical Center

(406) 721-1330

909 South Avenue West  
Missoula, MT 59801

## PROGRAM APPLICATION

NAME \_\_\_\_\_

Last

First

Middle

Other Names Used

MAILING ADDRESS \_\_\_\_\_

Street

City

State

Zip

County

Phone

Social Security Number

BIRTH DATE \_\_\_\_\_

Are you applying as a Montana Resident?

Yes \_\_\_\_\_ No \_\_\_\_\_

Montana resident since \_\_\_\_\_

Program of study for which application is made (please specify):

PROGRAM \_\_\_\_\_

Quarter Applicant Expects to Enter:

FALL

WINTER

SPRING

SUMMER

☐

☐

☐

☐

APPLICATION FEE: A \$10.00 fee will be required of each student completing this form. Include this fee with your application. You will be contacted by the Center in the near future to advise you of your status.

FOR YOUR PROTECTION - PLEASE DO NOT SEND CASH.

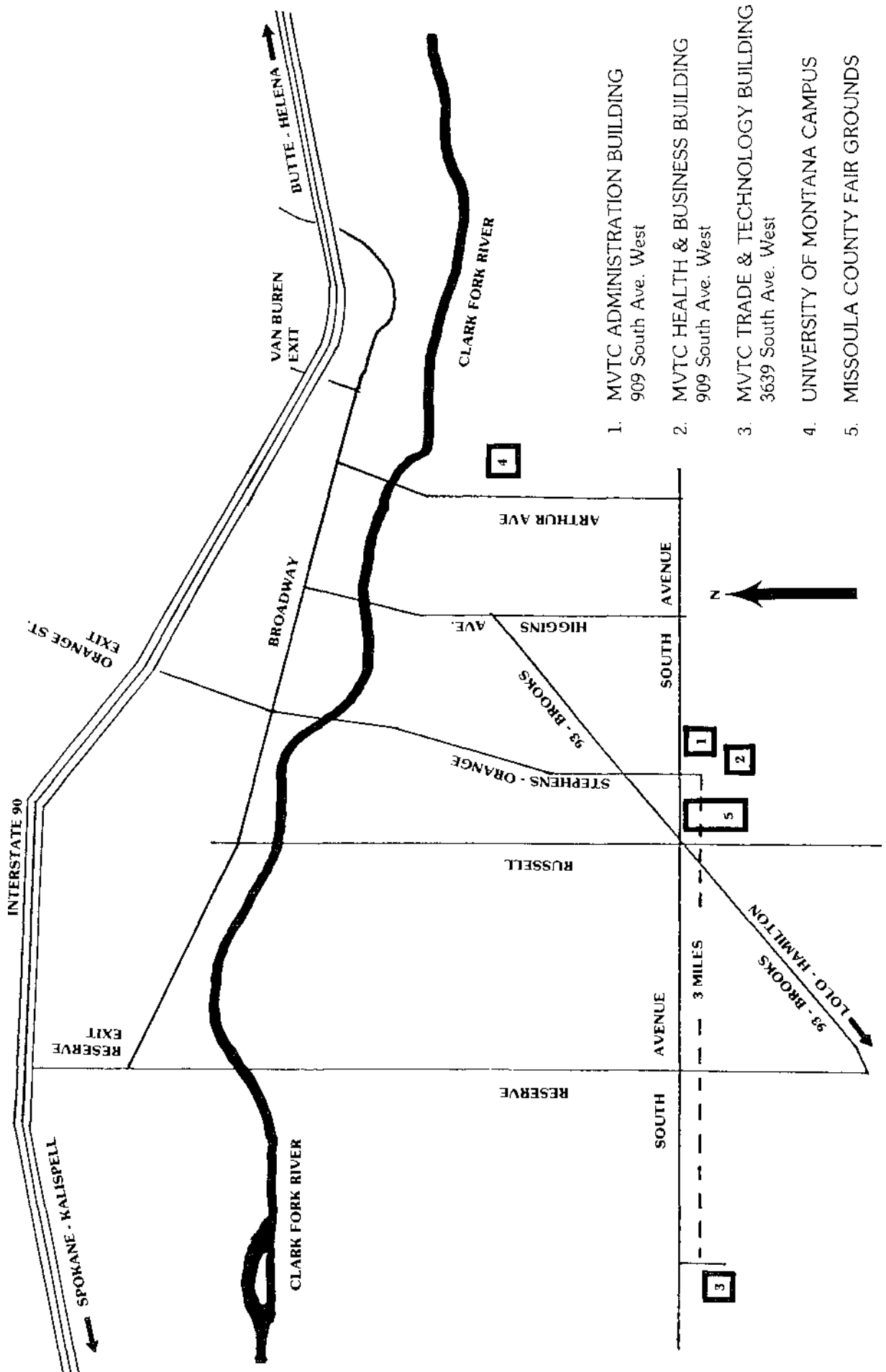
I HEREBY Make Application For Admission To Missoula Vocational  
Technical Center.

VETERANS OR OTHERS THAT MAY BE ELIGIBLE to receive financial  
aid must complete the necessary forms. Please contact the Financial  
Aid Office.

Signature \_\_\_\_\_

Accredited by Northwest Association of Schools and Colleges

# MISSOULA VOCATIONAL TECHNICAL CENTER LOCATION MAP



# Notes

DATE DUE		

373.246 Missoula 77  
 MIS Vocational-Techn  
 ical Center  
 School Catalog  
 84-85

RESOURCE CENTER  
 MISSOULA VO TECH CENTER  
 909 SOUTH AVE. WEST  
 MISSOULA, MT 59801



## **PROGRAM LOCATION**

### **ADMINISTRATION BUILDING**

Accounting/Bookkeeping  
Computer Operator/Programmer  
Data Entry/Computer Operator  
Data Entry Operator  
Dinner/First Cook  
Kitchen Production Manager  
Clerk Typist  
General Secretary  
Information Processing  
Legal Secretary (both options)  
Medical Receptionist  
Medical Secretary  
Medical Transcriptionist

### **HEALTH AND BUSINESS BUILDING**

Fashion Merchandising  
Practical Nursing  
Respiratory Therapy Technology  
Retail Merchandising  
Surgical Technology

### **TRADE AND TECHNOLOGY BUILDING**

Combination Welding  
Electronics Technology  
Forestry Technology  
Heavy Equipment Mechanic  
Heavy Equipment Operation  
Small Engine Mechanic



NONPROFIT  
ORGANIZATION  
U.S. POSTAGE  
**PAID**  
MISSOULA, MONT.  
PERMIT NO. 516

909 SOUTH AVENUE WEST • MISSOULA, MONTANA 59801 • 406-721-

COLLEGE OF TECHNOLOGY



3 3342 01101 9236

EVERYONE  
WINS WITH  
**HIRE**  
EDUCATION

HIRED AS  
PRACTICAL  
NURSE...  
MOVE AHEAD

JOIN  
HOSPITAL  
SURGICAL  
TEAM...  
MOVE AHEAD

PICKED AS  
MEDICAL  
RECEPTIONIST.  
MOVE AHEAD

HIRED BY  
U.S. FOREST  
SERVICE...  
MOVE AHEAD

GET JOB  
AS WELDER.  
MOVE AHEAD

GET JOB  
WITH MAJOR  
FASHION  
STORE...  
MOVE AHEAD

GET  
PLACEMENT  
AID...  
MOVE AHEAD

