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Missoula Vocational Technical Center 1982-83

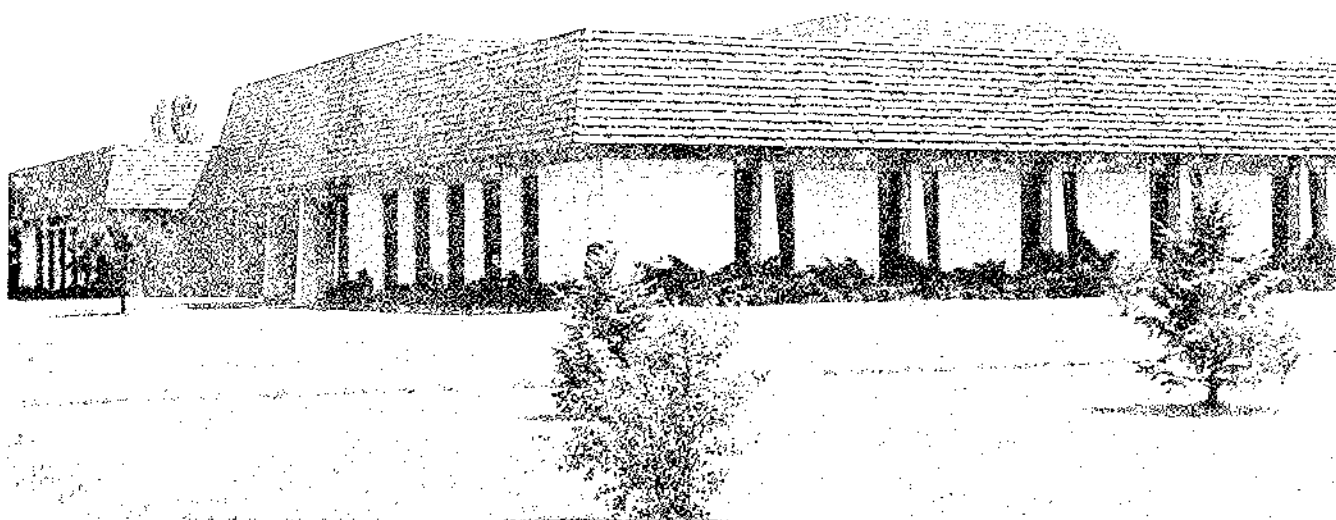
◦ CURRICULUM
CATALOG
◦ GENERAL
INFORMATION



FOR "HIRE" EDUCATION

MISSOULA VOCATIONAL TECHNICAL CENTER

Ls a post-secondary vocational technical institution, the main goals of which are: to prepare people for employment by helping them acquire saleable job skills, and; to assist with placement. MVTC offers 28 different career choices ranging in length from one to six quarters. Current enrollment is approximately 650 students with an expected accumulative enrollment of over 1,000 during the 1982-83 academic year.



MISSOULA VOCATIONAL TECHNICAL CENTER 1982-83 CALENDAR

SUMMER QUARTER - 1982

Registration for All Students—June 7, 1982
Classes Begin—June 7, 1982
Late Registration Ends—June 11, 1982
Last Day to Drop Courses—June 25, 1982
Independence Holiday—July 5, 1982
First Half Quarter Courses End—July 16, 1982
Second Half Quarter Courses Begin—July 20, 1982
Classes End—August 24, 1982

FALL QUARTER - 1982

Registration for All Students—August 26 & 27, 1982
Classes Begin—August 30, 1982
Late Registration Ends—September 3, 1982
Labor Day—September 6, 1982
Last Day to Drop Courses—September 20, 1982
First Half Quarter Courses End—October 8, 1982
Second Half Quarter Courses Begin—October 12, 1982
Teachers' Professional Meetings—October 14 & 15, 1982
Classes End—November 23, 1982

WINTER QUARTER - 1982

Registration for Returning Students—November 29, 1982
Registration for New Students—November 30, 1982
Classes Begin—December 1, 1982
Late Registration Ends—December 7, 1982
Last Day to Drop Courses—December 21, 1982
Christmas Holiday Begins—December 24, 1982
Classes Resume—January 3, 1983
First Half Quarter Courses End—January 18, 1983
Second Half Quarter Courses Begin—January 20, 1983
Classes End—March 3, 1983

SPRING QUARTER - 1983

Registration for Returning Students—March 4, 1983
Registration for New Students—March 7, 1983
Classes Begin—March 8, 1983
Late Registration Ends—March 14, 1983
Last Day to Drop Courses—March 28, 1983
First Half Quarter Courses End—April 15, 1983
Second Half Quarter Courses Begin—April 19, 1983
Classes End—May 27, 1983

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PROGRAM ENTRY INFORMATION

| PROGRAM | TRAINING TIME | TIME OF ENTRY |
|------------------------------------|----------------------|----------------------------------|
| ACCOUNTING/BOOKKEEPING | 3 quarters | Any Quarter |
| BUSINESS DATA PROCESSING | | |
| Computer Operator/Programmer | 6 quarters | Fall and Winter Quarters |
| Data Entry/Computer Operator | 3 quarters | Fall and Winter Quarters |
| Data Entry Operator | 2 quarters | Fall and Winter Quarters |
| COMBINATION WELDING | 3 quarters | Fall Quarter |
| COMMERCIAL FOOD PREPARATION | | |
| Dinner/First Cook | 4 quarters | Any Quarter |
| Fast Foods | 1 quarter | Any Quarter |
| Fry Cook | 2 quarters | Any Quarter |
| Pantry and Salad Foods | 2 quarters | Any Quarter |
| FORESTRY TECHNOLOGY | 6 quarters | Fall Quarter |
| HEAVY EQUIPMENT MAINTENANCE | 3 quarters | Fall Quarter |
| HEAVY EQUIPMENT OPERATION | 3 quarters | Fall Quarter |
| INDUSTRIAL ELECTRONICS | 6 quarters | Fall Quarter |
| FASHION MERCHANDISING | 2 quarters | Fall Quarter |
| FASHION MERCHANDISING MANAGEMENT | 3 quarters | Fall Quarter |
| RETAIL MERCHANDISING | 2 quarters | Fall Quarter |
| RETAIL MERCHANDISING MANAGEMENT | 3 quarters | Fall Quarter |
| PRACTICAL NURSING | 4 quarters | Summer and Winter Quarters |
| RESPIRATORY THERAPY TECHNOLOGY | 4 quarters | Spring Quarter |
| SECRETARIAL | | |
| Clerk Typist | 3 quarters | Any Quarter |
| General Secretary | 5 quarters | Any Quarter |
| Legal Secretary | 6 quarters | Fall and Winter Quarters |
| Legal Typist | 4 quarters | Fall and Winter Quarters |
| Medical Secretary | 5 quarters | Fall, Winter and Spring Quarters |
| Medical Secretary Receptionist | 3 quarters | Fall, Winter and Spring Quarters |
| Medical Secretary Transcriptionist | 6 quarters | Fall, Winter and Spring Quarters |
| SMALL ENGINE REPAIR | 3 quarters | Fall Quarter |
| SURGICAL TECHNOLOGY | 3 quarters | Fall Quarter |

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MONTANA VOCATIONAL TECHNICAL CENTERS

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

Billings Vocational Technical Center

3803 Central Avenue, Billings 59102
Roger Bauer, Director

Phone: 652-1720

Butte Vocational Technical Center

404 South Wyoming Street, Butte 59701
Harry Freebourn, Director

Phone: 782-4256

Great Falls Vocational Technical Center

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

Phone: 791-2108

Helena Vocational Technical Center

1115 Roberts Street, Helena 59601
Alex Capdeville, Director

Phone: 442-0060

Missoula Vocational Technical Center

909 South Avenue West, Missoula 59801
Dennis Lerum, Director

Phone: 721-1330

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

NOTICE CONCERNING MATERIALS DESCRIBED IN THIS CATALOG

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

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

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

HISTORY OF MISSOULA VOCATIONAL TECHNICAL CENTER

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

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

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

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

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

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

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

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

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

ADMINISTRATION

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

John Giese; Assistant Director; B.S., 1961, M.S., 1968, Northern State College; at MVTC since 1981.

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

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

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

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

PHILOSOPHY AND OBJECTIVES

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

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

The objectives:

1. Provide pre-employment education
2. Upgrading for the employed
3. Re-educating for employment
4. Community service and involvement

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

ACCREDITATION AND APPROVAL

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

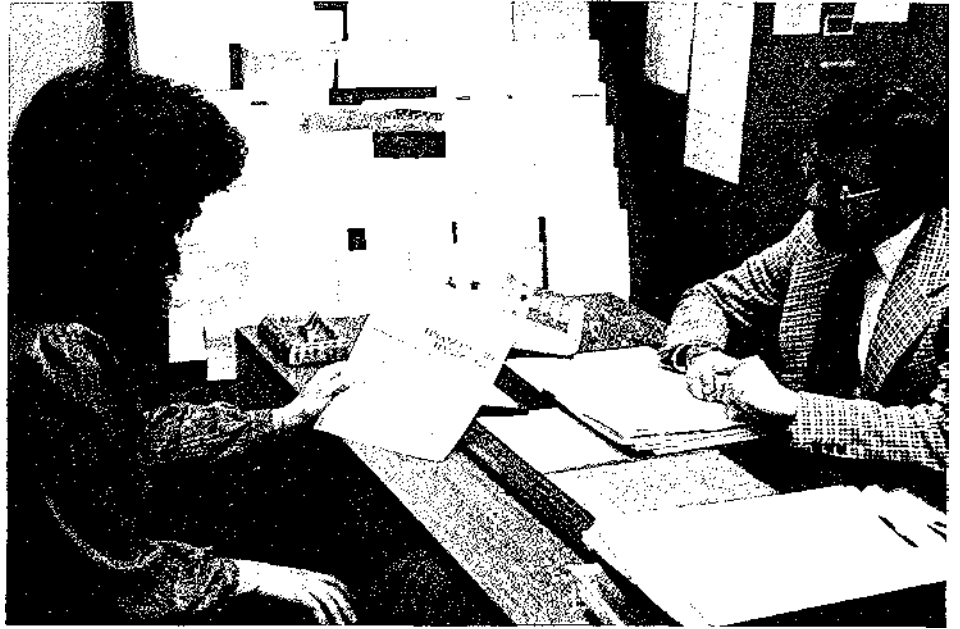
The curriculum is approved by the Office of Public Instruction. Missoula Vocational Technical Center's programs are further approved by the United States Office of Education, Bureau of Indian Affairs, Division of Vocational Rehabilitation, and other agencies and/or associations for specific programs.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

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

NONIMMIGRANT ALIEN STUDENTS

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

STUDENT SERVICES



FACULTY

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

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

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

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

ADMISSION

POLICY OF NON-DISCRIMINATION

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

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

Students are encouraged to enroll in non-traditional programs.

Please contact the Admissions Officer if further information is desired regarding Affirmative Action or Equal Opportunity as it relates to students.

Students that have a handicap should contact the Admissions Officer if special services are needed, or if obstacles are encountered at MVTC.

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

APPLICATION QUALIFICATIONS

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

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

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

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

RESIDENCY REQUIREMENTS

A resident means:

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

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

APPLICATION

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

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

Programs are filled on a first-come, first-served basis. 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 on its arrival.

ACCEPTANCE

Notification of one's acceptance will be sent when application requirements have been completed and an opening in the selected training program exists. Notification of acceptance will include an intent to enroll form, other registration information, and pre-testing information. The intent to enroll form must be completed and returned with the \$10.00 application fee (non-refundable) by the specified date. In addition the applicant must make arrangements with our counseling office to take the pre-test for the desired training program. This test is mandatory and the purpose is to diagnose any problems an applicant might have in the areas of English and Math; it is not used to screen applicants. If the intent to enroll form, application fee, and pre-test requirements are not satisfied by the specified dates, the application will be considered inactive.

PRE-TESTING AND THE PRE-VOCATIONAL PROGRAM

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

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

ORIENTATION

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

CORRESPONDENCE

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

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

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

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

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

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

EXPENSES

TUITION

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

| Montana Residents | Non-Residents |
|--|--|
| 1-60 hours of attendance \$ 37.50 | 1-60 hours of attendance \$109.50 |
| 61-120 hours of attendance \$ 75.00 | 61-120 hours of attendance \$218.50 |
| 121-180 hours of attendance \$112.50 | 121-180 hours of attendance \$328.00 |
| 181-360 hours of attendance \$150.00 | 181-360 hours of attendance \$437.50 |

BOOKS

Students are required to purchase their own textbooks. Expenses for books have ranged between \$60 and \$100 each quarter depending on the program.

PERSONAL ITEMS REQUIRED

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

| PROGRAM/OPTION | ITEM | APPROXIMATE COST |
|--------------------------|----------------------|-------------------------|
| ACCOUNTING/BOOKKEEPING | Calculator | \$ 15.00 |
| BUSINESS DATA PROCESSING | None | --0-- |
| COMBINATION WELDING | Welding Hood | \$ 25.00 |
| | Welding Gloves | \$ 6.00 |
| | Safety Glasses | \$ 5.50 |
| | Welding Goggles | \$ 10.00 |
| | Chipping Hammer | \$ 5.00 |
| | Wire Brush | \$ 4.00 |
| | Leather Jacket | \$ 56.50 |
| | Lock | \$ 3.00 |
| | Fabrication Material | \$115.00 |
| | TOTAL | \$230.00 |

| PROGRAM/OPTION | ITEM | APPROXIMATE COST |
|--------------------------------|-----------------------|-------------------------|
| INDUSTRIAL ELECTRONICS | First Quarter Trainer | \$100.00 |
| | First Quarter Parts | \$ 25.00 |
| | Third Quarter Trainer | \$200.00 |
| | Third Quarter Parts | \$ 20.00 |
| | Second Year Trainer | \$370.00 |
| | Second Year Parts | \$ 70.00 |
| | Tools | \$ 15.00 |
| | TOTAL | \$800.00 |
| COMMERCIAL FOOD PREPARATION | Uniforms | \$ 50.00 |
| FORESTRY TECHNOLOGY | Hard Hat | \$ 8.00 |
| | Field Boots | \$ 60.00 |
| | Drawing Pens | \$ 20.00 |
| | Leather Gloves | \$ 10.00 |
| | Protractor | \$ 5.00 |
| | Engineer's Scale | \$ 2.00 |
| | Hearing Protection | \$ 6.00 |
| | Calculator | \$ 25.00 |
| | Foul Weather Clothing | Variable |
| | TOTAL | \$136.00 |
| HEAVY EQUIPMENT MAINTENANCE | Lock | \$ 2.50 |
| | Coveralls (2 pairs) | \$ 30.00 |
| | Safety Glasses | \$ 6.00 |
| | Basic Tool Set | \$750.00 |
| | Welding Goggles | \$ 5.50 |
| | Ear Plugs | \$ 4.00 |
| | Welding Gloves | \$ 7.00 |
| | TOTAL | \$805.00 |
| HEAVY EQUIPMENT OPERATION | Lock | \$ 2.50 |
| | Coveralls (2 pairs) | \$ 30.00 |
| | Safety Glasses | \$ 6.00 |
| | Hearing Protection | \$ 7.00 |
| | Hard Hat | \$ 5.00 |
| | Leather Gloves | \$ 7.00 |
| | Welding Goggles | \$ 5.50 |
| | Welding Gloves | \$ 7.00 |
| TOTAL | \$ 70.00 | |
| FASHION | Calculator | \$ 25.00 |
| | Textile Kit | \$ 10.00 |
| | 3-ring Binder | \$ 5.00 |
| | TOTAL | \$ 40.00 |
| RETAILING | Calculator | \$ 25.00 |
| PRACTICAL NURSING | Uniform | \$ 55.00 |
| | Duty Shoes | \$ 40.00 |
| | Stethoscope | \$ 25.00 |
| | Name Tag | \$ 5.00 |
| | TOTAL | \$125.00 |
| RESPIRATORY THERAPY TECHNOLOGY | Uniform | \$ 50.00 |
| | Duty Shoes | \$ 40.00 |
| | Stethoscope | \$ 25.00 |
| | Name Tag | \$ 5.00 |
| | TOTAL | \$120.00 |
| SECRETARIAL | Calculator | \$ 15.00 |
| | Earphones | \$ 10.00 |
| | TOTAL | \$ 25.00 |

| PROGRAM/OPTION | ITEM | APPROXIMATE COST |
|-----------------------|---------------------|-------------------------|
| SMALL ENGINE REPAIR | Lock | \$ 2.50 |
| | Coveralls (2 pairs) | \$ 30.00 |
| | Safety Glasses | \$ 6.00 |
| | Basic Tool Set | \$400.00 |
| | Multitester | \$ 44.00 |
| | Welding Goggles | \$ 4.50 |
| | Test Leads | \$ 4.00 |
| | Hearing Protection | \$ 3.00 |
| | Welding Gloves | \$ 6.00 |
| | TOTAL | \$500.00 |
| SURGICAL TECHNOLOGY | Duty Shoes | \$ 40.00 |
| | Name Tag | \$ 5.00 |
| | TOTAL | \$ 45.00 |

APPROXIMATE TOTAL COST

| PROGRAM/OPTION TITLE | TOTAL TUITION | BOOKS* | SUPPLIES* | OTHER** | TOTAL COST*** |
|----------------------------------|----------------------|---------------|------------------|----------------|----------------------|
| ACCOUNTING/BOOKKEEPING | \$450.00 | \$200.00 | \$ 15.00 | — | \$ 665.00 |
| BUSINESS DATA PROCESSING | | | | | |
| Data Entry Operator | \$300.00 | \$100.00 | — | — | \$ 400.00 |
| Data Entry/Computer Operator | \$450.00 | \$100.00 | — | — | \$ 550.00 |
| Computer Operator/Programmer | \$900.00 | \$268.00 | — | — | \$1168.00 |
| COMBINATION WELDING | \$450.00 | \$100.00 | \$230.00 | — | \$ 780.00 |
| COMMERCIAL FOOD PREPARATION | | | | | |
| Dinner/First Cook | \$600.00 | \$ 83.00 | \$ 50.00 | — | \$ 733.00 |
| Fast Foods | \$150.00 | \$ 83.00 | \$ 50.00 | — | \$ 283.00 |
| Fry Cook | \$300.00 | \$ 83.00 | \$ 50.00 | — | \$ 433.00 |
| Pantry/Salad Foods | \$300.00 | \$ 83.00 | \$ 50.00 | — | \$ 433.00 |
| FASHION MERCHANDISING | \$300.00 | \$200.00 | \$ 40.00 | — | \$ 540.00 |
| FASHION MERCHANDISING MANAGEMENT | \$450.00 | \$250.00 | \$ 40.00 | — | \$ 740.00 |
| FORESTRY TECHNOLOGY | \$900.00 | \$200.00 | \$136.00 | — | \$1236.00 |
| HEAVY EQUIPMENT MAINTENANCE | \$450.00 | \$110.00 | \$805.00 | — | \$1365.00 |
| HEAVY EQUIPMENT OPERATION | \$450.00 | \$100.00 | \$ 70.00 | — | \$ 620.00 |
| INDUSTRIAL ELECTRONICS | \$900.00 | \$355.00 | \$800.00 | — | \$2055.00 |
| PRACTICAL NURSING | \$600.00 | \$175.00 | \$125.00 | \$15.00 | \$ 915.00 |
| RESPIRATORY THERAPY TECHNOLOGY | \$600.00 | \$200.00 | \$120.00 | \$15.00 | \$ 935.00 |
| RETAIL MERCHANDISING | \$300.00 | \$150.00 | \$ 25.00 | — | \$ 475.00 |
| RETAIL MERCHANDISING MANAGEMENT | \$450.00 | \$200.00 | \$ 25.00 | — | \$ 675.00 |

| PROGRAM/OPTION TITLE | TOTAL TUITION | BOOKS* | SUPPLIES* | OTHER** | TOTAL COST*** |
|------------------------------------|----------------------|---------------|------------------|----------------|----------------------|
| SECRETARIAL | | | | | |
| Clerk Typist | \$450.00 | \$175.00 | \$ 25.00 | — | \$ 650.00 |
| Legal Typist | \$600.00 | \$225.00 | \$ 25.00 | — | \$ 850.00 |
| General Secretary | \$750.00 | \$275.00 | \$ 25.00 | — | \$1050.00 |
| Legal Secretary | \$900.00 | \$325.00 | \$ 25.00 | — | \$1250.00 |
| Medical Secretary | \$750.00 | \$275.00 | \$ 25.00 | — | \$1050.00 |
| Medical Secretary Receptionist | \$450.00 | \$200.00 | \$ 25.00 | — | \$ 675.00 |
| Medical Secretary Transcriptionist | \$900.00 | \$300.00 | \$ 25.00 | — | \$1225.00 |
| SMALL ENGINE REPAIR | \$450.00 | \$ 75.00 | \$500.00 | — | \$1025.00 |
| SURGICAL TECHNOLOGY | \$450.00 | \$150.00 | \$ 45.00 | \$15.00 | \$ 660.00 |

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

**This amount is payable on the day of registration.

***These figures do not include out-of-state tuition (\$437.50 per quarter).

ALL COSTS ARE SUBJECT TO CHANGE WITHOUT NOTICE.

REFUNDS

A refund schedule for tuition is currently under discussion with State Officials. A policy has yet to be finalized.

COUNSELING AND TESTING

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

FINANCIAL AID

Student financial aid is available at Missoula Vocational Technical Center via the following Federal and State programs:

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

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

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

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

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

processed and returned to the MVTC Financial Aid Office. Prospective students should apply early for College Work Study assistance.

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

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

THE SUPPLEMENTAL EDUCATIONAL OPPORTUNITY GRANT PROGRAM is also a form of gift assistance that is awarded to needy students.

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

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

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

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

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

Provided a bank is willing to lend to the student, he/she may borrow up to \$2,500 per year to attend Missoula Vocational Technical Center. The acceptance or denial of a loan is totally at the discretion of the lending institution.

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

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

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

The amount of a SSIG is determined by the Financial Aid Office based on the student's need and the availability of money within the program. Need must be redetermined yearly.

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

Applications for financial aid are submitted in the following manner:

PELL — Directly to Pell Grants.

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

GSL — To Financial Aid Office and lending institution.

PLACEMENT SERVICES

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

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

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

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

Placement figures for 1981 show that 82.7% of MVTC graduates were successfully placed in their field of training or a directly related area.

RESOURCE CENTER

FACULTY

ShirLee Perrodin; B.S., 1979, Montana State University; at MVTC since 1980.

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

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

BASIC EDUCATION DEPARTMENT

FACULTY

Susan Mielke; B.A., 1958, University of Montana; M.Ed., 1978, Colorado State University; at MVTC since 1970.

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

John Siler; B.A., 1965, University of Colorado; M.A., 1967, Wagner College; at MVTC since 1976.

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

HOUSING

Missoula Vocational Technical Center does not have any on-campus living facilities, consequently, living arrangements become the responsibility of the student.

FOOD SERVICE

A Snack Bar is in operation during breakfast and lunch hours in the Administration Building and the Trade and Technology Building.

HEALTH SERVICE

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

BOOKSTORE

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

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

STUDENT RECORDS

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

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

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

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

ACADEMIC POLICIES

ATTENDANCE

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

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

CREDIT EQUIVALENCY

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

GRADING

The grading system includes the following options:

- A** — **Superior performance as it relates to achievement;** (credit earned)
4 grade points per credit
- B** — **High degree of performance as it relates to achievement;** (credit earned)
3 grade points per credit
- C** — **Adequate performance as it relates to achievement;** (credit earned)
2 grade points per credit
- D** — **Minimum performance as it relates to achievement;** (credit earned)
1 grade point per credit
- F** — **Achievement does not merit awarding credit;** (credit earned)
0 grade points per credit
- X** — Denotes **failure to complete course work** because of excessive absenteeism or failure to withdraw properly; (credit earned)
0 grade points per credit
- N** — **Termination.** Designates student failed to initially report and attend;
0 grade points per credit
- I** — **Incomplete.** Given if some course work is not complete for an acceptable reason;
(credit attempted)
- L** — **Listener;** (no credit given)
- P** — **Pass.** Only awarded in Practicum, First Aid, Cooperative Work Experience, Independent Study and Clinical Experience courses; (credit attempted)
- NP** — **No Pass.** Only awarded in Practicum, First Aid, Cooperative Work Experience, Independent Study and Clinical Experience courses; (credit attempted)
- CH** — **Credit Challenged.** Testing indicates course content accomplished; (no credit given)
- T** — **Credit Transferred.** Course work transferred from another postsecondary educational institution; (no credit given)
- W** — **Withdrawal.** Student initiated withdrawal; (no credit given)

Faculty will assign and report all grades at each quarter's end.

All students will be graded each quarter in attendance for all courses in which they are enrolled. Grades are posted on a student's transcript for each quarter in attendance.

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

INCOMPLETE

Students wishing to make up an incomplete must re-register for the course a subsequent quarter. A second grade will be issued and posted that quarter. The original incomplete will remain on the transcript.

CHALLENGE

A student wishing to challenge a course must notify their instructor or advisor of such intent. The instructor or advisor and department chairperson will determine which instructor will administer the challenge test. The selected instructor, in cooperation with the department chairperson, will construct and grade the test. The student must complete a challenge form which is available from the Admissions Office.

TRANSFERRED WORK

Course work at a postsecondary institution that has been identified by the student and their advisor as possible substitutions for specific courses will be reviewed by a committee consisting of the Assistant Director, Admissions Officer and Department Chairperson. If it is determined the course work will be substituted, a grade of "T" will be posted for each course where substitution was made. The student should initiate the transfer request with their Advisor and/or the Admissions Officer. A transfer of work form, available from the Admissions Office must be completed by the student.

WITHDRAWAL

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

The student should get the appropriate signatures and return the form to the Admissions Office. Withdrawal grades will be recorded for courses in which the student is currently registered by the Admissions Office.

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

COURSE WAIVERS

Consideration of course waivers is done on an individual basis. A waivers committee consisting of the Assistant Director, Admissions Officer, and the Department Chairperson will consider waivers. A Course Waiver form, available from the Admissions Office, must be completed by the student. Course Waivers will generally be approved only under circumstances in which a student has been unable to schedule a specific course or where an appropriate elective course has been substituted.

STUDENT PROGRESS STANDARDS

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

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

GRADE POINT AVERAGE/CREDITS EARNED

The grade point average is computed on the system of grade points published in the catalog. A grade point average of 2.00 in required courses is necessary for graduation. Only "A", "B", "C", "D", "F", "X" and "N" grades will be used when computing grade point averages and determining credits earned.

GRADE POINT AVERAGE/CREDITS ATTEMPTED

Grade points are not awarded for the grades “I”, “P”, “NP”, and “CH”. These are included with credits earned in determining credits attempted.

These grades more appropriately reflect a status of credits attempted and are not in a true sense grades.

GRADE POINT AVERAGE/CREDIT STATUS

Grade points are not awarded for the grades “L”, “T”, and “W” and, therefore, these grades are not used when computing grade point averages. Grades “L”, “T”, and “W” are not truly grades, but rather a status of credits and are not used in determining either credits earned or attempted.

ACADEMIC PROGRESS

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

A student receiving less than a 2.00 grade point average for the second consecutive quarter will be placed on probation. A student on probation should seek assistance from the counseling staff and/or advisor in developing a plan of action aimed at improving progress.

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

A student failing to meet these standards will again be subject to suspension for a period of three consecutive quarters. Following a second suspension, application for re-admission will include a personal interview with the Assistant Director and Department Chairperson. Any future enrollment will be on a probationary status.

Should a student believe suspension from school was without cause or in a capricious manner, that student may request a hearing by contacting the Admissions Officer.

DROP/ADD

Students may add or drop courses during the first 12 instructional days of the quarter. Drop/Add forms are available from the Admissions Office. To drop or add a course the form is presented to the instructor(s) of the course(s) for signature. After signatures are obtained the form is returned to the Admissions Office. Incomplete and/or incorrect Drop/Add forms will not be processed, but will be returned to the student for adjustment.

Drop/Add are permissible throughout the quarter for the purpose of changing sections or adding courses. Drops may be permitted after the 15th instructional day in cases of extreme need and must be initiated through the Admissions Office.

STUDENT INFORMATION CHANGE

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

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

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

PROGRAM OPTION TRANSFERS

It is the policy of Missoula Vocational Technical Center to allow students to transfer from one program option to another. Students in these programs can transfer from one option to another in the same program without making application.

- 1. Commercial Food Preparation**
- 2. Fashion/Retailing**
- 3. Secretarial and Accounting/Bookkeeping**
 - A. From a Legal option to other options, excluding Medical options**
 - B. From a Medical option to other options, excluding Legal options**
 - C. From one general option (Clerk-Typist, General Secretary, and Accounting/Bookkeeping) to another**

Other currently enrolled students wishing to transfer from one program option to another must complete a new MVTC application specifying the choice of program option.

The applicant's name will be placed on the specific program option waiting list by the Admissions Office; and the date the application is received by the Admissions Office determines the applicant's priority for acceptance.

All students transferring from one option to another must receive prior approval from the Admissions Officer and also complete a Change Form.

CERTIFICATE OF COMPLETION

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

Students neglecting to submit a complete Application for Certificate to the Admissions Office will not receive a certificate.



GENERAL AND RELATED EDUCATION

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

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

FACULTY

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

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

Roy Wasserman; B.A., 1969, Ohio Northern University; M.Ed., 1979, Gonzaga University; at MVTC since 1979.

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

| COURSE NO. | COURSE TITLE | HOURS | CREDITS |
|------------|---|-------|---------|
| 0801 | English Review | 20 | 2 |
| 0802 | Written Communications | 30 | 3 |
| 0805 | Technical Communications | 50 | 5 |
| 0815 | Human Relations | 25 | 3 |
| 0816 | Job Prep | 25 | 2 |
| 0820 | Consumer Economics | 25 | 2 |
| 0830 | Basic Communications | 50 | 4 |
| 0840 | Basic Mathematics | 50 | 4 |
| 0850 | Prevocational Mathematics | 50 | 0 |
| 0855 | Prevocational Reading | 50 | 0 |
| 0860 | Prevocational Study Skills | 50 | 0 |
| 0865 | Prevocational Communications | 50 | 0 |
| 0870 | Prevocational Self Assessment and Career Counseling | 50 | 0 |

COURSE DESCRIPTIONS

0801 ENGLISH REVIEW

Hours: 20 Credits: 2

Prerequisite(s): None.

This course is a presentation of spelling, grammar, and punctuation principles needed in business writing, including techniques such as the use of sentence structure, transitions, phrases, and clauses. The course is a review. It is not designed for the student who needs the initial course in basic communications; it is designed to follow basic communications and serve to remind the student of material which can be forgotten if not used.

0802 WRITTEN COMMUNICATIONS

Hours: 30 Credits: 3

Prerequisite(s): 0801 or successful challenge.

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

0805 TECHNICAL WRITING

Hours: 50 Credits: 5

Prerequisite(s): None.

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

0815 HUMAN RELATIONS

Hours: 25 Credits: 3

Prerequisite(s): None.

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

0816 JOB PREP

Hours: 25 Credits: 3

Prerequisite(s): None.

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

0820 CONSUMER ECONOMICS

Hours: 25 Credits: 3

Prerequisite(s): None.

A presentation of skills involved in consumer survival; generally,

the course includes the relationship of the consumer to the economic system, consumer historical perspective, use of sound money management practices, buying goods and services knowledge, landlord-tenant laws, insurance purchasing, and fraud and protection.

0830 BASIC COMMUNICATIONS

Hours: 50 Credits: 4

Prerequisite(s): None.

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

0840 BASIC MATHEMATICS

Hours: 50 Credits: 4

Prerequisite(s): None.

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

0850 PREVOCATIONAL MATHEMATICS

Hours: 50 Credits: 0

Prerequisite(s): Enrollment in prevocational program and completed program pre-test.

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

0855 PREVOCATIONAL READING

Hours: 50 Credits: 0

Prerequisite(s): Enrollment in prevocational program and completed program pre-test.

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

0860 PREVOCATIONAL STUDY SKILLS

Hours: 50 Credits: 0

Prerequisite(s): Enrollment in prevocational program and completed program pre-test.

A presentation of the skills needed to be developed by the student for learning how to study and be competitive in the classroom.

0865 PREVOCATIONAL COMMUNICATIONS

Hours: 50 Credits: 0

Prerequisite(s): Enrollment in prevocational program and completed program pre-test.

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

0870 PREVOCATIONAL SELF-ASSESSMENT AND CAREER COUNSELING

Hours: 50 Credits: 0

Prerequisite(s): Enrollment in prevocational program and completed program pre-test.

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

**ACCOUNTING/
BOOKKEEPING**

Bookkeepers assist in maintaining financial records of an establishment. They verify source documents, journalize transactions, post to ledgers, take trial balances, complete worksheets, create financial statements and close books. Bookkeepers work with bad debts, depreciation, inventory valuation, notes and payroll, beginning with the calculation of wages to completion of payroll tax reports. They follow accounting principles and apply them to sole proprietorships, partnerships and corporations, as well as in the areas of responsibility and cost accounting.

**FACULTY** See Secretarial.**Length of Program — 3 Quarters**

| COURSE NO. | COURSE TITLE | HOURS | CREDITS |
|------------|--|-------|---------|
| 0801 | English Review | 20 | 2 |
| 0802 | Written Communications | 30 | 3 |
| 0815 | Human Relations | 25 | 3 |
| 0816 | Job Prep | 25 | 2 |
| 1501 | Introduction to Business Computers | 50 | 5 |
| 7001 | Business Math | 50 | 3 |
| 7005 | Filing | 50 | 3 |
| 7010 | Office Machines | 25 | 1 |
| 7014 | Keyboard Typing | 50 | 2 |
| or | | | |
| 7015 | Typing I | 50 | 2 |
| 7031 | Payroll Accounting | 25 | 4 |
| 7032 | Accounting I | 50 | 4 |
| 7033 | Accounting II | 50 | 4 |
| 7034 | Accounting III | 50 | 4 |
| 7075 | Office Procedures | 50 | 3 |
| 7076 | Model Office | 50 | 2 |
| 8020 | Consumer Economics | 25 | 2 |
| | Elective* | 50 | |

*Students must choose an appropriate elective, with advisor approval from courses offered in the secretarial or mid-management departments.

COURSE DESCRIPTIONS See Secretarial.

TRINITY COLLEGE
COURTESY OF THE SECRETARIAL DEPARTMENT



BUSINESS DATA PROCESSING

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

Computer Operators monitor and control electronic data processing equipment with the aid of operating instructions (run

book) and manufacturer supplied manuals. They schedule jobs, supervise data flow, balance reports against audit controls, maintain log books, and inventory computer supplies.

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

FACULTY

Ann Leuz; B.A., 1963, Alboin College; M.Ed., 1970, Temple University; 8 yrs. related work experience; at MVTC since 1979.

Kyle Boyce; B.S., 1969, M.S., 1972, Colorado State University; at MVTC since 1981.

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

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

DATA ENTRY OPERATOR

Length of Option — 2 Quarters

| COURSE NO. | COURSE TITLE | HOURS | CREDITS |
|------------------------------|-------------------------------------|-------|---------|
| 0816 | Job Prep | 25 | 2 |
| 1505 | Principles of Data Processing | 50 | 5 |
| 1510 | Data Entry I | 100 | 7 |
| 1511 | Data Entry II | 50 | 3 |
| 1590 | Practicum | 100 | 3 |
| 7010 | Office Machines* | 25 | 1 |
| 7015 | Typing I | 50 | 2 |
| 7016 | Typing II | 50 | 2 |
| 7027 | Recordkeeping* | 50 | 3 |
| Approved Substitutes* | | | |
| 7032 | Accounting I | 50 | 4 |
| 7033 | Accounting II | 50 | 4 |

DATA ENTRY/COMPUTER OPERATOR

Length of Program — 3 Quarters

| COURSE NO. | COURSE TITLE | HOURS | CREDITS |
|------------|---------------------------|-------|---------|
| 0816 | Job Prep | 25 | 2 |
| 1502 | Data Processing Math..... | 50 | 5 |

| | | | |
|------|-------------------------------------|-----|---|
| 1505 | Principles of Data Processing | 50 | 5 |
| 1510 | Data Entry I | 100 | 7 |
| 1511 | Data Entry II | 50 | 3 |
| 1521 | Basic | 50 | 4 |
| 1540 | Computer Operations | 100 | 8 |
| 1590 | Practicum | 100 | 3 |
| 7010 | Office Machines | 25 | 1 |
| 7015 | Typing I | 50 | 2 |
| 7016 | Typing II | 50 | 2 |
| 7031 | Payroll Accounting | 25 | 1 |
| 7032 | Accounting I | 50 | 4 |

COMPUTER OPERATOR/PROGRAMMER

Length of Option — 6 Quarters

| COURSE NO. | COURSE TITLE | HOURS | CREDITS |
|------------|-------------------------------------|-------|---------|
| 0805 | Technical Communications | 50 | 5 |
| 0815 | Human Relations | 25 | 3 |
| 0816 | Job Prep | 25 | 2 |
| 0820 | Consumer Economics | 25 | 2 |
| 1502 | Data Processing Math | 50 | 5 |
| 1505 | Principles of Data Processing | 50 | 5 |
| 1509 | Keypunch | 25 | 2 |
| 1521 | Basic | 50 | 4 |
| 1523 | COBOL | 100 | 7 |
| 1524 | Advanced COBOL | 100 | 7 |
| 1525 | RPG II | 100 | 7 |
| 1526 | Advanced RPG II | 100 | 7 |
| 1528 | Advanced Computer Techniques | 100 | 9 |
| 1540 | Computer Operations | 100 | 8 |
| 1544 | Advanced Basic | 100 | 7 |
| 1591 | Applied COBOL | 100 | 3 |
| 1592 | Applied RPG II | 100 | 3 |
| 2503 | Principles of Business | 50 | 5 |
| 7010 | Office Machines | 25 | 1 |
| 7015 | Typing I | 50 | 2 |
| 7031 | Payroll Accounting | 25 | 1 |
| 7032 | Accounting I | 50 | 3 |
| 7033 | Accounting II | 50 | 3 |

COURSE DESCRIPTIONS

1501 INTRODUCTION TO BUSINESS COMPUTERS

Hours: 50 Credits: 5

Prerequisite(s): None.

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

1502 DATA PROCESSING MATH

Hours: 50 Credits: 5

Prerequisite(s): None.

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

1505 PRINCIPLES OF DATA PROCESSING

Hours: 50 Credits: 5

Prerequisite(s): None.

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

1509 KEYPUNCH

Hours: 25 Credits: 2

Prerequisite(s): None.

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

1510 DATA ENTRY I

Hours: 100 Credits: 7

Prerequisite(s): None.

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

1511 DATA ENTRY II

Hours: 50 Credits: 3

Prerequisite(s): 1505, 1510.

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

1521 BASIC

Hours: 50 Credits: 4

Prerequisite(s): None.

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

1522 ADVANCED BASIC

Hours: 100 Credits: 7

Prerequisite(s): 1505, 1521.

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

1523 COBOL

Hours: 100 Credits: 7

Prerequisite(s): 1505, 1522.

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

1524 ADVANCED COBOL

Hours: 100 Credits: 7

Prerequisite(s): 1523.

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

1525 RPG II

Hours: 100 Credits: 7

Prerequisite(s): 1505, 1522.

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

1526 ADVANCED RPG II

Hours: 100 Credits: 7

Prerequisite(s): 1525.

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

1528 ADVANCED COMPUTER TECHNIQUES

Hours: 100 Credits: 9

Prerequisite(s): 1523-1524 or 1525-1526.

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

1540 COMPUTER OPERATIONS

Hours: 100 Credits: 8

Prerequisite(s): 1505.

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

1593 APPLIED COBOL

Hours: 100 Credits: 3

Prerequisite(s): 1523.

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

1594 APPLIED RPG II

Hours: 100 Credits: 3

Prerequisite(s): 1525.

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

1595 APPLIED BASIC

Hours: 100 Credits: 3

Prerequisite(s): 1522.

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

2503 PRINCIPLES OF BUSINESS

Hours: 50 Credits: 5

Prerequisite(s): None.

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

7010 OFFICE MACHINES

Hours: 25 Credits: 1

Prerequisite(s): 7001 or consent of instructor.

Provides instruction on the operational skills of the electronic printing calculator and the electronic display calculator.

7014 KEYBOARD TYPING

Hours: 50 Credits: 2

Prerequisite(s): None.

Introduction to alphabet and number keys as well as beginning typing techniques. Practice on exercises and drills to improve accuracy and speed.

7015 TYPING I

Hours: 50 Credits: 2

Prerequisite(s): 7014 or pre-test.

Introduction to the fundamental skills of producing mailable typewritten copy including basic letters, tables, manuscripts, and care of the machine; speed and accuracy are stressed.

7016 TYPING II

Hours: 50 Credits: 2

Prerequisite(s): 7015 or challenge of 7015.

Emphasis on production of mailable typewritten work including one and two-page letters, detailed tabulations, manuscripts, carbons and financial statements. Speed and accuracy are stressed.

7027 RECORDKEEPING

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

Recordkeeping is designed to acquaint the student with a wide variety of recordkeeping activities—banking, office cashiering, payroll and general business forms plus a brief introduction to double-entry bookkeeping. Practical application of business math is essential; neatness and accuracy are stressed.

7031 PAYROLL ACCOUNTING

Hours: 25 Credits: 1
 Prerequisite(s): 7032.

Designed to train the student for payroll accounting using both manual operations and electronic data processing. It includes all payroll records utilized in the field, federal acts and laws, and is updated every year with the current rates and regulations.

7032 ACCOUNTING I

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

Basic double-entry accounting is introduced. Emphasis is on analysis, journalizing, posting, trial balance, worksheet and financial statements. Includes basic banking procedures and payroll.

7033 ACCOUNTING II

Hours: 50 Credits: 4
 Prerequisite(s): 7032.

An expansion of Accounting I covering voucher system and combined journal, bad debts, merchandise valuation, deferrals and accruals, depreciation of plant assets, accounting principles and partnerships.

COMBINATION WELDING

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

**FACULTY**

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

Length of Program — 3 Quarters

| COURSE NO. | COURSE TITLE | HOURS | CREDITS |
|------------|------------------------------------|-------|---------|
| 0815 | Human Relations | 25 | 3 |
| 0816 | Job Prep | 25 | 2 |
| 0820 | Consumer Economics | 25 | 2 |
| 2001 | Trade Math | 50 | 5 |
| 2004 | Welding Metallurgy | 50 | 5 |
| 2005 | Welding I | 200 | 7 |
| 2006 | Welding II | 200 | 9 |
| 2007 | Welding III | 200 | 9 |
| 2010 | Blueprint Reading for Welders..... | 100 | 5 |
| 2011 | Layout | 50 | 4 |
| 2015 | Machine Shop..... | 50 | 2 |
| 2097 | First Aid..... | 8 | 1 |

COURSE DESCRIPTIONS

2001 TRADE MATH

Hours: 50 Credits: 5

Prerequisite(s): None.

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

2004 WELDING METALLURGY

Hours: 50 Credits: 5

Prerequisite(s): None.

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

2005 WELDING I

Hours: 200 Credits: 7

Prerequisite(s): None.

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

2006 WELDING II

Hours: 200 Credits: 9

Prerequisite(s): 2005.

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

2007 WELDING III

Hours: 200 Credits: 9

Prerequisite(s): 2006.

Continuation of Welding II. Application and use of correct welding procedures utilizing the process of S.M.A.W., G.M.A.W., G.T.A.W., F.C.A.W. (flux core arc welding) and oxy-acetylene welding. Welding experience will be gained from welding coupons, welding projects from industry and instructor-approved student projects. Instruction will be given on correct and economic use of materials and equipment with appropriate layout and fabrication procedures.

2010 BLUEPRINT READING FOR WELDING

Hours: 100 Credits: 5

Prerequisite(s): None.

Practical experience in reading and drawing orthographic projected drawings. Interpreting dimensions, notes, scales and welding symbols. Shop sketches of isometric projection (pictorial) and drafting of section and auxiliary views.

2011 LAYOUT

Hours: 50 Credits: 4

Prerequisite(s): 2010.

Development of working drawings, plan of procedure and bill of materials for appropriate project, approved by instructor. Reading and working from fabrication drawings, layout of material required for a particular project including cutting waste to a minimum, computing cost for the customer, and working with industrial codes and specifications.

2015 MACHINE SHOP

Hours: 50 Credits: 2

Prerequisite(s): None.

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

2097 FIRST AID

Hours: 8 Credits: 1

Prerequisite(s): None.

American National Red Cross Multimedia Standard First Aid Card Course.

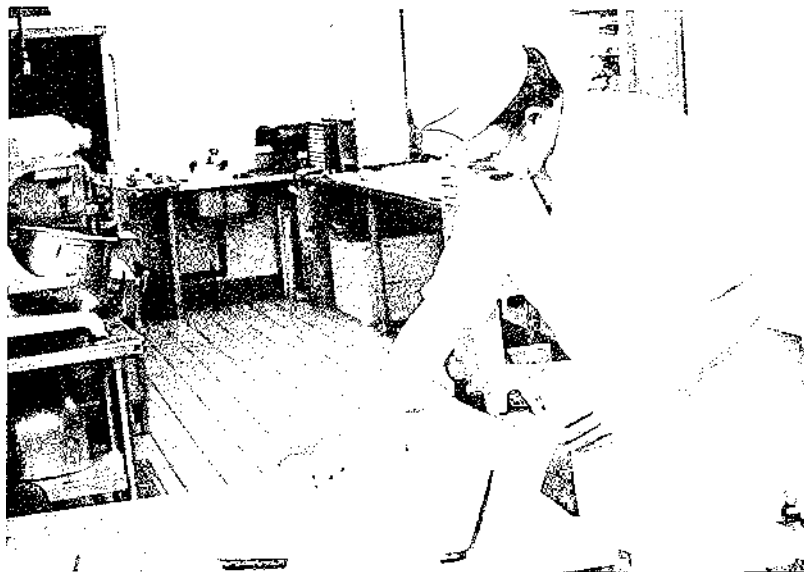
COMMERCIAL FOOD PREPARATION

Dinner First Cooks prepare and cook a variety of foods including stocks, soups, boullions and sauces. They prepare boiled, sauteed, braised, smothered and combination creamed dishes along with special a la carte and chafing dish orders. In smaller operations they may be responsible for purchasing, writing menus, and coordinating of kitchen activities.

Work of the Fry Cook centers on deep fat frying, omelettes, eggs, au gratin dishes, special pancakes, and breakfast cookery. In addition the fry cook may cook fresh and frozen vegetables.

Salad and Pantry personnel prepare salad dressings and cold sauces; meat, fish, and seafood salads; cold foods for buffet service; and make appetizers, canapes, and sandwiches.

Fast Food personnel heat and store previously cooked items; prepare salad bars; and use and maintain grills and deep fat fryers.



FACULTY

William Hunter; 11 yrs. related work experience; at MVTC since 1973.

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

DINNER/FIRST COOK

Length of Program — 4 Quarters

| COURSE NO. | COURSE TITLE | HOURS | CREDITS |
|------------|--|-------|---------|
| 0815 | Human Relations | 25 | 3 |
| 0816 | Job Prep | 25 | 2 |
| 0820 | Consumer Economics | 25 | 2 |
| 4001 | Dining Room Procedures and Stewarding | 120 | 9 |
| 4002 | Sanitation | 86 | 5 |
| 4003 | Food Prep Vocabulary | 14 | 1 |
| 4004 | Preparation of Basic Bakery Foods | 326 | 10 |
| 4005 | Poultry and Game Bird Cookery | 35 | 2 |
| 4006 | Food Purchasing | 50 | 3 |
| 4007 | Basic Stock Cookery | 42 | 3 |
| 4008 | Basic Soup Cookery | 42 | 3 |
| 4009 | Sauce Cookery I | 55 | 3 |
| 4010 | Sauce Cookery II | 53 | 3 |
| 4011 | Fats, Oils and Butter | 10 | 1 |
| 4012 | Vegetable Cookery | 66 | 3 |
| 4013 | Milk and Cheese | 6 | 1 |
| 4014 | The Cooking Process | 70 | 3 |
| 4015 | The Frying Process | 50 | 3 |
| 4016 | Meat Cooking | 62 | 3 |
| 4017 | Pantry I | 55 | 4 |
| 4018 | Pantry II | 52 | 3 |
| 4019 | Fish and Shellfish Cookery | 32 | 2 |
| 4020 | Egg Cookery | 50 | 3 |
| 4021 | Control of Sugar and Ice Crystallization | 8 | 1 |
| 4022 | Starch Cookery | 8 | 1 |
| 4023 | Food Service Math | 72 | 4 |

FAST FOODS

Length of Option — 1 Quarter

| COURSE NO. | COURSE TITLE | HOURS | CREDITS |
|------------|---|-------|---------|
| 0815 | Human Relations | 25 | 3 |
| 0816 | Job Prep | 25 | 2 |
| 0820 | Consumer Economics | 25 | 2 |
| 4001 | Dining Room Procedures and Stewarding | 120 | 9 |
| 4002 | Sanitation | 86 | 5 |
| 4003 | Food Prep Vocabulary | 14 | 1 |
| 4015 | The Frying Process | 50 | 3 |

FRY COOK

Length of Option — 2 Quarters

| COURSE NO. | COURSE TITLE | HOURS | CREDITS |
|------------|---|-------|---------|
| 0815 | Human Relations | 25 | 3 |
| 0816 | Job Prep | 25 | 2 |
| 0820 | Consumer Economics | 25 | 2 |
| 4001 | Dining Room Procedures and Stewarding | 120 | 9 |
| 4002 | Sanitation | 86 | 5 |
| 4003 | Food Prep Vocabulary | 14 | 1 |
| 4011 | Fats, Oil and Butter | 10 | 1 |

| | | | |
|------|--------------------------|----|---|
| 4015 | The Frying Process | 50 | 3 |
| 4016 | Meat Cooking | 62 | 3 |
| 4020 | Egg Cookery | 50 | 3 |

PANTRY AND SALAD FOODS

Length of Option — 2 Quarters

| COURSE NO. | COURSE TITLE | HOURS | CREDITS |
|------------|---|-------|---------|
| 0815 | Human Relations | 25 | 3 |
| 0816 | Job Prep | 25 | 2 |
| 0820 | Consumer Economics | 25 | 2 |
| 4001 | Dining Room Procedures and Stewarding | 120 | 9 |
| 4002 | Sanitation | 86 | 5 |
| 4003 | Food Prep Vocabulary | 14 | 1 |
| 4012 | Vegetable Cookery | 66 | 3 |
| 4017 | Pantry I | 55 | 4 |
| 4018 | Pantry II | 52 | 3 |

COURSE DESCRIPTIONS

4001 DINING ROOM PROCEDURES AND STEWARDING

Hours: 120 Credits: 9

Prerequisite(s): None.

An introduction to the basic foundations of the food service industry. The basic elements of dining room service to include American, French, English and Russian service. These techniques are practiced by the students in a student dining room, including buffet set up and service. Also included is instruction in personal hygiene, mathematics and basic culinary terminology that is related to dining room service.

4002 SANITATION

Hours: 86 Credits: 5

Prerequisite(s): None.

A course to provide the necessary knowledge of proper sanitation procedures that are acceptable to the Montana State Board of Health and other government agencies.

4003 FOOD PREP—VOCABULARY

Hours: 14 Credits: 1

Prerequisite(s): None.

Introduction and instruction in the specialized vocabulary and key words used in commercial food preparation.

4004 PREPARATION OF BASIC BAKERY FOODS

Hours: 314 Credits: 10

Prerequisite(s): Commercial food preparation, quarters 1, 2 and 3.

To acquaint the student with basic understanding of baking ingredients and their functions as they relate to the finished product, a good working knowledge in the preparation of and the serving of various baked products.

4005 POULTRY AND GAME BIRD COOKERY

Hours: 35 Credits: 2

Prerequisite(s): Commercial food preparation, quarter 1.

A course designed to develop skills in the proper selection of poultry and employ the proper cooking methods to poultry products for consumption.

4006 FOOD PURCHASING

Hours: 50 Credits: 3

Prerequisite(s): Food service orientation, commercial food preparation, quarter 1.

Through this course the student will become familiar with the basic principles involved in food purchasing and is given a basic knowledge of the quality factors of food.

4007 BASIC STOCK COOKERY

Hours: 42 Credits: 3

Prerequisite(s): Commercial food preparation, quarters 1 and 2.

To acquaint the student with the preparation and classification of major stocks and their relationship to soups and sauces.

4008 BASIC SOUP COOKERY

Hours: 52 Credits: 3

Prerequisite(s): None.

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

4009 SAUCE COOKERY I

Hours: 55 Credits: 3

Prerequisite(s): Commercial food preparation, quarters 1 and 2.

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

4010 SAUCE COOKERY II

Hours: 55 Credits: 3

Prerequisite(s): Commercial food preparation, quarters 1 and 2.

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

4011 FATS, OILS AND BUTTER

Hours: 10 Credits: 1

Prerequisite(s): Commercial food preparation, quarters 1 and 2.

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

4012 VEGETABLE COOKERY

Hours: 66 Credits: 3

Prerequisite(s): Commercial food preparation, quarters 1 and 2.

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

4013 MILK AND CHEESE COOKERY

Hours: 6 Credits: 1

Prerequisite(s): Commercial food preparation, quarters 1 and 2.

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

4014 THE COOKING PROCESS

Hours: 70 Credits: 4

Prerequisite(s): Commercial food preparation, quarter 1.

The student will become familiar with the cooking process, what heat does to food, products and how acidity is related to the cooling

process, familiarization of the different forms of conduction, conversion and radiation heating.

4015 THE FRYING PROCESS

Hours: 50 Credits: 3

Prerequisite(s): Commercial food preparation, quarter 1.

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

4016 MEAT COOKING

Hours: 62 Credits: 3

Prerequisite(s): Commercial food preparation, quarter 1.

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

4017 PANTRY I

Hours: 55 Credits: 3

Prerequisite(s): None.

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

4018 PANTRY II

Hours: 52 Credits: 3

Prerequisite(s): 4017.

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

4019 FISH AND SHELLFISH COOKERY

Hours: 32 Credits: 2

Prerequisite(s): Commercial food preparation, quarters 1 and 2.

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

4020 EGG COOKERY

Hours: 50 Credits: 3

Prerequisite(s): Commercial food preparation, quarter 1.

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

4021 CONTROL OF SUGAR AND ICE CRYSTALLIZATION

Hours: 8 Credits: 1

Prerequisite(s): Commercial food preparation, quarters 1 and 2.

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

4022 STARCH COOKERY

Hours: 8 Credits: 1

Prerequisite(s): Commercial food preparation, quarters 1 and 2.

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

4023 FOOD SERVICE MATH

Hours: 72 Credits: 4

Prerequisite(s): None.

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

FASHION MERCHANDISING

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

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



FACULTY

Robert Burger; A.A., Dawson College; B.S., 1969, Eastern Montana College; M.S., 1971, Montana State University; Ph.D., 1980, Colorado State University; 18 yrs. related work experience; at MVTC since 1971.

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

Duane Pederson; B.S., 1968, M.S., 1973, Montana State University; 2 yrs. related work experience; at MVTC since 1976.

FASHION MERCHANDISING

Length of Option — 2 Quarters

| COURSE NO. | COURSE TITLE | HOURS | CREDITS |
|------------|---|-------|---------|
| 0801 | English Review | 20 | 2 |
| 0815 | Human Relations | 25 | 3 |
| 0816 | Job Prep | 25 | 2 |
| 2503 | Principles of Business | 50 | 5 |
| 2505 | Introduction to Fashion | 50 | 5 |
| 2511 | Fashion Salesmanship | 50 | 3 |
| 2513 | Psychology of Selling | 50 | 5 |
| 2521 | Visual Merchandising | 25 | 1 |
| 2533 | Merchandise Math I | 50 | 2 |
| 2538 | Retailing | 25 | 2 |
| 2579 | Fashion Product Knowledge | 50 | 5 |
| 2590/2591 | Cooperative Work Experience/Practicum | 50 | 1 |
| 7014 | Keyboard Typing | 50 | 2 |

FASHION MERCHANDISING MANAGEMENT

Length of Option — 3 Quarters

| COURSE NO. | COURSE TITLE | HOURS | CREDITS |
|------------|---|-------|---------|
| 0801 | English Review | 20 | 2 |
| 0802 | Written Communications | 30 | 3 |
| 0816 | Job Prep | 25 | 2 |
| 2503 | Principles of Business | 50 | 5 |
| 2505 | Introduction to Fashion | 50 | 5 |
| 2511 | Fashion Salesmanship | 50 | 3 |
| 2513 | Psychology of Selling | 50 | 5 |
| 2521 | Visual Merchandising | 25 | 1 |
| 2522 | Retail Advertising | 50 | 4 |
| 2524 | Fashion Promotion | 50 | 2 |
| 2533 | Merchandise Math I | 50 | 2 |
| 2534 | Merchandise Math II | 50 | 3 |
| 2541 | Fashion Merchandising and Management | 50 | 5 |
| 2543 | Principles of Management | 50 | 5 |
| 2579 | Fashion Product Knowledge | 50 | 5 |
| 2590/2591 | Cooperative Work Experience/Practicum | 50 | 1 |
| 7014 | Keyboard Typing | 50 | 2 |
| 7031 | Payroll Accounting | 25 | 1 |
| 7032 | Accounting I | 50 | 3 |

COURSE DESCRIPTIONS See Retailing.

FORESTRY TECHNOLOGY

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

FACULTY

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

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

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

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



Length of Program — 6 Quarters

| COURSE NO. | COURSE TITLE | HOURS | CREDITS |
|------------|---|-------|---------|
| 0805 | Technical Communications | 50 | 5 |
| 0815 | Human Relations | 25 | 3 |
| 0816 | Job Prep | 25 | 2 |
| 0820 | Consumer Economics | 25 | 2 |
| 4501 | Orientation to Forestry | 10 | 1 |
| 4505 | Elementary Surveying | 80 | 5 |
| 4506 | Advanced Surveying | 80 | 5 |
| 4510 | Technical Drawing | 40 | 2 |
| 4515 | Road Locations | 80 | 5 |
| 4516 | Road Design and Staking | 50 | 3 |
| 4520 | Botany | 60 | 4 |
| 4521 | Dendrology | 60 | 4 |
| 4522 | Forest Ecology and Silvics | 50 | 5 |
| 4523 | Applied Silviculture | 60 | 4 |
| 4524 | Habitat Types | 50 | 3 |
| 4525 | Insect and Disease Control | 70 | 4 |
| 4530 | Forest Measurements I | 60 | 4 |
| 4531 | Forest Measurements II | 80 | 5 |
| 4532 | Forest Measurements III | 80 | 4 |
| 4533 | Forest Measurements IV | 60 | 2 |
| 4534 | Forest Measurements V | 60 | 3 |
| 4535 | Forest Products | 40 | 3 |
| 4540 | Soils | 40 | 3 |
| 4545 | Fire Protection | 50 | 5 |
| 4550 | Forestry Tools | 50 | 3 |
| 4555 | Photo Interpretation | 50 | 2 |
| 4560 | Introduction to Marketing and Economics | 20 | 2 |
| 4561 | Forest Economics | 44 | 3 |
| 4565 | Timber Harvesting | 90 | 6 |
| 4570 | Recreation and Planning | 50 | 3 |
| 4571 | Forest Policy and Laws | 26 | 2 |
| 4572 | Range and Wildlife Management | 80 | 5 |

| | | | |
|------|------------------------------------|----|---|
| 4573 | Forest Management | 50 | 4 |
| 4574 | Watershed Management | 60 | 4 |
| 4575 | Supervision and Foremanship | 20 | 2 |
| 4581 | Forestry Mathematics | 50 | 5 |
| 4582 | Statistical Sampling | 50 | 4 |
| 4583 | Applied Forestry Mathematics | 20 | 2 |
| 4597 | First Aid | 8 | 1 |

COURSE DESCRIPTIONS

4501 ORIENTATION TO FORESTRY

Hours: 10 Credits: 1

Prerequisite(s): None.

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

4505 ELEMENTARY SURVEYING

Hours: 80 Credits: 5

Prerequisite(s): None.

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

4506 ADVANCED SURVEYING

Hours: 80 Credits: 5

Prerequisite(s): 4505, 4581.

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

4510 TECHNICAL DRAWING

Hours: 40 Credits: 2

Prerequisite(s): None.

A basic course in drafting for forestry use.

4515 ROAD LOCATIONS

Hours: 80 Credits: 5

Prerequisite(s): 4505, 4506, 4510, 4581.

Road standards, considerations in route selection and road location, route projection, reconnaissance for a projected route and road location survey procedures and practices.

4516 ROAD DESIGN AND STAKING

Hours: 50 Credits: 3

Prerequisite(s): 4505, 4506, 4510, 4515, 4581.

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

4520 BOTANY

Hours: 60 Credits: 4

Prerequisite(s): None.

Basic plant taxonomy, morphology, reproduction, genetics, and metabolism.

4521 DENDROLOGY

Hours: 60 Credits: 4

Prerequisite(s): None.

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

4522 FOREST ECOLOGY AND SILVICS

Hours: 50 Credits: 5

Prerequisite(s): 4520, 4521.

Concepts of forest ecology, solar radiation, climatic factors, soil factors, nutrient and soil water cycles, site competition and survival,

forest succession disturbance effects, silvicultural characteristics of major timber species of the Pacific Northwest.

4523 APPLIED SILVICULTURE

Hours: 60 Credits: 4

Prerequisite(s): 4520, 4521, 4522.

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

4524 HABITAT TYPES

Hours: 50 Credits: 3

Prerequisite(s): 4523.

Habitat Types is a study of the vegetative classification of forest lands currently being used in Montana and the usefulness of this classification system as a land management tool. It includes a review of the development of the Montana forest habitat type classification, the identification of indicator plants and habitat types, and an introduction to the significance of habitat types in forestry.

4525 INSECT AND DISEASE CONTROL

Hours: 70 Credits: 4

Prerequisite(s): 4565.

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

4530 FOREST MEASUREMENTS I

Hours: 80 Credits: 4

Prerequisite(s): Concurrent with 4581.

The measurement of forest wood products following timber harvest essential to the management of forested lands. The forestry technician will measure, record, and compute the volume and value of forest products such as sawlogs, pulpwood, poles, posts, and cordwood.

4531 FOREST MEASUREMENTS II

Hours: 80 Credits: 5

Prerequisite(s): 4505, 4521, 4522, 4530, 4581, 4582.

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

4532 FOREST MEASUREMENTS III

Hours: 80 Credits: 4

Prerequisite(s): 4531.

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

4533 FOREST MEASUREMENTS IV

Hours: 60 Credits: 2

Prerequisite(s): 4530.

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

4534 FOREST MEASUREMENTS V

Hours: 60 Credits: 3

Prerequisite(s): 4522, 4524, and concurrent with 4532.

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

4535 FOREST PRODUCTS

Hours: 40 Credits: 3
Prerequisite(s): None.

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

4540 SOILS

Hours: 40 Credits: 3
Prerequisite(s): None.

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

4545 FIRE PROTECTION

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

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

4550 FORESTRY TOOLS

Hours: 50 Credits: 3
Prerequisite(s): Concurrent with 4523.

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

4555 PHOTO INTERPRETATION

Hours: 50 Credits: 2
Prerequisite(s): 4505, 4581.

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

4560 INTRODUCTION TO MARKETING AND ECONOMICS

Hours: 20 Credits: 2
Prerequisite(s): None.

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

4561 FOREST ECONOMICS

Hours: 44 Credits: 3
Prerequisite(s): 4560.

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

4565 TIMBER HARVESTING

Hours: 90 Credits: 6
Prerequisite(s): 4521, 4523, 4540.

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

4571 FOREST POLICY AND LAWS

Hours: 26 Credits: 2
Prerequisite(s): 0805.

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

4572 RANGE AND WILDLIFE MANAGEMENT

Hours: 80 Credits: 5
Prerequisite(s): 4522, 4524.

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

4573 FOREST MANAGEMENT

Hours: 50 Credits: 4
Prerequisite(s): 4521, 4531, 4561, 4565.

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

4574 WATERSHED MANAGEMENT

Hours: 60 Credits: 4
Prerequisite(s): None.

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

4575 SUPERVISION AND FOREMANSHIP

Hours: 20 Credits: 2
Prerequisite(s): 0805, 0815.

Techniques of supervision, training and labor-management relationships.

4581 FORESTRY MATHEMATICS

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

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

4582 STATISTICAL SAMPLING

Hours: 50 Credits: 4
Prerequisite(s): 4581.

Statistical Sampling involves the application of sampling and statistical techniques to forest resource inventories. It includes the introduction of sampling concepts and the analysis of samples based on natural populations. The class is designed to prepare students for forestry inventory courses such as fixed plot cruising, variable plot cruising, advanced cruising, and advanced scaling.

4583 APPLIED FORESTRY MATHEMATICS

Hours: 20 Credits: 2
Prerequisite(s): 4581, 4582.

The application of Forestry Mathematics (4581) and Statistical Sampling (4582) to the solution of the practical, everyday problems encountered by the forestry technician in resource management.

4597 FIRST AID

Hours: 8 Credits: 1
Prerequisite(s): None.

American National Red Cross Multimedia Standard First Aid Card Course.

4598 ADVANCED FIRST AID

Hours: 20 Credits: 2
Prerequisite(s): None.

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



HEAVY EQUIPMENT MAINTENANCE

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

FACULTY

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

Ed Slusher; 30 yrs. related work experience; at MVTC since 1981.

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

Length of Program — 3 Quarters

| COURSE NO. | COURSE TITLE | HOURS | CREDITS |
|------------|---|-------|---------|
| 0815 | Human Relations | 25 | 3 |
| 0816 | Job Prep | 25 | 2 |
| 0820 | Consumer Economics | 25 | 2 |
| 6005 | Electrical Systems | 100 | 6 |
| 6020 | Trade Mathematics for Heavy Equipment Maintenance | 25 | 3 |
| 6025 | Hydraulics | 100 | 6 |
| 6035 | Machine Shop | 100 | 3 |
| 6040 | Principles of Engines | 200 | 10 |
| 6042 | Fuels, Carburetion and Fuel Systems | 100 | 6 |
| 6044 | Drive Trains | 100 | 6 |
| 6046 | Chassis | 100 | 6 |
| 6065 | Welding | 100 | 3 |
| 6097 | First Aid | 8 | 1 |

COURSE DESCRIPTIONS

6005 ELECTRICAL SYSTEMS

Hours: 100 Credits: 6

Prerequisite(s): None.

A study of electrical theory, electrical components and systems which will be given in classroom and shop instruction.

6020 TRADE MATHEMATICS FOR HEAVY EQUIPMENT MAINTENANCE

Hours: 25 Credits: 3

Prerequisite(s): None.

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

6025 HYDRAULICS AND PNEUMATICS

Hours: 100 Credits: 6

Prerequisite(s): None.

The theory of hydraulics as it applies to mobile construction equipment.

6035 MACHINE SHOP

Hours: 100 Credits: 3

Prerequisite(s): None.

The safe use of hand tools and machine tools used in equipment repair including units on fasteners, threads and threading, drills and drilling, files and filing, basic lathe operation and basic milling machine operation.

6040 PRINCIPLES OF ENGINES

Hours: 200 Credits: 10

Prerequisite(s): None.

Gives students experience in aspects of diesel and gasoline engine rebuilding and maintenance.

6042 FUELS, CARBURETION AND FUEL SYSTEMS

Hours: 100 Credits: 8

Prerequisite(s): 6040.

Designed to give the student basic knowledge of carburetion principles. Student will know the difference between the fuel injection systems, principles in which they operate, and be able to make field adjustments.

6044 DRIVE TRAINS

Hours: 100 Credits: 6

Prerequisite(s): None.

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

6046 CHASSIS

Hours: 100 Credits: 6

Prerequisite(s): None.

Classroom and shop instruction of chassis components used on light and heavy duty trucks and equipment.

6065 WELDING

Hours: 100 Credits: 3

Prerequisite(s): None.

Student will be instructed in set up and use of oxy-acetylene and arc equipment. If the student progresses rapidly enough, instruction in use of MIG and TIG will be given.

6097 FIRST AID

Hours: 8 Credits: 1

Prerequisite(s): None.

American National Red Cross Multimedia Standard First Aid Card Course.

HEAVY EQUIPMENT OPERATION

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

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



FACULTY

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

Length of Program — 3 Quarters

| COURSE NO. | COURSE TITLE | HOURS | CREDITS |
|------------|----------------------------|-------|---------|
| 0815 | Human Relations | 25 | 2 |
| 0816 | Job Prep | 25 | 2 |
| 0820 | Consumer Economics | 25 | 2 |
| 5504 | Basic Surveying | 50 | 3 |
| 5506 | Operations Level I | 100 | 6 |
| 5507 | Operations Level II | 100 | 6 |
| 5508 | Operations Level III | 230 | 9 |

| | | | |
|------|--------------------------------|-----|---|
| 5509 | Applied Surveying | 50 | 3 |
| 5515 | Introduction to Service | 50 | 3 |
| 5517 | Equipment Maintenance | 100 | 6 |
| 5518 | Advanced Maintenance** | 70 | 5 |
| 5520 | Trade Math | 50 | 5 |
| 5526 | Introduction to Industry | 75 | 7 |
| 5527 | Theory of Industry** | 70 | 8 |
| 5585 | Welding | 100 | 4 |
| 5597 | First Aid* | 8 | 1 |

*After initial instruction, First Aid will be incorporated into the entire operations program.

**Electives --- student will select one special interest study area.

COURSE DESCRIPTIONS

5504 BASIC SURVEYING

Hours: 50 Credits: 3

Prerequisite(s): None.

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

5506 OPERATIONS—LEVEL I

Hours: 100 Credits: 6

Prerequisite(s): None.

Instruction in the basic operation of crawler tractors, scrapers, front end loaders, motor graders, and backhoes. Sufficient time will be allowed for the development of proper operation techniques. Students shall participate in shop field assignments designed to help develop proper operating techniques.

5507 OPERATIONS—LEVEL II

Hours: 100 Credits: 6

Prerequisite(s): Successful completion of Operations—Level I.

Time will be allowed for the student to work in a meaningful job-type situation. Progress in the operation and understanding of the equipment will be required.

5508 OPERATIONS—LEVEL III

Hours: 230 Credits: 9

Prerequisite(s): HEO fall and winter quarters (all courses).

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

5509 APPLIED SURVEYING

Hours: 50 Credits: 3

Prerequisite(s): HEO fall and winter quarters (all courses).

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

5515 INTRODUCTION TO SERVICE

Hours: 50 Credits: 2

Prerequisite(s): None.

Discussion of different types of lubricants and their purposes; scheduled and preventative maintenance; and a basic investigation of diesel engines and other components. Students shall participate in maintenance activities designed to create awareness of the importance and necessity of the proper lubrication procedures.

5517 EQUIPMENT MAINTENANCE

Hours: 100 Credits: 6

Prerequisite(s): HEO fall quarter (Introduction to Service).

Assignments designed to familiarize students with the basic construction and operation of heavy equipment components. Activities in the inspection and correction of fundamental malfunctions, equipment repair and maintenance situations.

5518 ADVANCED MAINTENANCE

Hours: 50 Credits: 5

Prerequisite(s): HEO fall and winter quarters (all courses).

Disassembly, inspection, and repair of major equipment components. Emergency field work on various heavy equipment units.

5520 TRADE MATHEMATICS

Hours: 50 Credits: 5

Prerequisite(s): None.

Review of basic mathematic principles, and instruction in the application of these principles to various situations encountered in the heavy construction, mining, and forest industries.

5526 INTRODUCTION TO INDUSTRY

Hours: 75 Credits: 7

Prerequisite(s): HEO fall quarter (Reviewed Math; Operations I and II).

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

5527 THEORY OF INDUSTRY

Hours: 120 Credits: 8

Prerequisite(s): HEO fall and winter quarters (all courses).

Basic skills in project management, estimation, plan development, survey reading, and specifications will be studied. Students shall participate in classroom and field activities designed to enhance supervisory aptitude and ability.

5585 WELDING

Hours: 100 Credits: 3

Prerequisite(s): None.

Application of skills in accomplishing conventional applications of arc welding; i.e., setting heat ranges, selecting correct electrodes, making acceptable tack welds or braces; properly lighting and adjusting oxy-acetylene torch equipment for cutting, welding, soldering, and brazing, as well as heating metals used in construction of "heavy construction equipment."

5597 FIRST AID

Hours: 8 Credits: 1

Prerequisite(s): None.

American National Red Cross Multimedia Standard First Aid Card Course.

INDUSTRIAL ELECTRONICS

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



FACULTY

Ellis Surratt; B.S., 1971, M.S., 1972, Northern Montana College; 25 yrs. related work experience; at MVTC since 1972.
William French; A.A.S., 1975, North Seattle Community College; B.S., 1977, Western Washington State College; 7 yrs. related work experience; at MVTC since 1981.

Length of Program — 6 Quarters

| COURSE NO. | COURSE TITLE | HOURS | CREDITS |
|------------|--|-------|---------|
| 0805 | Technical Communications | 50 | 5 |
| 0815 | Human Relations | 25 | 3 |
| 0816 | Job Prep | 25 | 2 |
| 0820 | Consumer Economics | 25 | 2 |
| 3501 | Direct Current Theory | 100 | 7 |
| 3502 | Alternating Current Theory | 100 | 7 |
| 3503 | Tube and Semiconductor Theory | 100 | 7 |
| 3505 | Semiconductor Circuits | 100 | 7 |
| 3506 | Logic and Semiconductor Switching Circuits | 50 | 5 |
| 3507 | Math I | 100 | 7 |
| 3508 | Math II | 50 | 5 |
| 3509 | Math III | 50 | 5 |
| 3520 | Physics I | 50 | 5 |
| 3521 | Physics II | 50 | 5 |
| 3522 | Physics III | 100 | 7 |
| 3525 | Microcomputer Programming I | 50 | 2 |
| 3526 | Microcomputer Programming II | 50 | 2 |
| 3527 | Computer Fundamentals | 100 | 7 |
| 3528 | Instrumentation I | 100 | 7 |
| 3529 | Instrumentation II | 100 | 7 |
| 3532 | Microprocessors I | 100 | 7 |
| 3533 | Microprocessors II | 100 | 7 |
| 3534 | Automatic Control I | 50 | 5 |
| 3535 | Automatic Control II | 50 | 5 |

COURSE DESCRIPTIONS

3501 DIRECT CURRENT THEORY

Hours: 100 Credits: 7

Prerequisite(s): None.

A study of current flow, direct current circuits and concepts of power. The course presents work with magnetic circuits and introduces time varying currents. Standard circuit theorems are introduced along with various methods of circuit analysis and problem solving. This course utilizes mathematic tools as they are developed

in the mathematics course. Laboratory work to reinforce the course materials is included.

3502 ALTERNATING CURRENT THEORY

Hours: 100 Credits: 7

Prerequisite(s): 3501.

A thorough analysis of current flow, voltage and the effects of both the resistive and reactive components in alternating current circuits. Laboratory work to reinforce the course material is included.

3503 TUBE AND SEMICONDUCTOR THEORY

Hours: 100 Credits: 7

Prerequisite(s): 3502.

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

3505 SEMICONDUCTOR CIRCUITS

Hours: 100 Credits: 7

Prerequisite(s): 3503.

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

3506 INTRODUCTION TO LOGIC AND SEMICONDUCTOR

Hours: 50 Credits: 5

Prerequisite(s): 3502.

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

3507 MATH I

Hours: 100 Credits: 7

Prerequisite(s): None.

An integrated treatment of mathematical topics in algebra and trigonometry found necessary for a sound mathematical background for the technician. Numerous applications for technical fields have been included to indicate how and where mathematical techniques are used.

3508 MATH II

Hours: 50 Credits: 5

Prerequisite(s): 3507.

A continuation of Math I; is an integrated treatment of mathematical topics in algebra and trigonometry found necessary for a sound mathematical background for the technician. Numerous applications for technical fields have been included to indicate how and where mathematical techniques are used.

3509 MATH III

Hours: 50 Credits: 5

Prerequisite(s): 3508.

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

3520 PHYSICS I

Hours: 50 Credits: 5

Prerequisite(s): Concurrent with 3507.

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

3521 PHYSICS II

Hours: 50 Credits: 5

Prerequisite(s): 3520.

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

3522 PHYSICS III

Hours: 100 Credits: 7

Prerequisite(s): 3521.

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

3525 MICROCOMPUTER PROGRAMMING I

Hours: 50 Credits: 2

Prerequisite(s): None.

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

3526 MICROCOMPUTER PROGRAMMING II

Hours: 50 Credits: 2

Prerequisite(s): 3525.

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

3527 COMPUTER FUNDAMENTALS

Hours: 100 Credits: 7

Prerequisite(s): 3503.

The course covers I²L, TTL and SOS circuits, memories, charge coupled devices and microprocessors, along with combinational and sequential circuits, MOS and linear circuits.

3528 INSTRUMENTATION I

Hours: 100 Credits: 7

Prerequisite(s): 3505.

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

3529 INSTRUMENTATION II

Hours: 100 Credits: 7

Prerequisite(s): 3528.

A study of industrial measuring and process control instrumentation.

3532 MICROPROCESSORS I

Hours: 100 Credits: 7

Prerequisite(s): 3527.

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

3533 MICROPROCESSORS II

Hours: 100 Credits: 7

Prerequisite(s): 3527 and 3532.

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

3534 AUTOMATIC CONTROL I

Hours: 50 Credits: 5

Prerequisite(s): 3505, 3509 and 3522.

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

3535 AUTOMATIC CONTROL II

Hours: 50 Credits: 5

Prerequisite(s): 3505, 3509, 3522 and 3534.

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

PRACTICAL NURSING

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



FACULTY

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

Ramona Sellegren, R.N.; Diploma, 1948, Bethany Medical Center; B.S., 1977, Montana State University; 31 yrs. related work experience; at MVTC since 1981.

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

Length of Program — 4 Quarters

| COURSE NO. | COURSE TITLE | HOURS | CREDITS |
|------------|--|-------|---------|
| 0815 | Human Relations | 25 | 3 |
| 0816 | Job Prep | 25 | 2 |
| 5001 | Basic Science | 100 | 9 |
| 5003 | Conditions of Illness | 100 | 10 |
| 5015 | Nutrition | 25 | 3 |
| 5020 | Medical Terminology | 25 | 3 |
| 5030 | Nursing Needs of People in Illness | 100 | 7 |
| 5031 | Nursing Needs of People in Illness | 75 | 5 |
| 5034 | Math for Nursing | 50 | 5 |
| 5035 | Drugs and Their Administration | 75 | 6 |
| 5040 | Care of Mother and Newborn | 25 | 2 |
| 5045 | Care of Children | 25 | 2 |
| 5091 | Clinical Experience | 350 | 15 |
| 5092 | Clinical Experience | 350 | 17 |
| 5097 | First Aid | 8 | 1 |

COURSE DESCRIPTIONS

5001 BASIC SCIENCE

Hours: 100 Credits: 9

Prerequisite(s): None.

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

5003 CONDITIONS OF ILLNESS

Hours: 100 Credits: 9

Prerequisite(s): 5001.

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

5015 NUTRITION

Hours: 25 Credits: 3

Prerequisite(s): None.

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

5020 MEDICAL TERMINOLOGY

Hours: 25 Credits: 2

Prerequisite(s): None.

This course is intended to prepare the student to speak and write the language of the medical field and how the language is used by the allied health workers, dealing with terms specifically relating to the systems of the body.

5030 NURSING NEEDS OF PEOPLE IN ILLNESS

Hours: 100 Credits: 7

Prerequisite(s): None.

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

5031 NURSING NEEDS OF PEOPLE IN ILLNESS

Hours: 75 Credits: 5

Prerequisite(s): 5030.

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

5034 MATH FOR NURSING

Hours: 50 Credits: 5

Prerequisite(s): None.

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

5035 DRUGS AND THEIR ADMINISTRATION

Hours: 75 Credits: 6

Prerequisite(s): 5034.

Study of sources, classifications and routes of administering drugs along with injection techniques and solving parenteral dosage problems.

5040 CARE OF MOTHER AND NEWBORN

Hours: 25 Credits: 2

Prerequisite(s): 5015 and 5030.

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

5045 CARE OF CHILDREN

Hours: 25 Credits: 2

Prerequisite(s): 5001, 5030, 5040.

Study of the physical and psychological growth and development

of children, preventive pediatrics and major abnormalities and diseases of children.

5091 CLINICAL EXPERIENCE

Hours: 350 Credits: 15

Prerequisite(s): Completion of all pre-clinical courses with a minimum grade requirement of "C" in each course.

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

5092 CLINICAL EXPERIENCE

Hours: 350 Credits: 17

Prerequisite(s): Completion of 5091 and all pre-clinical courses with a minimum grade requirement of "C" in each course.

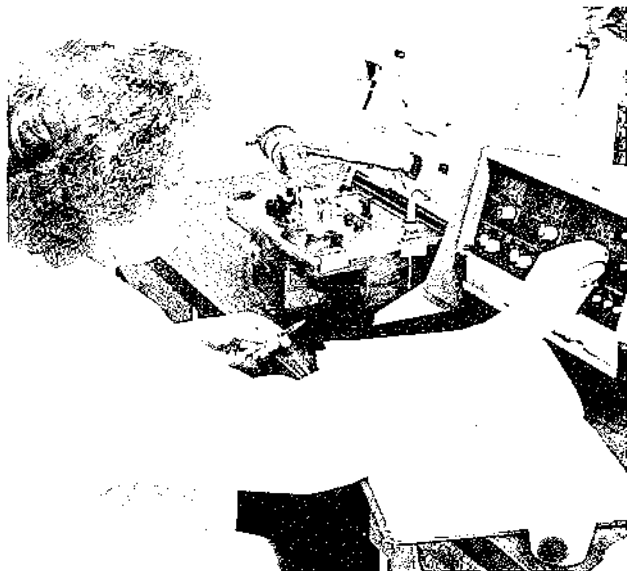
Clinical experience provides for the applications of skills and knowledges learned in the classroom and course 5091 to geriatric nursing, pediatrics, obstetrics and the psychiatric patient, as well as in other specialized areas such as the doctor's office, emergency room, recovery room and extended care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

5097 FIRST AID

Hours: 8 Credits: 1

Prerequisite(s): None.

American National Red Cross Multimedia Standard First Aid Card Course.



RESPIRATORY THERAPY TECHNOLOGY

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

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

FACULTY

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

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

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

Length of Program — 4 Quarters

| COURSE NO. | COURSE TITLE | HOURS | CREDITS |
|------------|------------------------------|-------|---------|
| 0815 | Human Relations | 25 | 2 |
| 0816 | Job Preparation | 25 | 2 |
| 8501 | Basic Science | 100 | 7 |
| 8502 | Respiratory Physiology | 40 | 4 |
| 8520 | Medical Terminology | 25 | 2 |
| 8525 | Pharmacology | 40 | 4 |
| 8529 | Nursing Skills | 50 | 3 |

| | | | |
|------|-------------------------------|-----|----|
| 8530 | Preclinical Instruction | 150 | 12 |
| 8531 | Clinical Instruction | 20 | 2 |
| 8532 | Clinical Instruction | 20 | 2 |
| 8533 | Clinical Instruction | 20 | 2 |
| 8540 | Clinical Topics I | 20 | 2 |
| 8541 | Clinical Topics II | 20 | 2 |
| 8542 | Clinical Topics III | 30 | 3 |
| 8591 | Clinical Experience | 240 | 12 |
| 8592 | Clinical Experience | 320 | 16 |
| 8593 | Clinical Experience | 320 | 16 |
| 8597 | First Aid..... | 8 | 1 |

COURSE DESCRIPTIONS

8501 BASIC SCIENCE

Hours: 100 Credits: 7

Prerequisite(s): None.

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

8502 RESPIRATORY PHYSIOLOGY

Hours: 40 Credits: 4

Prerequisite(s): None.

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

8520 MEDICAL TERMINOLOGY

Hours: 25 Credits: 3

Prerequisite(s): None.

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

8525 PHARMACOLOGY

Hours: 40 Credits: 4

Prerequisite(s): None.

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

8529 NURSING SKILLS

Hours: 50 Credits: 3

Prerequisite(s): None.

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

8530 PRECLINICAL INSTRUCTION

Hours: 150 Credits: 12

Prerequisite(s): None.

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

8531 CLINICAL INSTRUCTION

Hours: 20 Credits: 2

Prerequisite(s): 8530.

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

8532 CLINICAL INSTRUCTION

Hours: 20 Credits: 2

Prerequisite(s): 8531.

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

8533 CLINICAL INSTRUCTION

Hours: 20 Credits: 2

Prerequisite(s): 8532.

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

8540 CLINICAL TOPICS I

Hours: 20 Credits: 2

Prerequisite(s): None.

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

8541 CLINICAL TOPICS II

Hours: 20 Credits: 2

Prerequisite(s): None.

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

8542 CLINICAL TOPICS III

Hours: 20 Credits: 2

Prerequisite(s): None.

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

8591 CLINICAL EXPERIENCE

Hours: 240 Credits: 12

Prerequisite(s): Successful completion of theory.

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

8592 CLINICAL EXPERIENCE

Hours: 320 Credits: 16

Prerequisite(s): 8591.

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

8593 CLINICAL EXPERIENCE

Hours: 320 Credits: 16

Prerequisite(s): 8592.

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

8597 FIRST AID

Hours: 8 Credits: 1

Prerequisite(s): None.

American National Red Cross Multimedia Standard First Aid Card Course.



RETAILING

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

FACULTY See Fashion Merchandising.

RETAIL MERCHANDISING

Length of Option — 2 Quarters

| COURSE NO. | COURSE TITLE | HOURS | CREDITS |
|------------|---|-------|---------|
| 0801 | English Review | 20 | 2 |
| 0802 | Written Communications | 30 | 3 |
| 0815 | Human Relations | 25 | 3 |
| 0816 | Job Prep | 50 | 2 |
| 2503 | Principles of Business | 50 | 5 |
| 2512 | Retail Salesmanship | 50 | 3 |
| 2513 | Psychology of Selling | 50 | 5 |
| 2521 | Visual Merchandising | 25 | 1 |
| 2533 | Merchandise Math I | 50 | 2 |
| 2538 | Retailing | 25 | 2 |
| 2590/2591 | Cooperative Work Experience/Practicum | 50 | 1 |
| 7014 | Keyboard Typing | 50 | 2 |
| | Electives | 50 | |

RETAIL MERCHANDISING MANAGEMENT

Length of Option — 3 Quarters

| COURSE NO. | COURSE TITLE | HOURS | CREDITS |
|------------|---|-------|---------|
| 0801 | English Review | 20 | 2 |
| 0802 | Written Communications | 30 | 3 |
| 0816 | Job Prep | 25 | 2 |
| 2503 | Principles of Business | 50 | 5 |
| 2512 | Retail Salesmanship | 50 | 3 |
| 2513 | Psychology of Selling | 50 | 5 |
| 2518 | Retail Store Management | 50 | 5 |
| 2521 | Visual Merchandising | 25 | 1 |
| 2522 | Retail Advertising | 50 | 4 |
| 2523 | Retail Promotion | 50 | 2 |
| 2533 | Merchandise Math I | 50 | 2 |
| 2534 | Merchandise Math II | 50 | 3 |
| 2543 | Principles of Management | 50 | 5 |
| 2590/2591 | Cooperative Work Experience/Practicum | 50 | 1 |
| 7014 | Keyboard Typing | 50 | 2 |
| 7031 | Payroll Accounting | 25 | 1 |
| 7032 | Accounting I | 50 | 3 |

COURSE DESCRIPTIONS

2503 PRINCIPLES OF BUSINESS

Hours: 50 Credits: 5

Prerequisite(s): None.

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

2505 INTRODUCTION TO FASHION

Hours: 50 Credits: 5

Prerequisite(s): None.

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

2511 FASHION SALESMANSHIP

Hours: 50 Credits: 3

Prerequisite(s): None.

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

2512 RETAIL SALESMANSHIP

Hours: 50 Credits: 3

Prerequisite(s): None.

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

2513 PSYCHOLOGY OF SELLING

Hours: 50 Credits: 5

Prerequisite(s): 2512.

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

2518 RETAIL STORE MANAGEMENT

Hours: 50 Credits: 5

Prerequisite(s): Must have completed **one** quarter of instruction in Mid Management.

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

2521 VISUAL MERCHANDISING

Hours: 25 Credits: 1

Prerequisite(s): None.

The study of the principles of arrangement in creating interior and window displays involving the study of various types of displays, purposes of display, principles of arrangement and design and various types of arrangements. Application of theory is carried through by student creation of a series of displays.

2522 RETAIL ADVERTISING

Hours: 50 Credits: 4

Prerequisite(s): None.

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

2523 RETAIL PROMOTION

Hours: 50 Credits: 2

Prerequisite(s): 2522.

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

2524 FASHION PROMOTION

Hours: 50 Credits: 3

Prerequisite(s): 2522.

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

2533 MERCHANDISE MATH I

Hours: 50 Credits: 2

Prerequisite(s): None.

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

2534 MERCHANDISE MATH II

Hours: 50 Credits: 2

Prerequisite(s): 2533.

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

2538 RETAILING

Hours: 25 Credits: 2

Prerequisite(s): None.

Students will learn principles of merchandising that apply to retail outlets. Subjects covered will include types of retail outlets, customer service, store operation and merchandising the product or service.

2541 FASHION MERCHANDISING AND MANAGEMENT

Hours: 50 Credits: 5

Prerequisite(s): 2505.

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

2543 PRINCIPLES OF MANAGEMENT

Hours: 50 Credits: 5

Prerequisite(s): None.

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

2579 MERCHANDISE PRODUCT KNOWLEDGE

Hours: 50 Credits: 5

Prerequisite(s): None.

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

2590 COOPERATIVE WORK EXPERIENCE

Hours: 50 Credits: 11

Prerequisite(s): None.

Cooperative Work Experience attempts to bring greater relevancy to formal instruction through alternating employment in the community with classroom instruction. Students receive both pay and credit for their work and are supervised on the job by the employer and school personnel. Weekly classroom seminars will tie together principles studied in class to applications being made on the job.

2591 PRACTICUM

Hours: 50 Credits: 11

Prerequisite(s): None.

Practicum attempts to bring greater relevancy to classroom instruction through alternating job-like experiences. The student receives these job-like experiences with a local retail establishment in the area of his/her choice. Weekly classroom seminars will tie together principles studied in class to applications being made on the job.

7031 PAYROLL ACCOUNTING

Hours: 25 Credits: 1

Prerequisite(s): 7032.

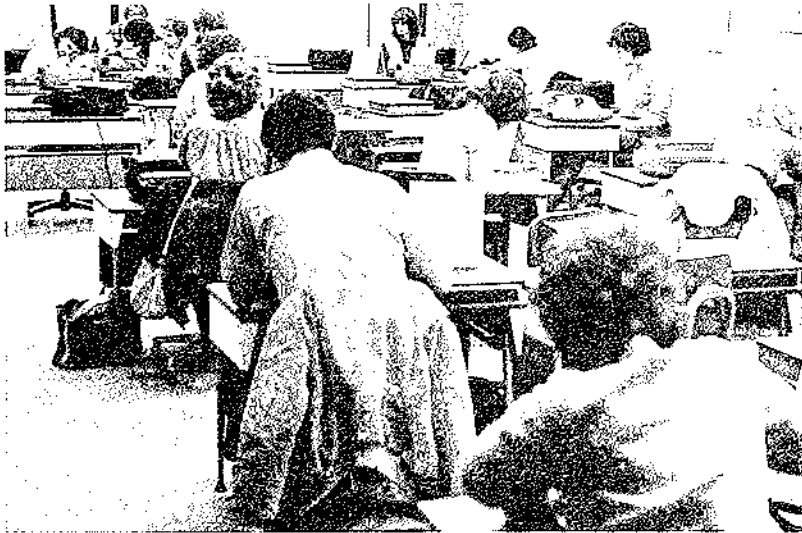
Designed to train the student for payroll accounting using both manual operations and electronic data processing. It includes all payroll records utilized in the field, federal acts and laws, and is updated every year with the current rates and regulations.

7032 ACCOUNTING I

Hours: 50 Credits: 4

Prerequisite(s): None.

Basic double-entry accounting is introduced. Emphasis is on analysis, journalizing, posting, trial balance, worksheet and financial statements. Includes basic banking procedures and payroll.



and pleadings from dictated instructions, and follow legal office procedures; medical secretaries transcribe medical histories and reports, maintain medical records and forms, and follow medical office procedures; both send billings.

SECRETARIAL

Secretarial personnel schedule appointments, answer the telephone and give information to callers, greet visitors; read and route incoming mail and prepare outgoing mail; compose routine correspondence and type letters, tables and reports; file correspondence and other records. Some jobs require the secretarial worker to take dictation in shorthand, to type from a voice recording or to originate documents on word processing equipment.

In addition to these duties, legal secretaries prepare and type legal documents

FACULTY

Carolyn Woodbury; B.S., 1959, University of Montana; 3 yrs. related work experience; at MVTC since 1972.

Larry Altenbrun; B.A., 1972, M.Ed., 1978, University of Montana; 6 yrs. related work experience; at MVTC since 1973.

Helen Chumrau; B.S., 1963, M.Ed., 1981, University of Montana; 7 yrs. related work experience; at MVTC since 1970.

Penny Jakes; B.S., 1970, Montana State University; M.Ed., 1981, University of Montana; 3 yrs. related work experience; at MVTC since 1973.

Patricia Kiner; 10 yrs. related work experience; at MVTC since 1969.

Ann Morger; B.A., 1943, University of Montana; M.S., 1967, Montana State University; 12 yrs. related work experience; at MVTC since 1972.

Carol Morris; 23 yrs. related work experience; at MVTC since 1972.

Lynn Stocking; B.S., 1974, University of Montana; 5 yrs. related work experience; at MVTC since 1978.

Carol Sullivan; B.A., 1973, University of Montana; 3 yrs. related work experience; at MVTC since 1974.

CLERK TYPIST**Length of Option — 3 Quarters**

| COURSE NO. | COURSE TITLE | HOURS | CREDITS |
|------------|------------------------------|-------|---------|
| 0801 | English Review | 20 | 2 |
| 0802 | Written Communications | 30 | 3 |
| 0815 | Human Relations | 25 | 3 |
| 0816 | Job Prep | 25 | 2 |
| 0820 | Consumer Economics | 25 | 2 |
| 7001 | Business Math | 50 | 3 |
| 7005 | Filing | 50 | 3 |
| 7010 | Office Machines | 25 | 1 |
| 7014 | Keyboard Typing | 50 | 2 |

| | | | |
|------|--------------------------------|----|---|
| | or | | |
| 7015 | Typing I | 50 | 2 |
| 7016 | Typing II | 50 | 2 |
| 7017 | Typing III | 50 | 3 |
| 7020 | Machine Transcription I | 50 | 2 |
| 7021 | Machine Transcription II | 50 | 2 |
| 7024 | Word Processing | 50 | 2 |
| 7027 | Recordkeeping | 50 | 3 |
| 7075 | Office Procedures | 50 | 3 |
| 7076 | Model Office | 50 | 2 |

GENERAL SECRETARY
Length of Option — 5 Quarters

| COURSE NO. | COURSE TITLE | HOURS | CREDITS |
|-------------------|-------------------------------------|--------------|----------------|
| 0801 | English Review | 20 | 2 |
| 0802 | Written Communications | 30 | 3 |
| 0815 | Human Relations | 25 | 3 |
| 0816 | Job Prep | 25 | 2 |
| 0820 | Consumer Economics | 25 | 2 |
| 1505 | Principles of Data Processing | 50 | 5 |
| 2571 | Business Law | 30 | 3 |
| 7001 | Business Math | 50 | 3 |
| 7005 | Filing | 50 | 3 |
| 7010 | Office Machines | 25 | 1 |
| 7014 | Keyboard Typing | 50 | 2 |
| | or | | |
| 7015 | Typing I | 50 | 2 |
| 7016 | Typing II | 50 | 2 |
| 7017 | Typing III | 50 | 3 |
| 7020 | Machine Transcription I | 50 | 2 |
| 7021 | Machine Transcription II | 50 | 2 |
| 7024 | Word Processing | 50 | 2 |
| 7027 | Recordkeeping | 50 | 3 |
| 7040 | Shorthand | 50 | 5 |
| 7041 | Stenography I | 50 | 4 |
| 7042 | Stenography II | 50 | 4 |
| 7043 | Stenography III | 100 | 5 |
| 7044 | Stenography IV | 100 | 5 |
| 7065 | Office Management | 25 | 2 |
| 7075 | Office Procedures | 50 | 3 |
| 7076 | Model Office | 50 | 2 |
| 7090 | Cooperative Work Experience | 100 | 2 |

LEGAL SECRETARY
Length of Option — 6 Quarters

| COURSE NO. | COURSE TITLE | HOURS | CREDITS |
|-------------------|------------------------------|--------------|----------------|
| 0801 | English Review | 20 | 2 |
| 0802 | Written Communications | 30 | 3 |
| 0815 | Human Relations | 25 | 3 |
| 0816 | Job Prep | 25 | 2 |
| 0820 | Consumer Economics | 25 | 2 |
| 2571 | Business Law | 50 | 3 |
| 7001 | Business Math | 50 | 3 |
| 7005 | Filing | 50 | 3 |
| 7010 | Office Machines | 25 | 1 |
| 7014 | Keyboard Typing | 50 | 2 |
| | or | | |

| | | | |
|------|--|-----|----|
| 7015 | Typing I | 50 | 2 |
| 7016 | Typing II | 50 | 2 |
| 7017 | Typing III | 50 | 3 |
| 7024 | Word Processing | 50 | 2 |
| 7027 | Recordkeeping | 50 | 3 |
| 7065 | Office Management | 25 | 2 |
| 7075 | Office Procedures | 50 | 3 |
| 7076 | Corporate, Federal and Appeal Procedures | 50 | 5 |
| 7079 | Legal Terminology | 50 | 3 |
| 7080 | Legal Office Procedures | 50 | 5 |
| 7081 | Probate and Domestic Relations | 50 | 5 |
| 7082 | Corporate, Federal and Appeal Procedure | 50 | 5 |
| 7083 | Legal Transcription I | 100 | 4 |
| 7084 | Legal Transcription II | 100 | 4 |
| 7086 | Legal Office Production | 100 | 6 |
| 7090 | Cooperative Work Experience | 100 | 2 |
| | Electives* | 250 | 13 |

*See list of approved electives below.

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

| COURSE NO. | COURSE TITLE | HOURS | CREDITS |
|-------------------|--|--------------|----------------|
| 1501 | Introduction to Business Computers | 50 | 5 |
| 2503 | Principles of Business | 50 | 5 |
| 7020 | Machine Transcription I* | 50 | 2 |
| 7021 | Machine Transcription II* | 50 | 2 |
| 7031 | Payroll Accounting* | 25 | 1 |
| 7032 | Accounting I | 50 | 4 |
| 7033 | Accounting II* | 50 | 4 |
| 7034 | Accounting III* | 50 | 4 |
| 7040 | Shorthand | 50 | 5 |
| 7041 | Stenography I* | 50 | 4 |
| 7042 | Stenography II* | 50 | 4 |
| 7043 | Stenography III* | 100 | 5 |
| 7044 | Stenography IV* | 100 | 5 |
| 7050 | Medical Terminology I | 50 | 4 |
| 7051 | Medical Terminology II* | 50 | 4 |
| 7052 | Medical Terminology III* | 50 | 4 |
| 7053 | Medical Terminology IV* | 50 | 5 |
| 7054 | Anatomy and Physiology I* | 50 | 4 |
| 7055 | Anatomy and Physiology II* | 50 | 4 |

LEGAL TYPIST

| COURSE NO. | COURSE TITLE | HOURS | CREDITS |
|-------------------|------------------------------|--------------|----------------|
| 0801 | English Review | 20 | 2 |
| 0802 | Written Communications | 30 | 3 |
| 0815 | Human Relations | 25 | 3 |
| 0816 | Job Prep | 25 | 2 |
| 0820 | Consumer Economics | 25 | 2 |
| 7001 | Business Math | 50 | 3 |
| 7005 | Filing | 50 | 3 |
| 7010 | Office Machines | 25 | 1 |
| 7014 | Keyboard Typing | 50 | 2 |
| | OR | | |
| 7015 | Typing I | 50 | 2 |
| 7016 | Typing II | 50 | 2 |

| | | | |
|------|--------------------------------------|-----|---|
| 7017 | Typing III | 50 | 3 |
| 7020 | Machine Transcription I | 50 | 2 |
| 7024 | Word Processing | 50 | 2 |
| 7027 | Recordkeeping | 50 | 3 |
| 7075 | Office Procedures | 50 | 3 |
| 7076 | Model Office | 50 | 2 |
| 7079 | Legal Terminology | 50 | 3 |
| 7080 | Legal Office Procedures | 50 | 5 |
| 7081 | Probate and Domestic Relations | 50 | 5 |
| 7083 | Legal Transcription I | 100 | 4 |
| 7084 | Legal Transcription II | 100 | 4 |

MEDICAL SECRETARY

Length of Option — 5 Quarters

| COURSE NO. | COURSE TITLE | HOURS | CREDITS |
|------------|-----------------------------------|-------|---------|
| 0801 | English Review | 20 | 2 |
| 0802 | Written Communications | 30 | 3 |
| 0815 | Human Relations | 25 | 3 |
| 0816 | Job Prep | 25 | 2 |
| 0820 | Consumer Economics | 25 | 2 |
| 7001 | Business Math | 50 | 3 |
| 7005 | Filing | 50 | 3 |
| 7010 | Office Machines | 25 | 1 |
| 7014 | Keyboard Typing | 50 | 2 |
| or | | | |
| 7015 | Typing I | 50 | 2 |
| 7016 | Typing II | 50 | 2 |
| 7017 | Typing III | 50 | 3 |
| 7027 | Recordkeeping | 50 | 3 |
| 7050 | Medical Terminology I | 50 | 4 |
| 7051 | Medical Terminology II | 50 | 4 |
| 7052 | Medical Terminology III | 50 | 4 |
| 7053 | Medical Terminology IV | 50 | 5 |
| 7054 | Anatomy and Physiology I | 50 | 4 |
| 7055 | Anatomy and Physiology II | 50 | 4 |
| 7056 | Medical Transcription I | 100 | 4 |
| 7059 | Medical Office Procedures | 100 | 6 |
| 7060 | Medical Forms | 50 | 2 |
| 7065 | Office Management | 25 | 2 |
| 7075 | Office Procedures | 50 | 3 |
| 7076 | Model Office | 50 | 2 |
| 7090 | Cooperative Work Experience | 100 | 2 |
| 7097 | First Aid | 8 | 1 |

MEDICAL SECRETARY-RECEPTIONIST

Length of Option — 3 Quarters

| COURSE NO. | COURSE TITLE | HOURS | CREDITS |
|------------|------------------------------|-------|---------|
| 0801 | English Review | 20 | 2 |
| 0802 | Written Communications | 30 | 3 |
| 0815 | Human Relations | 25 | 3 |
| 0816 | Job Prep | 25 | 2 |
| 0820 | Consumer Economics | 25 | 2 |
| 7001 | Business Math | 50 | 3 |
| 7005 | Filing | 50 | 3 |
| 7010 | Office Machines | 25 | 1 |
| 7014 | Keyboard Typing | 50 | 2 |
| or | | | |

| | | | |
|------|---------------------------------|-----|---|
| 7015 | Typing I | 50 | 2 |
| 7016 | Typing II | 50 | 2 |
| 7027 | Recordkeeping | 50 | 3 |
| 7050 | Medical Terminology | 50 | 4 |
| 7059 | Medical Office Procedures | 100 | 6 |
| 7060 | Medical Forms | 50 | 2 |
| 7075 | Office Procedures | 50 | 3 |
| 7076 | Model Office | 50 | 2 |
| 7097 | First Aid..... | 8 | 1 |

MEDICAL SECRETARY-TRANSCRIPTIONIST

Length of Option — 6 Quarters

| COURSE NO. | COURSE TITLE | HOURS | CREDITS |
|------------|-----------------------------------|-------|---------|
| 0801 | English Review | 20 | 2 |
| 0802 | Written Communications | 30 | 3 |
| 0815 | Human Relations | 25 | 3 |
| 0816 | Job Prep | 25 | 2 |
| 0820 | Consumer Economics | 25 | 2 |
| 7001 | Business Math | 50 | 3 |
| 7005 | Filing..... | 50 | 3 |
| 7010 | Office Machines | 25 | 1 |
| 7014 | Keyboard Typing | 50 | 1 |
| or | | | |
| 7015 | Typing I | 50 | 2 |
| 7016 | Typing II | 50 | 2 |
| 7017 | Typing III..... | 50 | 3 |
| 7024 | Word Processing | 50 | 2 |
| 7027 | Recordkeeping | 50 | 3 |
| 7050 | Medical Terminology I..... | 50 | 4 |
| 7051 | Medical Terminology II | 50 | 4 |
| 7052 | Medical Terminology III | 50 | 4 |
| 7053 | Medical Terminology IV | 50 | 5 |
| 7054 | Anatomy and Physiology I | 50 | 4 |
| 7055 | Anatomy and Physiology II..... | 50 | 4 |
| 7056 | Medical Transcription I..... | 100 | 4 |
| 7057 | Medical Transcription II | 100 | 4 |
| 7058 | Medical Transcription III..... | 100 | 5 |
| 7059 | Medical Office Procedures | 100 | 6 |
| 7060 | Medical Forms | 50 | 2 |
| 7065 | Office Management | 25 | 2 |
| 7075 | Office Procedures | 50 | 3 |
| 7076 | Model Office | 50 | 2 |
| 7090 | Cooperative Work Experience | 150 | 3 |
| 7097 | First Aid..... | 8 | 1 |

COURSE DESCRIPTIONS

7001 BUSINESS MATH

Hours: 50 Credits: 3

Prerequisite(s): None.

Review of basic mathematical skills, fractions, decimals and percentages. Expansion and application of these concepts to practical problems involving discounts, pricing merchandise, interest, notes and drafts. An introduction to metric system.

7005 FILING

Hours: 50 Credits: 3

Prerequisite(s): None.

Instruction in the safe and systematic arrangement and storage of materials so that they can be located quickly and easily when needed.

Emphasis is placed upon a thorough knowledge of alphabetic filing with additional practice in geographic, numeric and subject filing.

7010 OFFICE MACHINES

Hours: 25 Credits: 1

Prerequisite(s): 7001 or consent of instructor.

Provides instruction on the operational skills of the electronic printing calculator and the electronic display calculator.

7014 KEYBOARD TYPING

Hours: 25 Credits: 1

Prerequisite(s): None.

Introduction to alphabet and number keys as well as beginning typing techniques. Practice on exercises and drills to improve accuracy and speed.

7015 TYPING I

Hours: 50 Credits: 2

Prerequisite(s): 7014 or pre-test.

Introduction to the fundamental skills of producing mailable type-written copy including basic letters, tables, manuscripts, and care of the machine. Speed and accuracy are stressed.

7016 TYPING II

Hours: 50 Credits: 2

Prerequisite(s): 7015 or challenge of 7015.

Emphasis on production of mailable typewritten work including one and two-page letters, detailed tabulations, manuscripts, carbons and financial statements. Speed and accuracy are stressed.

7017 TYPING III

Hours: 50 Credits: 3

Prerequisite(s): 7016 or challenge of 7016.

Designed to increase job competence through work in eight departments of Great Outdoors, Inc. Tasks become increasingly difficult and require decisions as to format, style and office procedures.

7018 PROGRESSIVE TYPING

Hours: 25 Credits: 1

Prerequisite(s): 7014 or consent of instructor.

Selected drills, exercises and timings from the assigned text. Course can follow keyboard typing or any other typing course. Its use is based upon student need.

7020 MACHINE TRANSCRIPTION I

Hours: 50 Credits: 2

Prerequisite(s): 0801, 7015 and/or consent of instructor.

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

7021 MACHINE TRANSCRIPTION II

Hours: 50 Credits: 2

Prerequisite(s): 0802, 7016, 7020, 7056 or 7083.

Emphasis is placed on accurate and fast machine transcription from pre-dictated, taped material. The student must demonstrate the ability to follow dictated instructions and be able to complete jobs in order of priority.

7024 WORD PROCESSING

Hours: 50 Credits: 3

Prerequisite(s): 0802 and 7015, with ability to type 40 wpm for five minutes with five or less errors and consent of instructor.

Introduction to word processing techniques and their applications in today's offices. Hands-on experience with CRT computer terminals, printer, IBM Mag Card II and electronic typewriter.

7027 RECORDKEEPING

Hours: 50 Credits: 3

Prerequisite(s): None.

Recordkeeping is designed to acquaint the student with a wide variety of recordkeeping activities—banking, office cashing, payroll and general business forms plus a brief introduction to double-entry bookkeeping. Practical application of business math is essential; neatness and accuracy are stressed.

7031 PAYROLL ACCOUNTING

Hours: 25 Credits: 1

Prerequisite(s): 7032.

Designed to train the student for payroll accounting using both manual operations and electronic data processing. It includes all payroll records utilized in the field, federal acts and laws, and is updated every year with the current rates and regulations.

7032 ACCOUNTING I

Hours: 50 Credits: 4

Prerequisite(s): None.

Basic double-entry accounting is introduced. Emphasis is on analy-

sis, journalizing, posting, trial balance, worksheet and financial statements. Includes basic banking procedures and payroll.

7033 ACCOUNTING II

Hours: 50 Credits: 4

Prerequisite(s): 7032.

An expansion of Accounting I covering voucher system and combined journal, bad debts, merchandise valuation, deferrals and accruals, depreciation of plant assets, accounting principles and partnerships.

7034 ACCOUNTING III

Hours: 50 Credits: 4

Prerequisite(s): 7033.

This course covers the voucher system, cost accounting and various statements along with budgetary control and accounting for non-profit organizations. Hands-on experience, through a retail corporation and a manuscript firm, is gained through the use of practice sets.

7040 SHORTHAND

Hours: 50 Credits: 5

Prerequisite(s): 7014 or consent of instructor.

Gregg shorthand is presented in 48 lessons. (1) shorthand alphabet and brief forms; (2) shorthand penmanship; (3) beginning dictation; and (4) beginning transcription.

7041 STENOGRAPHY I

Hours: 50 Credits: 4

Prerequisite(s): 7040 or challenge of 7040, and ability to type 30 wpm.

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

7042 STENOGRAPHY II

Hours: 50 Credits: 4

Prerequisite(s): 7015 and 7041 or challenge of 7041.

Application of Gregg shorthand theory, brief forms, and phrasing to increase ability to take dictation to faster speeds. Further refinement of transcription skills. Individualized daily lesson and speed tapes allow student to progress as rapidly as ability permits.

7043 STENOGRAPHY III

Hours: 100 Credits: 5

Prerequisite(s): 7016 and 7042 or challenge of 7042.

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

7044 STENOGRAPHY IV

Hours: 100 Credits: 5

Prerequisite(s): 7016 and 7043 or challenge of 7043.

Office style, spurt, and sustained dictation to build shorthand writing speeds of 100 to 140 wpm. Individualized. Transcription of mailable copy with prescribed time limits.

7050 MEDICAL TERMINOLOGY I

Hours: 50 Credits: 4

Prerequisite(s): None.

A medical word-building system using Greek and Latin word roots, combining forms, suffixes and prefixes for formation of common medical terms. (Not interchangeable with course 5020.)

7051 MEDICAL TERMINOLOGY II

Hours: 50 Credits: 4

Prerequisite(s): 7050 and concurrent enrollment of 7054.

A study of the medical terminology of systems and disorders of musculoskeletal, cardiovascular, blood and blood forming organs, lymphatic, digestive, respiratory, skin and breasts. Topics include aspects of anatomy, diagnosis, symptoms, radiology, clinical laboratory and surgery.

7052 MEDICAL TERMINOLOGY III

Hours: 50 Credits: 4

Prerequisite(s): 7050 and concurrent enrollment in 7055.

A detailed study of the medical terminology of urogenital system, gynecology, obstetrics, endocrine system, neurological and psychiatric disorders, eye and ear conditions, and systemic disorders. Study includes body systems, functions, disease processes, symptomatology, surgical procedures, radiology and clinical laboratory, and selected high-frequency abbreviations and symbols.

7053 MEDICAL TERMINOLOGY IV

Hours: 50 Credits: 5

Prerequisite(s): 7050.

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

7054 ANATOMY AND PHYSIOLOGY I

Hours: 50 Credits: 4

Prerequisite(s): 7050 and concurrent enrollment in 7051.

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

7055 ANATOMY AND PHYSIOLOGY II

Hours: 50 Credits: 4

Prerequisite(s): 7050 and concurrent enrollment in 7052.

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

7056 MEDICAL TRANSCRIPTION I

Hours: 100 Credits: 4

Prerequisite(s): 7016 or minimum of 45 wpm, 7051, 7054, 7059 or equivalent.

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

7057 MEDICAL TRANSCRIPTION II

Hours: 100 Credits: 4

Prerequisite(s): 7056.

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

7058 MEDICAL TRANSCRIPTION III

Hours: 100 Credits: 4

Prerequisite(s): 7057.

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

7059 MEDICAL OFFICE PROCEDURES

Hours: 100 Credits: 6

Prerequisite(s): 7015, 7050 or consent of instructor.

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

7060 MEDICAL FORMS

Hours: 50 Credits: 2

Prerequisite(s): 7015, 7050, 7059 or consent of instructor.

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

7065 OFFICE MANAGEMENT

Hours: 25 Credits: 2

Prerequisite(s): 7059 or 7075 or 7086 or consent of instructor.

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

7075 OFFICE PROCEDURES

Hours: 50 Credits: 3

Prerequisite(s): 0802 and concurrent enrollment in 7015.

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

7076 MODEL OFFICE

Hours: 50 Credits: 2

Prerequisite(s): Completion of 7015, 7075, 0816 and consent of instructor.

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

7079 LEGAL TERMINOLOGY

Hours: 50 Credits: 3

Prerequisite(s): Completion or enrollment in 7015.

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

7080 LEGAL OFFICE PROCEDURES

Hours: 50 Credits: 5

Prerequisite(s): Completion or enrollment in 7015.

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

7081 PROBATE AND DOMESTIC RELATIONS

Hours: 50 Credits: 5

Prerequisite(s): 7080 and concurrent enrollment in 7083.

Study of Montana requirements and methods of: (a) probating an estate; (b) marriage; (c) dissolution of marriage; (d) adoption; and (e) guardianship.

7082 CORPORATE, FEDERAL AND APPEAL PROCEDURE

Hours: 50 Credits: 5

Prerequisite(s): 7080 and concurrent enrollment in 7083.

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

7083 LEGAL TRANSCRIPTION I

Hours: 100 Credits: 4

Prerequisite(s): 0802, 7080 and 7015.

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

7084 LEGAL TRANSCRIPTION II

Hours: 100 Credits: 4

Prerequisite(s): 7083.

Advanced machine transcription with emphasis on legal documents and pleadings using multiple carbon copies, form files, "take-in" materials, and legal citations. Students work from actual lawyer-dictated cassettes, printed legal forms and passout materials.

7086 LEGAL OFFICE PRODUCTION

Hours: 100 Credits: 6
Prerequisite(s): 7080, 7081, 7082 and 7084.

An advanced course operated as a model law office with emphasis on inventory, management, supervision and professional quality transcription and performance.

7090 COOPERATIVE WORK EXPERIENCE

Hours: 100 Credits: 2
Prerequisite(s): Consent of instructor.

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

7097 FIRST AID

Hours: 8 Credits: 1
Prerequisite(s): None.
American National Red Cross Multimedia Standard First Aid Card Course.

1501 INTRODUCTION TO BUSINESS COMPUTERS

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

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

2503 PRINCIPLES OF BUSINESS

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

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

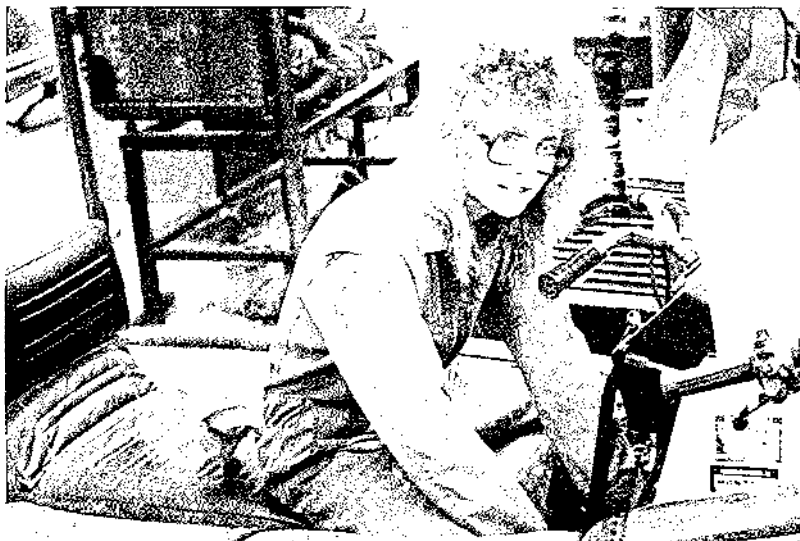
2571 BUSINESS LAW

Hours: 30 Credits: 3
Prerequisite(s): None.

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

SMALL ENGINE REPAIR

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



FACULTY

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

Length of Program — 3 Quarters

| COURSE NO. | COURSE TITLE | HOURS | CREDITS |
|------------|--|-------|---------|
| 0815 | Human Relations | 25 | 2 |
| 0816 | Job Prep | 25 | 2 |
| 0820 | Consumer Economics | 25 | 2 |
| 9001 | Principles of 2 & 4 Stroke Cycle Engines | 50 | 5 |
| 9005 | Electrical Systems | 100 | 10 |
| 9020 | Trade Math | 25 | 3 |
| 9030 | Fuels, Lubricants & Carburetion | 50 | 4 |
| 9035 | Machine Shop | 50 | 2 |
| 9040 | Engine Service I | 150 | 5 |
| 9041 | Engine Service II | 175 | 5 |
| 9042 | Engine Service III | 150 | 5 |
| 9050 | Troubleshooting & Tune-Up | 100 | 5 |
| 9065 | Welding | 100 | 4 |

COURSE DESCRIPTIONS

9001 PRINCIPLES OF TWO AND FOUR STROKE CYCLE ENGINES

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

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

9005 ELECTRICAL SYSTEMS

Hours: 100 Credits: 10
Prerequisite(s): None.

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

9020 TRADE MATHEMATICS

Hours: 25 Credits: 3
Prerequisite(s): None.

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

9030 FUELS, LUBRICANTS AND CARBURETION

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

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

9035 MACHINE SHOP

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

The safe use of hand tools and machines used in engine repair including units on fasteners, threads and threading, drills and drilling, basic lathe operation, basic milling machine operation, and files and filing.

9040 SMALL ENGINE SERVICE I

Hours: 150 Credits: 5
Prerequisite(s): None.

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

9041 SMALL ENGINE SERVICE II

Hours: 175 Credits: 5
Prerequisite(s): 9040 (Engine Service I).

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

9042 SMALL ENGINE SERVICE III

Hours: 150 Credits: 7
Prerequisite(s): 9041 (Engine Service II).

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

9050 TROUBLESHOOTING AND TUNE-UP

Hours: 100 Credits: 5
Prerequisite(s): 9005 and 9041.

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

9065 WELDING FOR SMALL ENGINE REPAIR

Hours: 100 Credits: 4
Prerequisite(s): None.

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

9097 FIRST AID

Hours: 8 Credits: 1
Prerequisite(s): None.

American National Red Cross Multimedia Standard First Aid Card Course.



SURGICAL TECHNOLOGY

Surgical Technicians perform any combination of the following tasks before, during, and after surgery under the supervision of physicians or registered nurses: wash, shave, and prepare surgical areas of patients; scrub their hands and put on caps, masks, gowns, and rubber gloves; place equipment and supplies in the operating room and arrange instruments according to directions; help surgical team to put on gowns and gloves; maintain specified supply of such fluids as plasma, saline, blood, and glucose for use during surgery; adjust lights and other equipment as directed; wash and sterilize used equipment, using germicides, autoclave, and sterilizer;

clean operating room; count sponges, needles, and instruments used during surgery; hand physicians medical instruments and supplies, hold retractors, and cut sutures as directed during surgery. Surgical technicians may choose to take the national examination to become certified.

FACULTY

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

Length of Program — 3 Quarters

| COURSE NO. | COURSE TITLE | HOURS | CREDITS |
|------------|---|-------|---------|
| 0815 | Human Relations | 25 | 3 |
| 0816 | Job Prep | 25 | 2 |
| 0820 | Consumer Economics | 25 | 2 |
| 8001 | Basic Science | 100 | 7 |
| 8002 | Safe Patient Care and Operating Room Techniques | 70 | 6 |
| 8004 | Introduction and Orientation | 10 | 1 |
| 8005 | Surgical Procedures | 100 | 10 |
| 8006 | Advanced Surgical Procedures | 20 | 2 |
| 8091 | Clinical Experience | 20 | 1 |
| 8092 | Clinical Experience | 300 | 15 |
| 8093 | Clinical Experience | 380 | 19 |
| 8097 | First Aid | 8 | 1 |

COURSE DESCRIPTIONS

8001 BASIC SCIENCES

Hours: 100 Credits: 7

Prerequisite(s): None.

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

8002 SAFE PATIENT CARE AND OPERATING ROOM TECHNIQUES

Hours: 70 Credits: 6

Prerequisite(s): None.

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

8004 INTRODUCTION AND ORIENTATION

Hours: 10 Credits: 1

Prerequisite(s): None.

Orientation of the surgical technician occupation providing background necessary for further studies in operating room technology.

8005 SURGICAL PROCEDURES

Hours: 100 Credits: 10

Prerequisite(s): 0815, 0816, 8001, 8002, 8004, 8091, 8097.

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

8006 ADVANCED SURGICAL PROCEDURES

Hours: 20 Credits: 2

Prerequisite(s): 0815, 0816, 8001, 8002, 8004, 8005, 8091, 8092, 8097.

Description of advanced surgical procedures in specialty areas through the preoperative, operative and postoperative stages.

8091 CLINICAL EXPERIENCE

Hours: 20 Credits: 1

Prerequisite(s): Taken concurrently with 8002.

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

8092 CLINICAL EXPERIENCE

Hours: 300 Credits: 15

Prerequisite(s): 0815, 0816, 8001, 8002, 8004, 8091, 8097.

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

8093 CLINICAL EXPERIENCE

Hours: 380 Credits: 19

Prerequisite(s): 8092.

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

8097 FIRST AID

Hours: 8 Credits: 1

Prerequisite(s): None.

American National Red Cross Multimedia Standard First Aid Card Course.



STUDENT BILL OF RIGHTS RESPONSIBILITIES AND CONDUCT

CLASSROOM ACTIVITIES

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

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

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

CAMPUS EXPRESSION

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

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

CAMPUS ORGANIZATION

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

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

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

1. Conditions may be imposed to regulate requests and to determine the appropriations for the space assigned to Missoula Vocational Technical Center students for meetings, special programs, programs open to the public, and institution scheduled activities.
2. Preference in assignments shall be given to programs instituted by Missoula Vocational Technical Center.
3. The Board of Trustees shall delegate to the administration the authority for the assignment of the facilities.
4. Physical abuse of assigned facilities shall result in demands for restitution for damages from the sponsoring party or parties.

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

CAMPUS MEDIA

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

All institution published and financed communications in which editorial comment is included shall explicitly state on the editorial page or in broadcast, student government, student body, administration, or faculty.

STUDENT GOVERNMENT

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

STUDENT PARTICIPATION

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

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

STUDENT RIGHTS AND PRIVACY

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

ACCESS TO STUDENT RECORDS

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

1. Unofficial academic records (advisors and instructors)
2. Official academic records and supporting documents (Admissions Office)
3. Primary and secondary records of discipline proceedings (Admissions Office)
4. Financial aid records (Financial Aid Office)
5. Placement (Placement Office)

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

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

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

Race; Religion; Political and social views; Sex; Membership in any organization other than honorary and professional organizations directly related to the educational process; Handicap.

Most information in any student's file may not be released to anyone, except with prior written consent of the student concerned, or as stated below:

1. The institution may, without consent of the student or applicant, release information about the student or applicant to the following persons or agencies:
 - A. Teachers and other school officials with Missoula Vocational Technical Center who have a legitimate education interest.
 - B. Authorized representatives of (1) the Comptroller General of the United States; (2) the Secretary of Health, Education and Welfare; and (3) the State Superintendent of Public Instruction and his or her officers or subordinates, so long as the intended use of the data is consistent with the State Superintendent's statutory powers and responsibilities.
 - C. Agencies requiring information in connection with a student's application for receipt of financial aid.
2. Information as to whether or not a student is currently enrolled as a student of Missoula Vocational Technical Center may be made available upon verbal or written request.
3. The following data may be given any inquirer: name, program of enrollment, degrees, diplomas or certificates awarded, honors, date of completion, address and telephone number. Any student wanting any or part of this information to remain confidential must inform the Admissions Office in writing at registration time.
4. Properly identified officials from federal, state and local government agencies may be given any information required under legal compulsion.

Except as required by law, no record may be preserved beyond graduation for more than one calendar year except: academic records subject to the limitations of nondisclosure, placement records, financial records on continuing obligations, disciplinary records restricted to the nature of offense and action taken.

STUDENT DISCIPLINE

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

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

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

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

VIOLATION OF LAW AND INSTITUTION DISCIPLINE

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

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

The institution is concerned on behalf of the rights and best interest of all students. Law enforcement officers are asked to inquire at the administrative offices for a building administrator and proceed with his/her cooperation in contacting students. A student or students may request an institution official be present during questioning. At no time will an administrator allow a police officer to take a student from the school building without: a warrant, court order, arrest, or permission of the student.

STUDENT SANCTIONS

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

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

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

Any disciplinary action may be recorded in a separate file (apart from the personal academic school file) in the office of the Student Services Supervisor.

1. The Student Services Supervisor and/or other designated body shall have the power to delete from the student's file any or all disciplinary records.
2. All students shall have the right to show cause before the Student Services Supervisor and/or other designated body as to reasons for the deletion from their files any or all disciplinary records.
3. Appeals for the deletion of disciplinary records are subject to the standard grievance procedure.

No sanction may be imposed for a violation of any institution rule or regulation that has not been published and been made freely available to all students.

GRIEVANCE PROCEDURE

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

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

If the informal approach does not resolve the complaint then a written statement should be submitted, by the grievant, to the Student Services Supervisor, and to the person that may have caused the grievance.

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

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

Within 15 school days of the request for the hearing the committee will present its findings and recommendations to the Center Director. After reviewing the committee's findings and recommendations the Director will render a decision within 10 school days after the receipt of the findings and recommendations.

If the decision reached by the Director is not satisfactory to the grievant/complainant, the grievant/complainant may file grievance with: the Missoula County High School Board of Trustees and/or the Office of Public Instruction and/or

The Human Rights Commission
Room 404
7 West Sixth Avenue, Power Block
Helena, MT 59601

The Director
Office of Civil Rights
Department of HEW
Washington, DC 20201

The appropriate forms can be obtained by writing to either address.

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

COMMUNICATION WITH STUDENTS

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

Each student has a mailbox assignment. The mailbox is the primary method of communication between the school and students. If students forget their mailbox numbers, check with the Admissions Office.

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

PARKING/VEHICLE REGISTRATION

Parking areas for students are provided near all building sites. The site of 909 South Avenue has parking for students to the south of the Administration Building. An additional parking area is provided across South Avenue by the Eagles Royal Manor. The site at 3639 South Avenue has parking for students to the east of the Trade and Technology Building. All parking areas are appropriately marked.

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

Handicap parking arrangements can be made with the Admissions Office.

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

SMOKING/EATING

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

ALCOHOL/DRUGS

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

UNPAID BILLS

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

STUDENT ACTIVITIES AND GENERAL INFORMATION

INTRAMURAL ACTIVITIES

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

CLOTHING AND BOOKS

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

LOST AND FOUND

Items lost and found are turned in at the Information Desk in the Administration Building or at the Resource Center Extension in the Trade and Technology Building. To recover an item that has been lost, identification of that item is required in the form of a full description.

STUDENT ACCIDENT INSURANCE

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

ADVISING

Each student at Missoula Vocational Technical Center is assigned a faculty advisor. Information and assistance regarding program requirements, scheduling, drop/add, withdrawal, institution policy, institution regulations, and other similar topics will be provided by the advisor.

ADULT AND CONTINUING EDUCATION

FACULTY

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

Ralph Munger; A.A., 1972, Everett Community College; B.S., 1975, Western Washington State College; 8 yrs. related work experience; at MVTC since 1981.

GENERAL INFORMATION

Adult and Continuing Education at Missoula Vocational Technical Center, though housed in the Center, does not generally operate on the same calendar as the Center. This has been done to make participation more convenient for adults in the community.

Opportunities are provided through Adult and Continuing Education for self fulfillment, upgrading of skills, updating of knowledge, pursuit of special interests, and general educational development in areas not commonly offered on the university campus. Courses vary with respect to objectives, length, cost and degree of proficiency desired. Classes can be organized when twelve or more people of the community express an interest in specific nonscheduled courses. Adult and Continuing Education is administered through the Administration Office located in MVTC's main building (Administration Building). Registration is facilitated and information is made available from this office.

ADMISSION

Admission is open to any person sixteen years of age or older provided class space is available and fees are paid. Space limitations dictate restricted registration for some classes. Special registration may apply in some cases.

REGISTRATION

The Adult and Continuing Education calendar is divided into four quarters - Fall, Winter, Spring, and Summer. Registration for specific classes is usually accepted during a four week period immediately preceding the start of a quarter. Announcements of starting dates are made through the business, industry, labor, and special agencies in the community. Details are available through the Adult and Continuing Education Office at MVTC.

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

SCHOOL TERMS

The Adult Education program operates on a four term schedule. Most subjects are offered on a single-term basis and may be offered during ensuing terms. Courses may be offered in a series with registration of a particular phase at the start of each term. Usually classes meet for three hours per night, one night per week over a ten week period for a total of thirty hours of instruction.

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

CLASS SCHEDULE

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

REGISTRATION FEES

Fees for registration vary with hours of instruction schedules and the type of course. Generally, the registration fee is for the thirty-hour unit with costs of supplies and/or texts identified separately. All fees are payable in advance and are collected through the Adult and Continuing Education Office in the Administration Building.

BOOKS, EQUIPMENT AND SUPPLIES

Participants are responsible for required books, small tools, and supplies. The MVTC bookstore is usually open evenings and tries to stock necessary books and supplies. In some cases a total fee is charged that covers supplies; other supplies may be purchased locally. The MVTC bookstore has limited supplies available for the convenience of participants and does not attempt to compete with local merchants.

CERTIFICATE PROGRAMS

No certificate program is offered through Adult and Continuing Education as an entity. However, the program does make provision for credit to be applied to other programs. Cooperation with those programs accepting credit from Adult and Continuing Education offerings permits students to satisfy requirements for some MVTC regularly scheduled daytime certificated programs.

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

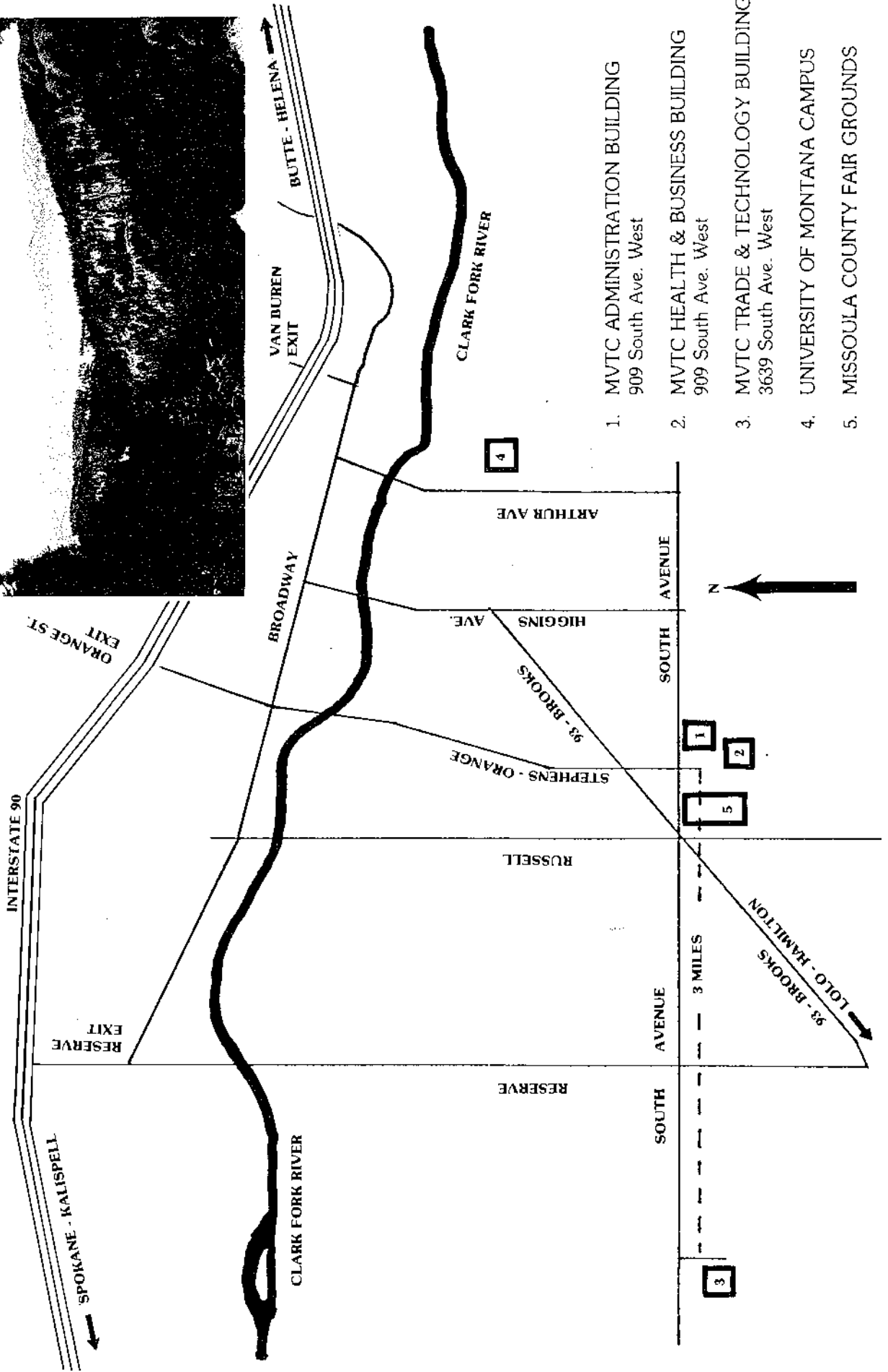
HIGH SCHOOL CREDIT

A high school may elect to grant credit for courses completed. Courses are scheduled in the areas of mathematics, English, social science, and science and are structured to meet the needs of individual participants in a highly flexible program and operated in cooperation with local high school administrators. The program is unique in that each participant is helped to design a completion program that meets his/her specific needs. People who are interested in this program are urged to contact the Adult and Continuing Education Office.

POSTSECONDARY CREDIT

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

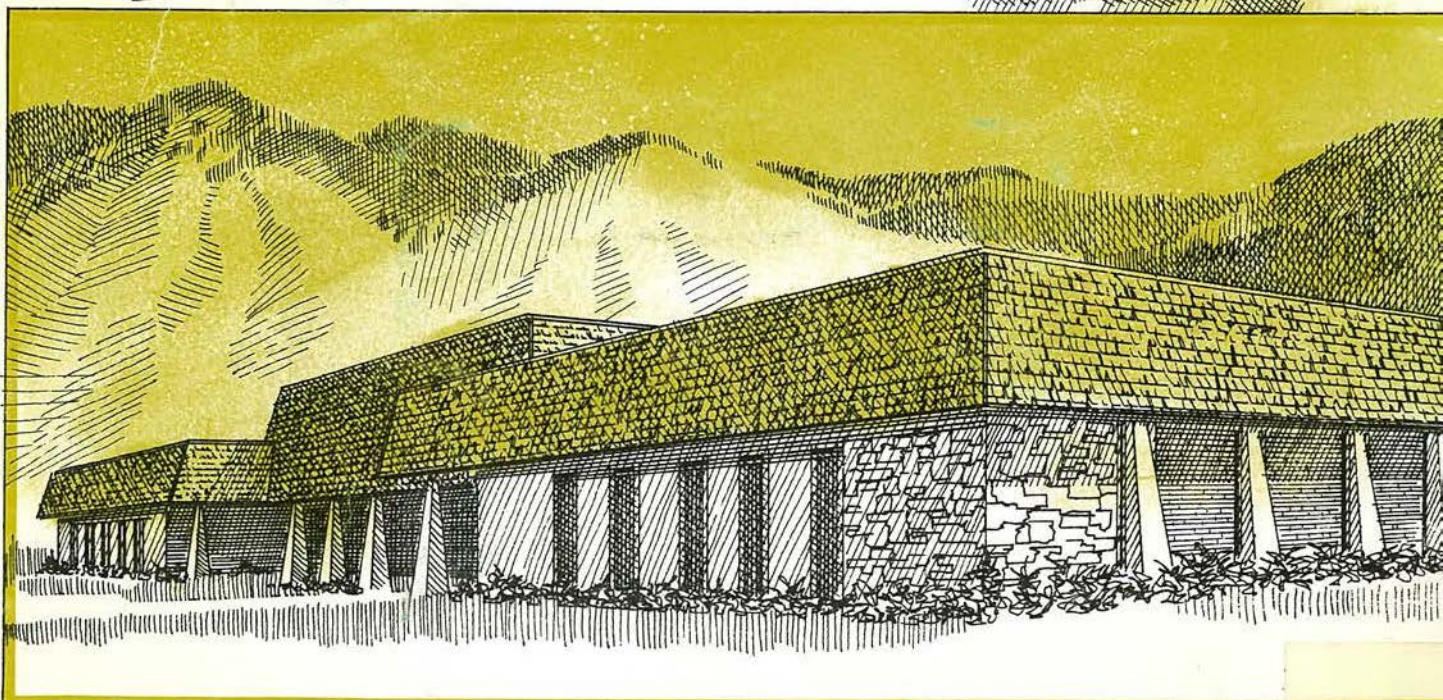
MISSOULA VOCATIONAL TECHNICAL CENTER LOCATION MAP



1. MVTC ADMINISTRATION BUILDING
909 South Ave. West
2. MVTC HEALTH & BUSINESS BUILDING
909 South Ave. West
3. MVTC TRADE & TECHNOLOGY BUILDING
3639 South Ave. West
4. UNIVERSITY OF MONTANA CAMPUS
5. MISSOULA COUNTY FAIR GROUNDS

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

COLLEGE OF TECHNOLOGY



Missoula Vocational Technical Center
909 South Avenue West • Missoula, Mt. 59801

(406)-721-1330