Missoula VoTech Course Catalog, 1992-1993

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## BUSINESS

**Accounting Technology**
- 4 semesters — Fall/Spring semester entry — Assoc. of Applied Science Degree — $3561 total program cost

**Bookkeeping**
- 2 semesters — Fall/Spring semester entry — Certificate of Completion — $1936 total program cost

**Fashion Sales and Marketing**
- 2 semesters — Fall/Spring semester entry — Certificate of Completion — $1913 total program cost

**Information Processing**
- 3 semesters — Fall/Spring semester entry — Certificate of Completion — $2695 total program cost

**Legal Assisting (Paralegal)**
- 4 semesters — Fall semester entry — Assoc. of Applied Science Degree — $3671 total program cost

**Legal Secretarial Technology**
- 4 semesters — Fall/Spring semester entry — Assoc. of Applied Science Degree — $3599 total program cost

**Medical Office Technology**
- 4 semesters — Fall/Spring semester entry — Assoc. of Applied Science Degree — $3489 total program cost

**Medical Reception**
- 2 semesters — Fall/Spring semester entry — Certificate of Completion — $1888 total program cost

**Office Administration**
- 4 semesters — Fall/Spring semester entry — Assoc. of Applied Science Degree — $3499 total program cost

**Retail Management**
- 4 semesters — Fall/Spring semester entry — Assoc. of Applied Science Degree — $3471 total program cost

**Sales and Marketing**
- 2 semesters — Fall/Spring semester entry — Certificate of Completion — $1813 total program cost

**Word Processing and Office Reception**
- 2 semesters — Fall/Spring semester entry — Certificate of Completion — $1841 total program cost

## COMPUTERS

**Computer (Micro) Applications**
- 2 semesters — Fall/Spring semester entry — Certificate of Completion — $1913 total program cost

**Computer (Micro) Applications and Systems**
- 4 semesters — Fall/Spring semester entry — Assoc. of Applied Science Degree — $3651 total program cost

**Computer Operation and Data Entry**
- 3 semesters — Fall/Spring semester entry — Certificate of Completion — $2667 total program cost

**Computer Programming**
- 4 semesters — Fall/Spring semester entry — Assoc. of Applied Science Degree — $3506 total program cost

## CULINARY

**Culinary Arts**
- 2 semesters — Fall/Spring semester entry — Certificate of Completion — $2205 total program cost

**Food Service Management**
- 4 semesters — Fall/Spring semester entry — Certificate of Completion — $3958 total program cost

## ELECTRONICS

**Electronics Technology**
- 4 semesters — Fall semester entry — Assoc. of Applied Science Degree — $3941 total program cost

## HEALTH

**Practical Nursing**
- 3 semesters — Fall/Spring semester entry — Certificate of Completion — $2800 total program cost

**Respiratory Therapy Technology**
- 3 semesters — Fall semester entry — Certificate of Completion — $3177 total program cost

**Surgical Technology**
- 2 ½ semesters — Fall semester entry — Certificate of Completion — $1988 total program cost

## INDUSTRIAL

**Building Maintenance**
- 2 semesters — Fall/Spring semester entry — Certificate of Completion — $1933 total program cost

**Building Maintenance Engineering**
- 4 semesters — Fall/Spring semester entry — Assoc. of Applied Science Degree — $3551 total program cost

**Diesel Heavy Equipment Mechanics**
- 4 semesters — Fall semester entry — Certificate of Completion — $3987 total program cost

**Heavy Equipment Operation**
- 2 semesters — Fall semester entry — Certificate of Completion — $2260 total program cost

**Small Engine and Equipment Technology**
- 2 semesters — Fall/Spring semester entry — Certificate of Completion — $2215 total program cost

**Truck Driving**
- 1 semester — Fall/Spring semester entry — Certificate of Completion — $2299 total program cost

**Welding Technology**
- 2 semesters — Fall/Spring semester entry — Certificate of Completion — $1948 total program cost

## PREVOCATIONAL

**Prevocational Studies**
- 5 weeks — Entry each semester — $305 total program cost

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**542-6882 • In Montana, 1-800-542-MVTC**

909 South Avenue West, Missoula, Montana 59801
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Steve Roberts, Practical Nursing Instructor
IMPORTANT NOTICE REGARDING FUNDING AND PROGRAM AVAILABILITY

Postsecondary vocational technical center budgets are funded through appropriations from the Montana State Legislature. Without this support, Missoula Vo-Tech would be unable to continue its programs. It should be understood, therefore, that the programs described in this catalog may not be available. In addition, courses or programs available in any given semester may not be continued in subsequent semesters. While Missoula Vo-Tech will make every effort to provide the courses and programs described in this catalog, the final decision as to their availability rests with the Board of Regents of Higher Education, and will be determined by the availability of funds and the needs of the Center.

All provisions within this Catalog are subject to change without notice.

IMPORTANT NOTICE REGARDING COURSE SEQUENCE

Students should be aware that not all courses required in various programs are offered every semester. Therefore, if courses are not completed in the sequence specified in the catalog, graduation will be delayed.

IMPORTANT NOTICE REGARDING TUITION AND FEES

All tuition and fees are established, governed, and approved by the Montana Board of Regents of Higher Education.

Tuition and fees are subject to changes without notice.

SUBJECT CLASSIFICATION AND COURSE NUMBERS

| ACC  | Accounting Technology          | OPE  | Heavy Equipment Operation |
| ASC  | Academic Support Center        | POL  | Political Science         |
| BME  | Building Maintenance Engineering| PSY  | Psychology                |
| BUS  | Business                       | REL  | Related Studies           |
| COM  | Communications                 | RES  | Respiratory Therapy       |
| CRI  | Computer Technology            | SCI  | Science                   |
| CUL  | Culinary Arts                  | SEC  | Secretarial Technology    |
| EET  | Electronics Technology         | SET  | Small Engine Technology   |
| HEM  | Diesel Heavy Equipment Mechanics| SUR  | Surgical Technology       |
| LEG  | Legal Technology               | TRK  | Truck Driving             |
| MAT  | Mathematics                    | WEL  | Welding Technology        |
| NUR  | Nursing                        |      |                           |

Courses are generally classified according to their numbers as follows:

- 001 - 099 Courses designed to provide the student with improved academic and/or personal skills. These courses do not count toward graduation.
- 100 - 199 Courses generally considered appropriate for first year postsecondary study.
- 200 - 299 Courses generally considered appropriate for second year postsecondary study.

RELATED STUDIES REQUIREMENTS

Missoula Vo-Tech strives to provide students with the vocational skills needed to obtain employment, to provide insights and abilities which will enhance personal and work lives, and to contribute to students' professional success. To accomplish these goals, students are required to satisfy the following related education requirements prior to graduation:

1. Mathematics – Completion of one of the following primary courses: MAT 103, 104, 107, 122, 133, or 150. Specific programs may have math skills embedded within the curriculum.

2. Communications/Human Relations – Completion of PSY 100 or 110, and one COM course as required by the specific program. Some programs have these skills embedded within other courses which will satisfy this requirement.

PROGRAM LOCATIONS

Missoula Vo-Tech has two campuses. The campus located at 909 South Avenue West houses all business, health, culinary and prevocational programs, as well as administrative offices. The second campus, located three miles west at 3639 South Avenue West, is the home of electronics and industrial programs.
Accounting Technology

In Accounting Technology you learn to verify and enter details of financial transactions in journals, to post to ledger accounts, and to prepare worksheets, financial reports, and payroll records and reports. You develop computer skills, using WordPerfect and Lotus 1-2-3 software common in today’s businesses, and learn Peachtree, an up-to-date computer accounting software program. Accounting principles and procedures are applied to merchandising and manufacturing businesses as well as governmental and not-for-profit enterprises. In addition, you study DOS, database, advanced Lotus, taxation, and the principles of business and business law.

LENGTH OF PROGRAM: 4 semesters

AWARD UPON GRADUATION: Associate of Applied Science Degree

ENTRY TIMES: Fall and Spring semesters

APPROXIMATE TOTAL PROGRAM COSTS: $3561 includes tuition and fees, books, and personal supplies.
In Bookkeeping you learn to verify and enter details of financial transactions in journals, to post to ledger accounts, and to prepare worksheets, financial reports, and payroll records and reports. You develop computer skills, using WordPerfect and Lotus 1-2-3 software. These skills are applied to sole proprietorships, partnerships, and corporations.

LENGTH OF PROGRAM: 2 semesters

AWARD UPON GRADUATION: Certificate of Completion

ENTRY TIMES: Fall and Spring semesters

ADDITIONAL PROGRAM OPPORTUNITY: Students successfully completing the Bookkeeping program satisfy the requirements for one year of the Accounting Technology program. However, students entering in the spring will need to rearrange the course sequence in the second year of the Accounting Technology program.

APPROXIMATE TOTAL PROGRAM COSTS: $1938 includes tuition and fees, books, and personal supplies.
In the Fashion Sales and Marketing program, you learn the sales and customer relations skills you need to sell clothing and accessories in department stores, specialty shops, and boutiques. You discover the latest in fashion trends, research and coordination and study the principles of window and interior display. You also study stocking and merchandise markups and markdowns, as well as how to order and invoice new merchandise.

LENGTH OF PROGRAM: 2 semesters

AWARD UPON GRADUATION: Certificate of Completion

ENTRY TIMES: Fall and Spring semesters

ADDITIONAL PROGRAM OPPORTUNITY: Students successfully completing the Fashion Sales and Marketing program satisfy the requirements for the first year of the Retail Management program.

APPROXIMATE TOTAL PROGRAM COSTS: $1913 includes tuition and fees, books, and personal supplies.
Information Processing

In Missoula Vo-Tech’s Information Processing program, you learn how to be a secretary with a strong computer-use emphasis. You learn the basics of computer operating systems and the hardware and software used in offices today. In addition, you develop word processing, data entry, electronic mail, telecommunications, and computerized spreadsheet skills. As a basis for all these computer skills, you study English, speech, basic business principles, speedwriting, and transcription.

LENGTH OF PROGRAM: 3 semesters

AWARD UPON GRADUATION: Certificate of Completion

ENTRY TIMES: Fall and Spring semesters

ADDITIONAL PROGRAM OPPORTUNITY: Students successfully completing the Information Processing program satisfy the requirements for the first three semesters of the Office Administration program.

APPROXIMATE TOTAL PROGRAM COSTS: $2695 includes tuition and fees, books, and personal supplies.
Legal Assisting (Paralegal)

In Missoula Vo-Tech's Legal Assisting (Paralegal) program, you learn to assist attorneys by researching and analyzing the law and develop the ability to gather and compile data. By taking a wide variety of legal specialty classes, you are able to prepare appropriate forms and documents, organize files and trial notebooks, conduct fact-finding investigations, and interview witnesses. You acquire skills in computer usage, legal and medical terminology, and law office accounting functions, as well as an understanding of typical law office policies and procedures.

LENGTH OF PROGRAM: 4 semesters

AWARD UPON GRADUATION: Associate of Applied Science Degree

ENTRY TIMES: Fall semester

HELPFUL INFORMATION: All entering Paralegal students are encouraged to attend the 16-hour LEG 181 Orientation to Legal Assisting seminar, which is offered the week prior to the beginning of Fall semester 1992.

The Legal Assisting (Paralegal) program often has a waiting list for admittance. Interested persons are encouraged to apply one year prior to anticipated school attendance.

APPROXIMATE TOTAL PROGRAM COSTS: $3671 includes tuition and fees, books, and personal supplies.
Legal Secretarial Technology

In Missoula Vo-Tech's Legal Secretarial Technology Program, you learn to follow acceptable law office policies in scheduling appointments, handling telephone communications, assisting in records management, and writing, editing, and preparing letters, forms, and judicial documents. You acquire an understanding of confidentiality, law office routine, and procedures involved in legal specialty areas. You also develop skills in office reception, transcription, word processing, dictation, and accounting.

LENGTH OF PROGRAM: 4 semesters

AWARD UPON GRADUATION: Associate of Applied Science Degree

ENTRY TIMES: Fall and Spring semesters

APPROXIMATE TOTAL PROGRAM COSTS: $3599 includes tuition and fees, books, and personal supplies.

Legal Secretarial Technology program continued on page 12.
Students will choose a minimum of three credits from the following courses to be taken during the second year of study:

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>ACC 133</td>
<td>Accounting II</td>
<td>4</td>
</tr>
<tr>
<td>BUS 103</td>
<td>Principles of Business</td>
<td>3</td>
</tr>
<tr>
<td>CRT 190</td>
<td>Lotus 1-2-3</td>
<td>3</td>
</tr>
<tr>
<td>LEG 271</td>
<td>Gvfl Litigation</td>
<td>2</td>
</tr>
<tr>
<td></td>
<td>(offered Spring only)</td>
<td></td>
</tr>
<tr>
<td>LEG 273</td>
<td>Criminal Procedures</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>(offered Fall only)</td>
<td></td>
</tr>
<tr>
<td>LEG 274</td>
<td>Indian Law</td>
<td>2</td>
</tr>
<tr>
<td></td>
<td>(offered Fall only)</td>
<td></td>
</tr>
<tr>
<td>LEG 286</td>
<td>Advanced Family Law</td>
<td>1</td>
</tr>
<tr>
<td></td>
<td>(offered Spring only)</td>
<td></td>
</tr>
<tr>
<td>REL 155</td>
<td>Beginning Medical Terminology</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>(offered Fall only)</td>
<td></td>
</tr>
</tbody>
</table>
Medical Office Technology

Missoula Vo-Tech's Medical Office Technology program provides students with the flexibility of choosing a career as a medical secretary or medical transcriptionist. The course of study includes general as well as administrative duties in a medical facility. These duties involve scheduling appointments, interacting with patients, submitting patient insurance claims using current coding procedures, and maintaining medical and financial records. Students also develop efficient skills in transcribing medical reports to include letters, history and physicals, operative reports, discharge summaries, and pathology reports.

**LENGTH OF PROGRAM:** 4 semesters

**AWARD UPON GRADUATION:** Associate of Applied Science Degree

**ENTRY TIMES:** Fall and Spring semesters

**APPROXIMATE TOTAL PROGRAM COSTS:** $3489 includes tuition and fees, books, and personal supplies.

### FALL ENTRY

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>ACC 127</td>
<td>Secretarial Accounting</td>
<td>3</td>
</tr>
<tr>
<td>COM 111</td>
<td>Business Communications</td>
<td>3</td>
</tr>
<tr>
<td>MAT 103</td>
<td>Math Fundamentals</td>
<td>2</td>
</tr>
<tr>
<td>REL 455</td>
<td>Beginning Medical Terminology</td>
<td>3</td>
</tr>
<tr>
<td>SEC 107</td>
<td>Keyboarding</td>
<td>1</td>
</tr>
<tr>
<td>SEC 108</td>
<td>Keyboarding Applications</td>
<td>2</td>
</tr>
<tr>
<td>SEC 161</td>
<td>Medical Office Procedures</td>
<td>4</td>
</tr>
</tbody>
</table>

Total Credits: 13

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>MAT 105</td>
<td>Business Math Applications</td>
<td>2</td>
</tr>
<tr>
<td>PSY 410</td>
<td>Psychology of the Workplace</td>
<td>2</td>
</tr>
<tr>
<td>REL 116</td>
<td>Employment Strategies</td>
<td>1</td>
</tr>
<tr>
<td>SCI 116</td>
<td>Anatomy</td>
<td>3</td>
</tr>
<tr>
<td>SEC 106</td>
<td>Business Records Control</td>
<td>1</td>
</tr>
<tr>
<td>SEC 114</td>
<td>Word Processing</td>
<td>4</td>
</tr>
<tr>
<td>SEC 120</td>
<td>Transcription and Text Editing</td>
<td>2</td>
</tr>
<tr>
<td>SEC 150</td>
<td>Insurance Processing</td>
<td>2</td>
</tr>
<tr>
<td>SEC 155</td>
<td>Medical Software Applications</td>
<td>1</td>
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</tbody>
</table>

Total Credits: 18

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>CRT 100</td>
<td>Principles of Data Processing</td>
<td>3</td>
</tr>
<tr>
<td>CRT 188</td>
<td>Business Software Applications</td>
<td>3</td>
</tr>
<tr>
<td>REL 216</td>
<td>Medical Terminology</td>
<td>3</td>
</tr>
<tr>
<td>SEC 140</td>
<td>Speedwriting</td>
<td>3</td>
</tr>
<tr>
<td>SEC 275</td>
<td>Workplace Issues</td>
<td>3</td>
</tr>
<tr>
<td>SEC 256</td>
<td>Medical Transcription II</td>
<td>2</td>
</tr>
</tbody>
</table>

Total Credits: 13

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<th>Credits</th>
</tr>
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<tbody>
<tr>
<td>BUS 103</td>
<td>Principles of Business</td>
<td>3</td>
</tr>
<tr>
<td>CRT 190</td>
<td>Lotus 1-2-3</td>
<td>3</td>
</tr>
<tr>
<td>REL 270</td>
<td>Medical Terminology</td>
<td>3</td>
</tr>
<tr>
<td>SEC 257</td>
<td>Medical Transcription II</td>
<td>3</td>
</tr>
<tr>
<td>SEC 299</td>
<td>Medical Office Internship</td>
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</tbody>
</table>

Total Credits: 15

### SPRING ENTRY

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>ENA 455</td>
<td>Legal Principles</td>
<td>3</td>
</tr>
<tr>
<td>GUS 221</td>
<td>Governmental Accounting</td>
<td>3</td>
</tr>
<tr>
<td>MAT 105</td>
<td>Business Math Applications</td>
<td>2</td>
</tr>
<tr>
<td>PSY 410</td>
<td>Psychology of the Workplace</td>
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<td>SEC 120</td>
<td>Transcription and Text Editing</td>
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<tr>
<td>SEC 150</td>
<td>Insurance Processing</td>
<td>2</td>
</tr>
<tr>
<td>SEC 155</td>
<td>Medical Software Applications</td>
<td>1</td>
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<td>Medical Terminology</td>
<td>3</td>
</tr>
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<td>SEC 257</td>
<td>Medical Transcription II</td>
<td>3</td>
</tr>
<tr>
<td>SEC 299</td>
<td>Medical Office Internship</td>
<td>2</td>
</tr>
</tbody>
</table>

Total Credits: 15

**TOTAL CREDITS: 40**

**Tuition:** $922 per semester

**Cost:** $120 per credit hour

**Estimated Average Costs:**

- Tuition: $3489
- Books and Supplies: $800
- Personal Supplies: $700
- Total: $5089

**1993 Graduation:**

- Secretarial Accounting: 3 credits
- Business Communications: 3 credits
- Math Fundamentals: 2 credits
- Beginning Medical Terminology: 3 credits
- Keyboarding: 1 credit
- Keyboarding Applications: 2 credits
- Medical Office Procedures: 4 credits

**1994 Graduation:**

- Business Math Applications: 2 credits
- Psychology of the Workplace: 2 credits
- Employment Strategies: 1 credit
- Anatomy: 3 credits
- Business Records Control: 1 credit
- Word Processing: 4 credits
- Transcription and Text Editing: 2 credits
- Insurance Processing: 2 credits
- Medical Software Applications: 1 credit
- Principles of Data Processing: 3 credits
- Business Software Applications: 3 credits
- Medical Terminology: 3 credits
- Speedwriting: 3 credits
- Workplace Issues: 3 credits
- Medical Transcription II: 2 credits
- Principles of Business: 3 credits
- Lotus 1-2-3: 3 credits
- Medical Terminology: 3 credits
- Medical Transcription II: 3 credits
- Medical Office Internship: 2 credits

**TOTAL COSTS:** $3489 includes tuition and fees, books, and personal supplies.
Medical Reception

Medical Reception students acquire the skills needed to function effectively in a medical office. They learn how to answer the phone and keep records of callers, how to efficiently schedule appointments and greet patients, and how to interview patients to gain needed information. In addition, students develop a variety of clerical skills needed to work in a doctor's office or other medical facility. Through Missoula Vo-Tech's Medical Reception program, students are trained to become ward secretaries, as well. Ward secretaries, who work as hospital staff, transcribe physician orders and schedule medical procedures in accordance with physician orders.

LENGTH OF PROGRAM: 2 semesters

AWARD UPON GRADUATION: Certificate of Completion

ENTRY TIMES: Fall and Spring semesters

ADDITIONAL PROGRAM OPPORTUNITY: Students successfully completing the Medical Reception program satisfy the requirements for the first year of the Medical Office Technology program.

APPROXIMATE TOTAL PROGRAM COSTS: $1888 includes tuition and fees, books, and personal supplies.
Office Administration

In addition to developing the secretarial skills needed to work in an office, students in Office Administration learn how to plan, organize, and oversee office tasks. They also study employee supervision, training, and evaluation.

LENGTH OF PROGRAM: 4 semesters

AWARD UPON GRADUATION: Associate of Applied Science Degree

ENTRY TIMES: Fall and Spring semesters

APPROXIMATE TOTAL PROGRAM COSTS: $3499 Includes tuition and fees, books, and personal supplies.
In Missoula Vo-Tech's Retail Management program, you learn the basic skills you need to effectively manage a small business. You prepare advertising copy and promotional releases and learn how to buy media time and space and how to coordinate trade shows and purchase merchandise. You develop effective sales skills and customer relations, as well as become familiar with inventory management and basic bookkeeping. In addition, you learn how to work well with sales staff and how to hire, evaluate, and prepare work schedules for employees.

**LENGTH OF PROGRAM:**
4 semesters

**AWARD UPON GRADUATION:**
Associate of Applied Science Degree

**ENTRY TIMES:**
Fall and Spring semesters

**HELPFUL INFORMATION:**
For the first two semesters of study, students enrolled in Retail Management follow the same course of study as students enrolled in either the Fashion Sales and Marketing or Sales and Marketing program. Course work for these programs is listed below.

**APPROXIMATE TOTAL PROGRAM COSTS:**
$3471 includes tuition and fees, books, and personal supplies.

<table>
<thead>
<tr>
<th>FALL ENTRY</th>
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</thead>
<tbody>
<tr>
<td>125 16</td>
</tr>
<tr>
<td>105 125</td>
</tr>
<tr>
<td>107 132</td>
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<td>117 117</td>
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<td>122 122</td>
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<td>124 124</td>
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<table>
<thead>
<tr>
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<td>124 124</td>
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Retail Management (Fall Entry) continued on page 17. Retail Management (Spring Entry) continued on page 17.
Spring Semester 1993

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If students choose the Fashion Sales and Marketing program, they take the following courses:

Spring semester 1993:

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<td>BUS 245</td>
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Spring Semester 1994

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Fall Semester 1994

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</table>
Missoula Vo-Tech's Sales and Marketing program teaches you the skills you need to become a productive salesperson in a variety of settings. You study sales techniques, efficient record keeping, and how to effectively display and price merchandise.

**LENGTH OF PROGRAM:** 2 semesters

**AWARD UPON GRADUATION:** Certificate of Completion

**ENTRY TIMES:** Fall and Spring semesters

**ADDITIONAL PROGRAM OPPORTUNITY:** Students successfully completing the Sales and Marketing program satisfy the requirements for the first year of the Retail Management program.

**APPROXIMATE TOTAL PROGRAM COSTS:** $1813 includes tuition and fees, books, and personal supplies.

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18
Students enrolled in Word Processing and Office Reception develop basic receptionist skills and learn to efficiently prepare office correspondence. They use WordPerfect software to prepare letters, memos, tables, forms, and reports. Students also study transcription, learn how to edit text, and acquire basic record-keeping skills.

LENGTH OF PROGRAM: 2 semesters

AWARD UPON GRADUATION: Certificate of Completion

ENTRY TIMES: Fall and Spring semesters

ADDITIONAL PROGRAM OPPORTUNITY: Students successfully completing the Word Processing and Office Reception program satisfy the requirements for the first year of the Office Administration program.

APPROXIMATE TOTAL PROGRAM COSTS: $1841 includes tuition and fees, books, and personal supplies.
**Computer (Micro) Applications**

Students in Computer (Micro) Applications develop an extensive understanding of a microcomputer operating system. Using various software packages, they have the opportunity to perform word processing, as well as create and work with spreadsheets, databases, graphics, and communications applications. Additionally, students learn back-up and restore procedures for the microcomputer system.

**LENGTH OF PROGRAM:**
- Fall entry - 2 semesters
- Spring entry - 3 semesters

**AWARD UPON GRADUATION:** Certificate of Completion

**ENTRY TIMES:**
- Fall and Spring semesters

**ADDITIONAL PROGRAM OPPORTUNITY:**
Students successfully completing the Computer (Micro) Applications program satisfy the requirements for the first year of the Computer (Micro) Applications and Systems program.

**APPROXIMATE TOTAL PROGRAM COSTS:** $1913 includes tuition and fees, books, and personal supplies.

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</table>
**Computer (Micro) Applications and Systems**

In addition to developing an extensive understanding of the microcomputer and software applications, your learning includes troubleshooting of personal computer systems and using software to solve business problems and make business decisions. You work with hardware, peripherals, and network maintenance, and learn to tailor existing software. You also learn to knowledgeably discuss hardware and software capability and specifications. In addition, you acquire the knowledge needed to train computer users in software and hardware use.

**LENGTH OF PROGRAM:**
- Fall entry – 4 semesters
- Spring entry – 5 semesters

**AWARD UPON GRADUATION:**
- Associate of Applied Science Degree

**ENTRY TIMES:**
- Fall and Spring semesters

**APPROXIMATE TOTAL PROGRAM COSTS:**

$3651 includes tuition and fees, books, and personal supplies.

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**TOTAL CREDIT:**
- Fall: 15
- Spring: 15

**TOTAL COSTS:**
- $3651 includes tuition and fees, books, and personal supplies.
In Missoula Vo-Tech's Computer Operation program, you learn how to enter information into a computer system in language that the computer can interpret. You develop extensive knowledge of the computer system and learn to control and monitor its functions. You also learn to use input/output devices, run jobs, back-up files, and oversee the entire system.

**LENGTH OF PROGRAM:** 3 semesters

**AWARD UPON GRADUATION:** Certificate of Completion

**ENTRY TIMES:** Fall and Spring semesters

**APPROXIMATE TOTAL PROGRAM COSTS:** $2667 includes tuition and fees, books, and personal supplies.

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</table>
In Computer Programming at Missoula Vo-Tech, you learn how to write programs and other instructions that enable computers to perform specific tasks. You learn to write, test, and maintain programs. In addition, you become familiar with several computer languages, including BASIC, C Language, COBOL, and RPG/400 and study systems analysis, data communications, and computerized spreadsheet applications. While in school, you use up-to-date computer hardware and software to develop actual business applications.

LENGTH OF PROGRAM: 4 semesters

AWARD UPON GRADUATION: Associate of Applied Science Degree

ENTRY TIMES: Fall and Spring semesters

APPROXIMATE TOTAL PROGRAM COSTS: $3506 includes tuition and fees, books, and personal supplies.

Fall Semester
- BUS 403 Principles of Business 3
- COM 205 Technical Writing 3
- CRT 402 Principles of Data Processing 3
- CRT 421 BASIC 4
- MAT 403 Math Fundamentals 2
- PSY 410 Psychology of the Workplace 2
- 5EC 407 Keyboarding 1
Total 18

Spring Semester
- ACC 430 Principles of Accounting 3
- CRT 405 Data Processing Math 3
- CRT 413 Data Communications 3
- CRT 425 RPG/400 4
- CRT 442 Computer Operations A 4
Total 17

Fall Semester
- ACC 433 Accounting I 4
- CRT 423 COBOL 4
- CRT 490 Lotus 4-2-3 3
- CRT 209 Software Applications 2
- CRT 226 Advanced RPG/400 4
- REL 416 Employment Strategies 1
Total 18

Spring Semester
- CRT 204 Database Applications 2
- CRT 224 Advanced COBOL 4
- CRT 228 Systems Analysis 4
- CRT 293 Database A 4
- CRT 295 C Language 2
- MAI 405 Business Math Applications 2
Total 18

Fall Semester
- BUS 103 Principles of Business 3
- CRT 413 Data Communications 3
- CRT 490 Lotus 4-2-3 3
- CRT 209 Software Applications 2
- CRT 226 Advanced RPG/400 4
Total 18
Culinary Arts

In Missoula Vo-Tech's Culinary Arts program, you develop a basic background in cooking methods, portion control, and food service sanitation that enables you to become a line or dinner cook. You study salad and cold sauce preparation, short-order cookery, and meat cutting. In addition, you learn the preparation of soups, stocks, sauces, meats, and vegetables and study efficient storeroom procedures, safety, and dining room protocol and procedures.

LENGTH OF PROGRAM: 2 semesters

AWARD UPON GRADUATION: Certificate of Completion

ENTRY TIMES: Fall and Spring semesters

ADDITIONAL PROGRAM OPPORTUNITY: Students successfully completing the Culinary Arts program satisfy the requirements for the first year of the Food Service Management program.

APPROXIMATE TOTAL PROGRAM COSTS: $2205 includes tuition and fees, books, and personal supplies.

**FALL ENTRY**

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<td>Food Production Procedures</td>
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<tr>
<td>CUL 152</td>
<td>Introduction to Food Service</td>
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<td>CUL 153</td>
<td>Food Production Work</td>
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<td>CUL 154</td>
<td>Introduction to Storeroom</td>
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<td>CUL 155</td>
<td>Storage and Service</td>
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<td>CUL 156</td>
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<td>CUL 157</td>
<td>Introduction to Sanitation</td>
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<td>CUL 158</td>
<td>Principles of Service Management</td>
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<td>CUL 159</td>
<td>Food Production Procedures</td>
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**SPRING ENTRY**

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<td>Storage and Service</td>
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<tr>
<td>CUL 166</td>
<td>Introduction to Management</td>
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<td>Introduction to Sanitation</td>
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<td>CUL 168</td>
<td>Principles of Service Management</td>
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<tr>
<td>CUL 169</td>
<td>Food Production Procedures</td>
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</table>

**Total Cost: $2205** includes tuition and fees, books, and personal supplies.
Food Service Management

Missoula Vo-Tech is proud to be the only Montana school and one of seven culinary schools west of the Mississippi to be accredited by the American Culinary Federation — the sole culinary accreditation agency approved by the U.S. Department of Education.

In Missoula Vo-Tech's Food Service Management program, you develop a basic background in cooking methods, portion controls, and food service sanitation that enables you to become a line or dinner cook. You study salad and cold sauce preparation, short-order cookery, meat cutting, and the preparation of soups, stocks, sauces, meats, and vegetables. In addition, you study efficient storeroom procedures, safety, and dining room protocol and procedures.

Training at Missoula Vo-Tech can move you toward a career as a certified chef. The Food Service Management program instructors teach you menu writing and analysis, purchasing procedures and controls, sales analysis, food and labor cost controls, and the basics of culinary nutrition. You develop skills in business math, personnel supervision and management, communications, and food service computer applications, as well. You also design a kitchen floor plan and study production procedures, such as traffic flow and kitchen organization.

LENGTH OF PROGRAM:  
Fall entry — 4 semesters  
Spring entry — 3½ semesters

AWARD UPON GRADUATION:  
Certificate of Completion

ENTRY TIMES:  
Fall and Spring semesters

APPROXIMATE TOTAL PROGRAM COSTS:  
$3958 includes tuition and fees, books, and personal supplies.

Food Service Management (Fall Entry) continued on page 26.

Food Service Management (Spring Entry) continued on page 26.
Food Service Management (Fall Entry) continued from page 25.

Students will be assigned to three of the following courses:

- CUL 156 Dining Room Procedures 3
- CUL 157 Pantry and Garde Manger 3
- CUL 158 Short Order Cookery 3
- CUL 160 Soups, Stocks, and Sauces 3
- CUL 161 Meats and Vegetables 3
- CUL 162 Storeroom Procedures 3

Total 15

Fall Semester 1993

- CRT 205 Kitchen Management Computer Applications 3
- CUL 280 Psychology of Management and Supervision 3
- CUL 295 Nutrition 3
- MAT 266 Food Service Management Math 3
- PSY 110 Psychology of the Workplace 2

Total 12

Spring Semester 1994

- CUL 270 Purchasing Procedures and Cost Controls 5
- CUL 271 Menu Layout/Design/Analysis 5
- REL 116 Employment Strategies 1

Students will be assigned to one of the following courses:

- CUL 156 Dining Room Procedures 3
- CUL 157 Pantry and Garde Manger 3
- CUL 158 Short Order Cookery 3
- CUL 160 Soups, Stocks, and Sauces 3
- CUL 161 Meats and Vegetables 3
- CUL 162 Storeroom Procedures 3

Total 17

Summer Session 1993

- CUL 265 Baking 4
- CUL 272 Sanitation Management 2

Total 6

Food Service Management (Spring Entry) continued from page 25.

Students will be assigned to two of the following courses:

- CUL 156 Dining Room Procedures 3
- CUL 157 Pantry and Garde Manger 3
- CUL 158 Short Order Cookery 3
- CUL 160 Soups, Stocks, and Sauces 3
- CUL 161 Meats and Vegetables 3
- CUL 162 Storeroom Procedures 3

Total 18

Spring Semester 1994

- CUL 185 Advanced Cookery 1
- CUL 270 Purchasing Procedures and Cost Controls 5
- CUL 271 Menu Layout/Design/Analysis 5
- REL 116 Employment Strategies 1

Students will be assigned to two of the following courses:

- CUL 156 Dining Room Procedures 3
- CUL 157 Pantry and Garde Manger 3
- CUL 158 Short Order Cookery 3
- CUL 160 Soups, Stocks, and Sauces 3
- CUL 161 Meats and Vegetables 3
- CUL 162 Storeroom Procedures 3

Total 16
Electronics Technology

In Missoula Vo-Tech's Electronics Technology program, you learn how to troubleshoot, calibrate, test, and repair electronic components and circuit boards used in a wide range of electronic equipment. You develop a strong working knowledge of direct and alternating current theory. Semiconductor circuits, instrumentation, automatic controls, data communications, computerized communication links, and operational amplifiers are studied in-depth. You become familiar with robotics, electronic communications theory, and Federal Communications Commission regulations. In addition, you learn several aspects of troubleshooting and repairing computers in the study of microcomputer programming and operating systems, the fundamentals of electronics in computer use, and microprocessors.

LENGTH OF PROGRAM: 4 semesters

AWARD UPON GRADUATION: Associate of Applied Science Degree

ENTRY TIMES: Fall semester

APPROXIMATE TOTAL PROGRAM COSTS: $3941 Includes tuition and fees, books, and personal supplies.
Practical Nursing

Missoula Vo-Tech's Practical Nursing program helps you develop the skills needed to help meet a patient's physical, emotional, and health educational needs. You learn to work under the direction of registered nurses and other health care professionals to make, record, and properly report observations of patients. You perform skilled technical nursing procedures, administer medications, and give basic client care to all age groups in a variety of settings.

Missoula Vo-Tech's Practical Nursing program is accredited by the Montana Board of Nursing.

LENGTH OF PROGRAM: 3 semesters

AWARD UPON GRADUATION: Certificate of Completion

ENTRY TIMES: Fall and Spring semesters

HELPFUL INFORMATION: Missoula Vo-Tech's Practical Nursing program prepares you to take the exam required for licensure as a Licensed Practical Nurse.

The Practical Nursing program has a waiting list for admittance. Interested persons are encouraged to apply at least one year prior to anticipated school attendance.

APPROXIMATE TOTAL PROGRAM COSTS: $2800 Includes tuition and fees, books, and personal supplies.
Respiratory Therapy Technology

Students in Respiratory Therapy Technology learn to administer respiratory therapy care and life support to patients with cardiopulmonary system problems. Under the supervision of physicians and therapists, students set up and operate respiratory equipment such as mechanical ventilators, therapeutic gas administration apparatus, environmental control systems, and aerosol generators. Students also learn how to administer medication directly into the lungs through breathing devices and to work in medical emergencies involving shock, heart attacks, chest injuries, and asthma.

Missoula Vo-Tech's Respiratory Therapy Technology program is accredited by the Committee on Allied Health Education and Accreditation.

**LENGTH OF PROGRAM:** 3 semesters

**AWARD UPON GRADUATION:** Certificate of Completion

**ENTRY TIMES:** Fall semester

**SPECIAL PROGRAM REQUIREMENTS:** Students entering the Respiratory Therapy Technology program are required to rotate to clinical sites outside the Missoula area on a periodic basis. These rotations will take place during Spring semester, Summer session, and Fall semester. These sites may include, but are not limited to, Kalispell, Butte, and Billings. Other sites may be included when reasonable accommodations can be arranged.

**HELPFUL INFORMATION:** Missoula Vo-Tech's Respiratory Therapy Technology program prepares students to take the exam required to become a Certified Respiratory Therapy Technician.

The Respiratory Therapy Technology program often has a waiting list for admittance. Interested persons are encouraged to apply one year prior to anticipated school attendance.

**APPROXIMATE TOTAL PROGRAM COSTS:** $3177 Includes tuition, books, supplies, and personal supplies.

<table>
<thead>
<tr>
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<tbody>
<tr>
<td>RES 101: Pathophysiology I</td>
<td>RES 193: Clinical Experience I (RT)</td>
<td>RES 203: Respiratory Pathology/Disease I</td>
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<tr>
<td>RES 102: Pathophysiology II</td>
<td>RES 194: Clinical Experience II (RT)</td>
<td>RES 242: Home Care Management</td>
</tr>
<tr>
<td>RES 103: Therapeutics and Therapeutic Techniques</td>
<td>RES 232: Respiratory Pathology/Disease I</td>
<td>RES 250: Respiratory Therapy Seminar</td>
</tr>
<tr>
<td>RES 104: Ethics and Health Care Ethics</td>
<td>RES 241: Pediatrics and Pathology</td>
<td>RES 251: Clinical Experience III (RT)</td>
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<tr>
<td>RES 105: Patient Care and Administration</td>
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<tr>
<td>RES 106: Advance Medical Terminology</td>
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<td><strong>Total: 18</strong></td>
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</table>

**RES 225: Pharmacology (RT)** 2

**RES 226: Respiratory Assessment and Therapeutic Techniques** 2

**Summer Session 1993** 5

**RES 199: Clinical Experience II (RT)** 3

**RES 232: Respiratory Pathology/Disease I** 1

**RES 241: Pediatrics and Pathology** 1

**Fall Semester 1993 (First 8 weeks)** 4

**RES 203: Respiratory Pathology/Disease I** 4

**RES 242: Home Care Management** 1

**RES 250: Respiratory Therapy Seminar** 1

**RES 251: Clinical Experience III (RT)** 5

**Total: 7**
Surgical Technology

Students enrolled in Surgical Technology learn to work closely with surgeons, anesthesiologists, and registered nurses in delivering patient care before, during, and after surgery. They acquire skills enabling them to function as a scrub technologist, the sterile member of the surgical team who passes instruments, sutures, and sponges during surgery. They learn strict adherence to aseptic techniques, as well as the care, cleaning, and maintenance of surgical supplies.

The Surgical Technology program is accredited by the Committee on Allied Health Education and Accreditation.

LENGTH OF PROGRAM: 2 ½ semesters
AWARD UPON GRADUATION: Certificate of Completion
ENTRY TIMES: Surgical Technology students will attend classes Fall semester 1992 (16 weeks), Spring semester 1993 (16 weeks), and Summer session 1993 (6 weeks).
HELPFUL INFORMATION: Missoula Vo-Tech's Surgical Technology program gives you the abilities you need to become a skilled professional, uniquely prepared for your integral role as part of the surgical team. Graduates of the program are encouraged to take the national examination to become certified.

The Surgical Technology program often has a waiting list for admittance. Interested persons are encouraged to apply one year prior to anticipated school attendance.

APPROXIMATE TOTAL PROGRAM COSTS: $1988 includes tuition and fees, books, and personal supplies.
Building Maintenance

As a Building Maintenance student, you learn how to take care of a commercial building, including developing skills in plumbing, painting, electrical work, carpentry, heating and air conditioning, troubleshooting, welding, and more. While in school, you study the physical and electrical theory that allows you to understand how building systems work. In addition, you study masonry, roofing and flooring repair, interior wall repair, lawn care and pruning techniques, and swimming pool and boiler system water treatment.

LENGTH OF PROGRAM: 2 semesters

AWARD UPON GRADUATION: Certificate of Completion

ENTRY TIMES: Fall semester

Students may enter Spring semester but should be aware that all courses in the Building Maintenance program are not offered every semester and graduation will be delayed

ADDITIONAL PROGRAM OPPORTUNITY: Students successfully completing the Building Maintenance program satisfy the requirements for the first year of the Building Maintenance Engineering program.

APPROXIMATE TOTAL PROGRAM COSTS: $1933 includes tuition and fees, books, and personal supplies.

<table>
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<tr>
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<tbody>
<tr>
<td>Credit</td>
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<td>BME 122</td>
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<td>BME 124</td>
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<td>BME 126</td>
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<td>MAT 104</td>
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<th>SPRING ENTRY</th>
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<tr>
<td>Credit</td>
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<td>BME 125</td>
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<td>BME 129</td>
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<td>BEL 116</td>
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<td>BEL 117</td>
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INDUSTRIAL
Building Maintenance Engineering

Missoula Vo-Tech's Building Maintenance Engineering program teaches you how to take care of a commercial building, including developing skills in plumbing, painting, electrical work, carpentry, heating and air conditioning, troubleshooting, welding, and more. While in school, you study the physical and electrical theory that allows you to understand how building systems work. In addition, you study masonry, roofing and flooring repair, interior wall repair, lawn care and pruning techniques, and swimming pool and boiler system water treatment.

You also learn how a building is actually constructed and how to maintain control systems. Heating and air conditioning systems are studied in-depth. You learn the rules and regulations of building codes and specifications and how to read blueprints. Missoula Vo-Tech instructors teach you related skills needed on the job such as familiarity with data processing and the use of computers, communication skills, and some personnel supervision and management.

LENGTH OF PROGRAM: 4 semesters
AWARD UPON GRADUATION: Associate of Applied Science Degree
ENTRY TIMES: Fall semester

Students may enter Spring semester but should be aware that all courses in the Building Maintenance Engineering program are not offered every semester. Therefore, if courses are not completed in the sequence specified, graduation will be delayed.

APPROXIMATE TOTAL PROGRAM COSTS: $3551 includes tuition and fees, books, and personal supplies.
In Missoula Vo-Tech's Diesel Heavy Equipment Mechanics program, students learn how to maintain and repair both diesel trucks and heavy equipment. They study hydraulics, electrical systems, fuel systems, power trains, air conditioning, brakes, suspension, and engine diagnosis on basic and advanced levels. In addition, students learn to weld and work in a machine shop. Instructors teach the causes of equipment problems, how to make the necessary repairs, and preventive maintenance procedures.

LENGTH OF PROGRAM: 4 semesters

AWARD UPON COMPLETION: Certificate of Completion

ENTRY TIMES: Fall semester

HELPFUL INFORMATION: Credit for independent study is available to area residents desiring additional instruction in diesel heavy equipment mechanics. Please contact Program Coordinator Jim Headlee at 542-6843 for more information.

APPROXIMATE TOTAL PROGRAM COSTS: $3987 includes tuition and fees, books, and personal supplies.
Heavy Equipment Operation

In Missoula Vo-Tech's Heavy Equipment Operation program, you learn how to safely and properly operate and maintain a variety of heavy equipment, including crawler-tractors, graders, scrapers, front-end loaders, excavators, and trucks. You develop an understanding of basic surveying techniques, receive extensive training in safety regulations and procedures, and learn how to handle controls precisely and judge distances accurately.

LENGTH OF PROGRAM: 2 semesters

AWARD UPON GRADUATION: Certificate of Completion

ENTRY TIMES: Fall semester

HELPFUL INFORMATION: The Heavy Equipment Operation program often has a waiting list for admittance. Interested persons are encouraged to apply one year prior to anticipated school attendance.

APPROXIMATE TOTAL PROGRAM COSTS: $2263 Includes tuition and fees, books, and personal supplies.

<table>
<thead>
<tr>
<th>Fall Semester 1992</th>
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<tr>
<td>MAT 104 Industrie!</td>
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<tr>
<td>OPE 140 Basic Surveying</td>
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<td>OPE 146 Safety and Bask Controls</td>
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<td>OPE 148 Operational Skill Building</td>
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<td>OPE 151 Service and Maintenance</td>
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<td>OPE 152 Advanced Service/Maintenance</td>
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<td>OPE 142 Applied Surveying</td>
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<td>OPE 150 Job Simulation</td>
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<td>OPE 153 Industry and Special Equipment</td>
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<td>OPE 155 Machine Shop</td>
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<td>OPE 156 Welding</td>
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<td>PSY 110 Psychology of the Workplace</td>
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<tr>
<td>REL 116 Employment Strategies</td>
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</table>
In the Small Engine and Equipment Technology program, you learn to repair and maintain two- and four-stroke cycle engines. You work on chain saws, lawn mowers and trimmers, motorcycles, outboard motors, and snowmobiles. In addition, you learn to replace piston rings, bearings, and electrical and carburetion components. Instructors help you acquire the skills needed to perform tune-ups and other service and maintenance work.

LENGTH OF PROGRAM: 2 semesters

AWARD UPON GRADUATION: Certificate of Completion

ENTRY TIMES: Fall and Spring semesters

HELPFUL INFORMATION: Credit for independent study is available to area residents desiring additional instruction in small engine and equipment technology. Please contact Program Coordinator Jim Lizotte at 542-6842 for more information.

APPROXIMATE TOTAL PROGRAM COSTS: $2215 includes tuition and fees, books, and personal supplies.

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### FALL ENTRY

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<td>SET 160 - Electrical Systems I</td>
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<td>SET 162 - Lawn and Garden Equipment</td>
<td>4</td>
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<td>SET 164 - Electrical Systems II</td>
<td>2</td>
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<td>SET 166 - Related Metals Processes</td>
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<tr>
<td>SET 170 - Chain Saws and String Trimmers</td>
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### Spring Semester 1993

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<td>REL 116 - Employment Strategies</td>
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<tr>
<td>SET 172 - Snow Machine Engines and Components</td>
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<td>SET 174 - Industrial and Heavy Duty Equipment</td>
<td>4</td>
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<tr>
<td>SET 176 - Motorcycles and ATVs</td>
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### SPRING ENTRY

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<tr>
<td>REL 116 - Employment Strategies</td>
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</tr>
<tr>
<td>SET 178 - Outboard Motor Repair and Maintenance</td>
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35
In Missoula Vo-Tech's Truck Driving program, you learn how to drive an eighteen-wheeler safely and efficiently. You learn the realities of employment in the trucking industry, the basics of how trucks operate mechanically, and simple maintenance procedures. You study the laws, regulations, and safety requirements of the job, as well as learn to complete the necessary industry records, including log books. As a student, you drive cab-overs and conventionalis, pulling flatbeds, vans, and doubles in various weather and road conditions.

**LENGTH OF PROGRAM:** 1 semester

**AWARD UPON GRADUATION:** Certificate of Completion

**ENTRY TIMES:** Fall and Spring semesters

**ENTRANCE REQUIREMENTS:** Program applicants must have a valid driver's license and pass a Department of Transportation physical.

**EMPLOYMENT REQUIREMENTS:** Before enrolling in the Truck Driving program, be aware that most truck driving companies will require job applicants to be at least twenty-three years of age, pass a Department of Transportation physical, provide proof of a satisfactory lower back x-ray, have no Driving Under the Influence convictions on their driving record for the past three years, have no more than three speeding violations in the past three years, and have completed a training program. Applicants who have not successfully completed training must have 100,000 logged miles or two years of over-the-road experience. Drug testing for interstate commercial drivers is mandatory.

**APPROXIMATE TOTAL PROGRAM COSTS:** $2299 includes tuition and fees, books, and personal supplies.
Welding Technology

Students in Missoula Vo-Tech’s Welding Technology program study welding as it relates to manufacturing, fabrication, construction, and repair and maintenance of equipment and facilities. They learn to make layouts according to blueprints and specifications. Students also learn to prepare material prior to welding and to apply proper filler metal according to national standards and specifications. Welding students develop skills in six different welding processes — oxyacetylene, shielded metal arc, gas metal arc, fluxcore arc, submerged arc, and gas tungsten arc welding. They study the design and fabrication of jigs and related fixtures and learn how to test for, inspect, and repair defective welds. In addition, students study metallurgy and understand how the heating and cooling cycles of welding affect the properties of metals.

LENGTH OF PROGRAM:
2 semesters

AWARD UPON GRADUATION:
Certificate of Completion

ENTRY TIMES:
Fall and Spring semesters

HELPFUL INFORMATION:
Welding Technology students have the opportunity to become certified to American Welding Society specifications and receive documentation stating qualifications.

Credit for independent study is available to area residents desiring additional instruction in welding technology. Please contact Program Coordinator Bob Shook at 542-6842 for more information.

APPROXIMATE TOTAL PROGRAM COSTS:
$1948 includes tuition and fees, books, and personal supplies.
The Prevocational Studies program is designed to be taken prior to specific program entry. This course work is recommended for students who may be lacking necessary academic skills, who are returning to school after a long absence, who need to brush up their academic and study skills, or who want an assessment of probable academic success at the postsecondary level.

LENGTH OF PROGRAM: 5 weeks

ENTRY TIMES:
July 6, 1992
November 9, 1992
March 31, 1993

APPROXIMATE TOTAL PROGRAM COSTS: $305 Includes tuition and fees, books, and personal supplies.
Course Descriptions

Monica Baggs, Legal Assisting (Paralegal) Student
ACC 127 SECRETARIAL ACCOUNTING
Credits: 3
Prerequisite(s): None
An introduction to double-entry accounting with an emphasis on office services. Contains entry analysis, journalizing, posting, trial balance, worksheet, financial statements, and closing procedures. A practice set provides practical experience.

ACC 128 ACCOUNTING FOR THE LAW OFFICE
Credits: 3
Prerequisite(s): None
An introduction to double-entry accounting and exposure to entry analysis, journalizing, posting, trial balance, worksheet, financial statements, and closing procedures. A legal practice set will provide experience related to the law office.

ACC 130 PRINCIPLES OF ACCOUNTING
Credits: 3
Prerequisite(s): None
Basic double-entry accounting. Emphasis on analyzing, journalizing, and posting transactions; trial balance, worksheet, financial statements, and adjusting/closing procedures. Accounting systems and cash control. Course also includes the essential concepts of payroll.

ACC 132 ACCOUNTING I
Credits: 4
Prerequisite(s): ACC 132
Basic double-entry accounting. Emphasis on analyzing, journalizing, and posting transactions; trial balance, worksheet, financial statements, and adjusting/closing procedures. Accounting systems and cash control. Includes the essential concepts of payroll records and the laws governing payroll.

ACC 133 ACCOUNTING II
Credits: 4
Prerequisite(s): ACC 132
Expansion of ACC 132 including receivables, inventories, plant and intangible assets, and expanded liabilities. Includes partnerships, corporations, long-term liabilities, investments in stocks and bonds, and the statement of cash flows.

ACC 230 COMPUTER ACCOUNTING SYSTEM
Credits: 3
Prerequisite(s): ACC 133
Hands-on experience using the IBM Personal/2 microcomputer for accounting applications. Areas covered include general ledger, accounts receivable, and accounts payable.

ACC 232 NONPROFIT ACCOUNTING
Credits: 3
Prerequisite(s): ACC 133
Principles of accounting for governmental units, health care organizations, colleges and universities, and other nonprofit organizations.

ACC 234 ACCOUNTING III
Credits: 4
Prerequisite(s): ACC 133
Conclusion of basic accounting sequence including concepts and principles, financial statement analysis, and managerial accounting.

ACC 235 COST ACCOUNTING
Credits: 3
Prerequisite(s): ACC 133
Accounting for materials, labor, and factory overhead using the job order and process costing systems.

ACC 236 INCOME TAX
Credits: 3
Prerequisite(s): ACC 133
An introduction to taxation terminology, basic tax preparation for individuals, and tax implications for individuals, partnerships, and corporations.

ACC 237 ACCOUNTING TOPICS
Credits: 0
Prerequisite(s): ACC 133
Introduction to Montana's State Budgeting and Accounting System and expansion in specific areas including payroll, reconciliations, information systems, and audit trails.

ACC 238 ACCOUNTING INTERNSHIP
Credits: 2
Prerequisite(s): Consent of instructor
On-the-job training in the community in positions related to the accounting field. This experience increases students' skills, prepares them for initial employment, and increases occupational awareness and professionalism. Students work a minimum of 6 hours each week at an approved site and attend a weekly one-hour seminar.

ASC 050 BASIC GRAMMAR
Credits: 1
Prerequisite(s): None
Review of the language principles, rules and conventions including grammar, mechanics, syntax, sentence structure, paragraph development, and spelling.

ASC 055 PREVOCATIONAL READING
Credits: 1
Prerequisite(s): None
Measures and upgrades reading skills to the minimum level that is required by specific program options. Reading activities are directly related to materials the student will use in course work and practical work experience.

ASC 056 STUDY AND SPEED-READING
Credits: 1
Prerequisite(s): None
Measurement and upgrading of reading skills for improved text and assignment reading. Reading rate, comprehension, and study techniques will be practiced to enhance reading ability.

ASC 060 PREVOCATIONAL STUDY SKILLS
Credits: 1
Prerequisite(s): None
Development of skills needed for successful study. Course includes an overview of study management, study reading, note-taking skills, listening skills, memory utilization, and test-taking techniques.

ASC 061 STUDY SKILLS
Credits: 1
Prerequisite(s): None
Provides practical skills in listening, memorizing, reading, note-taking, and test-taking for individuals (current students, future students, or upward moving employees) who wish to learn more efficiently.

ASC 080 PREVOCATIONAL COUNSELING
Credits: 1
Prerequisite(s): None
Individual and group counseling sessions dealing with school related problems and the firming 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 his/her individual progress.

DME 120 ELECTRICITY I
Credits: 3
Prerequisite(s): None
The electrical laws and principles pertaining to the DC and AC circuits. Includes current, voltage, resistance, power, inductance, capacitance, and transformers. Introduction to wiring methods and materials in conformance with the National Electric Code (NEC). Includes in-
installation and replacement of light fixtures, heaters, GFCIs, switches, receptacles, and electrical thermostats.

**DME 121 ELECTRICITY II**
Credits: 3
Prerequisite(s): DME 120
Continuation of wiring methods and materials in conformance with the National Electric Code (NEC). Presents fundamentals of mechanical and electrical installations, with emphasis on tool use and material selection. Includes fundamental 120v single-phase and 240v single and three-phase alternating current, design wiring techniques, advanced lighting principles, generators, and motors.

**DME 122 RELATED METALS I**
Credits: 3
Prerequisite(s): None
A basic metalworking course covering fasteners, layout, bench metal, heat treating, threading and threading, drills, drilling, basic machining, and tool sharpening.

**DME 123 RELATED METALS II**
Credits: 2
Prerequisite(s): None
The repair of metal objects through soldering, brazing, oxyacetylene welding and arc welding. Introduction to MIG welding.

**DME 124 CONSTRUCTION BASES I**
Credits: 4
Prerequisite(s): None
Application of plumbing, masonry, roofing, and flooring principles and the identification and safe uses of associated tools and materials.

**DME 125 CONSTRUCTION BASES II**
Credits: 3
Prerequisite(s): None
Application of carpentry, painting, and glazing principles and techniques. Emphasis is placed on developing skills commonly used in maintaining commercial buildings: for example, door hanging, window glass repair, and installing sheetrock, ceilings, hardware, paneling, and cabinets.

**DME 126 ANCILLARY SERVICES**
Credits: 4
Prerequisite(s): None
Maintenance principles pertaining to lawns, groundcover, trees, swimming pools, and building cleaning. Emphasis is placed on safe application of chemicals and maintenance frequency.

**DME 129 HEATING AND AIR CONDITIONING I**
Credits: 4
Prerequisite(s): None
The fundamentals of heating, ventilating, and air conditioning. Covers heating and refrigeration cycles, refrigerants, and components used in associated systems. Introduces the basic mechanical service procedures used in the industry.

**DME 221 BLUEPRINT READING**
Credits: 2
Prerequisite(s): None
The fundamental working drawings used in the trades and crafts. Emphasizes recognition of various types of drawings, and developing interpretation skills. Introduction to drafting equipment, lettering techniques, sketching, basic dimensioning, scale reading, and geometric construction.

**DME 222 BUILDING CONSTRUCTION**
Credits: 3
Prerequisite(s): DME 125
The design and construction of foundation, floor, wall, ceiling, and roof systems. Includes platform and balloon framing, headers, joists, studs, rafters, sheathing, roofing, and roof types.

**DME 223 BASIC MOTORS AND CONTROLS**
Credits: 3
Prerequisite(s): DME 121 and DME 129
A survey of the various types of motors and protective devices. Included are single-phase capacitor start, capacitor start and run, shaded-pole type, and three-phase motors. Emphasis is placed on motor control problems and protective devices.

**DME 224 LAWS, RULES, AND REGULATIONS**
Credits: 2
Prerequisite(s): None
Overview of federal, state, and local laws, rules, and regulations applicable to commercial facilities. Includes the Uniform Building Code, Uniform Plumbing Code, Uniform Mechanical Code, and the National Electrical Code.

**DME 227 HVAC CONTROL SYSTEMS**
Credits: 3
Prerequisite(s): SCI 117 and DME 129
Introduction to bimetallic, bimetallic, remote bulb, CAP thermocouple, thermistor, and thermopile measuring devices. Temperature and pressure control devices are related to the operation of heating, ventilating, and air conditioning equipment. Two position and proportional pneumatic control systems are presented, as well as pneumatic transmission. Computerized management systems for energy conservation are discussed.

**DME 228 MACHINE AND EQUIPMENT INSTALLATION**
Credits: 2
Prerequisite(s): SCI 117 and SCI 118
Tools and procedures for installing, leveling, and aligning equipment and machinery. Mechanical advantage formulas presented in physics are demonstrated. Included are safe loads for cranes, welding, and welding. Skills pertaining to the proper use of ladders, scaffolds, safety belts, and safety nets used in maintenance work are discussed.

**DME 229 HEATING AND AIR CONDITIONING II**
Credits: 3
Prerequisite(s): DME 129
An advanced study of heating, ventilating, and air conditioning principles. Includes combustion process, heat flow, temperature measurements, gas laws, system evacuation and charging, humidification, and air balancing.

**DME 230 PREVENTIVE MAINTENANCE**
Credits: 1
Prerequisite(s): None
Concepts of equipment maintenance to prevent breakdowns and unscheduled downtime. Includes equipment inspection, maintenance scheduling, and non-destructive testing methods.

**BUS 103 PRINCIPLES OF BUSINESS**
Credits: 3
Prerequisite(s): None
Introduction to the world of business. Includes the American business systems, capitalism, and the economic environment. Examines the types of business organizations, management, marketing, production, labor, financing, and business/governmental relations.

**BUS 107 FASHION AND DESIGN**
Credits: 3
Prerequisite(s): None
A comprehensive look into the fashion world's history and trends and insight into the industry's past and present, designers and their influence on fashion today. Includes the study of the textile industry and operation, the identification of fibers and fabrics and the elements of design in both the textile and apparel markets.
BUS 109 VISUAL MERCHANDISING AND DISPLAY
Credits: 2
Prerequisite(s): None
Introduction to various techniques used by retailers in the merchandising and displaying of goods. Analysis of different approaches and methods for effectiveness in actual retail settings. Includes display principles of balance, color, and focal point statements.

BUS 112 PROFESSIONAL SALES
Credits: 2
Prerequisite(s): None
Includes the steps in opening, presenting, demonstrating, handling objections, and closing the sale.

BUS 113 PSYCHOLOGY OF SELLING
Credits: 3
Prerequisite(s): None
Development of selling techniques which are used by many of the world's best companies and the psychological reasons that prevent a prospect from purchasing a product or service and the techniques to motivate a prospect to buy.

BUS 125 PRINCIPLES OF MARKETING
Credits: 3
Prerequisite(s): None
An overview of marketing activities including the consumer buying decision process, distribution channels, the planning process, and new marketing trends.

BUS 135 BUSINESS LAW
Credits: 2
Prerequisite(s): None
An overview of law as it applies to business transactions with an emphasis on Montana law. Topics include the nature and source of law, courts and procedure, contracts, sales, agency, employment, commercial paper, bailments, property, and business organizations.

BUS 179 TEXTILES
Credits: 2
Prerequisite(s): None
A study of the textile industry and its operation, the production of fiber from raw materials to finished products, fiber and fabric identification, the care of fabrics, garment construction, and consumer laws relevant to the textile industry.

BUS 224 ADVERTISING AND PROMOTION
Credits: 3
Prerequisite(s): None
Exposure to the history and fundamentals of advertising, in-depth exploration of advertising media, budget plans, ad campaign designs, and in-house promotion designs; and the production of actual radio, television, and print advertising.

BUS 242 SUPERVISION
Credits: 3
Prerequisite(s): None
The supervisor's role in management, organizing, staffing, and training of personnel as well as managing production and personnel as well as managing problem performance. It includes motivating employees, improving departmental productivity as well as the legal concerns of supervision.

BUS 243 PRINCIPLES OF MANAGEMENT
Credits: 3
Prerequisite(s): None
Management theory, research, and the practice of management. Topics covered include leadership styles and techniques, effective communication approaches, time management, decision making, delegation, and the basic functions of supervisory skills.

BUS 245 BUSINESS ECONOMICS
Credits: 3
Prerequisite(s): None
Basic economic principles of supply and demand as they affect individual consumers and producers; determination of price and output; allocation of scarce resources and distribution of income.

BUS 246 MERCHANDISE PLANNING AND CONTROL
Credits: 3
Prerequisite(s): None
Emphasis is on a structured inventory control system that will allow for more accurate sales forecasting, improved loss prevention, and more effective store merchandising. Includes effective systems for the buying process and purchasing negotiations and procedures.

BUS 250 ENTREPRENEURSHIP
Credits: 3
Prerequisite(s): None
An overview of the skill areas and business principles needed to start and operate a small business. Includes developing a business plan, identifying sources of capital formation, managing growth, and marketing issues related to new ventures.

BUS 299 RETAIL MANAGEMENT INTERNSHIP
Credits: 2
Prerequisite(s): One-Year Certificate in Sales and Marketing or Fashion Sales and Marketing and consent of instructor
On-the-job training in the community in positions related to each student's career goal in retail management. This experience increases students' skills, provides them for initial employment, and increases occupational awareness. Students work a minimum of 6 hours each week at an approved site and attend a weekly one-hour seminar.

COM 111 BUSINESS COMMUNICATIONS
Credits: 3
Prerequisite(s): None
Emphasizes the language principles most applicable in the business world. Rules and conventions that enhance or impair communications between people are highlighted. Practice material is provided to help students apply the rules. Students will further develop their communication skills and basic writing principles in creating correspondence.

COM 145 INTRODUCTION TO WRITING
Credits: 2
Prerequisite(s): None
Basic writing skills covering composition and formatting of routine communication including letters, memos, and documents. Emphasis on vocabulary, enlargement, correct word usage, sentence structure, spelling, punctuation, and proofreading.

COM 150 TECHNICAL READING
Credits: 1
Prerequisite(s): None
Development of reading skills to find specifications in service manuals and part numbers in parts books. Textbooks and service manuals will be used.

COM 160 ORAL COMMUNICATIONS
Credits: 3
Prerequisite(s): None
Introduction to oral communication skills, not limited to but including public speaking, needed to help the student succeed in the oral communication aspects of the occupation for which the student is preparing. Focus is on the organization, delivery, and retention of oral messages.

COM 205 TECHNICAL WRITING
Credits: 3
Prerequisite(s): None
An introduction to technical writing, including writing letters and a research paper. Emphasis is on the use of clear, correct, and straightforward language in writing, and on the correct use and
COM 210 ENGLISH COMPOSITION
Credits: 3
Prerequisite(s): None

COM 220 TRAINING TECHNIQUES
Credits: 3
Prerequisite(s): COM 160, COM 205 or consent of instructor

The practical application of adult learning theory to documenting procedures, creating user guides, writing instructions, developing courses, using tutorials, evaluating and using training materials, and giving effective oral presentations. Students will prepare and deliver mini-courses to develop these skills.

CAT 101 INTRODUCTION TO COMPUTERS
Credits: 2
Prerequisite(s): None

An introduction to computer terminology, hardware, and software. Includes basic microcomputer applications commonly used in business and industry (e.g., word processing, parts, inventory, invoicing and ordering).

CAT 102 PRINCIPLES OF DATA PROCESSING
Credits: 3
Prerequisite(s): None

Introduction to the basic components of all computer systems which consist of input, processing, output, and storage. Emphasis is placed on hardware, understanding software, and using the microcomputer. Students will gain experience using DOS, a word processing software package, spreadsheets, and database on the IBM Personal System/2 and an integrated software system.

CAT 105 DATA PROCESSING MATH
Credits: 3
Prerequisite(s): Completion of or concurrent enrollment in CAT 102

Principles and development of numeric and logic skills. Fundamental business problems, terms, and elements concepts in business-oriented problem solving by computer are included.

CAT 110 DATA ENTRY I
Credits: 3
Prerequisite(s): Completion of or concurrent enrollment in SEC 108

Responsibilities and duties of data entry operators in a data processing installation. Includes practice on on-line and microcomputer data entry and verification equipment. Minimum course requirements include preparation of programs for the equipment and entering data at a minimum rate of 10,000 keystrokes per hour. Emphasis is on speed and accuracy. Hardware used is IBM AS/400 and IBM Personal System/2.

CAT 111 DATA ENTRY II
Credits: 2
Prerequisite(s): CRT 110

Advanced data entry techniques. Includes practice with numerous job applications using various data entry techniques and equipment. Emphasis is on production capability. Use of computer systems in business, data entry systems and procedures, and preparation for data entry careers is included. Hardware used is IBM AS/400 and IBM Personal System/2.

CAT 113 DATA COMMUNICATIONS
Credits: 3
Prerequisite(s): CRT 102

This course presents the basic concepts of data communications including transmission of data, rules that regulate the communication flow, types and capabilities of computer networks, and network architecture.

CAT 114 WORD PROCESSING
Credits: 2
Prerequisite(s): SEC 107

Use of WordPerfect software package on the IBM Personal System/2 for direct-screen creating and editing. Emphasizes understanding of word processing functions needed to produce business forms, business correspondence, mail merging, columnar projects, and reports. Printer operation included.

CAT 121 BASIC
Credits: 4
Prerequisite(s): CRT 102, and completion of or concurrent enrollment in CRT 105

Introduction to problem solving using the BASIC language. Use of the correct syntax and utilities to solve business problems. Emphasis on logic and efficient programming techniques. Hardware used is IBM Personal System/2.

CAT 123 COBOL
Credits: 4
Prerequisite(s): CRT 121

COBOL is a universally accepted programming language designed for use in business applications. Emphasis is on top-down program structure with the programming effort divided into four areas: analysis, design, coding, execution, and debugging, and documentation. Hardware used is IBM AS/400.

CRT 125 RPG/400
Credits: 4
Prerequisite(s): CRT 121

RPG/400 is a fixed-logic programming language designed for business applications and printed reports using batch or interactive processing. Fundamental RPG programming concepts are presented with emphasis on problem definition, program coding, keying, testing, debugging, documentation, and execution. Hardware used is the IBM AS/400.

CRT 140 OPERATING SYSTEMS
Credits: 3
Prerequisite(s): None

Introduces students to the DOS operating system using the IBM Personal System/2. Emphasis will be on basic understanding of capabilities of DOS, use of disks, back-up, memory management, directories, batch files, path techniques to facilitate efficient use of secondary storage, set up of buffers, and most used commands.

CRT 142 COMPUTER OPERATIONS
Credits: 4
Prerequisite(s): CRT 102

Hardware functions and operations of a modern generation computer. Introduction to the IBM AS/400 system and its use by a computer operator. Emphasis on the operation and observation of the computer and the techniques for effective use of the various essential hardware devices and disk systems software options. Included is a brief unit covering Disk Operating System (DOS) using the IBM Personal System/2.

CRT 188 BUSINESS APPLICATIONS SOFTWARE
Credits: 3
Suggested prerequisite: Touch typing skills

Introduction to DOS and a variety of software packages to include spreadsheets and database using IBM Personal System/2.

CRT 190 LOTUS 1-2-3
Credits: 3
Suggested prerequisite: Touch typing skills

CRT 191 DOS AND DATABASE
Credits: 2
Prerequisite(s): Sec 114, CRT 114, or CRT 190
Basic introduction to the Disk Operating System (DOS) operation system using the IBM Personal System 2. Use of database software to solve business problems.

CRT 200 ADVANCED BUSINESS LOTUS
Credits: 2
Prerequisite(s): CRT 190
Emphasis on the development of spreadsheet models (templates) that solve problems as varied as bank reconciliations, cash flows, depreciation schedules, and financial statements. Activities include writing formulas and utilizing range names and macros.

CRT 201 DATABASE APPLICATIONS
Credits: 2
Prerequisite(s): CRT 102
Use of a popular database software package on the IBM AS/400 to solve business problems. Covers basic database management systems operations, data organization, file structure, report generation, indexing, queries, and file operations. Students will be introduced to database management concepts that determine how to design and set up an efficient database.

CRT 205 FOOD SERVICE MANAGEMENT COMPUTER APPLICATIONS
Credits: 3
Suggested prerequisite: Touch typing skills
Basics of food service computer applications. Use of the computer in food service management settings. Software applications such as Lotus 1-2-3 spreadsheets and graphics will be covered.

CRT 209 SOFTWARE APPLICATIONS
Credits: 2
Prerequisite(s): CRT 102, touch typing skills
Responsibilities and duties of information processing personnel in data processing installations. Includes practice on two word processing systems, two data entry systems, electronic mail/calendaring, screen and source document design, hardware/software selection and two desktop publishing packages. Hardware used is IBM AS/400 and IBM PS/2.

CRT 224 ADVANCED COBOL
Credits: 4
Prerequisite(s): CRT 123
A continuation of COBOL programming. Emphasis is on tables, subroutines, and sort. Simulated business applications will be programmed. Hardware used is the IBM AS/400.

CRT 226 ADVANCED RPG/400
Credits: 4
Prerequisite(s): CRT 125
Uses tables/array handling, exception output, multiple file processing, and interactive programming with simulated business applications to prepare the student for employment. Menus, formatted screens, subroutines, and modular programming will be learned using the IBM AS/400.

CRT 228 SYSTEMS ANALYSIS
Credits: 4
Prerequisite(s): CRT 121 and CRT 209
Presentation of system analysis and application design techniques. Planning, input design, output design, file descriptions, and analysis of needed programs will be covered. Case studies and a simulated business systems design project will be developed.

CRT 240 ADVANCED OPERATING SYSTEMS
Credits: 1
Prerequisite(s): CRT 140 or consent of instructor
Applies advanced Disk Operating System (DOS) concepts and commands to include hardware configuration and utilities. Students will be introduced to the UNIX operating system. Hardware used is IBM Personal System 2.

CRT 260 DESKTOP PUBLISHING CONCEPTS
Credits: 3
Prerequisite(s): CRT 114 or SEC 114, or consent of instructor
Uses desktop publishing software to produce formatted text with graphics, pictures, and full-page layout. Common business applications will be used to reinforce techniques with students making layout decisions to solve problems. IBM Personal System 2 is used.

CRT 280 HARDWARE AND SOFTWARE EVALUATION AND SELECTION
Credits: 2
Prerequisite(s): CRT 113 or consent of instructor
Prepares a function approach to reviewing PC hardware and peripherals with emphasis on compatibility, flexibility, cost, expansion, and maintenance. Students will evaluate software using criteria or purpose, flexibility, cost, memory load, ease of modification, learning curve, and vendor support. Case studies will be used.

CRT 285 MICROCOMPUTER MAINTENANCE AND TROUBLESHOOTING
Credits: 1
Prerequisite(s): CRT 240 or consent of instructor
Presents information and techniques concerning hardware and software as it relates to maintenance and resolving problems within the computer system. Upgrading and expanding systems is stressed, as well as troubleshooting problems. Hands-on activities are off-campus with a technician in an actual work environment.

CRT 290 MICROCOMPUTER SOFTWARE APPLICATIONS
Credits: 2
Prerequisite(s): CRT 114 or Sec 114, CRT 190, and CRT 201, or consent of instructor
Uses spreadsheet, database, word processing, and graphics to solve advanced business applications. Procedures will include commands and software utilities to solve problems in an efficient manner using the capabilities of integrated packages as well as importing files from database, word processing, graphics, or spreadsheet software. Electronic mail, messages, and calendaring are utilized. Principles of using Windows is also presented. Students will choose which software to use and demonstrate the appropriate use of presentation graphics.

CRT 292 DATA PROCESSING INTERNSHIP
Credits: 2
Prerequisite(s): Consent of instructor
On-the-job training in the commu-
CUL 157 PANTRY AND GARDE MANGER
Credits: 3
Prerequisite(s): CUL 151 and CUL 152
Identification of a large variety of fresh greens, vegetables, and fruits, their general and specific use, standards of quality, preparation, and presentation. Also covered are salad dressings, cold sauces, appetizers, finger sandwiches, pates, gelatins, mousses, as well as banquet and buffet presentation.

CUL 158 SHORT ORDER COOKERY
Credits: 3
Prerequisite(s): CUL 151 and CUL 152
Hands-on experience in all facets of short order cookery. Emphasis on coordination, speed, presentation, and basic food preparations as well as cooking methods.

CUL 160 SOUPS, STOCKS, AND SAUCES
Credits: 3
Prerequisite(s): CUL 151 and CUL 152
Hands-on preparation of basic soups, stocks, sauces, glazes, thickening agents, and garnishes.

CUL 161 MEATS AND VEGETABLES
Credits: 3
Prerequisite(s): CUL 151 and CUL 152
Hands-on experiences with the fundamental cooking methods.

CUL 162 STOREROOM PROCEDURES
Credits: 3
Prerequisite(s): CUL 151 and CUL 152
Various storeroom functions and procedures as they relate to the kitchen and management controls.

CUL 170 MEAT FABRICATION
Credits: 1
Prerequisite(s): None
Meat identification, specifications, cutting, and utilization.

CUL 175 INTRODUCTION TO FOOD SERVICE SANITATION
Credits: 1
Prerequisite(s): None
Proper methods for safe and legal food preparation and service.

CUL 185 ADVANCED COOKERY
Credits: 1
Prerequisite(s): None
Course introduces, through lecture and demonstration, various international cuisines. Emphasis is on difficult and elaborate presentations.

CUL 265 BAKING
Credits: 4
Prerequisite(s): CUL 151 and CUL 152 or consent of instructor
An introduction to basic raised-dough recipes and bakery procedures, pastries, and desserts. Presentation and cooking methods will be emphasized.

CUL 270 PURCHASING PROCEDURES AND COST CONTROLS
Credits: 5
Prerequisite(s): CUL 151, CUL 152, CUL 156, CUL 157, CUL 159, CUL 160, CUL 161, CUL 162, CUL 170, and MAT 266, or consent of instructor
Principles and practices concerning the purchasing of foods, supplies, and materials, based on the methods of buying, specifications, determining needs, and availability.

CUL 271 MENU LAYOUT, DESIGN, AND ANALYSIS
Credits: 5
Prerequisite(s): CUL 151, CUL 152, CUL 156, CUL 157, CUL 159, CUL 160, CUL 161, CUL 162, CUL 170, and MAT 266, or consent of instructor
Techniques and knowledge to develop menus that will be compatible with the various types of food establishments. Layout which includes physical characteristics, merchandising, appearance, and promotional value. Emphasis on the menu being the foundation for the facility design.

CUL 272 SANITATION MANAGEMENT
Credits: 2
Prerequisite(s): None
Principles and practices of sanitation management in the food industry. Emphasis on management responsibilities, including food, people, the micro-world, contamination and infection, pests and vermin, facility cleanliness, and the training of employees.

CUL 280 PSYCHOLOGY OF MANAGEMENT AND SUPERVISION
Credits: 3
Prerequisite(s): MAT 266 or consent of instructor
Duties and responsibilities of a supervisor as they pertain to the food service industry. Includes communication, organization, planning, staffing, directing, and controlling skills.

CUL 295 NUTRITION
Credits: 3
Prerequisite(s): None
The study of nutrition as it pertains to the food service industry. Emphasis on the six nutrients, their sources, functions,
and cooking methods that retain maximum nutritional values.

EET 101 DIRECT AND ALTERNATING
CURRENT THEORY

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 with various methods of circuit analysis and problem solving.

EET 103 SEMICONDUCTOR CIRCUITS

Credits: 7
Prerequisite(s): EET 101
An in-depth coverage of diode, bipolar transistors, and field-effect transistor circuits which are used in electronics applications. The study and analysis of the components and circuits used in semiconductor electronics.

EET 125 MICROCOMPUTER
PROGRAMMING

Credits: 3
Prerequisite(s): None
Planning, formatting, and writing programs in BASIC computer language. Includes file management systems and advanced techniques of BASIC.

EET 205 OPERATING SYSTEMS

Credits: 3
Prerequisite(s): None
An introduction to microcomputer operating systems, starting with CP/M and up through MS/PC-DOS 4.0.

EET 227 COMPUTER
FUNDAMENTALS

Credits: 4
Prerequisite(s): EET 103
Course covers PL, TIL, and CMOS circuits, memories, charge coupled devices and microprocessors, with combinational and sequential circuits, MOS, and linear circuits. A study of Boolean algebra, binary numbers, binary codes, and the analysis of the basic components and circuits used in semiconductor switching.

EET 228 INSTRUMENTATION

Credits: 7
Prerequisite(s): EET 103
A study of industrial measuring and process control instrumentation. Experience in basic electrical measurement using the equipment normally found in any electrical or electronic shop area.

EET 229 MICROPROCESSORS

Credits: 4
Prerequisite(s): EET 227
A study of the complexities and power of machine language programming, hardware input/output interfacing and microprocessor operations and design applications. The course is complemented with an individual student trainer utilizing a 6800 microprocessor.

EET 204 AUTOMATIC CONTROLS

Credits: 4
Prerequisite(s): EET 227
A study of the terminology and components used in automatic control of industrial, machines and industrial processes. The servomechanism is used as a representative control system. The usage of transducers and computers in representative automatic control systems in the industrial measuring and process control setting will be emphasized.

EET 240 ROBOTICS

Credits: 3
Prerequisite(s): Completion of or concurrent enrollment in EET 202 and EET 204, or consent of instructor
An introduction to robotics through explanation, examples, and drawings. Content includes what robots are, how they work, what they can and cannot do, and how they might affect us in the future.

EET 260 DATA COMMUNICATIONS

Credits: 4
Prerequisite(s): EET 103
Principles, applications, and theory of data communication systems. Concepts, terminology, and equipment usage will be presented, including networking (wire and radio frequency).

EET 270 ELECTRONIC
COMMUNICATIONS

Credits: 3
Prerequisite(s): None
An introduction to electronic communications theory and FCC regulations. Course content is designed to help students prepare for the general radiotelephone operators certificate examination.

HEM 120 ELECTRICAL SYSTEMS

Credits: 8
Prerequisite(s): None
The theory of AC/DC electricity including Ohm’s Law, magnetism, wiring diagrams, and circuit analysis. Starting, charging, and related systems will be covered in depth using test equipment commonly found in heavy equipment repair facilities. Electronic systems will also be reviewed and tested using common electronic test equipment.

HEM 128 ENGINE SERVICE I

Credits: 4
Prerequisite(s): None
An introduction to the construction and operation of internal combustion engines, with the diesel engine being examined in great detail. The use of measuring tools and related special tools will be covered extensively along with common manufacture rebuild procedures. Start-up and running practices will be demonstrated on various running diesel engines.

HEM 135 POWER TRAINS

Credits: 7
Prerequisite(s): None
Chassis and drive train components used in light and heavy duty trucks and other equipment. Steering, brakes, crawler-tractor undercarriages, articulated loader frame construction, clutches, manual transmissions, torque converters, power shift transmissions, differentials, and final drives are covered.

HEM 136 COMPUTER APPLICATIONS

Credits: 1
Prerequisite(s): CRT 101
Computer applications as used in the diesel mechanics industry.

HEM 137 WELDING

Credits: 3
Prerequisite(s): None
Basic and intermediate processes of shielded metal arc welding (SMAW) and oxyacetylene welding are covered in flat, horizontal, and vertical positions in a variety of joint configurations. Instruction in the oxyacetylene cutting process with lecture and demonstrations covering gas tungsten arc welding (GTAW) and gas metal arc welding (GMAW) processes.

HEM 138 MACHINE SHOP

Credits: 2
Prerequisite(s): None
Instruction and use of drills, files, threads and threading processes, basic tools, drill press, and band saw operation, including precision measuring instruments. Fasteners, layout procedures, and basic hand tools are covered.

HEM 139 WELDING MAINTENANCE
AND REPAIR

Credits: 2
Prerequisite(s): HEM 137 and HEM 128
This course combines the skills gained in welding and machine shop for practical applications such as repairing a broken cylinder block. Major emphasis will be placed on repair techniques. Common repair procedures using ma-
machine shop and welding equipment will be demonstrated.

**HEM 221 BRAKES, SUSPENSION, AND UNDERCARRIAGE**
Credits: 6
Prerequisite(s): None
Air brake design, construction and operating principles including an in-depth study of diagnostic procedures for troubleshooting and repair of brake systems. Suspension systems and undercarriage design and repair will be covered along with common alignment procedures found in industry.

**HEM 225 HYDRAULICS**
Credits: 6
Prerequisite(s): None
Theory and application of hydraulics relative to mobile construction equipment. Includes valves, pumps, motors, actuators, and related hydraulic components, system maintenance, troubleshooting, and repair.

**HEM 229 ENGINE SERVICE II**
Credits: 7
Prerequisite(s): HEM 128
A continuation of Engine Service I with a major emphasis being placed on the rebuilding of a diesel engine. Engine components repair and failure analysis will be reviewed along with tune-up and running of diesel engines commonly found in the heavy equipment trade. Shop flat rate procedures, work order procedures, and warranty requirements will be covered.

**HEM 231 FUEL SYSTEMS**
Credits: 3
Prerequisite(s): None
A comprehensive study of diesel fuel injection systems to include Cummins, Bosch, Market, Caterpillar, Detroit Diesel, and Bosch. Disassembly and repair of these systems will be covered in depth along with calibration practices, installation, timing, and on-engine adjustments will be made on diesel engines. On-engine diagnosis of the fuel systems using special diesel engine diagnostic tools will be reviewed.

**HEM 233 ENGINE DIAGNOSIS**
Credits: 5
Prerequisite(s): HEM 231
An in-depth study of diesel engine diagnostic principles using special diagnostic tools. Electronic engine systems will be studied along with diagnostic procedures used to troubleshoot and repair these systems.

**LEG 179 LEGAL TERMINOLOGY**
Credits: 2
Prerequisite(s): None
A study of the legal vocabulary in common use in the legal profession.

**LEG 180 LEGAL OFFICE PROCEDURES**
Credits: 3
Prerequisite(s): Completion of or concurrent enrollment in LEG 179
A study of law office procedures including an introduction to law and the role and interaction of attorneys, legal assistants, and legal secretaries. Emphasis will be placed on preparation of basic legal documents, reception, general duties, professionalism, and ethical responsibilities.

**LEG 181 ORIENTATION TO LEGAL ASSISTING**
Credits: 1
Prerequisite(s): None
An introduction to legal assisting responsibilities, ethics, tasks, and limitations, with an overview of constitutional, statutory, case, and administrative law principles.

**LEG 187 INTRODUCTION TO LEGAL RESEARCH**
Credits: 1
Prerequisite(s): None
Introduction to fundamental legal research and writing, use of the law library and specific research tools, and sources of law.

**LEG 190 CIVIL LITIGATION I**
Credits: 3
Prerequisite(s): LEG 180
Basic study of the legal assistant and/or legal secretary's role in civil litigation including consideration of ethical considerations and professionalism, case preparation, file organization, preparation of draft complaints, discovery, motions, jury instructions with emphasis on trial preparation, settlement, and appeal considerations.

**LEG 192 CONTRACTS**
Credits: 2
Prerequisite(s): None
Sources of law affecting the formation, enforceability, and interpretation of contracts. Includes the necessary elements of a contract, the basic doctrines of contract law, and practical approaches to drafting a contract.

**LEG 194 TORTS**
Credits: 2
Prerequisite(s): None
Practical applications of tort theory and law, concentrating on basic principles which apply to situations common to general legal practice.

**LEG 195 LEGAL ETHICS**
Credits: 2
Prerequisite(s): None
An introduction to ethics for the legal assistant including confidentiality, legal assistant-attorney relationship, fee arrangements, Code of Professional Conduct, attorney-client privilege, fiduciary responsibilities, and public service.

**LEG 197 LEGAL RESEARCH AND WRITING I**
Credits: 1
Prerequisite(s): LEG 187
Application of legal and factual analysis principles to case problems with emphasis on accurate research, effective writing, and correct citations.

**LEG 270 PROPERTY TRANSFER PRACTICES**
Credits: 2
Prerequisite(s): LEG 278
A study of personal property and real estate transfers covering practices, procedures, and documents for title closing, foreclosure, landlord-tenant, quiet title, eminent domain, zoning, tax appeals, and water interests. A procedures manual will be prepared.

**LEG 271 CIVIL LITIGATION II**
Credits: 2
Prerequisite(s): LEG 190
Advanced study of the legal assistant's role in civil litigation, with emphasis on trial techniques, settlement of lawsuits, and appeal procedures.

**LEG 272 LEGAL TOPICS**
Credits: 3
Prerequisite(s): LEG 180 or consent of instructor
Introduction to the role of legal assistants and legal secretaries in the areas of workers' compensation, social security, and wrongful termination.

**LEG 273 CRIMINAL PROCEDURES**
Credits: 3
Prerequisite(s): None
A study of criminal prosecution and defense representation with an overview of criminal law principles. Training in criminal procedure involving felonies and misdemeanors in federal, Montana, and municipal courts.

**LEG 274 INDIAN LAW**
Credits: 2
Prerequisite(s): None
A study of Indian rights, tribal courts, jurisdiction, service of process, and other issues involving Indian reservations.

**LEG 278 REAL ESTATE**
Credits: 1
study

An introduction to Montana real estate law and to common real estate transactions in the law office emphasizing procedural aspects of financing methods, and document preparation for a typical transfer of real estate.

LEG 279 LEGAL RESEARCH AND WRITING II
Credits: 1
Prerequisite(s): LEG 197
Legal research, analysis, and document drafting using form books and sources of law; shepardizing; and law library maintenance.

LEG 280 LEGAL RESEARCH AND WRITING III
Credits: 1
Prerequisite(s): LEG 279
Advanced legal research and writing including use of computer search tools and devices.

LEG 283 TRIAL PREPARATION
Credits: 3
Prerequisite(s): LEG 190
Collecting and preserving evidence, locating witnesses, jury selection, trial notebook development, post-trial assistance, and investigative techniques.

LEG 285 FAMILY LAW
Credits: 1
Prerequisite(s): LEG 180
Introduction to legal assistance and secretarial tasks and duties in cases of dissolution of marriage, adoption, and guardianship with emphasis on document preparation.

LEG 286 ADVANCED FAMILY LAW
Credits: 1
Prerequisite(s): LEG 285
Detailed analysis of family and domestic issues under Montana law, including: common law marriage, declaration of invalidity (annulment), joint and sole custody arrangements, modification of custody and support, Uniform Reciprocal Enforcement of Support Act (URESAs), grandparental visitation, child abuse and neglect, and adoption.

LEG 287 COLLECTIONS AND BANKRUPTCY
Credits: 1
Prerequisite(s): LEG 180
Basic procedures in debt collection and bankruptcy law practice. Includes study of small claims court, execution, garnishment, attachment, and bankruptcy documents.

LEG 288 ESTATES AND PROBATE
Credits: 1
Prerequisite(s): LEG 180
Study of legal secretarial and legal assisting duties relating to wills, estates, and Montana probate proceedings with emphasis on document preparation.

LEG 294 CORPORATIONS AND PARTNERSHIPS
Credits: 1
Prerequisite(s): LEG 180
Legal procedures in Montana corporations, partnerships, business entities, and contracts with emphasis on document preparation.

LEG 298 LEGAL ASSISTING INTERNSHIP
Credits: 2
Prerequisite(s): Consent of instructor
On-the-job experience as a legal assistant trainee under the supervision of an employer, attorney, or court official. This experience increases students' skills, prepares them for initial employment and advancement on the job, and increases occupational awareness and professionalism. Students work a minimum of 6 hours each week at an approved site and attend a weekly one-hour seminar.

MAT 101 BASIC MATH
Credits: 1
Prerequisite(s): None
Introduction and review of mathematical concepts needed for successful completion of specialized math courses with specific programs. Topics include fractions, decimals, percents, ratios, proportions, and measurement.

MAT 102 BASIC ALGEBRA
Credits: 1
Prerequisite(s): MAT 101
Continuation of MAT 101. Topics include basic algebraic and geometric concepts. Completion of MAT 101 and MAT 102 is the equivalent of MAT 103.

MAT 103 MATH FUNDAMENTALS
Credits: 2
Prerequisite(s): None
Introduction and review of mathematical concepts necessary for success in specific occupational fields. Topics include fractions, decimals, percents, ratios, proportion, and basic algebraic and geometric concepts. Other concepts will be included according to specific program need.

MAT 104 INDUSTRIAL MATH
Credits: 2
Prerequisite(s): None
Designed to provide the mathematical background necessary for success in the industrial areas. Topics covered include fractions, decimals, percent, ratio, proportion, and measurement. Other specialized topics will be covered according to specific program need.

MAT 105 BUSINESS MATH APPLICATIONS
Credits: 2
Prerequisite(s): Completion of or concurrent enrollment in MAT 103
Study and practice of electronic printing and display calculators and their applications to business mathematics. Basic machine operations including the touch method, purchasing and pricing merchandise, taxes, insurance, simple and compound interest, bank records, and credits are included.

MAT 107 ELECTRONICS MATH I
Credits: 4
Prerequisite(s): None
An integrated treatment of mathematical topics on algebra and trigonometry found necessary for a sound mathematical background for the technician. Numerous applications for the technical fields have been included to indicate how and where mathematical techniques are used.

MAT 108 ELECTRONICS MATH II
Credits: 4
Prerequisite(s): MAT 107
A continuation of MAT 107. An integrated treatment of mathematical topics in algebra, trigonometry, analytic geometry, differentiation, and elementary transcendental functions. Numerous applications for the technical fields have been included to indicate how and where mathematical techniques are used.

MAT 122 MATH FOR NURSING
Credits: 3
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 and injectable drugs.

MAT 133 MERCHANDISING MATH
Credits: 2
Prerequisite(s): None
Use of mathematical concepts in retailing. Specific application of these concepts to markups/markdowns, inventory turnover, and other basic formulas.

MAT 150 FOOD PRODUCTION MATH
Credits: 2
Prerequisite(s): None
Basic mathematical processes including fractions, decimals, percents, ratios, proportions, and measures relative to menus, portions, and production costs.

**MAT 172 INTRODUCTION TO ALGEBRA**

Credits: 3
Prerequisite(s): MAT 100
Solution of linear equations in one or two unknowns, operations with polynomials and rational expressions.

**MAT 266 FOOD SERVICE MANAGEMENT MATH**

Credits: 3
Prerequisite(s): MAT 152
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.

**NUR 150 NUTRITION**

Credits: 2
Prerequisite(s): None
The study of nutritional needs in health and disease with special emphasis on the nutrients, their sources, and functions.

**NUR 151 NURSING FUNDAMENTALS I**

Credits: 2
Prerequisite(s): None
A background in basic concepts of health care emphasizing the nursing process, included are the basic theories and principles governing nursing care and basic concepts for the formulation of accurate medical language. Laboratory experiences are included to put theory into practice.

**NUR 152 NURSING FUNDAMENTALS II**

Credits: 2
Prerequisite(s): SCI 119, MAT 122, and NUR 151
A continuation of NUR 151 including advanced nursing procedures. Laboratory experiences put theory into practice. Clinical experience will be provided at a nursing home.

**NUR 150 CONDITIONS OF ILLNESS**

Credits: 2
Prerequisite(s): SCI 119 and NUR 151
A study of the specific disorders affecting major body systems, commonly used therapeutic measures, and specific nursing care of the individual patient. Use of the components of the nursing process in the delivery of care is emphasized. Major conceptual themes include the view of nursing as a combination of nurturing and supportive activities which focus on motivation of the patient's inner resources at the patient adapts to a health crisis.

**NUR 154 PHARMACOLOGY (PN)**

Credits: 4
Prerequisite(s): SCI 119, MAT 122, and NUR 151
A study of medications with regard to significant physiological factors. The correlation of pharmacologic action and nursing responsibilities and the uniqueness of each patient and the patient's disorder are emphasized.

**NUR 155 MATERNAL AND CHILD NURSING**

Credits: 3
Prerequisite(s): SCI 119, MAT 122, and NUR 151
Study of the prenatal, labor, delivery, and postpartum needs of the pregnant woman, the needs of the newborn, the physical and psychological growth and development of children, preventive pediatrics, and major abnormalities and diseases of children.

**NUR 156 CLINICAL EXPERIENCE I (PN)**

Credits: 2
Prerequisite(s): NUR 152, and concurrent enrollment in NUR 153, NUR 154, and NUR 155
Clinical experience provides for the application of skills, knowledge, and attitudes learned in the classroom to the medical-surgical, orthopedic, and oncologic clinical areas.

**NUR 157 CLINICAL EXPERIENCE II (PN)**

Credits: 4
Prerequisite(s): NUR 156
Clinical experience provides for the application of skills, knowledge, and attitudes learned in the classroom and NUR 156 to obstetrics, pediatrics, and psychiatric nursing as well as in other specialized areas such as the doctor's office, emergency room, recovery room, and extended care facility.

**NUR 158 CLINICAL SEMINAR (PN)**

Credits: 2
Prerequisite(s): Concurrent enrollment in NUR 157
An introduction to a variety of health care topics and professionals in the community. Also, students will share individual concerns related to actual patient care in a confidential setting.

**NUR 159 ORGANIZATIONAL BEHAVIOR**

Credits: 3
Prerequisite(s): Concurrent enrollment in NUR 157 or consent of instructor
Theoretical framework for professional relationships, responsibilities, and communication skills for employment in a health care setting. Emphasis will be given to the exploration of basic management and leadership theory.

**OPE 140 BASIC SURVEYING**

Credits: 5
Prerequisite(s): None
Basic principles of surveying and the use of surveying equipment such as level rods, engineers' levels, and transit. Basic principles for measurement of angles and distance.

**OPE 142 APPLIED SURVEYING**

Credits: 2
Prerequisite(s): OPE 140
Students will plan and layout projects undertaken by the program within the community. The student will participate in staking and controlling the project by using skills acquired in OPE 140. Emphasis will be on earthwork surveying.

**OPE 146 SAFETY AND BASIC CONTROLS**

Credits: 2
Prerequisite(s): None
Orientation to the safe operation and basic control 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 basic machine operation skills.

**OPE 148 OPERATIONAL SKILL BUILDING**

Credits: 2
Prerequisite(s): OPE 146
Advance ment of basic skills in a more meaningful job-type situation. Proper understanding and operation of heavy equipment will be pursued. Time will be allowed for development of proper operational techniques.

**OPE 150 JOB SIMULATION**

Credits: 5
Prerequisite(s): OPE 146 and OPE 148
Incorporates learned skills into entry-level, job-type industrial situations. Emphasis is on advanced equipment usage, problem definition and resolution, project-type earth moving assignments, proper equipment, and safety regulations. Course may allow participation in cooperative project efforts within the community.

**OPE 151 SERVICE AND MAINTENANCE**

Credits: 2
Prerequisite(s): None
A study of the different types of lubricants and their applications, scheduled and preventive maintenance procedures, and importance of periodic services and maintenance. Also included will be study of safety procedures, regulations, and first aid.

**OPE 152 ADVANCED SERVICE AND MAINTENANCE**

Credits: 2
Prerequisite(s): OPE 151
Basic principles of diesel engines, hydraulics, powertrains, undercarriages, and other heavy equipment components. Students will develop basic mechanical skills and prepare program equipment for field activities.

**OPE 153 INDUSTRY AND SPECIAL EQUIPMENT**

Credits: 6
Prerequisite(s): MAT 104
A study of the various industries in which the students may be employed, and the different types of equipment and equipment applications they will be required to use. Various earth moving principles will be studied along with production estimations, power requirements, and equipment cost calculations.

**OPE 155 MACHINE SHOP**

Credits: 1
Prerequisite(s): None
An introduction to the machining operations which relate to the repair of heavy equipment.

**OPE 156 WELDING**

Credits: 1
Prerequisite(s): None
An introduction to the welding processes which relate to the repair of heavy equipment. Includes the care and use of hand tools, metals identification, and basic metallurgy.

**POL 146 AMERICAN GOVERNMENT AND POLITICS**

Credits: 3
Prerequisite(s): None
A survey of the processes and institutions of American government. Emphasis is on constitutional development and the constitutional bases of governmental powers and limitations. Topics include the three branches of government, separation of powers, judicial review, commerce, express and implied powers, civil rights, interest groups, movements, political parties, and state government.

**PSY 100 INTRODUCTION TO PSYCHOLOGY**

Credits: 3
Prerequisite(s): None
An introduction to the basic concepts of human behavior.

**PSY 110 PSYCHOLOGY OF THE WORKPLACE**

Credits: 2
Prerequisite(s): None
A foundation in the psychological processes that influence behavior of people in work settings.

**REL 116 EMPLOYMENT STRATEGIES**

Credits: 1
Prerequisite(s): None
Development of skills needed to locate, obtain, and retain a job.

**REL 155 BEGINNING MEDICAL TERMINOLOGY**

Credits: 3
Prerequisite(s): None
A medical word building system using Greek and Latin word roots, combining forms, prefixes, and suffixes for formation of common medical terms.

**REL 216 MEDICAL TERMINOLOGY**

Credits: 3
Prerequisite(s): REL 155, and completion of or concurrent enrollment in SCI 119
A system approach to medical word building including pathology of body systems, pharmacology, abbreviations, and special procedures such as radiographic, surgical, and laboratory. Systems covered are integumentary, gastrointestinal, respiratory, cardiovascular, and hematologic. This course is designed to give students increased skills in correctly writing spoken medical terms.

**RES 120 ETHICS AND HEALTH COMMUNICATIONS**

Credits: 1
Prerequisite(s): None
An introduction to ethical issues in health care as well as a brief overview of communication techniques. Both written and oral communications in such areas as charting procedures and interpersonal relations will be emphasized.

**RES 129 PATIENT CARE AND ASSESSMENT**

Credits: 1
Prerequisite(s): None
An introduction to nursing-related knowledge and skills for such procedures as hand-washing, taking vital signs, patient safety, masking, gowning, and gloving as it applies to tracheal aspiration, isolation, sputum collection, and trach care. Assessment of the respiratory system is also covered along with an introduction to medical terminology.

**RES 131 RESPIRATORY THERAPY THEORY I**

Credits: 4
Prerequisite(s): None
An introduction to basic respiratory therapy science beginning with a short history, cleaning and sterilization techniques, gas law theory and calculations, and pharmacology. Emphasis is then placed on theory and operation of related equipment including the following: aerosol generators, humidifiers, ultrasonic nebulizers, oxygen regulators, flowmeters, incentive spirometers, pulse oximeters, IPFB therapy, CPAP and oxygen delivery devices, and EKG equipment.

**RES 132 RESPIRATORY THERAPY THEORY II**

Credits: 3
Prerequisite(s): RES 131
A continuation of RES 131. Such topics as arterial blood gases, pulmonary functions, volume ventilators, airway care, CPR, and tracheal aspiration are covered.

**RES 140 CARDIOPULMONARY DIAGNOSTICS AND INTERPRETATION**

Credits: 1
Prerequisite(s): None
Knowledge and interpretation of cardiopulmonary diagnostic and laboratory tests. Interpretation and use of test results in clinical practice. Theory and mechanics of arterial blood gas machines are stressed. Students will
research and report on individually assigned case studies.

**RES 195 RESPIRATORY THERAPY LABORATORY I**

Credits: 1  
Prerequisite(s): Completion of or concurrent enrollment in RES 131, or consent of instructor  
Basic clinical competencies for respiratory care are studied in a laboratory setting. Lecture and demonstration are included. Emphasis is placed on psychomotor skills for the following procedures: IPPB therapy, compressed gas cylinder safety, chest physiotherapy, hyperinflation therapy, humidity, aerosol, and oxygen therapy.

**RES 197 RESPIRATORY THERAPY LABORATORY II**

Credits: 1  
Prerequisite(s): RES 195  
Advanced clinical lab competencies for respiratory care are studied in a laboratory setting. Lecture and demonstration are included. Emphasis is placed on psychomotor skills for the following areas: ABG analysis, intubation, extubation, tracheal aspiration, tracheostomy care, manual resuscitators, static and dynamic compliance, mechanical ventilation, and special ventilatory procedures. Orientation to following volume ventilator is covered: MA-1, MA 2+2, and Puritan-Bennet 7200.

**RES 198 CLINICAL EXPERIENCE I (RT)**

Credits: 6  
Prerequisite(s): RES 129, RES 131, RES 140, and RES 195  
Performance in the following competency areas: disinfection and sterilization, medical gas therapy, communication skills, chest physiotherapy, breathing exercises, aerosol therapy, lung expansion techniques, pulse oximetry, and pulmonary function. Emphasis is placed on the student directly performing the clinical skills in a patient care setting.

**RES 199 CLINICAL EXPERIENCE II (RT)**

Credits: 5  
Prerequisite(s): RES 198  
A continuation of clinical skills learned in RES 198 and additional competency in the following areas: airway care, ABG puncture, tracheal aspiration, ventilatory management, patient assessment, and communication skills.

**RES 202 RESPIRATORY PHYSIOLOGY**

Credits: 3  
Prerequisite(s): RES 131  
An in-depth study of the macro and micro anatomy of the respiratory system with a focus on structure and function. Other topics which include calculations of pertinent physiological parameters as applicable to clinical practice are: the mechanics and regulation of ventilation, gas exchange and transport, the ventilatory aspects of arterial-venous balance, and nutritional assessment. Finally, the dynamics of the cardiovascular system are brought into focus as a single and integrated unit.

**RES 225 PHARMACOLOGY (RT)**

Credits: 2  
Prerequisite(s): RES 131  
An introduction to pharmacology as related to the cardiovascular system. Emphasis is placed on dosage, adverse effects, indications, and contraindications, as well as dosage calculations.

**RES 226 RESPIRATORY ASSESSMENT AND THERAPEUTIC TECHNIQUES**

Credits: 2  
Prerequisite(s): RES 131 or consent of instructor  
Further study of the respiratory system with emphasis on patient assessment, therapeutic techniques, and their application in the clinical setting. Students are also expected to prepare a case study and write a research paper.

**RES 232 RESPIRATORY PATHOLOGY AND DISEASE I**

Credits: 1  
Prerequisite(s): RES 226  
An in-depth analysis of cardiopulmonary diseases with emphasis on pathological and specific treatment. Students are also expected to prepare a case study and write a research paper.

**RES 233 RESPIRATORY PATHOLOGY AND DISEASE II**

Credits: 1  
Prerequisite(s): RES 232  
A continuation of RES 232.

**RES 241 PEDIATRICS AND PERINATOLOGY**

Credits: 1  
Prerequisite(s): RES 132  
A study of perinatal and pediatric respiratory care with emphasis on fetal development, resuscitation and care of the newborn, and pediatric diseases. Application of infant and pediatric ventilators is included.

**RES 242 HOME CARE AND RESPIRATORY MANAGEMENT**

Credits: 1  
Prerequisite(s): RES 132  
A study of pulmonary rehabilitation and home care. Departmental organization and administration procedures are included. On assigned topic, students are expected to prepare and present a lecture to the rest of the class.

**RES 250 RESPIRATORY THERAPY SEMINAR**

Credits: 4  
Prerequisite(s): RES 199  
Performance in more advanced clinical skill areas such as: basic hemodynamic monitoring and calculations, special ventilatory procedures, basic x-ray interpretation, co-oximetry, and bidirectional communication with physician. Each student is scheduled to observe open heart surgery, cardiology catheterization, and on-one-one physician rounds.

**SCI 115 ANATOMY**

Credits: 3  
Prerequisite(s): None  
Structures of the human body and their basic functions.

**SCI 117 GENERAL PHYSICS I**

Credits: 4  
Prerequisite(s): MAT 104  
Principles of matter and its properties including units, velocity, acceleration, forces, momentum, vectors and trigonometry.

**SCI 118 GENERAL PHYSICS II**

Credits: 3  
Prerequisite(s): SCI 117  
Principles of work, energy, simple machines, rotation, concurrent and non-concurrent forces, sound, and light.

**SCI 119 ANATOMY AND PHYSIOLOGY**

Credits: 6  
Prerequisite(s): None
Basic knowledge necessary for students in health related programs. Emphasis is on normal anatomy and physiology with presentation of basic concepts in chemistry and microbiology as they relate to human anatomy and physiology.

SCI 120 TECHNICAL PHYSICS I
Credits: 4
Prerequisite(s): None
An introductory study of models, measurements, vectors, motion in a straight line, motion in a plane, Newton’s laws of motion, application of Newton’s laws, and circular motion and gravitation.

SCI 121 TECHNICAL PHYSICS II
Credits: 4
Prerequisite(s): SCI 120
An introductory study of work and energy, impulse and momentum, rotational motion, equilibrium of a rigid body, electricity, heat, and thermodynamics.

SEC 106 BUSINESS RECORDS CONTROL
Credits: 1
Prerequisite(s): None
Safe and systematic arrangement and storage of materials so they can be located quickly and easily when needed. Emphasis is on the rules for alphabetic filing. Charge-out, transfer, and storage controls are covered.

SEC 107 KEYBOARDING
Credits: 1
Prerequisite(s): None
Basic operation of the microcomputer and a word processing package, the complete alphabetic keyboard, number and symbol keyboard, vertical and horizontal centering, letter styles and envelopes, and build speed and accuracy on paragraph material.

SEC 108 KEYBOARDING APPLICATIONS
Credits: 2
Prerequisite(s): SEC 107 or passing score on the Missoula Vo-Tech keyboarding placement test
Skill development in preparing a variety of communication documents which include various letter formats, memos, reports, and tables. Students make decisions in format design to promote a blending of skill, knowledge, and practical application. A word processing software package for use with the IBM Personal System/2 Model 25 or 30 is used. Speed and accuracy is emphasized.

SEC 114 WORD PROCESSING
Credits: 4
Prerequisite(s): SEC 108
WordPerfect software package used on the IBM Personal System/2 for creating and editing to produce business forms, business correspondence, mail merges, columnar projects, and reports. Business-related application projects, graphics, printer operation, and drills and timings which build speed and accuracy are included.

SEC 120 TRANSCRIPTION AND TEXT EDITING
Credits: 2
Prerequisite(s): SEC 108
Techniques of accurate and rapid transcription from taped material. Both typewriters and IBM Personal System/2 computers are used as input devices. Includes making formatting and printing decisions with various types of business correspondence. Increases competency in spelling, grammar, and punctuation.

SEC 140 SPEEDWRITING
Credits: 3
Prerequisite(s): None
Principles of Speedwriting Shorthand including outlines, brief forms, abbreviations, and phrasing. Diction and transcription are developed.

SEC 150 INSURANCE PROCESSING
Credits: 2
Prerequisite(s): Completion of or concurrent enrollment in SEC 161, or consent of instructor
Preparation and processing of the following insurance forms: Medicare, Medicaid, Indian Health, CHAMPUS, Workers’ Compensation, Blue Cross and Blue Shield, and health maintenance organizations. Emphasis is on the total insurance billing picture including procedural and diagnostic coding to obtain maximum reimbursement.

SEC 155 MEDICAL SOFTWARE APPLICATIONS
Credits: 1
Prerequisite(s): SEC 153; completion of or concurrent enrollment in SEC 161, or consent of instructor
A simulated computer practice using IBM Personal System/2 microcomputers and a medical software system to enter and update patient data, enter charges, payments, and adjustments, and generate management reports.

SEC 161 MEDICAL OFFICE PROCEDURES
Credits: 4
Prerequisite(s): None
Basic attitudes and skills required for employment in a medical or dental office, clinic, or hospital. Focus is on reception duties, telephone techniques, appointment raising, billing and collecting procedures, processing financial and medical records, hospital ward secretary functions and techniques, and basic medical assistance techniques.

SEC 175 WORKPLACE ISSUES
Credits: 3
Prerequisite(s): None
Comprehensive study of the office environment and development of competencies to succeed in the business world. Emphasis is on office technology, office relationships and policies, ergonomics, workplace issues, business ethics, time management, stress management, mail processing, office equipment and reprographics, and special office tasks.

SEC 183 LEGAL TRANSCRIPTION I
Credits: 3
Prerequisite(s): LEG 180
Basic training in legal transcription by completion of a workbook and a series of 57 letters and legal documents. Includes operation of transcribers and development of correct techniques. Spelling, grammar, punctuation, legal terminology, and correct formatting will be emphasized.

SEC 256 MEDICAL TRANSCRIPTION I
Credits: 3
Prerequisite(s): SEC 106, and completion of or concurrent enrollment in REL 216
Transcription of medical histories, letters, and other prerecorded medical dictation in correct medical format. Includes operation of transcribers, efficient transcription techniques, review of spelling, grammar, punctuation, and medical vocabulary, and efficient use of reference books. Workbook assignments are included in the course.

SEC 257 MEDICAL TRANSCRIPTION II
Credits: 3
Prerequisite(s): SEC 114 and SEC 256
Advanced medical transcription using WordPerfect on the IBM Personal System/2 microcomputer with emphasis on speed and accuracy in completing surgical, radiology and pathology reports, discharge summaries, and autopsies reports. AMRA Medical Transcriptionist Certificate awarded upon successful completion.

SEC 275 LEGAL COMMUNICATIONS
Credits: 1
Prerequisite(s): SEC 183
Composition and preparation of routine written legal communications, including letters and memos. Emphasis on correct word usage, sentence structure, spelling, punctuation, format, and proofreading.

SEC 284 LEGAL TRANSCRIPTION II
Credits: 3
Prerequisite(s): SEC 183
Advanced legal transcription on microcomputers with emphasis on legal documents and pleadings using references, take-in materials, and legal citations. Students work from instructor- and lawyer-dictated cassettes involving actual cases.

SEC 292 SECRETARIAL INTERNSHIP
Credits: 2
Prerequisite(s): Consent of instructor
On-the-job training in the community in positions related to each student's career goal in the secretarial field. This experience increases students' skills, prepares them for initial employment and advancement on the job, and increases occupational awareness and professionalism. Students work a minimum of 6 hours each week at an approved site and attend a weekly one-hour seminar.

SEC 293 MEDICAL OFFICE INTERNSHIP
Credits: 3
Prerequisite(s): Consent of instructor
On-the-job training in the community in positions related to each student's career goal in the medical office field. This experience increases students' skills, prepares them for initial employment and advancement on the job, and increases occupational awareness and professionalism. Students work a minimum of 160 hours at an approved site and attend a weekly one-hour seminar.

SET 160 ELECTRICAL SYSTEMS I
Credits: 3
Prerequisite(s): None
Instruction includes the study of small engine electrical systems, their components, and the testing of these components using the multimeter and other electrical test equipment. Included are magnetism, basic electricity, ignition systems, spark plugs, and batteries.

SET 162 LAWN AND GARDEN EQUIPMENT
Credits: 4
Prerequisite(s): None
Specific instruction is given on lawn mowers, trimmers, rototillers, and their related components as used in home and commercial lawn and landscaping. The use of parts manuals, repair manuals, and microfiche is included.

SET 164 ELECTRICAL SYSTEMS II
Credits: 2
Prerequisite(s): SET 160
Ignition systems, starting motors, charging systems, electrical troubleshooting, and reading wiring diagrams are all covered in detail for the types of machines and equipment being repaired in the lab.

SET 166 RELATED METALS PROCESSES
Credits: 2
Prerequisite(s): None
This basic metalworking course covers fastness, layout, bench metal, threads and threading, basic machining, and tool sharpening.

SET 170 CHAIN SAWS AND STRING TRIMMERS
Credits: 3
Prerequisite(s): None
Detailed instruction is given in the major overhaul, repair, tune-up, and maintenance of major brands of chain saws as well as bar maintenance and repair, chain sharpening, and troubleshooting.

SET 172 SNOW MACHINE ENGINES AND COMPONENTS
Credits: 2
Prerequisite(s): None
The maintenance and repair of snowmobile engines, drive units, tracks, suspension, frames, brakes, and other related components are covered.

SET 174 INDUSTRIAL AND HEAVY DUTY EQUIPMENT
Credits: 4
Prerequisite(s): None
Instruction is given on larger heavy duty engines and equipment such as pumps, generators, welders, and riding tractors. Related units include gear and hydraulic transmissions, pump repair, gaseous fuel systems, failure analysis, and cylinder boring.

SET 176 MOTORCYCLES AND ATVS
Credits: 4
Prerequisite(s): None
A study of the operation, function, and repair of engines, frames, suspension, brakes, and wheels of the major brands as well as the procedures involved in diagnosis and repair of these units.

SET 178 OUTBOARD MOTOR REPAIR AND MAINTENANCE
Credits: 3
Prerequisite(s): None
Instruction includes classroom and lab activities on pumps, etc. outboard motors of 50-h.p. and under.

SUR 102 SAFE PATIENT CARE AND OPERATING ROOM TECHNIQUES
Credits: 5
Prerequisite(s): None
Responsibilities of the surgical technologist in the circulating assistant and scrub roles and related nursing procedures as they relate to Association of Operating Room Nurses standards of practice. Includes a study of medical terminology.

SUR 104 SURGICAL TECHNOLOGY I LAB
Credits: 1
Prerequisite(s): Concurrent enrollment in SUR 102
Orientation to the physical organization of the surgical suite, observation of surgical procedures, demonstration and operating room techniques.

SUR 105 MINOR AND MAJOR SURGICAL PROCEDURES
Credits: 10
Prerequisite(s): SUR 102 and SUR 104
Description of specific procedures in 12 specialties through the preoperative, operative, and postoperative stages. Included are minor general surgery; scopic-diagnostic; gastrointestinal; orthopedic; genitourinary; obstetric/gynecology; cardiovascular; thoracic; neurological; plastic-constructive; and ear, nose, and throat.

SUR 192 CLINICAL EXPERIENCE (ST)
Credits: 7
Prerequisite(s): SUR 104 and concurrent enrollment in SUR 105
Demonstration of a safe level of knowledge and practice of surgical technique through assisting in circulating and scrub roles. Progression from first scrub on minor procedures to first scrub on major procedures.

SUR 193 INTERNSHIP (ST)
Credits: 3
Prerequisite(s): SUR 192
Development of surgical scrub techniques through preceptorship at various surgical facilities throughout the state, and taking "call" for emergency surgeries.
TRK 101 INTRODUCTION TO THE TRUCKING INDUSTRY

Credits: 1
Prerequisite(s): None

Industry background, demands and needs, qualifications, and disqualifications of professional drivers. Exposure to problems and benefits of commercial truck operation.

TRK 102 VEHICLE MECHANICAL OPERATION AND MAINTENANCE

Credits: 1
Prerequisite(s): None

Operation of seven basic truck control and operational systems. Activities are directed toward the student gaining a working knowledge of basic over-the-road mechanical operation. Practical experience in preventive maintenance methods and techniques such as oil changes, chassis lubrication, brake adjustment, and basic troubleshooting.

TRK 103 LAWS, REGULATIONS, AND SAFETY

Credits: 1
Prerequisite(s): None

Trip planning, hours of service regulations, state and federal laws, legal aspects of commercial truck operations, industry documentation, and federal driver requirements are covered.

TRK 104 VEHICLE OPERATIONS I

Credits: 2
Prerequisite(s): None

Basic operational experiences of turning, backing, starting, stopping, hooking, and unhooking. Development of basic tractor/trailer handling skills.

TRK 105 VEHICLE OPERATIONS II

Credits: 4
Prerequisite(s): MAT 101, PSY 110, TRK 101, TRK 102, TRK 103, and TRK 104

Concentrated activities centered on safe highway operation of tractor/trailer vehicles. Skill development in backing, driving, and shifting. Time will be divided between dry, rural, and mountain driving.

TRK 106 VEHICLE OPERATIONS III

Credits: 4
Prerequisite(s): TRK 105

Continuation of on-highway driving exercises with added concentration on extreme operating conditions and practices. Students will attend industry orientations and operating practice sessions.

WEL 180 WELDING METALLURGY

Credits: 3
Prerequisite(s): None

Covers the manufacturing of iron and steel. Examination of physical and mechanical properties. Phase changes with the application of heating and cooling cycles. Ferrous crystal types and properties. Suggested welding procedures for low, medium and high carbon steels, alloy steels, and cast iron.

WEL 181 SHIELDED METAL ARC WELDING AND OXYACETYLENE WELDING

Credits: 4
Prerequisite(s): None

Theory and operation of Shielded Metal Arc Welding (SMAW) and Oxyacetylene Welding (OAW). This course has two instructional tracks depending upon the student's program entry date. All students, regardless of entry date, will cover the theory and operation of Oxyacetylene Welding (OAW) and cutting equipment; the welding of low carbon steel using correct safety procedures, setup and rod manipulation to construct welds of butt and lap design in flat, horizontal, and vertical positions. Oxyacetylene cutting and gouging of plate to specifications; and brazing and soldering of ferrous and non-ferrous materials.

Tracks A (for students entering Fall semester) provides theory and operation of Shielded Metal Arc Welding (SMAW). Welding of low carbon steel using correct safety procedures, proper setup and rod manipulation, proper machine adjustments to construct and weld joints of butt, lap, corner and tee design in the flat, horizontal, and vertical positions. Oxyacetylene cutting and gouging of plate to specifications.

Tracks B (for students entering Spring semester) is the continued study and experience of SAW beyond WEL 181. This option will prepare the student for pipe welding to American Welding Society or American Society of Mechanical Engineers specifications.

WEL 185 FLUX CORE ARC WELDING AND SHIELDED METAL ARC WELDING

Credits: 4
Prerequisite(s): None

This course has two instructional tracks depending upon the student's program entry date. All students, regardless of entry date, will cover the theory and operation of Flux Core Arc Welding equipment. Students will weld coupons on plate in the flat, flat, and vertical positions to industry standards.

Tracks A (for students entering Spring semester) provides theory and operation of Shielded Metal Arc Welding (SMAW), welding of low carbon steel using correct safety procedures, proper setup and rod manipulation, proper machine adjustments to construct and weld joints of butt, lap, corner and tee design in the flat, horizontal, and vertical positions. The use of SAW to weld plates to American Welding Society specifications in the flat, horizontal, and vertical positions. Oxyacetylene safety and cutting is covered.

Tracks B (for students entering Fall semester) is the continued study and experience of SMAW beyond WEL 181. This option will prepare the student for pipe welding to American Welding Society or American Society of Mechanical Engineers specifications.

WEL 190 WELDING CERTIFICATION AND CODES

Credits: 3
Prerequisite(s): None

Fundamental concepts and requirements of the American Society of Mechanical Engineers (ASME) and American Welding Society (AWS) are examined. Through laboratory experience students are provided the opportunity to qualify (certify) under the two codes mentioned above.

WEL 192 BLUEPRINT READING AND DEVELOPMENT

Credits: 3
Prerequisite(s): None

Practical experience in reading and drawing orthographic projections, interpreting dimensions, notes, scales, and welding symbols. Isometric projection (pictorial), sections, and auxiliary views with practical experience using conventional drafting tools and computer-aided drafting (CAD).

WEL 194 LAYOUT TECHNIQUES

Credits: 2
Prerequisite(s): None

Encompasses layout on material of various shapes utilizing blueprints and practical layout techniques on pipe and
structural steel. Use of contour markers and a review of geometric construction. Computation of appropriate costs is included.

**WEL 196 WELDING METAL PROCESSES I**

Credits: 2  
Prerequisite(s): None  
Fundamental metalworking course covering fasteners, precision measurement tools, layout as relates to machining, internal/external threading, drills, drilling, and basic hand tools.

**WEL 198 WELDING METAL PROCESSES II**

Credits: 2  
Prerequisite(s): WEL 196  
Fundamental machine tool operations using vertical and horizontal milling machines and the engine lathe. Emphasis on proper work holding techniques, proper feeds, speeds, depth of cut, and basic machine maintenance.

**WEL 199 FABRICATION AND AUTOMATION**

Credits: 4  
Prerequisite(s): None  
Student-designed projects will be fabricated using hand and machine tools common to the welding industry. Emphasis is placed upon accurate layout, preparation, assembly, and welding. Automation systems are reviewed and used to the extent possible.
Tuition and Fees

Bill Benjamin, Food Service Management student
## Tuition

Tuition is based on number of semester credit hours. All tuition must be paid before registration can be completed and classes attended. The tuition schedule follows.

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<th>Semester Credit Hours</th>
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<th>Resident Tuition</th>
<th>Tuition Surcharge</th>
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<th>Computer Fee</th>
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ALL TUITION IS SUBJECT TO APPROVAL BY THE BOARD OF REGENTS OF HIGHER EDUCATION.

TUITION IS SUBJECT TO CHANGE WITHOUT NOTICE.

If students add credits following initial registration, they may have to pay additional tuition may have to be paid per the tuition schedule above. If students drop courses following initial registration, thereby reducing credit loads, they may be eligible to receive partial tuition refunds, provided the courses are officially dropped during the first ten class days of the semester and students initiate refund requests through the Admissions Office within the same time period.

## Course Fees

Some courses require payment of fees for materials and supplies. These fees are in addition to tuition. The courses and their related fees are as follows.

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# Books

Students are required to purchase their own textbooks. Expenses for books range between $200 and $450 each semester, depending on the program.

## Personal Supplies Required

Other supplies may be required when enrolling in a program. Following is a list of most items for each program that students are required or strongly advised to purchase. An approximate cost is also provided, and costs listed are intended to cover the entire length of your program. Most items are available in the Missoula Vo-Tech bookstore.

### BUSINESS
#### Accounting Technology

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#### Bookkeeping

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#### Fashion Sales and Marketing

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#### Legal Secretarial Technology

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#### Medical Office Technology

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### Word Processing and Office Reception

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### COMPUTERS

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#### Computer (Micro) Applications and Systems

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### Computer Programming

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### CULINARY

#### Culinary Arts

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<td>Towels</td>
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<tr>
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<tr>
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<tr>
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**Electronics**

**Electronics Technology**

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**Diesel Heavy Equipment Mechanics**

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**Small Engine and Equipment Technology**

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**Welding Technology**

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<td>Chipping Hammer</td>
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**Pre Vocational Studies**

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* In the third semester of school, Practical Nursing students are required to attend one day of the Montana LPN Association convention. Although the registration cost of the convention is approximately $20, students may also need to pay for lodging, meals, and transportation.

** Students enrolled in the Practical Nursing program are required to take a comprehensive examination, the Mosby Assessment Test, during their third semester of school at Missoula Vo-Tech.

*** Third semester Practical Nursing students are strongly encouraged to attend various workshops and inservices available in Missoula.

**** Students enrolled in Respiratory Therapy Technology are encouraged to attend the State Annual Conference of the Montana Society for Respiratory Care. This three-day conference will usually cost approximately $35, plus transportation and motel. Students are encouraged to carpool and share the cost of motel rooms. Conference attendance is not mandatory.
***** Respiratory Therapy Technology students are also encouraged to take the National Simulated Exam during their final semester of school. The exam is similar to the certification exam required for respiratory therapy technology, and costs approximately $30. Taking the Simulated Exam is not mandatory.

***** Students enrolled in the Diesel Heavy Equipment Mechanics program must purchase a basic set of hand tools, if they do not already own such tools. Total approximate costs are listed above, and following is the suggested list of tools. Students may purchase tools from any vendor they choose. However, students may want to wait to purchase tools until they arrive at Missoula Vo-Tech. The Missoula Vo-Tech bookstore is able to purchase, based on quantity, tool sets on a bid basis, which generally saves students money.

***** Students enrolled in the Small Engine and Equipment Technology program are encouraged to purchase a basic set of hand tools, if they do not already own such tools. Purchase of these tools is not mandatory. A list of the recommended tools for the Small Engine and Equipment Technology program follows.

**TOOLS REQUIRED FOR DIESEL HEAVY EQUIPMENT MECHANICS:**

1. A 6-12 drawer tool box with handles and a hinged top, with full locking capability, and a minimum storage capacity of 4,000 cubic inches.

2. 1/2 inch drive components comprised of a ratchet handle 10-12 inches long; a flex handle (breaker bar) 17 inches or longer; extension of 1/2, 3, 6 and 10 inches in length; a 1/2 inch drive universal joint; sockets (12 point standard depth) measuring 7/16, 1/2, 9/16, 5/8, 11/16, 3/4, 13/16, 7/8, 15/16, 11/8, and a 1/2 inch female drive to a 3/8 inch male drive adapter.

3. 3/8 inch drive components comprised of a ratchet handle 6-8 inches long; a flex handle (breaker bar) 10 inches or longer; extension of 2, 5, and 10 inches in length; a speed handle (brace type); a 3/8 inch female drive to a 1/2 inch male drive adapter; sockets (12 point standard depth) measuring 5/16, 3/8, 7/16, 1/2, 11/16, and 3/4 inch.

4. Combination wrenches (open end and box end, 12 point long handle) measuring 3/8, 7/16, 1/2, 9/16, 5/8, 11/16, 3/4, 13/16, 7/8, 15/16, 1 1/16, and 1 1/8 inches.

5. Flare nut wrenches (open end and box end, 6 point) measuring 7/16, 1/2, 9/16, 5/8, 11/16, and 3/4 inch.

6. Adjustable end wrenches measuring 8 and 12 inches.

7. Punches including a center punch, pin punches measuring 5/64, 1/8, and 1/4 inch, and starter punches measuring 3/8 and 1/2 inch.


9. Screwdrivers (standard blade and insulated handle) with blades measuring 1 1/2, 4, 6, 8, and 12 inches long with tip widths of 1/4, 3/16, 5/16, and 3/8 inch.

10. Phillips screwdrivers measuring 3 inches long (#1 tip), 4 inches long (#2 tip), and 6 inches long (#3 tip).

11. 6 inch combination pliers, 6-8 inch needle nose pliers, 7 inch diagonal cutting pliers, and snap ring pliers (8 inch long ring).

12. Two boil peen hammers weighing 8 and 32 ounces, and a compartment soft-face, shot-filled 2 pound hammer.


15. A vented rip blow gun with male adapter type C; a putty knife 1 1/4 inches wide with chisel edge and wood handle, a circuit probe type test light (6-12 volt), a rolling head pry bar 16 inches or longer, a flat pry bar 16 inches or longer, a 6 inch steel rule graduated in 1/64 inch segments, a tape measure 12 feet x 1/2 inch with steel blade and case, and a 6 inch x 1 inch brass drift.

**TOOLS RECOMMENDED FOR SMALL ENGINE AND EQUIPMENT TECHNOLOGY (OPTIONAL):**

1. A 3 to 6 drawer tool box with handles and hinged top, lacking capability, with a minimum storage capacity of 2,000 cubic inches.

2. 1/4 inch drive components including a drive ratchet with a minimum length of 5 1/4 inches; a drive extension 4 inches long; a nine-piece drive socket set (6 point with tray, box, or socket rail), consisting of 3/16, 7/32, 1/4, 9/32, 5/16, 11/32, 3/8, 7/16, and 1/2 inch sockets.

3. 3/8 inch drive components including a drive ratchet with a minimum length of 6 7/8 inches; socket set, deep, 3/8 inch drive, 6 point, metric; 6 sockets with metal box (10mm, 11mm, 12mm, 13mm, 14mm, 15mm, 17mm, and 19mm); 3 inch and 6 inch extension bars; a 13/16 inch spark plug deep socket; and a 10 piece socket set (12 point with tray, box or socket rail) consisting of 1/4, 5/16, 3/8, 7/16, 1/2, 9/16, 5/8, 11/16, 3/4, and 13/16 inch sockets; an 11 piece metric socket set (6 point with tray, box, or socket
5. A 14-piece combination metric wrench set (12 point long handle), measuring 6mm, 7mm, 8mm, 9mm, 10mm, 11mm, 12mm, 13mm, 14mm, 15mm, 16mm, 17mm, 18mm, and 19mm.
6. A 7-piece ignition wrench set (either combination or open end style) to include sizes 5/32, 3/16, 1/4, 15/64, 5/16, 9/32, and 3/8 inch.
7. A punch and chisel set to include 1/8 and 3/16 inch pin punches, a 3/8 inch center punch, and a 5/8 inch cold chisel.
8. A standard screwdriver set to include a 3/16 inch diameter with a minimum length of 4 inches; a 1/4 inch diameter with a minimum length of 6 inches; and a 3/8 inch diameter with a minimum length of 8 inches.
9. A phillips screwdriver set consisting of one having a minimum blade length of 1 1/4 inches (#2), one having a minimum blade length of 3 inches (#1), and one having a minimum blade length of 6 inches (#2).
10. A plier set consisting of an adjustable joint arc type with a minimum length of 9 1/4 inches; a long nose type with a minimum length of 7 1/8 inches; a locking type with a minimum length of 7 inches; and a diagonal cutting type with a minimum length of 6 inches.
11. An adjustable wrench 10 inches in length; a ball peen hammer (16 ounces), an ignition file, and ignition gauges to include wire gauges from .022 to .040; flat ignition gauges 1/4 inch wide from .012 to .032 and flat feeler gauges 1/2 inch wide from .002 to .018.
13. An 8-piece metric hex key wrench set (L shape) measuring 2mm, 2.5mm, 3mm, 4mm, 5mm, 6mm, 7mm, and 8 mm.
14. A vented tip blow gun with male adapter, a 6-12 volt circuit tester, a plastic tip hammer (minimum of 12 ounces), and a straight edge scraper putty knife.
15. Socket set deep, 6 pt. metric, 3/8 dr., 8 sockets; 10mm, 11mm, 12mm, 13mm, 14mm, 15mm, 17mm, and 18mm.
## Total Program Costs

All program costs listed below are approximate and are subject to change without notice. Please remember that the majority of personal supplies needed are purchased at the beginning of the first semester. These figures do not include out-of-state tuition.

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<th>BOOKS</th>
<th>SUPPLIES</th>
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<td>Preparatory Medical</td>
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REFUNDS FOR WITHDRAWAL FROM SCHOOL

Refunds of tuition, in the event of withdrawal from Missoula Vo-Tech, are authorized according to the following schedule. The $20 registration fee is nonrefundable.

100% of tuition and fees will be refunded if the student withdraws before the term begins.

75% of all remaining tuition and fees will be refunded to the end of the term's fifth class day.

50% of all remaining tuition and fees will be refunded to the end of the term's tenth class day.

No refunds will be made after the term's tenth day of classes.

Drop/adds will be computed in accordance with regular tuition and fee schedules. There will be no refunds for drops after the term's tenth day of classes.

DISHONORED CHECKS

Students may write personal checks to pay tuition and fees and to make purchases from the bookstore, dining room, or snack bars. If the student's bank does not honor a check, appropriate action will be taken. A student's grades and transcripts will be withheld until the obligation has been satisfied, or, if the dishonored check is in payment of tuition, the student will be withdrawn from classes until the obligation has been satisfied. A fee of $8 will be charged for each dishonored check written to Missoula Vo-Tech.

Upon receipt of a dishonored check, Missoula Vo-Tech's Business Office will notify the person who wrote the check and request payment in cash within five days of the date of notification. If payment is received, the dishonored check will be returned and no further action will be required. If payment is not received within five days of notification, the Business Office will inform the Registrar's Office of the outstanding obligation. The Registrar's Office will then place a hold on the student's grades and transcripts or withdraw the student from classes. If the person who wrote the dishonored check later makes restitution, the Business Office will notify the Registrar's Office and restrictions will be removed from the student's records.
MISSION AND PHILOSOPHY

The mission of Missoula Vo-Tech is to provide lifelong occupational learning opportunities for Montana residents.

Missoula Vo-Tech is committed to developing the vocational skills and background needed to give students ongoing occupational competence. Missoula Vo-Tech is committed to the development of this occupational competence through an emphasis on hands-on experience.

Missoula Vo-Tech is committed to the encouragement of the fullest development of each student's individual potential, so that students can continue to contribute creatively to society.

Missoula Vo-Tech is committed to the enhancement of student dignity by fostering respect for individual differences, talents, and abilities.

Missoula Vo-Tech is committed to an ongoing relationship with our national, regional, statewide, and local community. Missoula Vo-Tech meets this challenge of community interaction by providing communities with a technically skilled work force, by developing programs responsive to industry needs, and by listening and responding to the community work force and other educational institutions.

ACCREDITATION AND APPROVAL

Missoula Vo-Tech is accredited by the Commission of Colleges of the Northwest Association of Schools and Colleges. The Surgical Technology and Respiratory Therapy Technology programs are accredited by the Committee on Allied Health Education and Accreditation. The Practical Nursing program is accredited by the Montana Board of Nursing. The Food Service Management program is accredited by the American Culinary Federation.

Curriculum is approved by the Board of Regents of Higher Education. Missoula Vo-Tech's programs are further approved by the United States Office of Education, the Bureau of Indian Affairs, and the Division of Vocational Rehabilitation. Programs are also approved for veterans.

Missoula Vo-Tech was designated a Vocational Technical Center by the Montana Legislative Assembly H.B. 481, effective July 1, 1969, and by the State Board of Education.
# WHO TO CONTACT FOR MORE INFORMATION

<table>
<thead>
<tr>
<th>CONTACT</th>
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<tr>
<td>ADMISSIONS/REGISTRAR’S OFFICE</td>
<td>Request catalogs and applications</td>
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<tr>
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<td>Inquire about admission requirements</td>
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<tr>
<td>542-6882</td>
<td>Ask about curriculum content</td>
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<tr>
<td>or, In Montana, 1-800-542-MVTC</td>
<td>Find out about school policies</td>
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<td>Withdraw from school or courses</td>
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<td>Withdraw an application</td>
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<td>Request a transcript</td>
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<td>Check on the enrollment status of a student</td>
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<td>Inquire about tuition and other fees</td>
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<td>Find out about program changes</td>
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<td>Discuss course transfers</td>
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<td>Ask about changing to another program</td>
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<td>Discuss services available to disabled students</td>
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<td>Discuss cultural diversity on campus</td>
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<tr>
<td>COUNSELING OFFICE</td>
<td>Talk about vocational choices</td>
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<tr>
<td>542-6882</td>
<td>Take interest tests</td>
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<td>Discuss ability and achievement tests</td>
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<td>Find out about Missoula Vo-Tech programs</td>
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<td>Discuss the Prevocational Studies program</td>
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<td>Discuss personal problems</td>
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<tr>
<td>FINANCIAL AID OFFICE</td>
<td>Find out the types of aid available</td>
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<tr>
<td>542-6885</td>
<td>Obtain grant applications</td>
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<td>Obtain loan applications</td>
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<td>Obtain scholarship applications</td>
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<td>Obtain work study applications</td>
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<td>Find out about work study positions</td>
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<td>Discuss on-campus employment</td>
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<td>Inquire about veterans’ benefits</td>
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<td>Inquire about disabled workers’ benefits</td>
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<td>Learn about agency assistance</td>
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<tr>
<td>CAREER SERVICES OFFICE</td>
<td>Learn placement rates for Missoula Vo-Tech programs</td>
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<tr>
<td>542-6887</td>
<td>Discuss statewide and local employment opportunities</td>
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<td>Discuss job market information and statistics</td>
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<td>Develop a job search plan after graduation</td>
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<td>Ask questions about resumes</td>
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<td>Fill an available job in your business</td>
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<tr>
<td>CONTINUING EDUCATION DEPARTMENT</td>
<td>Find out about evening courses</td>
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<tr>
<td>542-6875</td>
<td>Plan educational updates for your staff</td>
</tr>
<tr>
<td>ACADEMIC AFFAIRS OFFICE</td>
<td>Find out about scheduling of classes for upcoming semesters</td>
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<td>542-6850</td>
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</tbody>
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APPLICATION REQUIREMENTS

Applications for admission are available at the Missoula Vo-Tech Admissions Office and most high schools in the state. Applicants must provide proof of high school graduation or its equivalent prior to enrollment. If an applicant does not have a high school diploma or GED certificate, he/she may take the Tests of Adult Basic Education (TABE) or the Adult Basic Learning Examination (ABLE). Attainment of an overall score at or above the ninth grade level is required to be considered for admission to Missoula Vo-Tech if an applicant lacks a high school diploma or GED certificate.

A one-time $20 nonrefundable application fee must be submitted with the initial application. Please do not send cash.

State law requires that applicants show proof of immunization. Please refer to the "Immunization Requirements" section for further details.

APPLICATION CONSIDERATIONS

Applications submitted to Missoula Vo-Tech are considered on a first-come, first-served basis. It is important to apply early. Applications are considered for acceptance on the basis of the date the completed application is received by the Admissions Office. Notification of receipt is forwarded upon its arrival.

All applicants meeting the conditions listed in the "Application Requirements" section above will be considered for admission. In cases of enrollment limitations, preference is given to full-time students and individuals who qualify as residents of Montana.

IMMUNIZATION REQUIREMENTS

All students born after December 31, 1956, must show proof of immunization on or after their first birthday against measles and rubella. Proof of immunization may be shown by physician, health agency, or school records. Immunization against measles can also be shown by a physician's record of diagnosis of the disease after December 31, 1967.

All foreign students, regardless of birth date, are required to be immunized.

Proof of immunization must be presented before a student is permitted to register.

All students, whether required by Missoula Vo-Tech to show proof of immunization or not, are encouraged to keep their immunizations for communicable diseases up-to-date.

RESIDENCY REQUIREMENTS

The term "resident" means:

A. one who has resided (meaning has established a true, fixed, permanent home and place of habitation) in Montana for one 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 vo-tech center shall not alone be sufficient to qualify for residency in Montana.

or
B. or any graduate of a Montana high school who registers at a Montana institution within one year after high school graduation and whose parents, parents, or guardian has resided in Montana at least one full year of the two years immediately preceding the student's graduation from high school. Such classification shall continue for not more than four academic years if the student remains in continuous attendance at the institution.

Missoula Vo-Tech's admission policies regarding residency are established in accordance with Montana statute.

ADDITIONAL ENTRY REQUIREMENTS FOR HEALTH PROFESSIONS APPLICANTS

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

Two months following a student’s exit (graduation, withdrawal, or discontinued attendance) from the clinical portion of health programs, the student is required to repeat the same TB test to ascertain if the student contracted tuberculosis during the clinical phase of instruction. It is the responsibility of the student to provide the results of the second test to the Health Professions Department Chairperson. If the student fails to satisfy this requirement, Missoula Vo-Tech assumes no liability.

ADDITIONAL ENTRY REQUIREMENTS FOR TRUCK DRIVING PROGRAM APPLICANTS

Applicants to the Truck Driving program must also have a valid driver's license and have submitted a Department of Transportation Physical Examination form to the Missoula Vo-Tech Admissions Office.

FOREIGN STUDENT APPLICATION REQUIREMENTS

Missoula Vo-Tech is authorized to enroll nonimmigrant foreign students.

A completed application, accompanied by the $20 nonrefundable application fee, should be sent to the Admissions Office well in advance of the desired semester of entry to ensure that enough time is available to comply with all immigration requirements.

A foreign applicant must submit to the Admissions Office a certified statement from a bank or other reliable financial institution or from a U.S. citizen who will accept responsibility for the applicant's financial obligation. This statement must certify that the applicant will have adequate funding available to pay for educational expenses during the academic year.

Applicants from non-English-speaking countries must give evidence of proficiency in English. Such applicants should arrange to take the Test of English as a Foreign Language (TOEFL). The minimum acceptable score on the TOEFL is 500. Requests for information on test procedures and registration should be directed to Test of English as a Foreign Language, P.O. Box 6154, Princeton, New Jersey 08541. When arranging to take the test, the applicant should request that examination results be sent directly to the Admissions Office, Missoula Vo-Tech, 909 South Avenue West, Missoula, Montana 59801.

Upon the Admissions Office receiving the financial statement and evidence of English proficiency (when applicable), Form 1-20M-N will be mailed to the applicant. The applicant should carefully read this form.

All foreign students must show a physician-validated record of immunization for measles, rubella, diphtheria, tetanus, polio, and skin testing for tuberculosis. This evidence must be presented before a foreign student is permitted to register.

PART-TIME ENROLLMENT

Individuals are welcome to attend Missoula Vo-Tech on a part-time basis. In those programs where space is limited, preference must be given to full-time students; however, Missoula Vo-Tech is able to accommodate numerous part-time students with a variety of course offerings.

Please refer to the Tuition and Fees section of this catalog for cost information.
UNDECLARED STUDENT STATUS

Persons who are interested in taking Missoula Vo-Tech classes but not necessarily enrolling in specific programs should apply to Missoula Vo-Tech as undeclared students. Missoula Vo-Tech welcomes students who enroll in courses, either on a full or part-time basis, for the purpose of self-enrichment, exploration, or supplementation of job skills.

Persons who are awaiting acceptance to a Missoula Vo-Tech program with a waiting list often enter school as an undeclared student, taking available courses that are a part of the curriculum of the program for which they are awaiting acceptance.

Acceptance to Missoula Vo-Tech...

ACCEPTANCE

Notification of acceptance will be sent when application requirements have been completed and an opening in the program exists. Notification of acceptance will include other registration information.

Applicants must make arrangements with the Missoula Vo-Tech Counseling Office to take the Tests of Adult Basic Education (TABE) pretest within ten days following acceptance. This test is mandatory and used to diagnose problems an applicant might have in the areas of reading and math and is not used to screen applicants for admission. If the pretest requirement is not satisfied, the application will be considered inactive.

PRETESTING AND PREVOCATIONAL PROGRAM

As part of the acceptance procedure, applicants are required to take the Tests of Adult Basic Education (TABE). This pretest measures basic skill levels in mathematics, vocabulary, and reading, and the results are used to identify those students who may benefit from the Prevocational Studies program.

The Prevocational Studies program is designed specifically for the student who needs to develop or review needed academic skills prior to program entry. The program includes classes in reading, math, study skills, and individual career counseling. Participation in this program is voluntary. Additional information about the Prevocational Studies program is available in the Programs section of this catalog.

ORIENTATION

An orientation session will be held for all new students prior to registration. Information regarding school rules, regulations, procedures, policies, and supportive services will be explained. Students are strongly encouraged to attend this important activity.

LATE REGISTRATION

Students may register for classes up to the end of the fifth class day of each semester. A late registration fee of $40 will be charged to all students who register after their assigned registration day.

STUDENT INFORMATION CHANGE

If an enrolled student has a change in name, address, phone number, or program of enrollment, the student must complete a change form. Forms are available in the Registrar's Office and should be returned to the same office.

Counseling

COUNSELING SERVICES

Counselors are available to facilitate your transition from community to school life. You can freely discuss your personal problems, including relationship, family, or self-esteem issues. Our counselors also will refer you to other
community resources for additional help. As well, counselors can offer you guidance in choosing a career suited to you.

**TESTING SERVICES**

Our Counseling Office offers vocational and interest testing, as well as networking with other agencies that offer you more extensive achievement and ability tests. A counselor will then sit down with you to interpret your tests and assist you with career planning. For further information, please contact the Counseling Office at 542-6882.

**DRUG FREE CAMPUS**

In compliance with the Drug Free Schools and Communities Act Amendment of 1989 (Public Law 101-226) Missoula Vo-Tech is committed to providing a drug free campus. The unlawful manufacture, distribution, sale, possession, or use of illicit drugs or alcohol at Missoula Vo-Tech or as part of any of its activities is prohibited. In addition, Missoula Vo-Tech enforces the Board of Regents policy regarding alcoholic beverages as stated in Section 503.1 of the Policy and Procedures manual.

Students, as a condition of attendance, must comply with this policy. Violations of this policy will result in disciplinary action up to and including expulsion. The policy on student sanctions as outlined in the "Student Rights and Responsibilities" section of this catalog will be observed. At the discretion of the Supervisor of Student and Public Affairs, a student violating the policy may be required to satisfactorily complete a drug or alcohol abuse rehabilitation program as an alternative to expulsion.

Drug and alcohol abuses cause many health problems and interfere with study habits, campus life, and program completion. Student safety and security are compromised by students abusing drugs or alcohol. There are different types of health risks associated with the use of illicit drugs and alcohol. The risks vary depending on the person and drug type. Physical and emotional impacts have been known to include insomnia, appetite loss, elevated blood pressure, hyperactivity, irrational behavior, physical aggression, speech impediment, distorted sensory perception, euphoria, depression, irregular heartbeat, panic attack, addiction, mucous membrane ulceration, prolonged sleep, hepatitis, and AIDS. Drug overdoses can cause tremors, weakness, fatigue, extreme flu-like symptoms, flashbacks, coma, psychotic episodes, permanent psychological damage, or even death.

Several local, state, and federal legal sanctions exist regarding the use of illicit drugs and alcohol. Students are encouraged to become familiar with these laws. They can be referenced under the headings of chemical dependency, dangerous drugs, alcohol content restrictions, drugs and controlled substances and devices, property forfeiture, and motor vehicles and traffic regulations.

Counselors are available at Missoula Vo-Tech to help students who have drug and alcohol problems. In addition, several drug and alcohol rehabilitation counseling services are available in Missoula. Missoula Vo-Tech counselors will inform interested persons as to their locations.

**Financial Aid**

Student financial aid is available at Missoula Vo-Tech through several federal and state programs. Students receiving financial aid must meet academic progress standards. Information for all federal and state financial aid programs may be obtained by contacting the Missoula Vo-Tech Financial Aid Office in the Administration Building or by phoning 542-6885.

**Grants...**

**PELL GRANT**

A Pell Grant is a form of gift assistance available to students enrolled on at least a half-time basis in a program of study lasting six months or longer. Students may apply for a Pell Grant by completing an American College Testing Family Financial Statement (FTS).
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 to eligible students within the first week of each new semester. A student receiving a disbursement under the Pell program must present to the Financial Aid Office an approved schedule of classes for the Semester(s) that the grant will be disbursed. This class schedule will become part of the student’s permanent financial aid file. A student receiving his or her first disbursement 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 semester, the student must repay the unused portion of that semester’s grant. Repayments are calculated on a daily basis by a method determined by the United States Commissioner of Education. A student applying for a Pell Grant must also have on file with the Financial Aid Office a Federal Income Tax Form 1040 or 1040-A or a Non-Tax Filing Statement.

Students must reapply for a Pell Grant each academic year.

Checklist of required forms for Pell Grant:
✓ ACT Family Financial Statement (submitted directly to the ACT)
✓ Student Aid Report
✓ Class schedule
✓ Affidavit of Educational Intent
✓ Federal Income Tax Form 1040 or 1040-A or Non-Tax Filing Statement

SUPPLEMENTAL EDUCATION OPPORTUNITY GRANT PROGRAM

The Supplemental Education Opportunity Grant Program (SEOG) is also a form of gift assistance. Students wishing to apply for a SEOG must complete, submit, and have on file with the Financial Aid Office an ACT Family Financial Statement, a Pell Grant Student Aid Report, an Affidavit of Educational Intent, and a Federal Income Tax Form 1040 or 1040-A or a Non-Tax Filing Statement. 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 Family Financial Statement to be processed by the federal government and returned to the Financial Aid Office, so prospective students should apply early. In compliance with federal regulations, the Financial Aid Office assists students in this program on a first-come, first-served basis by date of completed applications. Preference is also given by date of completed applications to students with the greatest financial need. Students who receive a SEOG must also receive 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.

Need must be redetermined yearly.

Checklist of required forms for Supplemental Education Opportunity Grant:
✓ ACT Family Financial Statement (submitted directly to the ACT)
✓ Pell Grant Student Aid Report
✓ Affidavit of Educational Intent
✓ Federal Income Tax Form 1040 or 1040-A or Non-Tax Filing Statement

STATE STUDENT INCENTIVE GRANT

The State Student Incentive Grant (SSIG) is also a form of gift assistance. 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 Student Aid Report, an Affidavit of Educational Intent, and a Federal Income Tax Form 1040 or 1040-A or Non-Tax Filing Statement. A student receiving an SSIG must also be a Montana resident. The Financial Aid Office may ask students to submit other documents to assist in the determination of financial need. It generally takes four to six weeks for the Family Financial Statement to be processed by the federal government and returned to the Financial Aid Office. Prospective students should apply early. The amount of a SSIG is determined by the Financial Aid Office based on the student’s need and the availability of money.

Need must be redetermined yearly.
Checklist of required forms for State Student Incentive Grant:
- ACT Family Financial Statement (submitted directly to the ACT)
- Pell Grant Student Aid Report
- Affidavit of Educational Intent
- Federal Income Tax Form 1040 or 1040-A or Non-Tax Filing Statement

**COLLEGE WORK STUDY PROGRAM**

The College Work Study Program provides employment opportunities for eligible students. 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 Student Aid Report, and an Affidavit of Educational Intent. Also, the student must submit a Federal Income Tax Form 1040 or 1040-A or Non-Tax Filing Statement. It generally takes four to six weeks for the Family Financial Statement to be processed and returned to the Financial Aid Office.

Prospective students should apply early for college work study assistance. In compliance with federal regulations, the Financial Aid Office assists students on a first-come, first-served basis by date of completed applications. Preference is also given to students with the greatest financial need. The amount of a student's college work study award is determined by the Financial Aid Office and is based on the student's need and the availability of money.

Work study-eligible students find jobs, with the assistance of the Financial Aid Officer, in public, nonprofit organizations. Students may work up to fifteen hours per week while attending classes.

All students wishing to participate in the College Work Study Program must provide proof of citizenship. A photocopy of the individual's Social Security card plus an additional form of identification that includes a photograph is required when proving citizenship.

Checklist of required forms for College Work Study Program:
- ACT Family Financial Statement (submitted directly to the ACT)
- Pell Grant Student Aid Report
- Affidavit of Educational Intent
- Federal Income Tax Form 1040 or 1040-A or Non-Tax Filing Statement
- Proof of citizenship (Social Security card and photo ID)

**GUARANTEED STUDENT LOAN PROGRAM**

The Guaranteed Student Loan, or Stafford Loan, Program enables students to borrow directly from a bank or other lending institution. Students may apply for a Stafford Loan by completing their portion and the school completing its portion of the application. The application is then submitted to the Financial Aid Office and the participating lending institution. In addition, the ACT Family Financial Statement application must have been completed and the results placed on file in the Financial Aid Office.

Students applying for Stafford Loans must also apply for Pell Grants. Students must have on file with the Financial Aid Office a valid Student Aid Report (SAR) and a Federal Income Tax Form 1040 or 1040-A or Non-Tax Filing Statement.

Federal law requires that students not receive their loan until thirty days after enrollment at Missoula Vo-Tech. Therefore, the student is responsible for making alternative, temporary arrangements to have money available to cover tuition and fees at the time of registration. Students are encouraged to discuss any problems or obstacles with the Financial Aid Office prior to registration.
Federal regulations also require that students attend a loan workshop and pass a loan test before receiving their loan checks. Workshop times and locations will be posted schoolwide within the first two weeks of each semester. Students not fulfilling the workshop and test requirements will not receive student loan checks. In addition, upon graduation, students must pass a loan exit test in order to receive financial aid transcripts or grade transcripts.

The Stafford Loan is a form of financial aid which MUST be repaid. If you fail to repay your student loan, significant consequences may follow:

- You may be declared ineligible for future student loans and other federal or state assistance.
- Your credit rating may be tainted up to seven years because your default will be reported to all national credit bureaus.
- You may be sued in court to compel you to repay the loan.
- Your account may be turned over to a professional debt collection agency.
- Your federal income tax refund may be seized to repay part or all of your debt.

Checklist of required forms for Guaranteed Student Loan:

- Stafford application (submitted to the lending institution and the Financial Aid Office)
- ACT Family Financial Statement (submitted directly to the ACT and the results on file in the Financial Aid Office)
- Pell Student Aid Report
- Federal Income Tax Form 1040 or 1040-A or Non-Tax Filing Statement

Scholarships...

This information is intended to serve as a brief description of scholarships available to current and prospective students at Missoula Vo-Tech. For more detailed information and scholarship applications, please contact the Financial Aid Office at 542-6885. Dates and selection criteria are subject to change.

AVAILABLE SCHOLARSHIPS

ALTRUSA FOUNDERS FUND VOCATIONAL AWARD

Between $250 and $800 is given to a female student who intends to train or retrain for employment. The student does not have to be enrolled. Selection is based on proven financial need and potential for training and employment success. Preference is given to the older female student. Interested students should contact the Financial Aid Office for application deadline information.

AMERICAN BUSINESS WOMEN'S SCHOLARSHIP

$1000 is divided between two or three students enrolled full-time in secretarial training. Selection is based on scholastic performance and financial need. Interested students should apply by March 1st. The scholarship is usually awarded in May.

AMERICAN CULINARY FEDERATION EDUCATION INSTITUTE/RAY MARSHALL SCHOLARSHIP

This scholarship is awarded to students enrolled in Culinary Arts or Food Service Management. Applications are submitted to the local chapter of the American Culinary Federation, Chefs de Cuisine of Western Montana, and presented to the American Culinary Federation Education Institute for final determination.

AMERICAN FOOD SERVICE SCHOLARSHIP

Scholarships are awarded in the amount of one semester’s tuition for students currently enrolled in the Culinary Arts or Food Service Management programs. Selection is based on grade point average and instructor recommendations. The award is made in the early spring of each year.
AMERICAN LUNG ASSOCIATION OF MONTANA SCHOLARSHIP
$1500 is divided equally between among five recipients. The recipients must be enrolled full-time in the Respiratory Therapy Technology program. Selection is made on the basis of scholastic achievement. Interested students should apply by October 12th. The scholarship is usually awarded in November.

ASSOCIATION OF SURGICAL TECHNOLOGISTS SCHOLARSHIP
$500 is awarded to a full-time Surgical Technology student. Selection is based on scholastic achievement, recommendations, honors and awards received, and financial need. Eligible students should apply by March 1st, and the scholarship is awarded in June.

BILLINGS LEGAL SECRETARIES ASSOCIATION SCHOLARSHIP
An annual scholarship of $500 is awarded to a high school senior or a postsecondary student pursuing a career in Legal Secretarial Technology or Legal Assisting (Paralegal). Applicants must show financial need and have a grade point average of at least 3.25. The application deadline is March 1st of each year.

EARL'S DISTRIBUTING SCHOLARSHIP
This scholarship is also awarded in the amount of one semester’s tuition to a student enrolled in the Culinary Arts or Food Service Management program. Selection is based on grade point average and instructor recommendations. The award is made in the early spring of each year.

ELKS NATIONAL FOUNDATION VOCATIONAL GRANT
Any current or prospective student can apply. The recipient will receive $1000 for each of two years. Selection is based on scholastic achievement and financial need. Interested persons should apply by November 15th. The scholarship is usually awarded by April 15th.

THE FRIENDSHIP CLUB
$200 is awarded to a first-time, first-semester student enrolled in a health program who has attained a grade point average of 4.00 for Fall semester. Selection is based on grade point average and scholarship committee recommendations. Interested students must apply by January 15th. The scholarship will be awarded by January 30th.

GENERAL FEDERATION OF WOMEN'S CLUBS OF MONTANA SCHOLARSHIP
Approximately $150 is awarded to a current full-time student in any program who has a minimum grade point average of 3.00. Selection is based on grade point average, instructor recommendations, and scholarship committee recommendations. The award is usually made late in October.

HOME OXYGEN SCHOLARSHIP
Cash awards to Respiratory Therapy Technology students are based on need and career goals. Funds are provided by Home Oxygen Care Inc. of Butte, Montana.

JAMES CLUTIS MEMORIAL SCHOLARSHIP
$75 is awarded to a Practical Nursing student who has successfully completed at least one semester of the Practical Nursing program. Selection is based on scholastic achievement and instructor recommendations. Interested students should apply by February 15th. The scholarship is usually awarded in March.

LLOYD D. SWEET SCHOLARSHIP
Applicants must be graduates of Chinoak High School and be enrolled full-time. Eligible students must apply by March 1st and supply three letters of recommendation postmarked by February 20th. Selection is based on scholastic performance and personal character. The scholarship is awarded in May.

LULA CLAY NURSING SCHOLARSHIP
$350 is awarded Fall and Spring semesters to a second semester full-time Practical Nursing student. Eligible students should apply by November 15th for the Fall scholarship and by April 15th for the Spring scholarship. Selection is based on scholastic achievement, instructor recommendations, and scholarship committee recommendations. The Fall scholarship is awarded by November 30th, and the Spring scholarship is awarded by April 30th.

SOROPTIMIST INTERNATIONAL TRAINING AWARD
Annual award amounts are set by each club to promote upward mobility for mature women, assisting them in their efforts toward training and entry or re-entry into the labor market. Candidates are preferably heads of households. Awards are usually made in early spring.
Soroptimist North Vocational Award
Two scholarships are awarded each year in May to high school seniors entering vocational technical fields. Applicants must have been accepted by a vocational technical school. Selection is based on need and scholastic ability.

Venture Clubs of America Scholarship
$50 is awarded to a full-time handicapped student between the ages of sixteen and thirty-five. Selection is based on financial need and scholastic achievement. Application deadline is December 31st, and selection is made by mid-January.

Career Services

Missoula Vo-Tech's Career Services Office is available to help you develop the job search skills you need to find work upon completion of your vo-tech program. Individual assistance in resume writing, interviewing skills, networking with community placement organizations, appropriate employer follow-up, and the development of a structured job search plan is available. In addition, Career Services can offer you information about the local, state, and national labor market and Missoula Vo-Tech program placement rates.

Placement Services

The Career Services Office can provide you with specific part-time and full-time job leads.

Job placement upon graduation is not guaranteed by Missoula Vo-Tech and is influenced by economic trends, student attitudes and motivation, and student academic performance. Career Services will make every effort to assist you in the identification and resolution of employment barriers. In addition, Career Services staff welcome the opportunity to work with you in identifying your interests, talents and limitations in the workplace and channeling these interests and talents into realistic employment goals.

Other Campus Services

Academic Support Center, Advising, Continued Ed, Library, Bookstore, Food Service, Student Health, Housing

Academic Support Center

The Academic Support Center offers a variety of services designed to increase Missoula Vo-Tech students' academic successes in school. Students are assisted in the development of speed-reading and study skills and tutoring in any subject area. Academic and career counseling, as well as help in adjusting to the transition from the workplace to school, is provided. Academic Support Center staff will also assist disabled students in identifying and developing special learning devices or techniques needed to accomplish program goals.

Academic Advising

Students are assigned faculty advisors when they enroll at Missoula Vo-Tech. Advisors perform many activities designed to maximize student benefits and potential. Faculty advisors act as important resources to students for information about Missoula Vo-Tech services, occupational information, and community services. Advisors also offer students assistance in working with class schedules, dropping or adding courses, and understanding graduation requirements. Students are encouraged to keep in close contact with their advisors, discussing problems and solutions and exploring career options.
Continuing/Technical Education

The Continuing Education Department designs and implements continuing technical education courses and workshops to serve the occupational needs of business, industry, and individuals in the community. This department works cooperatively with businesses, state and federal agencies, educational institutions, groups of individuals with common needs, and profit and nonprofit organizations.

The Continuing Technical Education Department offers both credit and noncredit courses. Credit classes are offered which are required for Certificates of Completion and Associate of Applied Science Degrees. Other credit and noncredit offerings include business and computer technology, practical and allied health, culinary arts, and industrial technology.

The Continuing Education Department also designs and implements on- and off-site customized training for specific businesses and organizations.

For more information, contact the Admissions Office at 542-6882 or the Office of Continuing Education at 542-6875.

Library

The library located in the Administration Building is responsible for processing, circulating, and maintaining a well-balanced collection of both print and nonprint materials. The library houses over 7500 books and 150 newspapers and magazines, reflecting the diversity of programs at Missoula Vo-Tech. In addition, study areas and a viewing area for audio-visual materials are maintained. A satellite library is located in the Trade and Technology Building.

Students are encouraged to return materials in a timely manner. Students with overdue materials will be assessed fines and will not be permitted to register or receive copies of grade transcripts until all fines are paid in full.

Bookstore

The bookstore carries an inventory of most required textbooks, tools, and supplies.

Books purchased may be returned for any reason within two weeks after purchase for the full amount, providing that they 1) are accompanied by a cash register sales slip and 2) are in brand-new condition, with no writing in them, including names and addresses.

The bookstore holds a buy-back period during the last week of each semester. Used books will be bought back at fifty percent of the purchase price, providing they 1) are being used the next semester and 2) are in good condition, with no excessive underlining, missing pages, or scratched covers. The management reserves the right to refuse any book.

The bookstore accepts Master Card and Visa.

Bookstore hours are 8 am until 4:30 pm Monday through Friday, unless otherwise posted.
Snack Bars and Dining Room

Snack bars are in operation for lunch and snacks in the Administration and Trade and Technology Buildings. Full-course gourmet meals are available in the Hunter Dining Room, which is also located in the Administration Building.

Student Health

Missoula Vo-Tech does not have a student health center. Students are encouraged to select a Missoula doctor while attending school and to have this doctor's name on file with the Admissions Office. In the case of an emergency, Missoula Vo-Tech staff will administer first aid immediately and then send the student to the nearest hospital emergency room. Students with medical, physical, and/or emotional problems are encouraged to inform the Admissions Office of their condition immediately upon arrival.

Housing

On-campus housing is not available at Missoula Vo-Tech. When space permits, room and board for vo-tech students are available at the University of Montana campus. Contact the U of M Residence Halls Office at 406-243-2611. Housing for low-income families, persons with disabilities, and the elderly may also be available through the Missoula Housing Authority. The Housing Authority can be reached at 406-549-4113. If interested in these housing options, Missoula Vo-Tech strongly encourages you to contact these offices as soon as you make your decision to relocate to Missoula. Services are often available on a first-come, first-served basis, and waiting lists may exist.

Student Government

Missoula Vo-Tech boasts an active, dynamic, and involved student government. The goal of student government activities is to provide Missoula Vo-Tech students with a quality educational environment. Missoula Vo-Tech encourages all students to become active in student government activities.

Student government functions through a Student Council governing body. Student Council officers are involved in the following activities:

The Student Council President is concerned with the political and social issues that affect the welfare of the students of Missoula Vo-Tech and other postsecondary schools in Montana. The President may meet with state education officials and members of the Montana Congress to offer student perspectives on issues. The President also works with the Student Council Treasurer, keeps abreast of curriculum changes, and conducts all Student Council meetings.

The Student Council Vice-President is actively involved in issues of concern within the Vo-Tech, just as the President deals with issues of education statewide. The Vice-President also coordinates fundraising, purchasing, special events, and public relations.

The Student Council Secretary performs clerical tasks, conducts student opinion polls, writes correspondence, and maintains files.

The Student Council Treasurer is the financial manager for the Student Council. The Treasurer ensures that the Council operates within its determined budget. The Treasurer also balances monthly statements and offers a monthly report to the Student Council.

Senators are the main communication link between the Student Council and the student body. Senators bring student concerns and suggestions to the Council and keep students informed of Council and school activities and issues. Each Missoula Vo-Tech program has at least one senatorial representative.
ACADEMIC POLICIES

PROGRAM LENGTH
The programs in this catalog are designed to be completed in a certain number of semesters. Some students find that following the program of study as shown in the catalog is too demanding. We encourage individuals to look into the possibility of taking fewer classes and extending the length of their program. For more information, contact the Admissions or Counseling Offices at 542-6682.

ATTENDANCE
Attendance affects the quality of student performance. Students are expected to attend all class sessions of the courses in which they are enrolled. Absences are neither excused nor unexcused. Attendance may be considered in determining a student's grade. Guidelines used to determine the extent attendance affects grades are implemented at the instructor's discretion and will be stated at the beginning of each course orally and in writing. Students are responsible for making up work missed because of absences. Instructors are not expected to expend additional time and effort repeating classroom, shop, lab, or clinical instruction because of student absence.

HOURS OF THE INSTRUCTIONAL DAY
Most full-time Missoula Vo-Tech students attend class five to six hours daily, Monday through Friday. However, student schedules in some programs may differ significantly.

Respiratory Therapy Technology students rotate evenings (2:45 p.m. to 11:15 p.m.), days (6:45 a.m. to 3:15 p.m.), and possibly night (11 p.m. to 7 a.m.) during clinical instruction.

Surgical Technology students may rotate shifts during clinical instruction, as well. Hours may vary from 7 a.m. to 3 p.m., 9 a.m. to 5 p.m., and 2 p.m. to 10 p.m. Night and weekend on-call experiences for emergency surgery cases are in addition to regularly scheduled hours during Summer session.

Practical Nursing students in the clinical instruction phases of training may be scheduled to attend from 6:45 a.m. to 2 p.m., 8 a.m. to 3 p.m., 7 a.m. to 2 p.m., or 9 a.m. to 5 p.m.

Food Service Management students attend class from 7 a.m. to 3:30 p.m., depending on the semester.

Programs that consist primarily of lecture courses generally meet fewer hours per day than programs having more clinical, internship, shop, or lab time.

In some programs where staff, facilities, or equipment is limited, classes may be scheduled before and after the normal instructional day.

In order to smoothly accommodate various school meetings and special activities, classes will occasionally be canceled. These times of class cancellations are available to students each semester in the Registrar's Office.

The amount of homework is often greater for theory courses than for practical application courses. A specific program may be comprised mainly of theory courses one semester and practical application courses the next semester. The instructional day may vary accordingly.
GRADING

The grading system includes the following options:

A  Superior performance
   4 grade points per credit

B  High degree of performance
   3 grade points per credit

C  Adequate performance
   2 grade points per credit

D  Minimum performance
   1 grade point per credit

F  Achievement does not merit awarding credit
   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 Awarded to those individuals who declare to the instructor by the fifth instructional day that they are auditing the course
   No grade point value

P  Pass Only awarded in Orientation, Internship, Independent Study, and Clinical Experience courses
   No grade point value

NP No Pass Only awarded in Orientation, Internship, Independent Study, and Clinical Experience courses
   No grade point value

CH Credit Challenged Testing indicates content accomplished
   No grade point value

T Credit Transferred Course work transferred from another postsecondary education institution
   No grade point value

W Withdrawal Student initiated withdrawal
   No grade point value

Faculty assign and report all grades at each semester’s end. All students will be graded each semester for all courses in which they are enrolled. Grades are posted on a student’s transcript for each semester. Copies of transcripts may be obtained from the Registrar’s Office. Transcripts are not released to students owing debts to Missoula Vo-Tech.

Students may leave addressed, stamped envelopes with the Registrar’s secretary if they want their end-of-semester grades mailed to them, or they may pick up copies of their grades in the Registrar’s Office.

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,” and “F” grades will be used when computing grade point averages. Grade points are not awarded for grades “I,” “P,” “N,” “CH,” “L,” “T,” and “W.” These grades more appropriately reflect a status of credits and are not in a true sense grades.

INCOMPLETE GRADE

“Incomplete” is given at the discretion of the instructor and only when the student has done satisfactory work but could not, for some unavoidable reason, complete a small part of the course work or take the final examinations.
If a final grade of “I” is recorded, the instructor shall indicate in writing to the student what must be done to make up the deficiency. The instructor shall also indicate in the written statement what permanent grade should be entered if the incomplete is not removed by the deadline. The incomplete must be made up the next semester that the course is offered. A student wishing to make up an incomplete must make arrangements with the instructor who assigned the incomplete. The student does not reregister for the course in which the incomplete was received. However, if the student makes the mistake of reregistering for the course, it is very important to drop the course by completing a Drop/Add form. A student who has made up an incomplete must obtain a Grade Change form from the Registrar's Office and present it to the instructor. The instructor will list the new grade on the form, sign it, and return the form to the student. It is the responsibility of the student to return the completed form to the Registrar’s Office for processing. Upon receipt in the Registrar’s Office, the new grade will be posted on the student’s transcript.

**TRANSCRIPTS**

The Admissions and Registrar's Office keeps complete academic records on each student. Copies of the official academic transcript are available upon request by the student. This request must be in written form and include the signature of the student. The first copy requested is free of charge, and each additional copy will cost $2. When requesting copies of the transcript, please make checks payable to MVTC.

When copies of a student’s transcript are for in-school use, such as applying for a scholarship, no fee will be charged.

**AUDITING A COURSE**

Students who enroll in courses for noncredit are given the status of “Listener” and pay the same fees as students enrolled for credit. Enrollment in a course as a “Listener” will not count toward financial aid requirements. Students choosing to audit courses must inform the course instructor by the end of the third full week of classes.

**CHALLENGING A COURSE**

A student wishing to challenge a course must notify the instructor and enroll in the course. A student may challenge a particular course only one time. The challenge exam is administered by personnel from the department offering the course. In the event that the challenge is unsuccessful, the student may desire to drop the course. It is important, therefore, to complete the challenge prior to the deadline for course drops in that semester. If the challenge is successful, a grade of “CH” will be posted on the student’s transcript at the end of the semester. Internship, clinical experience and some shop courses cannot be challenged. A failed course also may not be challenged. Course work that has been successfully challenged does not count toward financial aid requirements.

**DROPPING OR ADDING A COURSE**

The student must make schedule changes by filling out a Drop/Add form, which is available in the Registrar’s Office. Students may drop courses during the first 25 days of the course if the course is a full-semester course. Students may drop courses during the first twelve days of the course if the course is a half-semester course. If a student simply needs to change a section of the same course, a Drop/Add form must still be used, and such changes are permissible up to midsemester. Drop/Adds may be permitted after the deadline date in cases of extreme need and must be initiated through the Registrar’s Office. All Drop/Adds must be signed by the student's advisor. Courses being dropped or added must be approved by the Registrar's Office. Incomplete and/or incorrect Drop/Adds will not be processed.

**WAIVING A COURSE**

Course waivers are considered 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 Missoula Vo-Tech, because of conditions created by Missoula Vo-Tech. A course waiver form, available in the Registrar’s Office, must be initiated by the student. The Registrar’s Office will then submit the form to the Supervisor of Academic Affairs for action. The Supervisor of Academic Affairs 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 or disapproval, and the Supervisor of Academic Affairs will decide whether or not to approve the course waiver. The Registrar's Office will inform the student as to action taken on the course waiver request.
REPEATING A COURSE

Courses may be repeated to increase one’s knowledge. 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 a repeat course will be posted on the student's transcript for the semester during which the repeat course was completed. Record of the earlier attempt will be deleted from the transcript.

Course repeats will not affect academic progress as it relates to students receiving federal and state financial aid.

Students wishing to repeat courses must receive prior approval from the Registrar. A Course Repeat form, available in the Registrar’s Office, must be completed by the student. 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 transcript.

TRANSFERRING COURSE WORK

Often, students feel they have taken course work at another postsecondary institution that might substitute for specific Missoula Vo-Tech courses. A committee, consisting of the Supervisor of Academic Affairs, the Supervisor of Student and Public Affairs, and the chairperson of the department that offers the course, will review the courses. Course work taken in which a grade lower than "C" was received will not be considered for transfer credit. A 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 Missoula Vo-Tech. The student must initiate the transfer request with the Admissions Office by completing a course transfer request form. The Admissions 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 by completing a Drop/Add form by the drop deadline. If approved, a "P" grade will be posted on the student’s transcript at the semester's end. Internship, clinical experience, and some shop courses will not be considered for transfer credit. Transferred course work will not count toward financial aid requirements.

TRANSFERRING FROM ONE PROGRAM TO ANOTHER

Missoula Vo-Tech allows students to transfer from one program to another. Current students wishing to transfer to another program must complete a new Missoula Vo-Tech application specifying the new program choice.

WITHDRAWING FROM SCHOOL

A student may initiate an official withdrawal from school by completing the Withdrawal form available in the Admissions Office. The student must sign, have his/her advisor sign, and return the form to the Admissions Office. Withdrawal grades will be recorded for courses in which the student is currently registered. A student wishing to officially withdraw must do so at least 20 days prior to the end of the semester. If a student stops attending and does not properly withdraw, other grades will be recorded.

ACADEMIC PROGRESS FOR ALL STUDENTS

Missoula Vo-Tech personnel believe that each student is unique and learns at an individual pace. However, guidelines are necessary to ensure that students progress at a reasonable rate of speed and at a reasonable level of achievement.

All Missoula Vo-Tech programs have specific course requirements to be completed for graduation. These courses are to be completed in a defined sequence. However, if Missoula Vo-Tech 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 semesters in length. Students should complete the program in the number of semesters listed. However, for a variety of reasons, some students may not keep the time schedule. To ensure students progress at a reasonable rate of speed and at a reasonable level of achievement, academic progress standards are hereby defined.

Students enrolled in Practical Nursing, Respiratory Therapy Technology, or Surgical Technology must pass all in-area courses with a minimum grade of "C" in order to continue in the program and to graduate. Practical Nursing and Surgical Technology students must complete CPR training prior to entering the clinical portion of their training.
Students enrolled in the Truck Driving program must receive a passing grade in all required course work prior to entering Vehicle Operations II and III. In addition, students must receive passing grades in all required course work in order to be eligible to take the Department of Transportation driving examination.

The first semester any 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 prevocational course, tutoring, or possibly a change in program.

Students receiving less than a 2.00 grade point average for the second consecutive semester will be placed on probation. Students on probation should seek assistance from the counseling staff in developing a plan of action aimed at improving progress. A student must complete a minimum of six credits at a grade point average of or above 2.00 in order to be removed from probation.

Students receiving less than a 2.00 grade point average for the third consecutive semester will be suspended for a semester before being readmitted. The re-entry semester will be a probationary period during which a 2.00 minimum grade point average must be earned.

Students failing to meet these standards will again be subject to suspension. Readmission must be initiated by the Supervisor of Student and Public Affairs. Any future enrollment will be on a probationary status.

If a student believes that his/her suspension from school was without cause or implemented in an irregular manner, the student may file a grievance with the Supervisor of Student and Public Affairs. The grievance procedure as outlined in the "Student Rights and Responsibilities" section of this catalog shall be followed.

**ADDITIONAL ACADEMIC PROGRESS STANDARDS FOR STUDENTS RECEIVING FINANCIAL AID**

The above academic progress standards must be adhered to by all Missoula Vo-Tech students. Students receiving financial aid must adhere to additional academic progress standards.

Students receiving financial aid become ineligible for such aid if they are on academic probation at Missoula Vo-Tech. In addition to the academic standards that apply to all Missoula Vo-Tech students, students receiving financial aid become immediately ineligible for aid if they receive less than a 1.50 grade point average for the semester. Students receiving a grade point average between 1.50 and 1.99 will be placed on financial aid warning. The second consecutive semester students receive less than a 2.0 grade point average, they will be placed on financial aid probation and become ineligible for financial aid. To become eligible again after losing financial aid for the semester of probation, a student must have been enrolled on at least a half-time basis and have earned a 2.00 grade point average for the semester of probation. Students receiving aid who have less than a 2.0 cumulative grade point average also become ineligible for financial aid.

Financial aid recipients must complete graduation requirements within a specific amount of time if they are to remain eligible for aid. This amount of time is double the program length as stated in the catalog. For example, the Medical Reception program is listed as being two semesters in length, so financial aid recipients will have four semesters to complete the program. Consecutive semester attendance is not mandatory and in many cases not possible.

Financial aid recipients will undergo academic progress evaluations at the end of every semester of attendance. They need to have completed the minimum course work required to remain eligible to receive aid. The minimum course work is defined as the percentage of course work represented by the number of completed increments (two semesters equal one increment) compared to the program’s normal completion time frame. For example, the normal completion time frame for Medical Reception is two semesters. Financial aid recipients must successfully complete one-half of the course work required for the Medical Reception certificate by the end of the second semester.

Financial aid recipients must be reregistered for a minimum of twelve credits in order to receive the maximum amount provided by the Pell Grant. If students are registered for nine to eleven credits, they are eligible to receive three-fourths of a full Pell Grant. If they are registered for six to eight credits, they are eligible to receive one-half of a full Pell Grant.

Missoula Vo-Tech funds students only once for each course attempted.
Enrollment in a course as a listener will not count toward requirements for receipt of financial aid. In addition, courses successfully transferred or challenged will not count toward requirements for receipt of federal and state financial aid.

If a student receiving financial aid enrolls and then officially withdraws from school, that semester will not count as part of the maximum time allowance for program completion.

Students withdrawing from school before the middle of the semester will repay, on a prorated basis, funds received from grants. No repayment will be charged if students withdraw after the middle of the semester. Students receiving guaranteed student loans are reminded that withdrawing from school does not relieve them of their loan obligations. Loans must be repaid regardless of withdrawal.

**PROGRAM COMPLETION REQUIREMENTS**

All students enrolling at Missoula Vo-Tech have specific course requirements to complete for graduation. The courses listed in the catalog or the time of enrollment are those which students must complete. If students transfer to other programs, the course requirements for the new programs listed in the catalog or the time of transfer must be completed. If students discontinue attendance, other than the normal summer session break for specified programs, the course requirements listed in the catalog at the time of the student’s return must be completed.

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

**HEALTH PROFESSIONAL EXAMINATION REQUIREMENTS**

Upon completion of the Practical Nursing, Surgical Technology, or Respiratory Therapy Technology programs, students are expected to take professional examinations. Students are responsible for filing required forms, associated fees, and grade transcripts. The following are general requirements for examination applicants:

**Practical Nursing examination applicants must:**

1. Be a minimum of eighteen years of age.
2. Be graduates of an approved/accredited school.
3. Submit applications for licensure to the Board of Nursing for the state in which they wish to be licensed.
4. Submit applications for examination to the National Council Licensing Examination for Nursing (NCLEX).
5. Request the Missoula Vo-Tech Registrar’s Office to send a grade transcript showing graduation date to the appropriate board of nursing.
6. Take the examination. The testing center for Montana is Helena. Examinations are currently taken in April and October.

**Respiratory Therapy Technology examination applicants must:**

1. Be a minimum of eighteen years of age.
2. Be graduates of an approved/accredited school.
3. Submit examination applications to the National Board of Respiratory Care (NBRC).
4. Take the examination. Testing sites are located in Bozeman and Spokane. Examinations are currently taken in March, July, and November.

**Surgical Technology examination applicants must:**

1. Submit examination applications to the National Association of Surgical Technologists, Inc.
2. Take the examination. The testing center for Montana is Butte. Examinations are currently taken in September.

More information can be obtained by contacting the Health Professions Department Chairperson, Bobette Panee, at 542-6821. All health professions students must submit an Application for Certificate or Degree to the Admissions Office in order to receive a Certificate of Completion.
CERTIFICATE OF COMPLETION AND ASSOCIATE OF APPLIED SCIENCE DEGREE

In order to receive a certificate or degree, a student must have passed all required courses and have an overall grade point average of 2.00 in all required course work. Students fulfilling completion requirements for programs must submit an Application for Certificate or Degree during their last semester of enrollment. This form is available in the Registrar's Office. Students neglecting to submit this application to the Registrar's Office will not receive certificates/degrees. The student's advisor must sign the Application for Certificate or Degree. A $15 fee is charged to each student who applies for a certificate or degree.

GRADUATION CEREMONY

A formal graduation exercise is held at the end of Spring semester each year to recognize and honor those students who have completed programs during the previous Summer session or Fall semester, as well as those who expect to complete their programs by the end of Spring semester. Students wishing to participate in the graduation ceremony should contact the Registrar's Office Spring semester.

STUDENT RIGHTS AND RESPONSIBILITIES

EQUAL OPPORTUNITY, AFFIRMATIVE ACTION, AND RACIAL AND SEXUAL HARASSMENT

Missoula Vo-Tech is committed to provide all persons an equal opportunity for education, employment, and participation in school activities without regard to race, color, religion, national origin, gender, marital status, age, or handicap.

Racial or sexual harassment of students or faculty is unlawful.

In addition, this facility may not be used to further any discriminatory practice, nor become a party to an agreement which has the effect of sanctioning discriminatory practices.

This policy is in compliance with the requirements of Titles VI and VII 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 programs regarded as nontraditional to their gender.

Please contact Charles Couture, Supervisor of Student and Public Affairs, in the Administration Building at 542-6883 if further information is desired regarding Affirmative Action or Equal Opportunity as it relates to students. Students who have handicaps should also contact Charles Couture if special services are needed or if obstacles are encountered at Missoula Vo-Tech. Students who believe their rights have been violated should consult the grievance section of this catalog.

When information is solicited by Missoula Vo-Tech regarding one or more of the categories listed in 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 purposes of complying with state and federal law.

Missoula Vo-Tech is an Equal Opportunity/Affirmative Action employer. Women and minorities are encouraged to apply.

CULTURAL DIVERSITY TASK FORCE

Missoula Vo-Tech has a task force to examine issues of cultural diversity at the school and to encourage the enrollment and retention of students from many cultures, exists at Missoula Vo-Tech. Students are encouraged to
participate in the important work of this task force. Interested students should contact Charles Couture, the Supervisor of Student and Public Affairs, at 542-6883.

**FREEDOM OF EXPRESSION ON CAMPUS**

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

Missoula Vo-Tech students shall have the right to be interviewed on campus by any lawful organization, desiring to recruit students at the school. Missoula Vo-Tech students may protest against any such organization, provided that protest does not interfere with any other individual's right to have such an interview and provided that protest does not interfere with the privilege of the recruiting personnel to hold the interview.

**FREEDOM OF DISCUSSION IN THE CLASSROOM**

Freedom of discussion must be protected and expression of views must not be inhibited but be within the parameters of classroom activity. 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 students to support the instructor's efforts to assure freedom of expression and to maintain order.

**EVALUATION OF STUDENT PERFORMANCE**

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

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

**CAMPUS ORGANIZATIONS**

Organizations can be established by Missoula Vo-Tech students within the school for any lawful purpose.

The school shall make available the use of its facilities to members of the school community. Facilities may be assigned to Missoula Vo-Tech students for meetings, special programs, and for programs open to the public. Conditions may be imposed to regulate requests and to determine the appropriate space for such meetings. Preferences in room assignment will be given to programs instituted by Missoula Vo-Tech. The Board of Regents shall delegate the authority for the assignment of facilities to the school administration. Physical abuse of assigned facilities shall result in demands for payment of damages by the sponsoring party or parties.

No Missoula Vo-Tech student or group may use the school's name while claiming to be the representative of Missoula Vo-Tech or any of its various organizations without the expressed permission of those they wish to represent.

**DISTRIBUTION OF LITERATURE ON CAMPUS**

Anyone may distribute extracurricular leaflets, posters, and pamphlets on campus with prior authorization of the Supervisor of Student and Public Affairs. Authorization for distribution of material shall be based solely on existing publicity guidelines and shall be neither prejudicial nor erratic.

All school-published and -financed communications in which editorial comments are included shall explicitly state the source on the editorial page or in broadcast --- whether student government, student body, administration, or faculty.

**STUDENT PARTICIPATION IN DECISION-MAKING**

On questions of school policy, the Board of Regents 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 school'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 OF PRIVACY**

Missoula Vo-Tech students shall have the same rights of privacy as any other citizen and shall surrender none of these rights by becoming members of the school's community. No inquiry shall be made into the private activities of Missoula Vo-Tech 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 Missoula Vo-Tech's staff who have been employed for that purpose. The appropriate school officials may maintain files of each of the following:

1. Instructors and faculty advisors may maintain unofficial academic records.
2. Admissions Office, Registrar's Office, and faculty advisors may maintain official academic records and supporting documents.
3. The Supervisor of Student and Public Affairs may maintain primary and secondary records of discipline proceedings.
4. The Financial Aid Office may maintain financial records.
5. The Career Services Office may maintain placement records.

No entry shall be made on a student's official academic record, and no disciplinary or evaluative document or commentary may be placed in a student's official 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 all students, subject only to reasonable school regulations as to time, place, and supervision. A copy of any and all of their records and files shall be made available to students 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, gender, membership in any organization other than honorary and professional organizations directly related to the educational process, and handicap.

Most information in any student's file may not be released to anyone except with prior written consent of the student. However, the following exceptions exist:

1. The school 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 at Missoula Vo-Tech who have a legitimate educational interest.
   B. Authorized representatives of the Comptroller General of the United States, the Board of Regents of Higher Education, and Montana University System staff, as long as the intended use of the data is consistent with the Board's legal 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 at Missoula Vo-Tech may be available upon oral or written request to any inquirer.
3. The following data may be given to any inquirer, without the consent of the student: name, address, and telephone number; program of enrollment; degrees, diplomas or certificates awarded; honors:
and dates of completion. 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, and disciplinary records restricted to the nature of offense and action taken.

STUDENT DISCIPLINE

Personnel of Missoula Vo-Tech 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 in all Missoula Vo-Tech premises. In addition, this environment will be maintained in all Missoula Vo-Tech sponsored activities which are not held on Missoula Vo-Tech premises. It is the belief of school administration that physical and verbal abuse of any person by another is not conducive to learning and will therefore not be tolerated.

Other rules, regulations, and policy statements published in the Missoula Vo-Tech catalog, brochures, handbooks, and affiliate training facilities policy handbooks will be enforced. Failure to abide by such regulations can result in suspension of the student.

STUDENT SANCTIONS

The following sanctions may be imposed upon students and ordinarily shall 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 wrongful conduct, 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 school regulation. This censure may be imposed by the Supervisor of Student and Public Affairs.
4. Restitution — reimbursement for damage to, or misappropriation of property with written student agreement to terms. This may take the form of appropriate service or other compensation.
5. Suspension — dismissal from the school as set forth to the student by written notice for a definite period of time — no longer than one semester.
6. Indefinite Suspension — dismissal from the school 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 Supervisor of Student and Public Affairs.
7. Expulsion — permanent or conditional separation from the school. Expulsion requires action of the Director and shall be taken on the recommendation of the Supervisor of Student and Public Affairs.

Any disciplinary action may be recorded in a separate file, apart from the personal academic school file, in the office of the Supervisor of Student and Public Affairs. The Supervisor of Student and Public Affairs shall have the power to delete from the student's file any or all disciplinary records. All students have the right to present to the Supervisor of Student and Public Affairs reasons for the deletion from the files of any or all disciplinary records. Students may appeal decisions regarding deletion of disciplinary actions from files through the standard grievance procedure. No sanction may be imposed for a violation of any school rule or regulation that has not been published and made freely available to all students.

STUDENT VIOLATION OF THE LAW

Missoula Vo-Tech may institute its own proceedings against a student who violates a criminal law on campus which is also a violation of 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 school unless the student is incarcerated and unable to comply with academic requirements.
The school is concerned about the rights and best interests of all students. Law enforcement officers are asked to inquire at the administrative offices for a building administrator and proceed with his or her cooperation in contacting students. A student may request that a school official be present during questioning. A police officer may not take a student from any Missoula Vo-Tech building without a warrant, court order, arrest, or permission of the student.

GRIEVANCE PROCEDURE

A grievance procedure has been developed and accepted as the standard procedure for recognizing and dealing with all student and public complaints.

Missoula Vo-Tech urges anyone having a grievance to first try to resolve it in an informal manner — by discussing the complaint with the other people involved.

If the informal approach does not resolve the complaint, then a standard grievance form, available in the Registrar's Office, should be completed and submitted by the grievant to the Supervisor of Student and Public Affairs. The Supervisor of Student and Public Affairs will provide a copy of the grievance to the person against whom the grievance has been filed. It is expected the grievant will recognize the purpose of the written grievance procedure is to resolve the complaint promptly and without the need for formal administrative or legal proceedings. 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 person filing the grievance; and as much background information as possible. Ten class days are provided for the resolution of the grievance.

If the grievance is not settled within the ten class day period, the grievant has the right to request a hearing. A committee appointed by the Director 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 ten class days of the request for the hearing, the committee will present its findings and recommendation to the Director. Within five days, the Director will communicate his/her decision to all parties in writing.

If the grievant is not satisfied with the decision, the decision may be appealed to the Commissioner of Higher Education.

A student may file a complaint of discrimination at any time with either the Montana Human Rights Commission, 1236 Sixth Avenue, Helena, Montana 59620, or the Department of Education Office for Civil Rights, Region VIII, 1961 Stout Street, Denver, Colorado 80224. The appropriate forms can be obtained by contacting these respective offices.

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

COMMUNICATING WITH STUDENTS

Each student has an assigned mailbox. The mailbox is the primary method of communication between the school and students, and students are encouraged to check their mailboxes daily. If students forget their mailbox numbers, they should check with the Admissions Office.

Instructors may periodically read school bulletins to classes. Students are asked to respond to items in these bulletins that are applicable to them. Each building on campus also has a bulletin board where bulletins are posted. If students miss the reading of school bulletins, they are encouraged to check the bulletin boards.

Personal messages are delivered to students only in cases of serious emergency.

PARKING AND VEHICLE REGISTRATION

Parking areas for students are provided near all buildings. The campus at 909 South Avenue West has parking for students to the south of the Administration Building. The campus at 3639 South Avenue West has parking for students.
to the east of the Trade and Technology Building. Handicap parking is designated at both campuses. All parking areas are appropriately marked.

During registration, a vehicle registration form is provided for all students wishing to use Missoula Vo-Tech parking lots. After completing the vehicle registration form, the student will receive a parking decal. Students wishing to register vehicles after registration should stop at the Business Office for the necessary vehicle registration form and parking decal. Decals are to be affixed to the driver's side rear bumper of each vehicle.

All vehicles must be registered, display a parking decal, and be appropriately parked in the correct lot. Vehicles without parking decals or parked in unauthorized lots may be ticketed. Tickets are payable at the City of Missoula Parking Commission Office.

**EATING IN CAMPUS BUILDINGS**
Because of safety and health regulations, eating is prohibited in classrooms, labs, and shops. Eating areas are designated in most campus buildings.

**SMOKING IN CAMPUS BUILDINGS**
Smoking is not allowed in any Missoula Vo-Tech facility.

**ALCOHOL AND DRUGS ON CAMPUS**
No alcoholic beverages or illegal drugs may be bought, possessed, or consumed on campus. Persons appearing to be intoxicated are not allowed on campus. Possession, transportation, or the use of any illegal drug on campus is prohibited.

**STUDENTS’ UNPAID BILLS**
Students who owe bills to Missoula Vo-Tech for fees, fines, or other charges are not permitted to register for the next semester or to receive transcripts until the obligation is paid or satisfactorily adjusted.

**STORAGE LOCKERS FOR STUDENTS**
Hallway walls have built-in storage areas for student use. This storage is not secure, however, and is designated only for short-term use. Any items remaining on these shelves at the day's end will be taken to the lost and found in the Business Office or the Trade and Technology Office. To recover a lost item, students need to offer a full description of the item for identification purposes.

Locking storage lockers are available for a fee to Missoula Vo-Tech students through student government. Please contact the Student Government Office for further information.

**PERSONAL PROPERTY INSURANCE FOR STUDENTS**
Missoula Vo-Tech students are responsible for insuring their own personal property while they are on campus. Missoula Vo-Tech is not responsible for damages to students' personal property unless the loss is due to negligent or wrongful acts or omissions of Missoula Vo-Tech employees in accordance with the Tort Claims Act, Section 2-9-Parts 1-3, MCA. Students failing to provide coverage for their personal property will be responsible for paying any loss themselves.

**STUDENT ACCIDENT INSURANCE**
Students are covered by accident insurance while involved in school activities. The insurance is for accidents only and does not provide general health insurance coverage. The insurance also does not apply to intramural athletics. Students not having health insurance are encouraged to obtain private coverage.
Steve Rice, Electronics Technology Department Chairperson
Janice Laurence, Electronics Technology student
ADMINISTRATORS AND SUPPORT STAFF

Atkin, Steven; Resource Center Librarian; B.A., 1972, M.Ed., 1975, University of Montana; at Missoula Vo-Tech since 1982. 542-6818


Bruninga, Chris; Continuing Education and Grants Coordinator; at Missoula Vo-Tech since 1991. 542-6875

Burke, Daniel; Financial Aid Officer; B.S., 1970, Western Montana College; M.Ed., 1984, Northern Montana College; at Missoula Vo-Tech since 1978. 542-6865

Conrad, Rowan, Ph.D., L.P.C.; Counselor; B.S., 1964, Boker University; Ph.D., 1974, Kansas State University; Licensed Professional Counselor; Certified Chemical Dependency Counselor; at Missoula Vo-Tech since 1990. 542-6882


Lerum, Dennis, Ed.D.; Director; B.S., 1966, M.S., 1966, University of Wisconsin - Stout; Ed.D., 1984, University of Montana; at Missoula Vo-Tech since 1957. 542-6867

Moore, Claudia, Ph.D.; Supervisor of Academic Affairs; D.S., 1974, University of Texas; Ph.D., 1983, University of Minnesota; at Missoula Vo-Tech since 1985. 542-6850

Nardi, Julie; Marketing and Career Services Coordinator; D.S., 1980, Eastern Montana College; at Missoula Vo-Tech since 1989. 542-6888

Taylor, James, Ph.D.; Deputy Director and Supervisor of Administrative Affairs; B.S., 1960, M.Ed., 1970, University of Montana; Ph.D., 1977, Colorado State University; at Missoula Vo-Tech since 1968. 542-6854

FACULTY

Altenbrun, Larry; Office Technology; B.A., 1972, M.Ed., 1978, University of Montana; 6 years related work experience; at Missoula Vo-Tech since 1973. 542-6808

Burger, Robert, Ph.D.; Accounting/Business and Computer Technology; A.A., 1968, Dawson College; B.S., 1969, Eastern Montana College; M.S., 1971, Montana State University; Ph.D., 1980, Colorado State University; 18 years related work experience; at Missoula Vo-Tech since 1971. 542-6839

Chase, Alfred; Related Studies; A.S., 1960, University of Massachusetts; B.S., 1964, M.S., 1968, University of Montana; at Missoula Vo-Tech since 1969. 542-6822

Fillmore, Deborah, R.N.; Practical Nursing; Certificate, 1975, Missoula Vocational Technical Center; B.S.N., 1981, Montana State University; Certified Surgical Technologist; 9 years related work experience; at Missoula Vo-Tech since 1990. 542-6821

French, William; Electronics Technology; A.A.S., 1975, North Seattle Community College; B.S., 1977, Western Washington State College; 7 years related work experience; at Missoula Vo-Tech since 1981. 542-6840

Headlee, Jim; Diesel Heavy Equipment Mechanics; B.S. 1980, M.Ed. 1987, Northern Montana College; 6 years related work experience; at Missoula Vo-Tech since 1990. 542-6843

Hill, Karen, R.N.; Practical Nursing and Related Studies; B.S.N., 1964, University of Nebraska; 15 years related work experience; at Missoula Vo-Tech since 1984. 542-6822

Hinricher, Carol; Computer Technology/Medical Office Technology; B.A., 1973, University of Montana; M.S., 1983, Montana State University; 3 years related work experience; at Missoula Vo-Tech since 1974. 542-6824

Jakes, Penny; Computer Technology/Office Technology; B.S., 1970, Montana State University; M.Ed., 1981, University of Montana; 3 years related work experience; at Missoula Vo-Tech since 1973. 542-6804

Kiner, Patrícia; Accounting/Office Technology; 10 years related work experience; at Missoula Vo-Tech since 1969. 542-6803

Knotek, Joe; Heavy Equipment Operation; Graduate Operating Engineer, 1959, Northwest Schools; 32 years related work experience; at Missoula Vo-Tech since 1991. 542-6843

Larson, Brian; Fashion Sales and Marketing/Sales and Marketing/Retail Management; Internship Coordinator; 12 years related work experience; at Missoula Vo-Tech since 1989. 542-6823
Lizotte, James; Small Engine and Equipment Technology; Industrial Technology Chairperson; B.S., 1966, M.S., 1967, University of Wisconsin -- Stout; 2 years related work experience; at Missoula Vo-Tech since 1974, 542-6842

Lodahl, Ross; Culinary Arts; Certificate, 1967, Spokane Community College; 17 years related work experience; at Missoula Vo-Tech since 1986, 542-6815

Michelella, Vicki; Legal Assisting/Legal Office Technology; B.S., 1968, Eastern Montana College; M.Ed., 1986, University of Montana; 6 years related work experience; at Missoula Vo-Tech since 1980, 542-6803

Miller, Charles, R.R.T.; Respiratory Therapy Technology; B.S., 1972, University of Central Florida; M.S., 1976, Indiana University; 14 years related work experience; at Missoula Vo-Tech since 1986, 542-6806

Moore, Ed; Related Studies; B.A., 1976, M.Ed., 1988, University of Montana; 9 years related work experience; at Missoula Vo-Tech since 1977, 542-6822


Pattee, Robette, R.N.; Surgical Technology; Health Professions Chairperson; Diploma, 1971, Jennie Edmundson School of Nursing; B.S.N., 1986, Clarkson College of Nursing; 4 years related work experience; at Missoula Vo-Tech since 1974, 542-6821

Rice, Steven; Electronics Technology; Electronics Technology Chairperson; A.D., 1969, B.S.E.E., 1973, Valparaiso Technical Institute; B.S., 1973, Ball State University; 8 years related work experience; at Missoula Vo-Tech since 1984, 542-6840

Roberts, Steven, R.N.; B.S.N., 1981, University of Utah; 8 years related work experience; at Missoula Vo-Tech since 1990, 542-6821

Scott, Carl; Industrial Technology; 23 years related work experience; at Missoula Vo-Tech since 1984, 542-6843

Shook, Robert; Welding Technology; B.A., 1971, University of Northern Colorado; M.S., 1988, Utah State University; 1989, American Welding Society Certified Welding Inspector; 8 years related work experience; at Missoula Vo-Tech since 1979, 542-6842

Sonnenberg, Frank; Food Service Management; Culinary Arts Chairperson; B.A., 1971, University of Montana; Certificate, 1974, Missoula Vocational Technical Center; 15 years related work experience; at Missoula Vo-Tech since 1986, 542-6815

Stocking, Lynn; Computer Services Coordinator; Computer Technology/Office Technology; Business Technology Chairperson; B.S., 1974, M.Ed., 1987, University of Montana; 5 years related work experience; at Missoula Vo-Tech since 1977, 542-6801

Tabish, Rhonda; Computer Technology; Certificate, 1974, Missoula Vocational Technical Center; 6 years related work experience; at Missoula Vo-Tech since 1980, 542-6804

Taylor, Marilyn; Business and Office Technology; B.S., 1971, M.S., 1973, Montana State University; 5 years related work experience; at Missoula Vo-Tech since 1975, 542-6804

Watstet, Margaret, R.N.; Practical Nursing; B.S.N., 1973, University of Wyoming; M.S.N., 1980 Montana State University; 6 years related work experience; at Missoula Vo-Tech since 1981, 542-6821

Watstet, Robert, R.R.T.; Respiratory Therapy Technology; B.S., 1972, Gonzaga University; M.S., 1974, Eastern Washington University; B.S., 1976, Rockhurst College; 4 years related work experience; at Missoula Vo-Tech since 1979, 542-6821

Walker, John; Building Maintenance Engineering; B.S., 1972, University of Colorado; M.B.A., 1990, University of Montana; 16 years related work experience; at Missoula Vo-Tech since 1990, 542-6842

Wenderoth, James; Related Studies; Academic Support Center Coordinator; Related Studies Chairperson; B.S., 1971, East Carolina University; M.Ed., 1981, University of Montana; 8 years related work experience; at Missoula Vo-Tech since 1978, 542-6825

Wilson, Richard; Truck Driving; 38 years related work experience; at Missoula Vo-Tech since 1989, 542-6842

Woodbury, Carolyn; Accounting/Office Technology; B.S., 1959, University of Minnesota; CPA, 1987; 3 years related work experience; at Missoula Vo-Tech since 1970, 542-6803

Yorton, Helen; Office Technology; B.S., 1963, M.Ed., 1981, University of Montana; 7 years related work experience; at Missoula Vo-Tech since 1970, 542-6802
ADJUNCT FACULTY

Bekemeyer, William, M.D.; Respiratory Therapy Technology; B.S., 1975, M.D., 1976, University of Tennessee.

Bourke, Niki; Business and Accounting; B.A., 1979, University of Montana.

Carter, Jennifer; Related Studies; B.A., 1960, Ohio State University; M.A. Public Administration, 1976, Golden Gate University.


Desmond, Brenda, Attorney at Law; Legal Assisting; B.A., 1972, Katholieke Universiteit te Leuven (Belgium); J.D., 1976, State University of New York.


Frizzell, Tom, Attorney at Law; Legal Assisting; B.A., 1975, Montana State University; J.D., 1978, University of Montana.

Frederickson, Micki; Accounting Technology; B.S., 1969, University of Wisconsin; Certified Public Accountant.

Hamilton, Anne, Attorney at Law; Legal Assisting; B.S., 1985, J.D., 1988 University of Montana.

Hummel, Elizabeth, C.S.T.; Surgical Technology; Certificate, 1969, St. Patrick Hospital.


Lemire, Shull, M.D.; Respiratory Therapy Technology; B.S., 1979, Carroll College; M.D., 1983, Creighton University.

Loehnen, Paul, M.D.; Respiratory Therapy Technology; B.S., 1964, M.D., 1968, University of Witwatersrand, South Africa.


O'Lear, Michael; Electronics and Computer Technology; B.A., 1971, Carroll College; B.S., 1971, Montana State University; B.A.E., 1988, University of Montana.

Sem, Carol, R.N.; Related Studies; B.S., 1978, Montana State University.


Taylor, James, Attorney at Law; Legal Assisting; B.A., 1977, Carroll College; J.D., 1980, University of Montana.

Tremper, Barbara, Attorney at Law; Legal Assisting; B.S., 1950, M.A.D., 1976, J.D., 1986, University of Montana.

Tucker, David; Computer (Micro) Applications/Systems; B.A., 1979, B.S., 1988, University of Montana.


STAFF

Chaussee, Judith; Snack Bar Attendant; at Missoula Vo-Tech since 1984.

Cook, Ruby; Lab Assistant/Administration Building Secretary; at Missoula Vo-Tech since 1972.

Dazier, Richard; Maintenance Worker I; at Missoula Vo-Tech since 1986.

Dufresne, Jerry; Maintenance Worker III; at Missoula Vo-Tech since 1986.

Hayes, Debra; Payroll Technician; at Missoula Vo-Tech since 1974.

Henry, Thomas; Maintenance Worker II; at Missoula Vo-Tech since 1986.
Kisling, Lynne; Admissions/Registrar and Counseling Secretary; at Missoula Vo-Tech since 1990.

Kleinjan, G. Richard; Supervisor of Facilities Services and Physical Plant Operations; at Missoula Vo-Tech since 1981.

Kuglin, Christine; Snack Bar Attendant; at Missoula Vo-Tech since 1989.

Leitzke, Debbie; Bookstore Manager; at Missoula Vo-Tech since 1989.

Lockridge, Valerie; Accounting Specialist II; at Missoula Vo-Tech since 1971.

Maul, Vemon; Maintenance Worker I; at Missoula Vo-Tech since 1989.

Netsinger, Ruth; Maintenance Worker I; at Missoula Vo-Tech since 1968.

Roddo, William; Engineer; at Missoula Vo-Tech since 1975.

Shook, Sandra; Trade and Technology Building Bookkeeper/Secretary; at Missoula Vo-Tech since 1981.

Smith, Kim; Accounting Technician II; at Missoula Vo-Tech since 1990.

Spuhler, Kevin; Engineer; at Missoula Vo-Tech since 1988.

Todd, Sharon; Health and Business Building Secretary; at Missoula Vo-Tech since 1982.

Umphrey, Billie Jo; Financial Aid Secretary; at Missoula Vo-Tech since 1986.

Varien, Carol; Administrative Secretary; at Missoula Vo-Tech since 1989.

Whitney, Donna; Resource Center Secretary; at Missoula Vo-Tech since 1983.

Zygmond, Beverly; Marketing and Career Services Secretary; at Missoula Vo-Tech since 1985.
**Thanks!**

The faculty and staff of Missoula Vo-Tech would like to extend their appreciation to the following employers, who have hired Missoula Vo-Tech graduates. Thanks for your support of vocational technical education in Montana...

<table>
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<tr>
<th>Employers</th>
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<tr>
<td>ADEA Property Management&lt;br&gt;Applied Information Services, Inc.</td>
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<tr>
<td>Associated Food Stores, Inc.</td>
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<tr>
<td>Barrett Memorial Hospital&lt;br&gt;Dig Sky Care Center</td>
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<tr>
<td>Billings Petroleum Club&lt;br&gt;Bitterroot Valley Bank</td>
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<tr>
<td>Blackfoot Technologies&lt;br&gt;Blue Mountain Clinic&lt;br&gt;Brooks Fashions</td>
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<tr>
<td>Christofferson Logliners, Inc.</td>
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<tr>
<td>City Of Missoula Street Division</td>
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<tr>
<td>Claim Jumper Casino&lt;br&gt;Cliff Reed Trucking</td>
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<tr>
<td>Community Medical Center, Inc.</td>
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<td>Computerland of Western Montana</td>
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<td>Datsopoulos, MacDonald &amp; Lind, P.C.</td>
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<tr>
<td>Davis Transport&lt;br&gt;Dr. Carolyn Goren and Dr. Alan Gabster&lt;br&gt;Equipco</td>
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<td>Family Practice Missoula&lt;br&gt;Feito Industries, Ltd.</td>
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<tr>
<td>Food Services of America&lt;br&gt;Garlington, Lahn &amp; Robinson&lt;br&gt;Harris-Larsen &amp; Associates&lt;br&gt;Holiday Inn - Parkside&lt;br&gt;Home Oxygen Care, Inc.</td>
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We ask you to voluntarily provide your social security number which permits the Center to distinguish between individuals with the same or similar names.

This is especially important should your request a transcript at a later date or wish to be considered for financial aid. The number may also be used as your student I.D. number should you enroll.

Your application will not be rejected should you decline to provide your social security number. The number may also be used as your student I.D. number should you enroll.

A $20 NON-REFUNDABLE APPLICATION FEE MUST ACCOMPANY THIS APPLICATION.
RESIDENCY INFORMATION

If you are claiming Montana residency for tuition purposes, please answer all pertinent questions in the Residency Information section.

ARE YOU A MEMBER OF THE ARMED FORCES ASSIGNED TO ACTIVE DUTY IN MONTANA? ________YES ________NO

ARE YOU THE SPOUSE OR DEPENDENT CHILD OF A MEMBER OF THE ARMED FORCES ASSIGNED TO ACTIVE DUTY IN MONTANA? ________YES ________NO

DO YOU RESIDE IN MONTANA? ________YES ________NO WHEN DID YOUR RESIDENCY BEGIN? ________

WAS THE PRIMARY PURPOSE FOR YOUR COMING TO MONTANA THE EDUCATION OF YOURSELF, SPOUSE, DEPENDENT CHILDREN OR PARENT/GUARDIAN? ________YES ________NO

ARE YOU EMPLOYED IN A PERMANENT, FULL-TIME JOB IN MONTANA? ________YES ________NO IF YES, DATE JOB BEGAN: ________

ARE YOU OR WILL YOU BE A GRADUATE OF A MONTANA HIGH SCHOOL? ________YES ________NO IF YES, YEAR: ________

ARE YOU THE SPOUSE OR DEPENDENT CHILD OF A PERSON WHO BOTH LIVES IN MONTANA AND IS EMPLOYED FULL-TIME IN A PERMANENT JOB IN MONTANA? ________YES ________NO IF YES, DATE JOB BEGAN: ________

FOR WHAT STATE DID YOU LAST FILE A STATE INCOME TAX RETURN? ________IN WHAT STATE IS YOUR VEHICLE REGISTERED? ________

FOR WHAT STATE DO YOU HAVE A CURRENT DRIVER'S LICENSE? ________DATE ________ EXPIRATION DATE ________

HAVE YOU RESIDED CONTINUOUSLY IN MONTANA FOR THE PAST 12 MONTHS? ________YES ________NO

ARE YOU REGISTERED TO VOTE IN MONTANA? ________YES ________NO DATE ________

HAVE YOU REGISTERED OR WILL YOU BE REGISTERING AT A MONTANA INSTITUTION OF HIGHER EDUCATION WITHIN ONE YEAR OF GRADUATION FROM A MONTANA HIGH SCHOOL? ________YES ________NO

If your parent/guardian claims you as a federal income tax exemption, please answer the following questions.

IN WHAT STATE DOES YOUR PARENT/GUARDIAN RESIDE? ________

WHEN DID YOUR PARENTS/GUARDIANS RESIDENCY BEGIN? ________

FOR WHAT STATE DID YOUR PARENT/GUARDIAN LAST FILE A STATE INCOME TAX RETURN? ________IN WHAT STATE IS YOUR PARENT/GUARDIAN REGISTERED TO VOTE? ________

IN WHAT STATE IS YOUR PARENT/GUARDIAN'S VEHICLE REGISTERED? ________

IN WHAT STATE IS YOUR PARENT/GUARDIAN EMPLOYED? ________

HAS YOUR PARENT/GUARDIAN RESIDED IN MONTANA FOR AT LEAST ONE FULL YEAR OR THE TWO YEARS IMMEDIATELY PRECEDING YOUR GRADUATION FROM A MONTANA HIGH SCHOOL? ________YES ________NO

(continued on back page)
**DISCIPLINARY HISTORY**

<table>
<thead>
<tr>
<th>HAVE YOU EVER BEEN SUBJECT TO DISCIPLINE, SUSPENSION OR PROBATION AT ANY POSTSECONDARY EDUCATIONAL INSTITUTION FOR REASONS NOT RELATED TO ACADEMIC PERFORMANCE?</th>
</tr>
</thead>
<tbody>
<tr>
<td>_____ YES</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>HAVE YOU EVER BEEN CONVICTED OF A CRIMINAL OFFENSE INVOLVING PHYSICAL INJURY TO PERSONS OR PROPERTY OR OTHERWISE INSTITUTIONALIZED FOR CONDUCT CAUSING PHYSICAL INJURY TO PERSONS OR PROPERTY?</th>
</tr>
</thead>
<tbody>
<tr>
<td>_____ YES</td>
</tr>
</tbody>
</table>

**CERTIFICATION AND SIGNATURE**

I HEREBY CERTIFY THAT, TO THE BEST OF MY KNOWLEDGE, THE FOREGOING INFORMATION IS TRUE AND COMPLETE, WITHOUT EVASION OR MISREPRESENTATION. I UNDERSTAND THAT IF IT IS LATER FOUND OTHERWISE, IT IS SUFFICIENT CAUSE FOR REJECTION OR DISMISSAL. IF MY APPLICATION FOR ADMISSION IS APPROVED, I AGREE TO ABIDE BY THE PRESENT AND FUTURE RULES AND REGULATIONS, BOTH ACADEMIC AND NONACADEMIC, AND THE SCHOLASTIC STANDARDS OF THE APPROPRIATE INSTITUTION.

________________________________________
(Applicant's Signature (Complete Legal Name))

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A $20 NON-REFUNDABLE APPLICATION FEE MUST ACCOMPANY THIS APPLICATION.

**MONTANA VOCATIONAL-TECHNICAL CENTERS**

<table>
<thead>
<tr>
<th>Billings Vocational-Technical Center</th>
</tr>
</thead>
<tbody>
<tr>
<td>3803 Central Avenue</td>
</tr>
<tr>
<td>Billings, Montana 59102</td>
</tr>
<tr>
<td>656-4445</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Great Falls Vocational-Technical Center</th>
</tr>
</thead>
<tbody>
<tr>
<td>2100 Sixteenth Avenue South</td>
</tr>
<tr>
<td>Great Falls, Montana 59405</td>
</tr>
<tr>
<td>771-7140</td>
</tr>
<tr>
<td>In Montana, 1-800-446-2698</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Butte Vocational-Technical Center</th>
</tr>
</thead>
<tbody>
<tr>
<td>Basin Creek Road</td>
</tr>
<tr>
<td>Butte, Montana 59701</td>
</tr>
<tr>
<td>494-2910</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Helena Vocational-Technical Center</th>
</tr>
</thead>
<tbody>
<tr>
<td>1115 North Roberts Street</td>
</tr>
<tr>
<td>Helena, Montana 59601</td>
</tr>
<tr>
<td>444-6800</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Missoula Vocational-Technical Center</th>
</tr>
</thead>
<tbody>
<tr>
<td>909 South Avenue West</td>
</tr>
<tr>
<td>Missoula, Montana 59801</td>
</tr>
<tr>
<td>542-6882</td>
</tr>
<tr>
<td>In Montana, 1-800-542-MVTC</td>
</tr>
</tbody>
</table>
1. **MISSOULA VO-TECH ADMINISTRATION BUILDING**  
   909 South Ave., West

2. **MISSOULA VO-TECH HEALTH AND BUSINESS BUILDING**  
   909 South Ave., West

3. **MISSOULA VO-TECH TRADE AND TECHNOLOGY BUILDING**  
   3639 South Ave., West

4. **UNIVERSITY OF MONTANA CAMPUS**

5. **MISSOULA COUNTY FAIRGROUNDS**

6. **BIG SKY HIGH SCHOOL**
**Dates to Remember**

**Summer Session 1992**
- Registration for all students: June 6, 1992
- Classes begin: June 9, 1992
- First-half session classes begin: July 2, 1992
- Independence Day holiday (no classes): July 3, 1992
- Second-half session classes begin: July 7, 1992
- Last day to drop first-half session courses: June 17, 1992
- Last day to drop second-half session courses: July 17, 1992
- Classes end: July 31, 1992

**Fall Semester 1992**
- Orientation/registration for new students: August 17-19, 1992
- Classes begin: August 24, 1992
- First-half semester courses end: October 19, 1992
- Second-half semester courses begin: October 21, 1992
- Section Day (no classes): November 3, 1992
- Last day to drop second-half semester courses: November 6, 1992
- Pre-vocational Studies program begins: November 9, 1992
- Last day to officially withdraw from MVTC: November 19, 1992
- Thanksgiving holiday (no classes): November 26-27, 1992
- Classes end: December 18, 1992

**Spring Semester 1993**
- Orientation and registration for new students: January 6, 1993
- Classes begin: January 11, 1993
- First-half semester courses end: March 11, 1993
- Spring Break (no classes): March 15-19, 1993
- Second-half semester courses begin: March 22, 1993
- Pre-vocational Studies program begins: March 24, 1993
- Last day to drop second-half semester courses: April 26, 1993
- Last day to officially withdraw from MVTC: April 29, 1993
- Classes end: May 12, 1993
- Graduation: May 13, 1993
Test drive your future at Missoula VO-TECH.