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1985-86 CURRICULUM CATALOG/GENERAL INFORMATION



Get a firm grip on your future.

MISSOULA VOCATIONAL TECHNICAL CENTER

Lis a post-secondary vocational technical education facility, the main goals of which are: to prepare people for employment by helping them acquire saleable job skills and to assist with placement. MVTC offers 25 different career choices ranging in length from one to six quarters. Current enrollment is approximately 650 students with an expected accumulative enrollment of over 1,000 during the 1985-86 academic year.

The city of Missoula, home of the Missoula Vocational Technical Center is located in Western Montana and has a metropolitan population of about 70,000. Western Montana is a land of spectacular scenery comprised of sparkling lakes, wooded mountains, and green river valleys offering an abundance of recreational activities year around for outdoor sports enthusiasts.

MISSOULA VOCATIONAL TECHNICAL CENTER 1985-86 CALENDAR

SUMMER QUARTER - 1985

Registration for all students - June 27, 1985
Classes begin - July 1, 1985
Independence Day - July 4, 1985
Late registration ends - July 8, 1985
Last day to drop first half quarter courses - July 17, 1985
Last day to drop full quarter length courses - August 5, 1985
First half quarter courses end - August 6, 1985
Last day to change periods of same course - August 7, 1985
Second half quarter classes begin - August 8, 1985
Last day to drop second half quarter courses - August 23, 1985
Last day to officially withdraw from the Center - August 23, 1985
Labor Day - September 2, 1985
Final Exams - September 12 & 13, 1985
Classes end - September 13, 1985
Instructor grading - September 16, 1985

FALL QUARTER - 1985

Registration for new students - September 16, 17, & 18, 1985
Registration for returning students - September 20, 1985
Classes begin - September 23, 1985
Late registration ends - September 27, 1985
Last day to drop first half quarter courses - October 8, 1985
Professional meetings - October 17 & 18, 1985
Last day to drop full quarter length courses - October 29, 1985
First half quarter courses end - October 31, 1985
Last day to change periods of the same course - November 1, 1985
Second half quarter courses begin - November 4, 1985
Veterans Day - November 11, 1985
Last day to drop second half quarter courses - November 20, 1985
Last day to officially withdraw from the Center - November 21, 1985
Professional days - November 25, 26, 27, 1985
Thanksgiving - November 28 & 29, 1985
Final exams - December 17 & 18, 1985
Classes end - December 18, 1985
Instructor grading - December 19, 1985

WINTER QUARTER - 1986

Registration for returning students - December 19, 1985
Registration for new students - December 20, 1985
Classes begin - January 2, 1986
Late registration ends - January 8, 1986
Last day to drop first half quarter courses - January 17, 1986
Last day to drop full quarter length courses - February 5, 1986
Last day to change periods of same course - February 7, 1986
First half quarter courses end - February 7, 1986
Second half quarter courses begin - February 11, 1986
Last day to drop second half quarter courses - February 26, 1986
Last day to officially withdraw from the Center - February 28, 1986
Final exams - March 19 & 20, 1986
Classes end - March 20, 1986
Instructor grading - March 21, 1986

SPRING QUARTER - 1986

Registration for returning students - March 21, 1986
Registration for new students - March 22, 1986
Classes begin - March 25, 1986
Good Friday - March 28, 1986
Easter Monday - March 3, 1986
Late registration ends - April 5, 1986
Last day to drop first half quarter courses - April 11, 1986
Last day to drop full quarter length courses - April 30, 1986
First half quarter courses end - May 2, 1986
Last day to change periods of the same course - May 5, 1986
Second half quarter courses begin - May 6, 1986
Last day to drop second half quarter courses - May 21, 1986
Last day to officially withdraw from the Center - May 22, 1986
Memorial Day - May 26, 1986
Final exams - June 10 & 11, 1986
Classes end - June 11, 1986
Commencement - June 12, 1986
Instructor grading - June 13, 1986

PROGRAM ENTRY INFORMATION

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

*Consecutive quarter attendance in these programs includes summer quarter.

**This program includes summer quarter for those new students enrolling winter and spring quarters.

***All other programs are not in operation during summer 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
Jeff Dietz, Director

Phone: 652-1720

Butte Vocational Technical Center

Basin Creek Road, Butte 59701
Harry Freebourn, Director

Phone: 494-2894

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.

ADMINISTRATION

Dennis Lerum; Director; B.S., 1966, M.S., 1966, Stout State University; Ed.D., 1984, University of Montana; at MVTC since 1967.

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

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

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

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

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

NOTICE CONCERNING MATERIALS DESCRIBED IN THIS CATALOG

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

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

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

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

HISTORY OF MISSOULA VOCATIONAL TECHNICAL CENTER

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

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

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

Though these and the practical nursing program were operated by the Missoula County High School 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 Economics Research staff, Montana State Extension Service, Agricultural Education faculty, and Missoula Mineral Human Resources, Inc.

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

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

MISSION

Missoula Vocational Technical Center is to provide instruction and services for and in vocational technical education at the postsecondary and adult levels designed to meet present and emerging local, state, regional, and national occupational needs.

PHILOSOPHY

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

The needs of the individual, industry, and the community must be considered when providing vocational education opportunities and services. An individual, when equipped with applicable knowledge and skills, will lead a more productive life, enhancing the welfare, growth, and economy of society.

Students, instructors, administrators, and staff at the Center recognize the dignity and worth of the individual and believe that postsecondary education should be available to all who can benefit from it; that the Center should provide for students a period of intensive learning in a stimulating environment, and that vocational technical education should be a rewarding experience that fosters the growth and well-being of all members of the community it serves.

GOALS

Missoula Vocational Technical Center fulfills its mission in a manner consistent with the stated philosophy by pursuing the following goals:

To provide educational opportunities in a variety of basic, technical, and applied disciplines;

- To provide trained personnel to help fill manpower needs;
- To provide an educational base for continued community economic development;
- To provide extended day and continuing vocational technical education courses and services;
- To assist individuals to complete high school and prepare for postsecondary programs;
- To provide excellence in education through selection and retention of qualified instructors, administrators, and staff;
- To provide occupational and educational guidance services designed to help all students discover aptitudes and abilities to choose and work toward realistic occupational goals;
- To assist students in every way possible to secure positions for which they are qualified;
- To develop and provide special courses to fulfill the expressed occupational needs of business and industry;
- To provide for distribution of public information that identifies the educational opportunities and services available at the Center;
- To provide for appropriate involvement of the Center with the community and community activities.

ACCREDITATION AND APPROVAL

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

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

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

NONIMMIGRANT FOREIGN STUDENTS

Missoula Vocational Technical Center is authorized under Federal law to enroll nonimmigrant foreign students.

A completed application, accompanied by the \$10 non-refundable application fee, should be sent to the Admissions Office well in advance of the desired quarter of entry to insure that enough time is available to comply with all entrance requirements.

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

Applicants from non-English speaking countries must give evidence of proficiency in English. Such applicants should arrange to take the Test of English as a Foreign Language (TOEFL). A passing score on the TOEFL is 500. Requests for information on test procedures and registration should be directed to: Test of English as a Foreign Language, P.O. Box 2877, Princeton New Jersey 08541. When the applicant arranges to take the test, he or she should request that examination results be sent directly to the Admissions Office, Missoula Vocational Technical Center, 909 South Avenue West Missoula, Montana 59801.

Upon receipt of the financial statement and evidence of English proficiency (if applicant is from a non-English speaking country) by the Admissions Office, form I-20A-B will be mailed to the applicant. The applicant should carefully read this form, especially the directions provided on page 8.

STUDENT SERVICES



FACULTY

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

Daniel Burke; Financial Aid Officer; B.S., 1970, Western Montana College; M.Ed., 1984, Northern Montana College; at MVTC since 1978.

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

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

ADMISSION

POLICY OF NONDISCRIMINATION

Missoula Vocational Technical Center is committed to provide all persons an equal opportunity for education, employment, and participation in Center activities as provided by law. It is unlawful:

(1) to exclude, expel, limit, or otherwise discriminate against an individual seeking admission as a student or an individual enrolled as a student in the terms, conditions, or privileges of the institution because of race, creed, religion, sex, marital status, color, age, physical handicap, or national origin or because of mental handicap, unless based on reasonable grounds;

(2) to make or use a written or oral inquiry or form of application for admission that elicits or attempts to elicit information or to make or keep a record concerning the race, color, sex, marital status, age, creed, religion, physical or mental handicap, or national origin of an applicant for admission, except as permitted by regulations of the commission;

(3) to print, publish, or cause to be printed or published a catalog or other notice or advertisement indicating a limitation, specification, or discrimination based on the race, color, creed, religion, age, physical or mental handicap, sex, marital status, or national origin of an applicant for admission; or

(4) to announce or follow a policy of denial or limitation of educational opportunities of a group or its members, through a quota or otherwise, because of race, color, sex, marital status, age, creed, religion, physical or mental handicap, or national origin.

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

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 nontraditional programs.

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

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

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

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

APPLICATION QUALIFICATIONS

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

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

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

Nonresident Applicant — A nonresident applicant is an individual not satisfying Montana residency requirements. Regular and special guidelines for nonresidents 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 fulltime 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 has resided in Montana at least one (1) full year of the two (2) years immediately preceding his/her attendance at a high school. Such classification shall continue for not more than four (4) academic years if the student remains in continuous attendance at a center.

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

APPLICATION

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

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

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

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

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

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

ACCEPTANCE

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

PRETESTING AND THE PREVOCATIONAL 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 students during orientation; so it is of utmost importance that students attend this activity.

LATE REGISTRATION

Students may not register after the fifth day of classes.

LATE REGISTRATION FEE

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

CORRESPONDENCE

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

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

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

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

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

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

EXPENSES

TUITION

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

Montana Residents	Nonresidents
1-60 hours of attendance\$ 47.50	1-60 hours of attendance\$ 136.25
61-120 hours of attendance.....\$ 95.00	61-120 hours of attendance\$ 272.50
121-180 hours of attendance.....\$142.50	121-180 hours of attendance.....\$ 408.75
181-360 hours of attendance.....\$190.00	181-360 hours of attendance\$ 545.00

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

BOOKS

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

PERSONAL ITEMS REQUIRED

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

PROGRAM	ITEM	APPROXIMATE COST
ACCOUNTING/BOOKKEEPING	Calculator	\$ 15.00
	Typing Supplies	\$ 5.00
	Total	\$ 20.00
BUSINESS DATA PROCESSING	Data Entry Operator	\$ 10.00
	Data Entry/Computer Operator	\$ 10.00
		\$ 15.00
		\$ 25.00
	Computer Operator/Programmer	\$ 5.00
		\$ 15.00
	Total	\$ 20.00
COMBINATION WELDING	Welding Hood	\$ 25.00
	Welding Gloves	\$ 7.00
	Safety Glasses	\$ 5.00
	Welding Goggles	\$ 6.00
	Chipping Hammer	\$ 5.00
	Wire Brush	\$ 4.00
	Leather Jacket	\$ 50.00
	Lock	\$ 4.00
	Fabrication Material	\$115.00
	Total	\$221.00

PROGRAM	ITEM	APPROXIMATE COST
COMMERCIAL FOOD PREPARATION	Two Uniforms	\$ 50.00
	Two Aprons	\$ 5.00
	Kitchen Work Shoes	\$ 50.00
	Chef Knife	\$ 21.00
	Miscellaneous	\$ 21.00
	Total	\$147.00
ELECTRONICS TECHNOLOGY	ET-3100 Experiment Kit	\$126.00
	Tools	\$ 35.00
	Calculator	\$ 25.00
	Total	\$186.00
FASHION MERCHANDISING	Calculator	\$ 25.00
	Miscellaneous	\$ 20.00
	Total	\$ 45.00
FORESTRY TECHNOLOGY	Safety Glasses	\$ 5.00
	Hard Hat	\$ 6.00
	Field Boots	\$ 80.00
	Drawing Pens	\$ 20.00
	Leather Gloves	\$ 7.00
	Protractor	\$ 2.00
	Engineer's Scale	\$ 2.00
	Hearing Protection	\$ 10.00
	Calculator	\$ 25.00
	Foul Weather Clothing	Variable
	Hand Lens	\$ 6.00
Total	\$163.00	
HEAVY EQUIPMENT MECHANIC*	Lock	\$ 4.00
	Coveralls (2 pair)	\$ 45.00
	Safety Glasses	\$ 5.00
	Basic Tool Set	\$775.00
	Welding Goggles & Gloves	\$ 15.00
	Total	\$844.00
HEAVY EQUIPMENT OPERATION	Calculator	\$ 25.00
	Coveralls (2 pair)	\$ 45.00
	Safety Glasses	\$ 5.00
	Hearing Protection	\$ 10.00
	Hard Hat	\$ 6.00
	Leather Gloves	\$ 10.00
	Welding Goggles	\$ 6.00
	Welding Gloves	\$ 9.00
	Work Boots	\$ 60.00
	Total	\$176.00
INFORMATION PROCESSING	Calculator	\$ 15.00
	Earphones	\$ 10.00
	Typing Supplies	\$ 15.00
	Total	\$ 40.00
PRACTICAL NURSING	Watch with Second Hand	\$ 30.00
	Two Uniforms	\$ 60.00
	Duty Shoes	\$ 55.00
	Stethoscope	\$ 8.00
	Name Tag	\$ 5.00
	Bandage Scissors	\$ 3.00
	Total	\$161.00

PROGRAM	ITEM	APPROXIMATE COST
RETAIL MERCHANDISING	Calculator	\$ 25.00
RESPIRATORY THERAPY TECHNOLOGY	Watch with Second Hand	\$ 30.00
	Two Uniforms	\$ 60.00
	Duty Shoes	\$ 55.00
	Stethoscope	\$ 8.00
	Name Tag	\$ 5.00
	Total	\$158.00
SECRETARIAL	Calculator	\$ 15.00
Clerk Typist	Earphones	\$ 10.00
	Typing Supplies	\$ 15.00
	Total	\$ 40.00
General Secretary	Calculator	\$ 15.00
	Earphones	\$ 10.00
	Typing Supplies	\$ 20.00
	Total	\$ 45.00
Legal Secretary (Accounting Emphasis)	Calculator	\$ 15.00
	Earphones	\$ 10.00
	Typing Supplies & Procedures Manual	\$ 45.00
	Total	\$ 70.00
Legal Secretary (Shorthand Emphasis)	Calculator	\$ 15.00
	Earphones	\$ 10.00
	Typing Supplies & Procedures Manual	\$ 50.00
	Total	\$ 75.00
Medical Receptionist	Calculator	\$ 15.00
	Typing Supplies & Procedures Manual	\$ 20.00
	Total	\$ 35.00
Medical Secretary	Calculator	\$ 15.00
	Earphones	\$ 10.00
	Typing Supplies & Procedures Manual	\$ 30.00
	Total	\$ 55.00
Medical Transcriptionist	Calculator	\$ 15.00
	Earphones	\$ 10.00
	Typing Supplies & Procedures Manual	\$ 40.00
	Total	\$ 65.00
SMALL ENGINE MECHANIC*	Lock	\$ 4.00
	Coveralls (2 pair)	\$ 45.00
	Safety Glasses	\$ 5.00
	Basic Tool Set	\$500.00
	Multitester	\$ 38.00
	Welding Goggles	\$ 6.00
	Hearing Protection	\$ 7.00
	Welding Gloves	\$ 9.00
	Total	\$614.00
SURGICAL TECHNOLOGY	Duty Shoes	\$ 55.00
	Name Tag	\$ 5.00
	Total	\$ 60.00

*Students enrolled in either the Heavy Equipment Mechanic program or Small Engine Mechanic program must purchase a basic set of hand tools if they do not already own such tools. Tool cost approximations have been listed above for both programs. Tools may be purchased from any vendor chosen by the student, but it is suggested students wait to purchase tools until they arrive at MVTC. The MVTC bookstore is able to purchase, based on quantity, tool sets on a bid basis, generally saving students money.

Provided below is a list of suggested tools for each mechanic program.

Heavy Equipment Mechanic:

1. A 9-12 drawer tool box with handles and a hinged top, with full locking capability, and a minimum storage capacity of 4,000 cubic inches.
2. 1/2 inch drive components comprised of a ratchet handle 10-12 inches long; a flex handle (breaker bar) 17 inches or longer; extension of 1 1/2, 3, 6, and 10 inches in length; a 1/2 inch driver universal joint; sockets (12 point standard depth) measuring 7/16, 1/2, 9/16, 5/8, 11/16, 3/4, 13/16, 7/8, 15/16, 1, 1 1/16, 1 1/8, and 1 1/4 inches; and a 1/2 inch female drive to a 3/8 inch male drive adapter.
3. 3/8 inch drive components comprised of a ratchet handle 6-8 inches long; a flex handle (breaker bar) 10 inches or longer; extension of 2, 6, and 10 inches in length; a speed handle (brace type); a 3/8 inch female drive to a 1/2 inch male drive adapter; sockets (12 point standard depth) measuring 5/16, 3/8, 9/16, 5/8, 7/16, 1/2, 9/16, 5/8, 11/16, and 3/4 inch.
4. Combination wrenches (open end and box end, 12 point long handle) measuring 3/8, 7/16, 1/2, 9/16, 5/8, 11/16, 3/4, 13/16, 7/8, 15/16, 1, 1 1/16, and 1 1/8 inches.
5. Flare nut wrenches (open end and box end, 6 point) measuring 7/16, 1/2, 9/16, 5/8, 11/16, and 3/4 inch.
6. Adjustable end wrenches measuring 8 and 12 inches.
7. Punches including a center punch, pin punches measuring 5/64, 1/8, and 1/4 inch, and starter punches measuring 3/8 and 1/2 inch.
8. Chisels measuring 1/4, 1/2, and 3/4 inch wide.
9. Screwdrivers (standard blade and insulated handle) with blades measuring 1 1/2, 4, 6, 8, and 12 inches long with tip widths of 1/4, 3/16, 5/16, and 3/8 inch.
10. Phillips screwdrivers measuring 3 inches long (#1 tip), 4 inches long (#2 tip) and 6 inches long (#3 tip).
11. 6 inch combination pliers, 6-8 inch needle nose pliers, and 7 inch diagonal cutting pliers.
12. Two ball pein hammers weighing 8 and 32 ounces, and a composite soft-face shot-filled 2 pound hammer.
13. A 35 leaf feeler gauge set.
14. Hex key wrenches measuring 1/16, 5/64, 3/32, 7/64, 1/8, 9/64, 5/32, 3/16, 7/32, and 1/4 inch.
15. A vented tip blow gun with male adapter type C, a putty knife 1 1/4 inches wide with chisel edge and wood handle, a circuit probe type test light (6-12 volt), a rolling head pry bar 16 inches or longer, a flat pry bar 16 inches or longer, a 6 inch steel rule graduated in 1/64 inch segments, a tape measure 12 feet X 1/2

inch steel blade and case, a 6 inch X 1 inch brass drift, and snap ring pliers (8 inch locking).

Small Engine Mechanic:

1. A 3 drawer tool box with a key lock and having a minimum size of 21 1/2 inches wide X 8 1/2 inches deep X 11 3/4 inches high.
2. 1/4 inch drive components including a drive ratchet with a minimum length of 5 1/4 inches; a drive extension 4 inches long; a nine-piece drive socket set (6 point with tray, box, or socket rail), consisting of 3/16, 7/32, 1/4, 9/32, 5/16, 11/32, 3/8, 7/16, 1/2 inch sockets.
3. 3/8 inch drive components including a drive ratchet with a minimum length of 6 7/8 inches; 3 inch and 6 inch extension bars; a 13/16 inch spark plug deep socket; and a 10 piece socket set (12 point with tray, box or socket rail), consisting of 1/4, 5/16, 3/8, 7/16, 1/2, 9/16, 5/8, 11/16, 3/4, and 13/16 inch sockets; an 11 piece metric socket set (6 point with tray, box or socket rail), measuring 9, 10, 11, 12, 13, 14, 15, 16, 17, 18, and 19 millimeters; and an 11-piece metric set (6 point with tray, box, or socket rail) measuring 9, 10, 11, 12, 13, 14, 15, 16, 17, 18, and 19 millimeters.
4. A 7-piece combination wrench set (12 point long handle) measuring 3/8, 7/16, 1/2, 9/16, 5/8, 11/16, and 3/4 inch.
5. A 14-piece combination metric wrench set (12 point long handle) measuring 6, 7, 8, 9, 10, 11, 12, 13, 14, 15, 16, 17, 18, and 19 millimeters.
6. A 7-piece ignition wrench set (either combination or open end style) to include sizes 5/32, 3/16, 1/4, 15/64, 5/16, 9/32, and 3/8 inch.
7. A punch and chisel set to include 1/8 and 3/16 inch pin punches, a 3/8 inch center punch, and a 5/8 inch cold chisel.
8. A standard screwdriver set to include a 3/16 inch diameter with a minimum length of 4 inches; a 1/4 inch diameter with a minimum length of 6 inches; and a 3/8 inch diameter with a minimum length of 8 inches.
9. A Phillips screwdriver set consisting of one having a minimum blade length of 1/14 inches (#2), one having a minimum blade length of 3 inches (#1), and one having a minimum blade length of 6 inches (#2).
10. A plier set consisting of an adjustable joint arc type with a minimum length of 9 1/4 inches; a long nose type with a minimum length of 7 1/8 inches; a locking type with a minimum length of 7 inches; and a diagonal cutting type with a minimum length of 6 inches.
11. An adjustable wrench 10 inches in length; a ball pein hammer (16 ounces), an ignition file, and ignition gauges to include wire gauges from .022 to .040; flat ignition gauges 1/4 inch wide from .012 to .032 and flat feeler gauges 1/2 inch wide from .002 to .018.
12. A 13-piece hex key wrench set measuring 3/64, 1/16, 5/64, 3/32, 7/64, 1/8, 9/64, 5/32, 3/16, 7/32, 1/4, 5/16, and 3/8 inch.
13. An 8-piece metric hex key wrench set (L shape) measuring 2, 2.5, 3, 4, 5, 6, 7, and 8 millimeters.
14. A vented tip blow gun with male adapter, a 6-12 volt circuit tester, a plastic tip hammer (minimum of 12 ounces) and a straight edge scraper putty knife.

APPROXIMATE TOTAL COST

PROGRAM TITLE	TOTAL TUITION	BOOKS	SUPPLIES*	OTHER**	TOTAL COST***
ACCOUNTING/BOOKKEEPING	\$ 760.00	\$340.00	\$ 20.00	—	\$1120.00
BUSINESS DATA PROCESSING					
Data Entry Operator	\$ 570.00	\$200.00	\$ 10.00	—	\$ 780.00
Data Entry/Computer Operator	\$ 760.00	\$225.00	\$ 25.00	—	\$1010.00
Computer Operator/Programmer	\$1140.00	\$450.00	\$ 20.00	—	\$1610.00
COMBINATION WELDING	\$ 570.00	\$110.00	\$221.00	—	\$ 901.00
COMMERCIAL FOOD PREPARATION					
Dinner/First Cook	\$ 570.00	\$100.00	\$147.00	—	\$ 807.00
Kitchen Production Manager	\$1140.00	\$175.00	\$147.00	—	\$1462.00
ELECTRONICS TECHNOLOGY	\$1140.00	\$500.00	\$186.00	—	\$1826.00
FASHION MERCHANDISING	\$ 570.00	\$300.00	\$ 45.00	—	\$ 915.00
FORESTRY TECHNOLOGY	\$1140.00	\$600.00	\$163.00	—	\$1903.00
HEAVY EQUIPMENT MECHANIC	\$ 570.00	\$130.00	\$844.00	—	\$1544.00
HEAVY EQUIPMENT OPERATION	\$ 570.00	\$100.00	\$176.00	—	\$ 846.00
INFORMATION PROCESSING	\$ 760.00	\$300.00	\$ 40.00	—	\$1100.00
PRACTICAL NURSING	\$ 760.00	\$300.00	\$161.00	\$5/quarter	\$1241.00
RESPIRATORY THERAPY TECHNOLOGY	\$ 760.00	\$500.00	\$158.00	\$5/quarter	\$1438.00
RETAIL MERCHANDISING	\$ 570.00	\$300.00	\$ 25.00	—	\$ 895.00
SECRETARIAL					
Clerk Typist	\$ 570.00	\$275.00	\$ 40.00	—	\$ 885.00
General Secretary	\$ 950.00	\$390.00	\$ 45.00	—	\$1385.00
Legal Secretary (Accounting Emphasis)	\$1140.00	\$480.00	\$ 70.00	—	\$1690.00
Legal Secretary (Shorthand Emphasis)	\$1140.00	\$450.00	\$ 75.00	—	\$1645.00
Medical Secretary	\$ 950.00	\$345.00	\$ 55.00	—	\$1350.00
Medical Receptionist	\$ 570.00	\$260.00	\$ 35.00	—	\$ 865.00
Medical Transcriptionist	\$1140.00	\$355.00	\$ 65.00	—	\$1560.00
SMALL ENGINE MECHANIC	\$ 570.00	\$100.00	\$614.00	—	\$1284.00
SURGICAL TECHNOLOGY	\$ 570.00	\$325.00	\$ 60.00	\$5/quarter	\$ 970.00

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

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

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

ALL COSTS ARE SUBJECT TO CHANGE WITHOUT NOTICE.

REFUNDS

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

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

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

COUNSELING AND TESTING

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

FINANCIAL AID

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

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

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

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

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

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

The Financial Aid Office assists students on a first-come, first-served basis by date of completed applications in compliance with Federal regulations. Preference is also given to students with the greatest financial needs. 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 find employment in public, non-profit organizations. Students may work up to 20 hours per week while attending classes.

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

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

The Financial Aid Office assists students in this program on a first-come, first-served basis complying with Fed-

eral regulations by date of completed applications. Preference is also given to students with the greatest financial need.

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

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

Students may apply for a GSL by completing their portion and the school completing its portion of the GSL application and then submitting this form to a participating lending institution. A ten dollar processing fee is paid by GSL applicants at the time of loan disbursement.

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

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

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

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

APPLICATION PROCESS information 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.

SCHOLARSHIPS

Following is a listing of scholarships for which students and/or applicants can apply. The information presented is meant to serve as a guide and is not to be all inclusive. For more detailed information and applications contact the Financial Aid Office. Please note that dates and selection criteria are subject to change.

1. ALTRUSA FOUNDERS FUND VOCATIONAL AWARD. Between \$150 and \$300 is given to a student that is retraining for employment. The student does not have to be enrolled in any particular program but must have current, full time status. The scholarship is generally awarded near the end of January and interested students should apply by October 1. Selection is based on proven financial need and potential for training and employment success. Preference is given to the older student.
2. AMERICAN BUSINESS WOMEN SCHOLARSHIP. \$1,000 is divided between two or three students enrolled full time in secretarial training. Selection is based on scholastic performance and financial need. Interested students should apply by March 1. The scholarship is usually awarded in May.
3. AMERICAN LUNG ASSOCIATION OF MONTANA SCHOLARSHIP. \$1,500 is awarded equally between five recipients. The recipients must be enrolled full time in the Respiratory Therapy program. Selection is made on the basis of scholastic achievement. Interested students should apply by October 12. The scholarship is usually awarded in November.
4. BLACKFOOT FOREST PROTECTIVE ASSOCIATION SCHOLARSHIP. \$1,500 is shared equally between three recipients. The recipients must be enrolled full time in the Forestry Technology program. Interested students should apply by the end of Fall quarter. The scholarship is generally awarded in March. Selection is based mostly on scholastic achievement, however, financial need may be considered.

5. **ELKS NATIONAL FOUNDATION VOCATIONAL GRANT.** Any current or perspective student registered for a two-year program can apply. The recipient will receive \$1,000 for each of two years. Selection is based on scholastic achievement and financial need. Interested persons should apply by November 15. The scholarship is usually awarded by April 15.
6. **JAMES CLUTIS MEMORIAL SCHOLARSHIP.** \$75 is awarded to a Practical Nursing student who has successfully completed at least one quarter of the Practical Nursing program. Selection is based on scholastic achievement and instructor recommendations. Interested students should apply by February 15. The scholarship is usually awarded in March.
7. **LLOYD D. SWEET SCHOLARSHIP.** Applicants and recipients must be graduates of Chinook High School. Applicants must be enrolled full time. Eligible students must apply by March 1, and supply three letters of recommendation postmarked by February 20. The scholarship is awarded in May. Selection is based on scholastic performance and personal character.
8. **LULA CLAY NURSING MERIT SCHOLARSHIP.** \$350 is awarded Fall and Spring quarters to a third or fourth quarter Practical Nursing student. The student must be enrolled full time. Eligible students should apply by November 15, for the Fall scholarship and by April 15, for the Spring scholarship. The Fall scholarship is awarded by November 30, and the Spring scholarship is awarded by April 30. Selection is based on scholastic achievement, instructor recommendations, and scholarship committee recommendations.
9. **PROFESSIONAL SECRETARIES INTERNATIONAL SCHOLARSHIP.** A \$200 award given to a full time business student. Interested students should apply by November 30 and selection is generally made in December. Selection is based primarily on recommendations and financial need.
10. **WOMEN'S INDEPENDENT SOCIAL CLUB.** \$150 is awarded to a student who has attained a grade point average of 4.00 Fall quarter. In addition, the recipient must have been a first-time, first quarter student Fall quarter. Selection is based on G.P.A. and scholarship committee recommendations. Interested students must apply by January 15 and the scholarship will be awarded by January 30.
11. **ASSOCIATION OF SURGICAL TECHNOLOGISTS SCHOLARSHIP.** \$500 is awarded to a full time Surgical Technology student. Eligible students should apply by March 1, and the scholarship is awarded in June. Selection is based on scholastic achievement, recommendations, honors/awards received, and financial need.
12. **VENTURE CLUBS OF AMERICA SCHOLARSHIP.** \$50 is awarded to a handicapped student between the ages of 16 and 35. Selection is based on financial need and scholastic achievement. Application deadline is December 31, and selection is made by mid-January. The recipient must be enrolled full time.

PLACEMENT SERVICE

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

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

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

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

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

RESOURCE CENTER

FACULTY

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

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

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

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

BASIC EDUCATION DEPARTMENT

FACULTY

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

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

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

HOUSING

Although Missoula Vocational Technical Center does not offer "on campus" housing, it is our intent to provide useful information on housing as it relates to Missoula. Listed are the most frequently asked questions regarding housing. Please keep in mind the information provided is to be used only as a guide and is not intended to be "all-inclusive."

Q. What type of housing should I consider?

A. It is important for you to understand what your specific needs will be while living in Missoula. For example:

- 1) How many people there are in your family.
- 2) The ages of your family members.
- 3) The amount of furnishings, if any, you may bring with you.
- 4) The amount of money you can contribute toward housing.
- 5) If you're single, whether you wish to have a roommate, to share expenses or company.
- 6) Your personal transportation situation.
- 7) Whether you will be bringing a pet.
- 8) The amount of space you will need.

Q. What type of housing is available in Missoula?

A. There is a vast array of housing accommodations that include:

- 1) 1, 2 and 3 bedroom houses, apartments, mobile homes and condominiums furnished, partially furnished and unfurnished.
- 2) Studio apartments.

3) Room and board for Missoula Vocational Technical students at the University of Montana when space permits (contact U of M Residence Halls Office: 243-2611).

4) Missoula Housing Authority — for low income families, persons with handicaps and the elderly (call 549-4113).

Q. What is the cost range of housing in Missoula?

A. Rent fluctuates from year to year and may also depend on the time of year. The following figures are general approximations for various types of housing (location within the city can also have a dramatic effect on cost):

1) **1 bedroom apartment** — \$160 & up. Average range is \$180-\$230.

2) **2 bedroom apartment** — \$240 & up. Average range is \$250-\$320.

3) **3 bedroom apartment** — \$340 & up. Average range is \$350-\$425.

4) **1 bedroom house** — \$200 & up. Average range is \$250-\$300.

5) **2 bedroom house** — \$290 & up. Average range is \$350-\$400.

6) **3 bedroom house** — \$350 & up. Average range is \$400-\$450.

7) **Studio apartment** — \$180 & up. Average range is \$180-\$230.

8) **Mobile home** — \$150 & up. Average range is \$150-\$250.

9) **U of M Residence Hall** — cost varies with the type of meal plan purchased, contact U of M Residence Halls Office for specific information.

10) **Rooms** — \$100 & up. Average range is \$100-\$150.

11) **Missoula Housing Authority** — cost varies based on personal income. Contact Missoula Housing Authority Office for specific information.

Q. What is the availability of housing in Missoula?

A. The current number of rental units seems to be adequate to satisfy the demand.

Q. When should I begin to locate housing?

A. Most often you should begin looking for housing one or two months prior to actual enrollment at MVTC. If you are interested in University of Montana housing you should contact that housing office for specific details.

Q. How close to MVTC should I establish my residence?

A. The answer to this question depends on many factors you must consider:

1) MVTC has a split campus — approximately 3 miles separate each site; however, students do not travel between sites for classes. A map is provided in the MVTC catalog.

2) If you have children, the proximity of their school to your residence.

3) Your transportation situation — many students drive cars or have rides, some ride bicycles (bicycle riding in Missoula during fair weather is popular). In addition, Missoula has a city bus system.

Q. How do I begin to locate housing?

A. Contact rental/property management agencies (look in the "yellow pages"), newspaper ads, friends/relatives, and real estate offices.

Q. What additional costs can I expect to pay?

A. A security/damage deposit that averages about \$170, renter's insurance on your furnishings, utilities, moving costs and furnishings if needed.

Q. What questions should I ask my landlord?

A. Find out such things as: what is covered by the rent amount; who is responsible for upkeep, repairs and maintenance; the length of the lease; how and when the lease may be terminated or renewed; when the landlord may enter the rental; rules and regulations you must follow as a user of the property; does the landlord have a lien on your personal property; are all agreements with the landlord written into the lease (read all leases carefully before signing and check the rental for cleanliness, prior damage, upcoming repairs and condition of appliances, drapes and carpets).

Q. Are there other things to consider?

- A. You should evaluate storage needs, garage/parking facilities, rent and deposit amount and the need for furnishings.

Be a good tenant by promptly paying all rental and utility bills; not abusing the property or rights of other tenants; keeping the rental clean and immediately reporting any damage that has occurred. Be sure to notify the postal service and the MVTC Registrar's office each time you have a change of address.

FOOD SERVICE

A snack bar is in operation for lunch and snacks in the Administration and Trade and Technology Buildings.

HEALTH SERVICE

There is no formal health service at the Center. Students are encouraged to select a Missoula doctor while attending the Center and have this doctor's name on file with the Admissions 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 of their condition immediately upon arrival.

BOOKSTORE

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

1. Books purchased may be returned within two weeks after purchase for full amount, providing:
 - A. They are accompanied by a cash register sales slip.
 - B. There can be no writing in them; this includes names, addresses, etc.
 - C. The books must be in brand new condition.
2. Books purchased in error for a particular course may be returned for full refund providing they meet the conditions of policy 1 A-C.
3. Books accepted for refund after two weeks from the date of purchase will be at fifty (50) percent of the purchase price.
4. Books in poor condition (with broken bindings, excessive underlining, missing pages, etc.) have no value and will not be bought back.
5. Only those books to be used again will be bought back.
6. All instructional materials missing sections must be returned within two days of purchase.
7. Purchases on credit are not allowed.
8. Bookstore hours are 8:00 a.m. to 4:30 p.m. Monday through Friday. Exceptions to these 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."

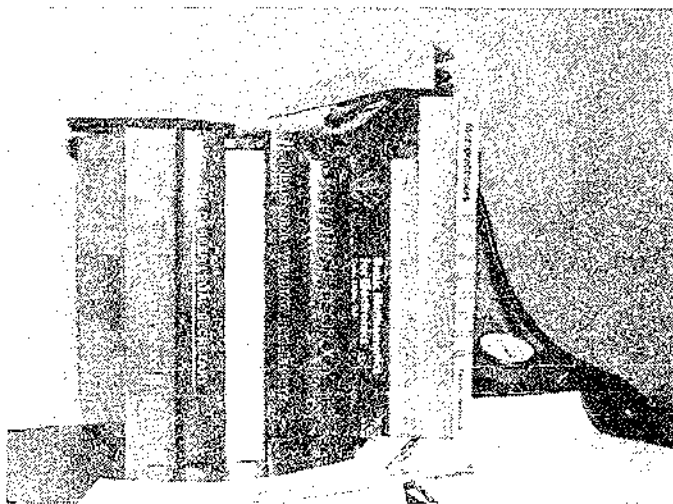
The release of a student's grades, transcripts, and other data requires written authorization by the student. Re-

quest by the student for transcripts should be directed to the Registrar's 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 Registrar's Office in writing.

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

ACADEMIC POLICIES



INSTRUCTIONAL DAY

The average instructional day begins at 8:00 a.m. and ends at 4:40 p.m., however, most students are scheduled to attend classes only five to six hours daily, Monday through Friday. Although this is true in a general sense some program and student schedules may differ significantly. A few examples of variations are listed below:

1. Respiratory Therapy students rotate evenings (2:45 p.m. - 11:15 p.m.) and days (6:45 a.m. - 3:15 p.m.) and possibly nights (11:00 p.m. - 7:00 a.m.) during clinical instruction, second, third and fourth quarters.
2. Surgical Technology students may rotate shifts during clinical instruction, second and third quarters. (7:00 a.m. - 3:00 p.m., 9:00 a.m. - 5:00 p.m., and 2:00 p.m. - 10:00 p.m.). Night and weekend on-call experiences for emergency surgery cases are in addition to regularly scheduled clinical hours during the third quarter.
3. Practical Nursing students in the clinical instruction phases may be scheduled to attend from 6:45 a.m. to 2:00 p.m., 8:00 a.m. to 3:00 p.m., 7:00 a.m. to 2:00 p.m., or 9:00 a.m. to 5:00 p.m. depending on clinical facility.
4. Dinner/First Cook and Kitchen Production Manager students attend from 8:00 a.m. to 3:30 p.m. their first quarter and from 7:00 a.m. to 2:30 p.m. the remaining quarters.
5. Programs that consist primarily of theory (classroom) courses generally meet fewer hours per day (5) when compared to those programs having a greater percentage of practical application (clinical, shop, or lab) courses.

The amount of homework is most often greater for theory courses than for practical application courses. A specific program may be comprised mainly of theory courses one quarter and practical application courses the next quarter so the instructional day may change commensurately.

ATTENDANCE

Attendance affects the quality of student performance. Students are expected to attend all sessions of courses in which enrolled. Absences are neither excused nor unexcused. Students are responsible for making up work missed because of absences.

Instructors are not expected to expend additional time and effort repeating classroom, shop or clinical instruction.

Students are not dropped from courses, nor are students' grades adjusted based on attendance.

CREDIT EQUIVALENCY

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

GRADING

The grading system includes the following options:

- A — Superior performance as it relates to achievement;** 4 grade points per credit
- B — High degree of performance as it relates to achievement;** 3 grade points per credit
- C — Adequate performance as it relates to achievement;** 2 grade points per credit
- D — Minimum performance as it relates to achievement;** 1 grade point per credit
- F — Achievement does not merit awarding credit;** 0 grade points per credit
- X — Denotes failure to complete course work** because of excessive absenteeism or failure to withdraw properly; 0 grade points per credit
- I — Incomplete.** Given if course work is nearly, but not quite complete for an acceptable reason; no grade point value
- L — Listener** awarded to those individuals who declare to the instructor by the fifth instructional day they are auditing the course; no grade point value
- P — Pass.** Only awarded in Practicum, First Aid, Cooperative Work Experience, Independent Study and Clinical Experience courses; no grade point value
- NP — No Pass.** Only awarded in Practicum, First Aid, Cooperative Work Experience, Independent Study and Clinical Experience courses; no grade point value
- CH — Credit Challenged.** Testing indicates course content accomplished; no grade point value
- T — Credit Transferred.** Course work transferred from another post-secondary education institution; no grade point value
- W — Withdrawal.** Student initiated withdrawal; no grade point value

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

All students will be graded each quarter in attendance for all courses in which they are enrolled. Grades are posted on a student's transcript for each quarter in attendance. Copies of transcripts may be obtained from the Registrar's Office. Transcripts are not released to students owing debts to Missoula Vocational Technical Center.

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

INCOMPLETE

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

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

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

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

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

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

The student must return the completed form to the Registrar's Office for processing.

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

AUDIT

Students who enroll in courses for no credit are given the status of Listener, and pay the same fees as students enrolled for credit.

CHALLENGE

A student wishing to challenge a course must notify the instructor and enroll in the course. A student may challenge a particular course only one time and a failed course may not be challenged. The challenge exam is administered by personnel from the department offering the course.

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

If the challenge is successful a grade of "CH" will be posted on the student's grade transcript at the quarter's end.

TRANSFERRED WORK

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

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

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

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

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

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

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

If approved, a "T" grade will be posted on the student's grade transcript at quarter's end by the Registrar's Office.

WITHDRAWAL

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

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

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

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

COURSE WAIVERS

Consideration of course waivers is done on an individual basis.

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

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

The Registrar's Office will then submit the form to the Assistant Director for action.

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

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

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

OUT-DATED COURSE WORK

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

STUDENT PROGRESS STANDARDS

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

GRADE POINT AVERAGE

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

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

ACADEMIC PROGRESS

All programs at Missoula Vocational Technical Center have specific course requirements to be completed for graduation. These courses are to be completed in a defined sequence; however, if Missoula Vocational Technical Center enrolls new students in a particular program more than one time during the same academic year, the sequence of course requirements may vary from group to group. If the defined sequence is not followed students may find it necessary to attend longer because of limited course availability.

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

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

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

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

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

A student failing to meet these standards will again be subject to suspension. Readmission must be initiated through the Student Services Supervisor. Any future enrollment will be on a probationary status.

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

TITLE IV RECIPIENTS

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

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

Title IV Aid recipients will undergo academic progress evaluations at the end of every three academic quarters in attendance. They shall have completed the minimum course work to remain eligible to receive Title IV financial aid. The minimum course work is defined as the percentage of course work represented by the number of increments (3 quarters = 1 increment) completed compared to the maximum time frame set by Missoula Vocational Technical Center. For example, the maximum time frame allowed to complete the Clerk Typist program is six quarters. Title IV aid recipients will have to successfully complete one-half of the work required for the Clerk Typist Certificate by the end of the third quarter.

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

It is the policy of Missoula Vocational Technical Center to fund students only once for each course attempted.

Enrollment in a course as a "listener" will not count towards hour requirements for receipt of financial aid. In addition, the contact hour values of courses successfully "transferred" will not count towards hour requirements for receipt of Federal and state financial aid.

Students withdrawing prior to the end of a quarter will repay on a prorated basis funds received under Title IV assistance programs. The amount of repayment will be based upon the number of days remaining in the quarter for which the student was funded.

DROP/ADD

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

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

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

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

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

STUDENT INFORMATION CHANGE

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

- 1. Address**
- 2. Program**
- 3. Name**
- 4. Phone Number**

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

PROGRAM TRANSFERS

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

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

REQUIREMENTS FOR COMPLETION/GRADUATION

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

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

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

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

CERTIFICATE OF COMPLETION

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

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

Students neglecting to submit this application to the Registrar's Office will not receive a certificate.

GRADUATION CEREMONY

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

HEALTH OCCUPATIONS PROFESSIONAL EXAMINATION REQUIREMENTS

Upon completion of either the Practical Nursing, Surgical Technology, or Respiratory Therapy Technology program, students are expected to write professional examinations. Students are responsible for filing required forms, associated fees, and grade transcripts.

General requirements for examination applicants are listed below.*

Practical Nursing Examination Applicants must:

1. Be a minimum of 18 years of age.
2. Be graduates of approved/accredited schools.

3. Submit applications for licensure to the Board of Nursing for the state in which they wish to be licensed.
4. Submit applications for examination to the National Council Licensing Examination for Nursing (NCLEX).
5. Request the MVTC Admissions Office to send a grade transcript showing graduation date to the appropriate board of nursing.
6. Write the examination (the testing center for Montana is Helena, and examinations are currently written in April and October).

Respiratory Therapy Technology Examination Applicants must:

1. Be a minimum of 18 years of age.
2. Be graduates of approved/accredited schools.
3. Submit examination applications to the National Board for Respiratory Care (NBRC).
4. Write the examination (the testing center for Montana is Bozeman, and examinations are currently written in March, July and December).

Surgical Technology Examination Applicants must:

1. Submit examination applications to the National Association of Surgical Technologists, Inc.
2. Write the examination (the testing center for Montana is Butte, and examinations are currently written in September).

More information can be obtained by contacting the Health Occupations Department Chairperson.

*All health occupations students must, in order to receive a "Certificate of Completion", submit an "Application for Completion" to the MVTC Admissions Office.

COURSE REPEAT

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

Course repeats will not affect academic progress as it relates to recipients of Federal and state financial aid.

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

PROGRAM OFFERINGS

SUBJECT MATTER CLASSIFICATION AND COURSE NUMBERS

ACCT	Accounting	MACH	Machine Shop
BDP	Business Data Processing	MATH	All Mathematics
BUS	Fashion, Retailing	NURS	Nursing
COMM	All Communications	OPER	Operation
CUL	Commercial Food Preparation	PWR	Power
DRTR	Drive Trains	RESP	Respiratory Therapy Technology
ELEC	Electronics Technology	SCI	Science
FOR	Forestry Technology	SEC	Secretarial
GEN	General Education	SURG	Surgical Technology
HYD	Hydraulics	WELD	Welding

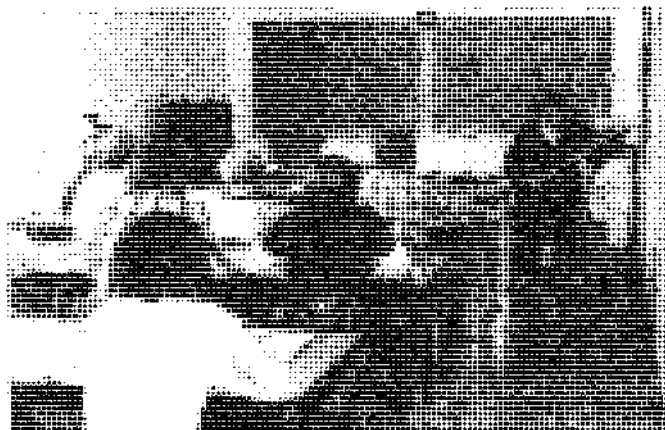
Courses are generally classified according to their numbers as follows:

- 1-99 Courses designed to provide the student with improved academic and/or personal skills. These courses do not count toward graduation and usually do not carry credit.
- 100-199 Courses that are generally considered appropriate for grade level 13.
- 200-299 Courses that are generally considered appropriate for grade level 14.

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

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

GENERAL AND RELATED EDUCATION



FACULTY

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

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

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

COURSE NO.	COURSE TITLE	HOURS	CREDITS
COMM 205	Technical Writing.....	50	5
COMM 210	Communication Techniques.....	50	3
GEN 115	Human Relations.....	25	2
GEN 116	Job Prep	25	2
COMM 030	Basic Communications.....	50	0
MATH 040	Basic Mathematics	50	0
MATH 142	Applied Mathematics	25	2
MATH 050	Prevocational Mathematics	25	0
COMM 055	Prevocational Reading.....	25	0
GEN 060	Prevocational Study Skills.....	25	0
COMM 065	Prevocational Communications	25	0
GEN 070	Prevocational Self Assessment and Career Counseling.....	25	0
COMM 111	Business Communications.....	50	4

COURSE DESCRIPTIONS

COMM 205 TECHNICAL WRITING

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

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

COMM 210 COMMUNICATION TECHNIQUES

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

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

GEN 115 HUMAN RELATIONS

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

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

GEN 116 JOB PREP

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

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

COMM 030 BASIC COMMUNICATIONS

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

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

MATH 040 BASIC MATHEMATICS

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

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

COMM 111 BUSINESS COMMUNICATIONS

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

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

MATH 142 APPLIED MATHEMATICS

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

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

MATH 050 PREVOCATIONAL MATHEMATICS

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

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

COMM 055 PREVOCATIONAL READING

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

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

GEN 060 PREVOCATIONAL STUDY SKILLS

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

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

COMM 065 PREVOCATIONAL COMMUNICATIONS

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

A course designed to teach students the correct use of the English language, including spelling, punctuation, capitalization, and grammatical structure (parts of speech and parts of sentences),

with emphasis on logical paragraph writing. The proper use of reference materials is stressed. Course content varies according to program needs.

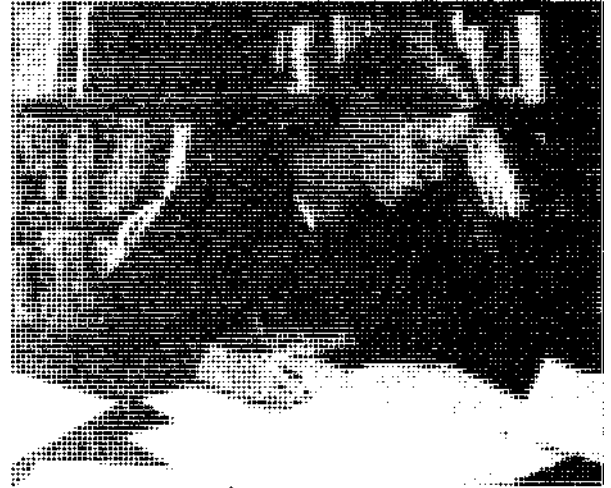
GEN 070 PREVOCAATIONAL SELF-ASSESSMENT AND CAREER COUNSELING

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

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

**ACCOUNTING/
BOOKKEEPING**

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



HELPFUL HIGH SCHOOL COURSES: Bookkeeping; Business Math; Typing; Communications; Computers.

RECOMMENDED PERSONAL TRAITS: Interest in working with numbers; ability to be precise; preference for office work; ability to concentrate; interest in detail work.

FACULTY

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

Length of Program — 4 Quarters

AUTUMN ENTRY

(If courses are not completed in the sequence specified, graduation may be delayed.)

COURSE NO.	COURSE TITLE	HOURS	CREDITS
AUTUMN QUARTER			
ACCT 132	Accounting I.....	50	4
COMM 111	Business Communications.....	50	4
SEC 103	Principles of Business.....	50	5
SEC 114	Keyboard Typing.....	50	2
SEC 115	Filing.....	50	3
		250	18

WINTER QUARTER

ACCT 133	Accounting II	50	4
ACCT 136	Income Tax.....	25	2
ACCT 137	Accounting Applications I.....	50	2
BDP 101	Introduction to Business Computers.....	50	4
GEN 115	Human Relations.....	25	2
MATH 142	Applied Math	25	2
SEC 115	Typing I.....	50	3
		275	19

SPRING QUARTER

ACCT 134	Accounting III	50	4
ACCT 138	Accounting Applications II.....	50	2
COMM 210	Communications Techniques.....	50	3
GEN 116	Job Prep	25	2
MATH 102	Calculators in Business	50	3
SEC 135	Business Law	50	3
		275	17

AUTUMN QUARTER

ACCT 230	Computer Accounting Systems.....	50	3
ACCT 235	Cost Accounting.....	50	4
ACCT 239	Cost Accounting Applications	50	2
SEC 175	Office Procedures	50	3
SEC 176	Model Office	50	2
		250	14

WINTER ENTRY

(If courses are not completed in the sequence specified, graduation may be delayed.)

COURSE NO.	COURSE TITLE	HOURS	CREDITS
WINTER QUARTER			
ACCT 132	Accounting I	50	4
COMM 111	Business Communications.....	50	4
MATH 142	Applied Math	25	2
SEC 103	Principles of Business.....	50	5
SEC 114	Keyboard Typing.....	50	2
GEN 115	Human Relations.....	25	2
		250	19
SPRING QUARTER			
ACCT 133	Accounting II	50	4
ACCT 137	Accounting Applications I.....	50	2
MATH 102	Calculators in Business	50	3
SEC 115	Typing I.....	50	3
SEC 135	Business Law	50	3
		250	15
AUTUMN QUARTER			
ACCT 134	Accounting III	50	4
ACCT 138	Accounting Applications II.....	50	2
BDP 101	Intro to Business Computers	50	4
COMM 210	Communications Techniques.....	50	3
GEN 116	Job Prep	25	2
SEC 105	Filing.....	50	3
		275	18
WINTER QUARTER			
ACCT 136	Income Tax.....	25	2
ACCT 230	Computer Accounting Systems.....	50	3
ACCT 235	Cost Accounting.....	50	4
ACCT 239	Cost Accounting Applications	50	2

SEC 175	Office Procedures	50	3
SEC 176	Model Office	50	2
		275	16

SPRING ENTRY

(If courses are not completed in the sequence specified, graduation may be delayed.)

COURSE NO.	COURSE TITLE	HOURS	CREDITS
SPRING QUARTER			
ACCT 132	Accounting I	50	4
COMM 111	Business Communications	50	4
GEN 115	Human Relations	25	2
GEN 142	Applied Math	25	2
SEC 114	Keyboard Typing	50	2
SEC 103	Principles of Business	50	5
		250	19
AUTUMN QUARTER			
ACCT 133	Accounting II	50	4
ACCT 137	Accounting Applications I	50	2
COMM 210	Communications Techniques	50	3
GEN 116	Job Prep	25	2
MATH 102	Calculators in Business	50	3
SEC 115	Typing I	50	3
		275	17
WINTER QUARTER			
ACCT 134	Accounting II	50	4
ACCT 136	Income Tax	25	2
ACCT 138	Accounting Applications II	50	2
BDP 101	Intro to Business Computers	50	4
SEC 175	Office Procedures	50	3
SEC 176	Model Office	50	2
		275	17
SPRING QUARTER			
ACCT 230	Computer Accounting Systems	50	3
ACCT 235	Cost Accounting	50	4
ACCT 239	Cost Accounting Applications	50	2
SEC 105	Filing	50	3
SEC 135	Business Law	50	3
		250	14

COURSE DESCRIPTIONS

GEN 115 HUMAN RELATIONS

Hours: 25 Credits: 2

Prerequisite(s): None.

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

GEN 116 JOB PREP

Hours: 25 Credits: 2

Prerequisite(s): None.

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

BDP 101 INTRODUCTION TO BUSINESS COMPUTERS

Hours: 50 Credits: 4

Prerequisite(s): SEC 114.

An introduction of computers from the user standpoint. An appli-

cation 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.

SEC 103 PRINCIPLES OF BUSINESS

Hours: 50 Credits: 5

Prerequisite(s): None.

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

SEC 135 BUSINESS LAW

Hours: 50 Credits: 4

Prerequisite(s): None.

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

MATH 102 CALCULATORS IN BUSINESS

Hours: 50 Credits: 3

Prerequisite(s): MATH 142.

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

MATH 142 APPLIED MATHEMATICS

Hours: 25 Credits: 2

Prerequisite(s): None.

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

COMM 111 BUSINESS COMMUNICATIONS

Hours: 50 Credits: 4

Prerequisite(s): None.

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

COMM 210 COMMUNICATION TECHNIQUES

Hours: 50 Credits: 3

Prerequisite(s): None.

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

SEC 105 FILING

Hours: 50 Credits: 3

Prerequisite(s): None.

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

SEC 114 KEYBOARD TYPING

Hours: 50 Credits: 2

Prerequisite(s): None.

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

SEC 115 TYPING I

Hours: 50 Credits: 3

Prerequisite(s): SEC 114.

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

SEC 175 OFFICE PROCEDURES

Hours: 50 Credits: 3

Prerequisite(s): None.

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

SEC 176 MODEL OFFICE

Hours: 50 Credits: 2

Prerequisite(s): GEN 116 concurrent enrollment SEC 175.

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

ACCT 132 ACCOUNTING I

Hours: 50 Credits: 4

Prerequisite(s): None.

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

ACCT 133 ACCOUNTING II

Hours: 50 Credits: 4

Prerequisite(s): ACCT 132.

An expansion of Accounting I involving receivables, inventories, plant and intangible assets, and expanded liabilities. Partnerships, corporations, long-term liabilities and investments complete the course. A practice set is done; also projects on the microcomputer.

ACCT 134 ACCOUNTING III

Hours: 50 Credits: 4

Prerequisite(s): ACCT 132.

Conclusion of the basic accounting sequence including price level changes, concepts and principles, statement consolidation and analysis plus control for departments and branches. Budgeting and decision making is covered as well as accounting for individuals and non-profit organizations. A practice set is completed.

ACCT 136 INCOME TAX

Hours: 25 Credits: 2

Prerequisite(s): None.

This course involves information on tax laws plus preparation of common individual tax returns. Up-to-date forms and schedules will be used.

ACCT 137 ACCOUNTING APPLICATIONS I

Hours: 50 Credits: 2

Prerequisite(s): ACT 132, concurrent enrollment ACCT 133.

Half of this course is payroll accounting where the student will be introduced to payroll computations and records used in businesses. Laws governing payroll will be discussed. The lab portion of this course is designed to give the student planned auxiliary activities, support, and reinforcement for ACCT 133 Accounting II.

ACCT 138 ACCOUNTING APPLICATIONS II

Hours: 50 Credits: 2

Prerequisite(s): ACCT 133, concurrent enrollment ACCT 134.

This course is designed to give the student planned auxiliary activities, support, and reinforcement for ACCT 134 Accounting III.

ACCT 230 COMPUTER ACCOUNTING SYSTEMS

Hours: 50 Credits: 3

Prerequisite(s): ACCT 133.

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

ACCT 235 COST ACCOUNTING

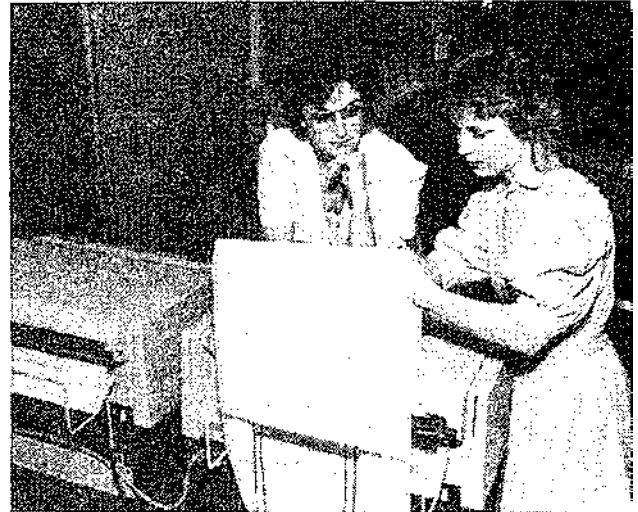
Hours: 50 Credits: 4

Prerequisite(s): ACCT 134.

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

BUSINESS DATA PROCESSING

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



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

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

HELPFUL HIGH SCHOOL COURSES: Business; Communications; Typing; Accounting; Business Math; Computers.

RECOMMENDED PERSONAL TRAITS: Logical; interest in problem solving; preference for office work; ability as self-starter.

FACULTY

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

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

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

DATA ENTRY OPERATOR

Length of Program — 3 Quarters

AUTUMN OR WINTER ENTRY

(If courses are not completed in the sequence specified, graduation may be delayed.)

COURSE NO.	COURSE TITLE	HOURS	CREDITS
AUTUMN QUARTER			
BDP 105	Principles of Data Processing	50	5
BDP 110	Data Entry I	100	5
GEN 115	Human Relations	25	2
MATH 142	Applied Math	25	2
SEC 114	Keyboard	50	2
		250	16

WINTER QUARTER

BDP 111	Data Entry II.....	50	3
SEC 103	Principles of Business.....	50	5
COMM 111	Business Communications.....	50	4
MATH 102	Calculators in Business.....	50	3
SEC 115	Typing I.....	50	3
		250	18

SPRING QUARTER

ACCT 127	Secretarial Accounting.....	50	3
BDP 291	Practicum.....	100	3
GEN 116	Job Prep.....	25	2
SEC 105	Filing.....	50	3
SEC 112	Word Processing I.....	25	1
SEC 113	Word Processing II.....	25	1
SEC 116	Typing II.....	50	3
		325	16

DATA ENTRY/COMPUTER OPERATOR

Length of Program — 4 Quarters

AUTUMN ENTRY

(If courses are not completed in the sequence specified, graduation may be delayed.)

COURSE NO.	COURSE TITLE	HOURS	CREDITS
AUTUMN QUARTER			
BDP 105	Principles of Data Processing.....	50	5
BDP 110	Data Entry I.....	100	5
GEN 115	Human Relations.....	25	2
MATH 142	Applied Math.....	25	2
SEC 114	Keyboard.....	50	2
		250	16
WINTER QUARTER			
BDP 102	Data Processing Math.....	50	4
BDP 111	Data Entry II.....	50	3
BDP 121	BASIC.....	50	4
MATH 102	Calculators in Business.....	50	3
SEC 115	Typing I.....	50	3
		250	17
SPRING QUARTER			
ACCT 132	Accounting I.....	50	4
BDP 142	Computer Operations.....	100	8
SEC 103	Principles of Business.....	50	5
COMM 111	Business Communications.....	50	4
SEC 112	Word Processing I.....	25	1
SEC 113	Word Processing II.....	25	1
		300	23
AUTUMN QUARTER			
ACCT 131	Payroll Accounting.....	25	1
BDP 291	Practicum.....	100	3
GEN 116	Job Prep.....	25	2
SEC 105	Filing.....	50	3
SEC 116	Typing II.....	50	3
		250	12

WINTER ENTRY

(If courses are not completed in the sequence specified, graduation may be delayed.)

COURSE NO.	COURSE TITLE	HOURS	CREDITS
WINTER QUARTER			
BDP 105	Principles of Data Processing.....	50	5
BDP 110	Data Entry I.....	100	5
GEN 115	Human Relations.....	25	2
MATH 142	Applied Math.....	25	2
SEC 114	Keyboard.....	50	2
		250	16

SPRING QUARTER			
BDP 111	Data Entry II.....	50	3
MATH 102	Calculators in Business.....	50	4
SEC 115	Typing I.....	50	3
SEC 105	Filing.....	50	3
SEC 116	Typing II.....	50	3
		250	16

AUTUMN QUARTER			
ACCT 132	Accounting I.....	50	4
BDP 102	Data Processing Math.....	50	4
BDP 121	BASIC.....	50	4
SEC 103	Principles of Business.....	50	5
COMM 111	Business Communications.....	50	4
SEC 112	Word Processing I.....	25	1
SEC 113	Word Processing II.....	25	1
		300	23

WINTER QUARTER			
ACCT 131	Payroll Accounting.....	25	1
BDP 142	Computer Operations.....	100	8
BDP 291	Practicum.....	100	3
GEN 116	Job Prep.....	25	2
		250	14

COMPUTER OPERATOR/PROGRAMMER

Length of Program — 6 Quarters

AUTUMN ENTRY

(If courses are not completed in the sequence specified, graduation may be delayed.)

COURSE NO.	COURSE TITLE	HOURS	CREDITS
AUTUMN QUARTER			
BDP 102	Data Processing Math.....	50	4
BDP 105	Principles of Data Processing.....	50	5
BDP 121	BASIC.....	50	4
GEN 115	Human Relations.....	25	2
MATH 142	Applied Math.....	25	2
SEC 114	Keyboard Typing.....	50	2
		250	19

WINTER QUARTER			
ACCT 132	Accounting I.....	50	4
BDP 122	Advanced BASIC.....	100	7
BDP 142	Computer Operations.....	100	8
SEC 115	Typing I.....	50	3
		300	22

SPRING QUARTER			
ACCT 131	Payroll Accounting.....	25	1
ACCT 133	Accounting II.....	50	4
BDP 109	Data Entry Methods.....	25	2
BDP 123	COBOL.....	100	7
COMM 205	Technical Communications.....	50	5
		250	19

AUTUMN QUARTER

BDP 224	Advanced COBOL.....	100	7
BDP 125	RPG II.....	100	7
MATH 102	Calculators in Business	50	3
		250	17

WINTER QUARTER

BDP 226	Advanced RPG II.....	100	7
BDP 293 or	Applied COBOL or	100	3
BDP 295	Applied BASIC	100	3
SEC 103	Principles of Business.....	50	5
		250	15

SPRING QUARTER

BDP 228	Advanced Computer Techniques	100	7
BDP 293 or	Applied COBOL or	100	3
BDP 294 or	Applied RPG II or	100	3
BDP 295	Applied BASIC	100	3
GEN 116	Job Prep	25	2
		225	12

WINTER ENTRY

(If courses are not completed in the sequence specified, graduation may be delayed.)

COURSE NO.	COURSE TITLE	HOURS	CREDITS
WINTER QUARTER			
BDP 102	Data Processing Math.....	50	4
BDP 105	Principles of Data Processing	50	5
BDP 121	BASIC.....	50	4
GEN 115	Human Relations.....	25	2
MATH 142	Applied Math	25	2
SEC 114	Keyboard Typing.....	50	2
		250	19
SPRING QUARTER			
ACCT 132	Accounting I	50	4
BDP 122	Advanced BASIC.....	100	7
BDP 142	Computer Operations.....	100	8
SEC 115	Typing I.....	50	3
		300	22
AUTUMN QUARTER			
ACCT 131	Payroll Accounting.....	25	1
ACCT 133	Accounting II	50	3
BDP 109	Data Entry Methods.....	25	2
BDP 125	RPG II.....	100	7
MATH 102	Calculators in Business	50	3
		250	16
WINTER QUARTER			
BDP 226	Advanced RPG II.....	100	7
BDP 294 or	Applied RPG II or	100	3
BDP 295	Applied BASIC	100	5
SEC 103	Principles of Business.....	50	5
		350	18
SPRING QUARTER			
BDP 123	COBOL.....	100	7
BDP 228	Advanced Computer Techniques	100	7
COMM 205	Technical Communications	50	5
		250	19

AUTUMN QUARTER

BDP 224	Advanced COBOL.....	100	7
BDP 293 or	Applied COBOL or	100	3
BDP 294 or	Applied RPG II or	100	3
BDP 295	Applied BASIC	100	3
GEN 116	Job Prep	25	2
		225	12

COURSE DESCRIPTIONS

COMM 205 TECHNICAL WRITING

Hours: 50 Credits: 5

Prerequisite(s): None.

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

COMM 210 COMMUNICATION TECHNIQUES

Hours: 50 Credits: 3

Prerequisite(s): None.

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

GEN 115 HUMAN RELATIONS

Hours: 25 Credits: 2

Prerequisite(s): None.

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

GEN 116 JOB PREP

Hours: 25 Credits: 2

Prerequisite(s): None.

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

MATH 142 APPLIED MATHEMATICS

Hours: 25 Credits: 2

Prerequisite(s): None.

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

BDP 101 INTRODUCTION TO BUSINESS COMPUTERS

Hours: 50 Credits: 4

Prerequisite(s): SEC 114.

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.

BDP 102 DATA PROCESSING MATH

Hours: 50 Credits: 4

Prerequisite(s): BDP 105 or concurrent.

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

BDP 105 PRINCIPLES OF DATA PROCESSING

Hours: 50 Credits: 5

Prerequisite(s): None.

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

BDP 109 DATA ENTRY METHODS

Hours: 25 Credits: 2

Prerequisite(s): BDP 105.

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 diskette, on-line, and microcomputer equipment. Minimum course requirements will necessitate demonstration of working knowledge of all equipment, program construction, and proper data entry techniques.

BDP 110 DATA ENTRY I

Hours: 100 Credits: 5

Prerequisite(s): Concurrent with BDP 105.

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 on-line, diskette, and microcomputer 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.

BDP 111 DATA ENTRY II

Hours: 50 Credits: 3

Prerequisite(s): BDP 110.

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.

BDP 121 BASIC

Hours: 50 Credits: 4

Prerequisite(s): BDP 102 or concurrent.

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

BDP 122 ADVANCED BASIC

Hours: 100 Credits: 7

Prerequisite(s): BDP 121 and concurrent w/BDP 142.

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.

BDP 123 COBOL

Hours: 100 Credits: 7
Prerequisite(s): BDP 122.

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."

BDP 224 ADVANCED COBOL

Hours: 100 Credits: 7
Prerequisite(s): BDP 123.

A continuation of COBOL programming. Emphasis is on such concepts as tables, subroutine, sort, and IMAGE data base. Simulated business application will be programmed preparing the student for employment as a COBOL programmer.

BDP 125 RPG II

Hours: 100 Credits: 7
Prerequisite(s): BDP 122.

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.

BDP 226 ADVANCED RPG II

Hours: 100 Credits: 7
Prerequisite(s): BDP 125.

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

BDP 228 ADVANCED COMPUTER TECHNIQUES

Hours: 100 Credits: 7
Prerequisite(s): BDP 123 or BDP 125.

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.

BDP 142 COMPUTER OPERATIONS

Hours: 100 Credits: 8
Prerequisite(s): BDP 105.

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.

BDP 291 PRACTICUM

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

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

BDP 293 APPLIED COBOL

Hours: 100 Credits: 3
Prerequisite(s): BDP 123, concurrent with BDP 224.

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

BDP 294 APPLIED RPG II

Hours: 100 Credits: 3
Prerequisite(s): BDP 125; concurrent with BDP 126.

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

BDP 295 APPLIED BASIC

Hours: 100 Credits: 3
Prerequisite(s): BDP 122.

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

SEC 103 PRINCIPLES OF BUSINESS

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

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

SEC 102 CALCULATORS IN BUSINESS

Hours: 50 Credits: 3
Prerequisite(s): MATH 142.

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

SEC 105 FILING

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

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

COMM 111 BUSINESS COMMUNICATIONS

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

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

SEC 112 WORD PROCESSING I

Hours: 25 Credits: 1
Prerequisite(s): SEC 101 or SEC 105.

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

SEC 114 KEYBOARD TYPING

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

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

SEC 115 TYPING I

Hours: 50 Credits: 3
Prerequisite(s): SEC 114.

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

SEC 116 TYPING II

Hours: 50 Credits: 3
Prerequisite(s): SEC 115.

Typing II consists of 50 hours of classroom work. Ten hours of

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

SEC 127 SECRETARIAL ACCOUNTING

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

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

SEC 131 PAYROLL ACCOUNTING

Hours: 25 Credits: 1
Prerequisite(s): SEC 132.

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

SEC 132 ACCOUNTING I

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

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

SEC 133 ACCOUNTING II

Hours: 50 Credits: 4
Prerequisite(s): SEC 132.

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

COMBINATION WELDING

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



HELPFUL HIGH SCHOOL COURSES: Geometry; Welding; Drafting; Metals; Communications.

RECOMMENDED PERSONAL TRAITS: Good manual dexterity; good eyesight; interest in skilled physical work; healthy respiratory system.

FACULTY

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

Length of Program — 3 Quarters

AUTUMN ENTRY

(If courses are not completed in the sequence specified, graduation may be delayed.)

COURSE NO.	COURSE TITLE	HOURS	CREDITS
AUTUMN QUARTER			
GEN 115	Human Relations.....	25	2
GEN 116	Job Prep	25	2

MATH 120	Trade Math.....	50	5
WELD 104	Welding Metallurgy.....	50	5
WELD 105	Welding I.....	200	7
		350	21
WINTER QUARTER			
MACH 115	Machine Shop.....	50	2
WELD 106	Welding II.....	200	9
WELD 110	Blueprint Reading.....	100	5
		350	16
SPRING QUARTER			
WELD 107	Welding III.....	200	9
WELD 111	Layout.....	50	4
		250	13

COURSE DESCRIPTIONS

GEN 115 HUMAN RELATIONS

Hours: 25 Credits: 2

Prerequisite(s): None.

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

GEN 116 JOB PREP

Hours: 25 Credits: 2

Prerequisite(s): None.

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

WELD 104 WELDING METALLURGY

Hours: 50 Credits: 5

Prerequisite(s): None.

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

WELD 105 WELDING I

Hours: 200 Credits: 7

Prerequisite(s): None.

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

WELD 106 WELDING II

Hours: 200 Credits: 9

Prerequisite(s): WELD 105.

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

WELD 107 WELDING III

Hours: 200 Credits: 9

Prerequisite(s): WELD 106.

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

WELD 110 BLUEPRINT READING

Hours: 100 Credits: 5

Prerequisite(s): None.

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

WELD 111 LAYOUT

Hours: 50 Credits: 4

Prerequisite(s): WELD 110.

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

MACH 115 MACHINE SHOP

Hours: 50 Credits: 2

Prerequisite(s): None.

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

MATH 120 TRADE MATH

Hours: 50 Credits: 5

Prerequisite(s): None.

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

COMMERCIAL FOOD PREPARATION

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

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



HELPFUL HIGH SCHOOL COURSES: Cooking; Communications; Business Math; Home Economics.

RECOMMENDED PERSONAL TRAITS: Good sense of taste and smell; ability to work under pressure; good hand-eye coordination; ability to stand for long periods; interest in working with others; ability to follow written instructions.

FACULTY

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

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

DINNER/FIRST COOK

Length of Program — 3 Quarters

AUTUMN OR SPRING ENTRY

(If courses are not completed in the sequence specified, graduation may be delayed.)

COURSE NO.	COURSE TITLE	HOURS	CREDITS
FIRST QUARTER			
CUL 151	Introduction to Foods	100	8
CUL 152	Food Production and Demonstration	100	3
CUL 154	Food Service Terminology	50	4
MATH 153	Food Service Math	50	4
		300	19
SECOND QUARTER			
CUL 156	Dining Room Procedures	100	4
CUL 157	Pantry	100	4
CUL 158	Short Order Cooking	100	4
GEN 115	Human Relations.....	25	2
GEN 116	Job Prep	25	2
		350	16
THIRD QUARTER			
CUL 160	Stocks, Soups, and Sauces	100	4
CUL 161	Meats and Vegetables	100	4
CUL 162	Storeroom Procedures.....	100	4
		300	12

KITCHEN PRODUCTION MANAGER

Length of Program — 6 Quarters

AUTUMN OR SPRING ENTRY

(If courses are not completed in the sequence specified, graduation may be delayed.)

COURSE NO.	COURSE TITLE	HOURS	CREDITS
FIRST QUARTER			
CUL 151	Introduction to Foods	100	8
CUL 152	Food Production and Demonstration	100	3
CUL 154	Food Service Terminology.....	50	4
MATH 153	Food Service Math.....	50	4
		300	19
SECOND QUARTER			
CUL 156	Dining Room Procedures	100	4
CUL 157	Pantry	100	4
CUL 158	Short Order Cooking	100	4
GEN 115	Human Relations.....	25	2
GEN 116	Job Prep	25	2
		350	16
THIRD QUARTER			
CUL 160	Stocks, Soups, and Sauces	100	4
CUL 161	Meats and Vegetables	100	4
CUL 162	Storeroom Procedures	100	4
		300	12
FOURTH QUARTER			
CUL 165	Bakery	250	8
MATH 166	Business Math.....	50	5
		300	13
FIFTH QUARTER			
CUL 270	Purchasing Procedures & Cost Controls.....	150	7
CUL 271	Menu Layout, Design, & Analysis	150	7
CUL 272	Sanitation Management.....	30	3
		330	17
SIXTH QUARTER			
COMM 205	Technical Writing.....	50	5
CUL 280	Supervisory Techniques	250	11
		300	16

COURSE DESCRIPTIONS

COMM 205 TECHNICAL WRITING

Hours: 50 Credits: 5

Prerequisite(s): None.

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

CUL 151 INTRODUCTION TO FOODS

Hours: 100 Credits: 8

Prerequisite(s): None.

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

CUL 152 FOOD PRODUCTION AND DEMONSTRATION

Hours: 100 Credits: 3

Prerequisite(s): None.

A course designed to provide the student with hands-on prepara-

tion of food items, the use of equipment and its maintenance as it pertains to introduction to Foods.

CUL 154 FOOD SERVICE TERMINOLOGY

Hours: 50 Credits: 4

Prerequisite(s): None.

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

CUL 156 DINING ROOM PROCEDURES

Hours: 100 Credits: 4

Prerequisite(s): CUL 151, CUL 152.

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

CUL 157 PANTRY

Hours: 100 Credits: 4

Prerequisite(s): CUL 151, CUL 152.

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

CUL 158 SHORT ORDER COOKING

Hours: 100 Credits: 4

Prerequisite(s): CUL 151, CUL 152.

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

CUL 160 STOCKS, SOUPS, AND SAUCES

Hours: 100 Credits: 4

Prerequisite(s): CUL 151, CUL 152.

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

CUL 161 MEATS AND VEGETABLES

Hours: 100 Credits: 4

Prerequisite(s): CUL 151, CUL 152.

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

CUL 162 STOREROOM PROCEDURES

Hours: 100 Credits: 4

Prerequisite(s): CUL 151, CUL 152.

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

CUL 165 BAKERY

Hours: 250 Credits: 8

Prerequisite(s): MATH 153.

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

CUL 270 PURCHASING PROCEDURES AND COST CONTROLS

Hours: 150 Credits: 7

Prerequisite(s): Dinner/First Cook requirements.

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

CUL 271 MENU LAYOUT, DESIGN AND ANALYSIS

Hours: 150 Credits: 7

Prerequisite(s): Dinner/First Cook requirements.

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

CUL 272 SANITATION MANAGEMENT

Hours: 30 Credits: 3

Prerequisite(s): Dinner/First Cook requirements.

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

CUL 280 SUPERVISORY TECHNIQUES

Hours: 250 Credits: 11

Prerequisite(s): Dinner/First Cook requirements.

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

GEN 115 HUMAN RELATIONS

Hours: 25 Credits: 2

Prerequisite(s): None.

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

GEN 116 JOB PREP

Hours: 25 Credits: 2

Prerequisite(s): None.

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

MATH 153 FOOD SERVICE MATHEMATICS

Hours: 50 Credits: 4

Prerequisite(s): None.

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

MATH 166 BUSINESS MATHEMATICS

Hours: 50 Credits: 5

Prerequisite(s): MATH 153.

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

ELECTRONICS TECHNOLOGY

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



HELPFUL HIGH SCHOOL COURSES: Chemistry; Algebra; Trigonometry; Physics; Communications; Computers.

RECOMMENDED PERSONAL TRAITS: Likes to work with others; interest in problem solving; good manual dexterity; competitive spirit.

FACULTY

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

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

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

Steven Rice; A.D., 1969, B.S.E.E., 1973, Valparaiso Technical Institute; B.S., 1973, Ball State University; 8 yrs. related work experience; at MVTC since 1984.

Length of Program — 6 Quarters

AUTUMN ENTRY

(If courses are not completed in the sequence specified, graduation may be delayed.)

COURSE NO.	COURSE TITLE	HOURS	CREDITS
AUTUMN QUARTER			
ELEC 101	Direct Current Theory.....	100	7
ELEC 107	Math I.....	100	7
ELEC 120	Physics I.....	50	5
		250	19
WINTER QUARTER			
COMM 205	Technical Communications.....	50	5
ELEC 102	Alternating Current Theory.....	100	7
MATH 108	Math II.....	100	7
SCI 121	Physics II.....	50	5
		300	24
SPRING QUARTER			
ELEC 103	Tube and Semiconductor Theory.....	100	7
ELEC 106	Logic and SemiConductor Switching Circuits.....	50	5
MATH 109	Math III.....	100	7
SCI 122	Physics III.....	50	5
		300	24
AUTUMN QUARTER			
ELEC 205	Semiconductor Circuits.....	100	7
ELEC 227	Computer Fundamentals.....	100	7
ELEC 270	Introduction to FCC License.....	50	5
GEN 115	Human Relations.....	25	2
GEN 116	Job Prep.....	25	2
		300	23

WINTER QUARTER

ELEC 225	Microcomputer Programming I.....	50	2
ELEC 228	Instrumentation I.....	100	7
ELEC 232	Microprocessors I.....	100	7
ELEC 234	Automatic Control I.....	50	5
		300	21

SPRING QUARTER

ELEC 226	Microcomputer Programming II.....	50	2
ELEC 229	Instrumentation II.....	100	7
ELEC 233	Microprocessors II.....	100	7
ELEC 235	Automatic Control II.....	50	5
		300	21

COURSE DESCRIPTIONS

COMM 205 TECHNICAL WRITING

Hours: 50 Credits: 5

Prerequisite(s): None.

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

ELEC 101 DIRECT CURRENT THEORY

Hours: 100 Credits: 7

Prerequisite(s): None.

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

ELEC 102 ALTERNATING CURRENT THEORY

Hours: 100 Credits: 7

Prerequisite(s): ELEC 101.

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

ELEC 103 TUBE AND SEMICONDUCTOR THEORY

Hours: 100 Credits: 7

Prerequisite(s): ELEC 102.

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

ELEC 106 LOGIC AND SEMICONDUCTOR SWITCHING

Hours: 50 Credits: 5

Prerequisite(s): ELEC 102.

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

ELEC 205 SEMICONDUCTOR CIRCUITS

Hours: 100 Credits: 7

Prerequisite(s): ELEC 103.

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

ELEC 225 MICROCOMPUTER PROGRAMMING I

Hours: 50 Credits: 2

Prerequisite(s): None.

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

ELEC 226 MICROCOMPUTER PROGRAMMING II

Hours: 50 Credits: 2

Prerequisite(s): ELEC 225.

A continuation of ELEC 225, including file management systems and advanced techniques in BASIC.

ELEC 227 COMPUTER FUNDAMENTALS

Hours: 100 Credits: 7

Prerequisite(s): ELEC 103.

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

ELEC 228 INSTRUMENTATION I

Hours: 100 Credits: 7

Prerequisite(s): ELEC 205.

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.

ELEC 229 INSTRUMENTATION II

Hours: 100 Credits: 7

Prerequisite(s): ELEC 228.

A study of industrial measuring and process control instrumentation.

ELEC 232 MICROPROCESSORS I

Hours: 100 Credits: 7

Prerequisite(s): ELEC 227.

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

ELEC 233 MICROPROCESSORS II

Hours: 100 Credits: 7

Prerequisite(s): ELEC 232.

A continuation of ELEC 232 — covers the complexities and power of machine language programming, hardware input/output interfacing and microprocessor and design applications. The course is complemented with an individual student trainer, utilizing a 6800 microprocessor.

ELEC 234 AUTOMATIC CONTROL I

Hours: 50 Credits: 5
Prerequisite(s): ELEC 227.

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

ELEC 235 AUTOMATIC CONTROL II

Hours: 50 Credits: 5
Prerequisite(s): ELEC 234.

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

ELEC 270 INTRODUCTION TO FCC LICENSE

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

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

GEN 115 HUMAN RELATIONS

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

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

GEN 116 JOB PREP

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

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

MATH 107 MATH I

Hours: 100 Credits: 7
Prerequisite(s): None.

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

MATH 108 MATH II

Hours: 100 Credits: 7
Prerequisite(s): MATH 107.

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

MATH 109 MATH III

Hours: 100 Credits: 7
Prerequisite(s): MATH 108.

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

SCI 120 PHYSICS I

Hours: 50 Credits: 5
Prerequisite(s): Concurrent with MATH 107.

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

SCI 121 PHYSICS II

Hours: 50 Credits: 5
Prerequisite(s): SCI 120.

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

SCI 122 PHYSICS III

Hours: 50 Credits: 5
Prerequisite(s): SCI 121.

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

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.



HELPFUL HIGH SCHOOL COURSES: Business Math; Communications; Bookkeeping; Typing; Business; Art.

RECOMMENDED PERSONAL TRAITS: Interest in working with people; leadership ability; creative; ability to easily relate with others; interest in selling.

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.

Length of Program — 3 Quarters

AUTUMN OR WINTER ENTRY

(If courses are not completed in the sequence specified, graduation may be delayed.)

COURSE NO.	COURSE TITLE	HOURS	CREDITS
AUTUMN QUARTER			
ACCT 132	Accounting I	50	4
BUS 108	Principles of Marketing	50	5
BUS 111	Fashion Salesmanship	50	3
BUS 179	Fashion Product Knowledge	50	5
GEN 115	Human Relations.....	25	2
GEN 142	Applied Math	25	2
		250	21
WINTER QUARTER			
ACCT 131	Payroll Accounting.....	25	2
BUS 105	Introduction to Fashion.....	50	5
BUS 181	Fashion Product Knowledge II	50	5
COMM 111	Business Communications.....	50	4
GEN 116	Job Prep	25	2
MATH 133	Merchandise Math I	50	2
SEC 114	Keyboard Typing.....	50	2
		300	20
SPRING QUARTER			
BDP 101	Introduction to Business Computers.....	50	4
BUS 124	Fashion Promotion.....	50	2
BUS 141	Fashion Merchandise Management.....	50	5
BUS 183	Fashion Trends	50	5
MATH 134	Merchandise Math II	50	3
		250	19

COURSE DESCRIPTIONS

ACCT 131 PAYROLL ACCOUNTING

Hours: 25 Credits: 1
Prerequisite(s): ACCT 132.

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

ACCT 132 ACCOUNTING I

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

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

BDP 101 INTRODUCTION TO BUSINESS COMPUTERS

Hours: 50 Credits: 4
Prerequisite(s): SEC 114.

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.

BUS 105 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.

BUS 108 PRINCIPLES OF MARKETING

Hours: 50 Credits: 5

Prerequisite(s): None.

The course will expose the student to the numerous marketing activities that are necessary to provide people with satisfying goods and services. Some examples include the consumer buying decision process, the organizational buying decision process, and generic branding.

BUS 111 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.

BUS 124 FASHION PROMOTION

Hours: 50 Credits: 2

Prerequisite(s): None.

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

BUS 141 FASHION MERCHANDISE MANAGEMENT

Hours: 50 Credits: 5

Prerequisite(s): BUS 105.

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.

BUS 179 FASHION PRODUCT KNOWLEDGE

Hours: 50 Credits: 5

Prerequisite(s): None.

The student is offered product knowledge in the area of textiles and their end use from the consumer's viewpoint. Includes the study of textile fibers, yarns, fabric production, dyeing, finishing, care, and construction. Class activities will include practical, on-site experiences.

BUS 181 FASHION PRODUCT KNOWLEDGE II

Hours: 50 Credits: 5

Prerequisite(s): None.

A course designed to orient students to the elements of line, color, and design in fashion apparel. Application of these elements in wardrobe selection and building are also presented. Class activities will include practical, on-site experiences.

BUS 183 FASHION TRENDS

Hours: 50 Credits: 5

Prerequisite(s): None.

This course studies the latest trends in fashion clothing and accessories for the various segments of the apparel market. Class activities will include practical, on-site experiences.

COMM 111 BUSINESS COMMUNICATIONS

Hours: 50 Credits: 4

Prerequisite(s): None.

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

GEN 115 HUMAN RELATIONS

Hours: 25 Credits: 2

Prerequisite(s): None.

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

GEN 116 JOB PREP

Hours: 25 Credits: 2

Prerequisite(s): None.

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

GEN 142 APPLIED MATHEMATICS

Hours: 25 Credits: 2

Prerequisite(s): None.

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

MATH 133 MERCHANDISING MATH I

Hours: 50 Credits: 2

Prerequisite(s): None.

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

MATH 134 MERCHANDISING MATH II

Hours: 50 Credits: 3

Prerequisite(s): MATH 133.

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

SEC 114 KEYBOARD TYPING

Hours: 50 Credits: 2

Prerequisite(s): None.

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

FORESTRY TECHNOLOGY

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



HELPFUL HIGH SCHOOL COURSES: Physical Science; Biological Science; Algebra; Trigonometry; Computers; Communications.

RECOMMENDED PERSONAL TRAITS: Leadership ability; interest in resource management; ability to work as a team member; interest in outdoor work.

FACULTY

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

Length of Program — 6 Quarters

AUTUMN ENTRY (Odd Numbered Years)

(If courses are not completed in the sequence specified, graduation may be delayed.)

COURSE NO.	COURSE TITLE	HOURS	CREDITS
AUTUMN QUARTER			
FOR 101	Orientation to Forestry	10	1
FOR 105	Elementary Surveying	80	4
FOR 130	Elementary Log Scaling.....	70	3
FOR 118	Dendrology.....	40	3
MATH 120	Forest Mathematics.....	50	5
SCI 117	Botany.....	60	3
		310	19
WINTER QUARTER			
COMM 205	Technical Communications	50	5
FOR 110	Technical Drawing.....	40	2
FOR 119	Forest Ecology and Silvics	50	4
FOR 121	Statistical Sampling.....	50	3
FOR 135	Forest Products	40	3
SCI 140	Soils	40	3
		270	20
SPRING QUARTER			
FOR 106	Advanced Surveying	80	4
FOR 123	Applied Silviculture Plants (Opt.)	60	4
FOR 132	Fixed Plot Cruising.....	80	4
FOR 145	Fire Protection	50	4
FOR 150	Forestry Tools.....	50	2
SCI 125	Identification of Flowering	20	2
		340	20
AUTUMN QUARTER			
GEN 115	Human Relations.....	25	2

GEN 116	Job Prep	25	2
FOR 115	Road Locations.....	80	4
FOR 160	Introduction to Marketing and Economics	20	2
FOR 174	Watershed Management.....	60	3
FOR 224	Habitat Types	50	3
FOR 265	Timber Harvesting	90	4
		350	20
WINTER QUARTER			
FOR 131	Advanced Log Scaling (Opt.)	50	2
FOR 170	Recreation and Planning.....	50	3
FOR 175	Supervision and Foremanship.....	20	2
FOR 255	Photo Interpretation.....	50	2
FOR 261	Forest Economics	44	3
FOR 277	Forest Policy and Laws.....	26	2
MATH 222	Applied Forestry Mathematics.....	20	2
SCI 126	Identification of Grasses (Opt.).....	20	2
		280	18
SPRING QUARTER			
FOR 116	Road Design and Staking	50	3
FOR 228	Insect and Disease Control.....	70	3
FOR 233	Variable Plot/3-P Cruising.....	80	4
FOR 234	Stand Examination (Opt.).....	60	3
FOR 272	Range and Wildlife Management.....	80	5
FOR 273	Forest Management.....	50	4
		390	22

COURSE DESCRIPTIONS

COMM 205 TECHNICAL WRITING

Hours: 50 Credits: 5

Prerequisite(s): None.

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

ELEC 225 MICROCOMPUTER PROGRAMMING I

Hours: 50 Credits: 2 (optional)

Prerequisite(s): None.

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

FOR 101 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.

FOR 105 ELEMENTARY SURVEYING

Hours: 80 Credits: 4

Prerequisite(s): None.

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

FOR 106 ADVANCED SURVEYING

Hours: 80 Credits: 4

Prerequisite(s): FOR 105.

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

FOR 110 TECHNICAL DRAWING

Hours: 40 Credits: 2

Prerequisite(s): None.

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

FOR 215 ROAD LOCATIONS

Hours: 80 Credits: 4

Prerequisite(s): FOR 106.

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

FOR 216 ROAD DESIGN AND STAKING

Hours: 50 Credits: 3

Prerequisite(s): FOR 215.

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.

FOR 118 DENDROLOGY

Hours: 40 Credits: 3

Prerequisite(s): None.

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

FOR 119 FOREST ECOLOGY AND SILVICS

Hours: 50 Credits: 4

Prerequisite(s): FOR 118.

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

FOR 121 STATISTICAL SAMPLING

Hours: 50 Credits: 3

Prerequisite(s): MATH 120.

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

FOR 222 APPLIED FORESTRY MATHEMATICS

Hours: 20 Credits: 2

Prerequisite(s): FOR 121.

The application of Forestry Math (MATH 120) and Statistical Sampling (FOR 121) to the solution of the practical, everyday problems encountered by the forestry technician in resource management.

FOR 123 APPLIED SILVICULTURE

Hours: 60 Credits: 4

Prerequisite(s): FOR 119.

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

FOR 124 HABITAT TYPES

Hours: 50 Credits: 3

Prerequisite(s): FOR 123.

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.

FOR 130 ELEMENTARY LOG SCALING

Hours: 70 Credits: 3

Prerequisite(s): Concurrent with MATH 120.

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

FOR 131 ADVANCED LOG SCALING (optional)

Hours: 50 Credits: 2

Prerequisite(s): FOR 130.

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

FOR 132 FIXED PLOT CRUISING

Hours: 80 Credits: 4

Prerequisite(s): FOR 121.

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.

FOR 233 VARIABLE PLOT AND THREE-P CRUISING

Hours: 80 Credits: 4

Prerequisite(s): FOR 132.

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

FOR 234 STAND EXAMINATION (optional)

Hours: 60 Credits: 3

Prerequisite(s): FOR 224 and concurrent with FOR 233.

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

FOR 135 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.

FOR 145 FIRE PROTECTION

Hours: 50 Credits: 4

Prerequisite(s): None.

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

FOR 150 FORESTRY TOOLS

Hours: 50 Credits: 2

Prerequisite(s): None.

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

FOR 255 PHOTO INTERPRETATION

Hours: 50 Credits: 2

Prerequisite(s): MATH 120.

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

FOR 160 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.

FOR 261 FOREST ECONOMICS

Hours: 44 Credits: 3

Prerequisite(s): FOR 160.

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

FOR 265 TIMBER HARVESTING

Hours: 90 Credits: 4

Prerequisite(s): FOR 123.

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

FOR 170 RECREATION AND PLANNING

Hours: 50 Credits: 3

Prerequisite(s): None.

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

FOR 272 RANGE AND WILDLIFE MANAGEMENT

Hours: 80 Credits: 5

Prerequisite(s): FOR 119.

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

FOR 273 FOREST MANAGEMENT

Hours: 50 Credits: 4

Prerequisite(s): FOR 261, concurrent with FOR 233.

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

FOR 174 WATERSHED MANAGEMENT

Hours: 60 Credits: 3

Prerequisite(s): None.

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

FOR 175 SUPERVISION AND FOREMANSHIP

Hours: 20 Credits: 2

Prerequisite(s): GEN 115.

Techniques of supervision, training and labor-management relationships.

FOR 277 FOREST POLICY AND LAWS

Hours: 26 Credits: 2

Prerequisite(s): COMM 205.

The history of forestry 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.

GEN 115 HUMAN RELATIONS

Hours: 25 Credits: 2

Prerequisite(s): None.

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

GEN 116 JOB PREP

Hours: 25 Credits: 2

Prerequisite(s): None.

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

MATH 120 FORESTRY MATH

Hours: 50 Credits: 5

Prerequisite(s): None.

A review of general math, basic algebra and trigonometry required

for timber cruising, aerial photo interpretation, scaling, economics and road location and other subjects.

SCI 117 BOTANY

Hours: 60 Credits: 3

Prerequisite(s): None.

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

SCI 125 IDENTIFICATION OF FLOWERING PLANTS

Hours: 20 Credits: 2 (optional)

Prerequisite(s): SCI 117.

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

SCI 140 SOILS

Hours: 40 Credits: 3

Prerequisite(s): None.

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

SCI 226 IDENTIFICATION OF GRASSES (optional)

Hours: 20 Credits: 2

Prerequisite(s): SCI 125.

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

SCI 228 INSECT AND DISEASE CONTROL

Hours: 70 Credits: 3

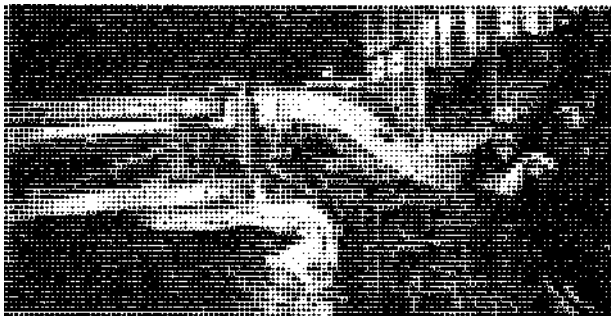
Prerequisite(s): FOR 265.

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

HEAVY EQUIPMENT MECHANIC

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

HELPFUL HIGH SCHOOL COURSES: Auto Mechanics; Communications; Welding; Small Engine Mechanics; Machine Shop; Basic Math; Electricity.



RECOMMENDED PERSONAL TRAITS: Interest in problem solving; good manual dexterity; interest in skilled physical work; ability to follow written instructions.

FACULTY

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

Jerry Willis; B.S., 1972, Eastern Montana College; 13 yrs. related work experience; at MVTC since 1980.
Carl Scott; 23 yrs. related work experience; at MVTC since 1984.

Length of Program — 3 Quarters

GROUP A — AUTUMN ENTRY

(If courses are not completed in the sequence specified, graduation may be delayed.)

COURSE NO.	COURSE TITLE	HOURS	CREDITS
AUTUMN QUARTER			
MATH 120	Trade Mathematics.....	50	5
PWR 140	Principles of Engines	200	10
WELD 165	Welding.....	100	4
		350	19
WINTER QUARTER			
DRTR 144	Drive Trains	100	6
GEN 115	Human Relations.....	25	2
GEN 116	Job Prep	25	2
HYD 125	Hydraulics	100	6
PWR 142	Fuels, Carburetion and Fuel Systems	100	6
		350	22
SPRING QUARTER			
DRTR 146	Chassis.....	100	6
MACH 135	Machine Shop.....	100	3
PWR 105	Electrical Systems	100	6
		300	15

GROUP B — AUTUMN ENTRY

(If courses are not completed in the sequence specified, graduation may be delayed.)

COURSE NO.	COURSE TITLE	HOURS	CREDITS
AUTUMN QUARTER			
DRTR 144	Drive Trains	100	6
MACH 135	Machine Shop.....	100	3
MATH 120	Trade Mathematics.....	50	5
PWR 105	Electrical Systems	100	6
		350	20
WINTER QUARTER			
GEN 115	Human Relations.....	25	2
GEN 116	Job Prep	25	2
PWR 140	Principles of Engines	200	10
WELD 165	Welding.....	100	4
		350	18
SPRING QUARTER			
DRTR 146	Chassis.....	100	6
HYD 125	Hydraulics	100	6
PWR 142	Fuels, Carburetion and Fuel Systems	100	6
		300	18

WINTER ENTRY

(If courses are not completed in the sequence specified, graduation may be delayed.)

COURSE NO.	COURSE TITLE	HOURS	CREDITS
WINTER QUARTER			
GEN 115	Human Relations.....	25	2
GEN 116	Job Prep	25	2
PWR 140	Principles of Engines Systems	200	10
WELD 165	Welding.....	100	4
		350	18

SPRING QUARTER

DRTR 146	Chassis.....	100	6
HYD 125	Hydraulics	100	6
PWR 142	Fuels, Carburetion & Fuel	100	6
		300	18

AUTUMN QUARTER

DRTR 144	Drive Trains	100	6
MACH 135	Machine Shop.....	100	3
MATH 120	Trade Math.....	50	5
PWR 105	Electrical Systems	100	6
		350	20

COURSE DESCRIPTIONS

DRTR 144 DRIVE TRAINS

Hours: 100 Credits: 6

Prerequisite(s): None.

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

DRTR 146 CHASSIS

Hours: 100 Credits: 6

Prerequisite(s): None.

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

GEN 115 HUMAN RELATIONS

Hours: 25 Credits: 2

Prerequisite(s): None.

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

GEN 116 JOB PREP

Hours: 25 Credits: 2

Prerequisite(s): None.

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

HYD 125 HYDRAULICS

Hours: 100 Credits: 6

Prerequisite(s): None.

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

MATH 120 TRADE MATHEMATICS

Hours: 50 Credits: 5

Prerequisite(s): None.

The basic mathematical functions of whole numbers, fractions, and decimals; gear and compression ratios, proportions — applica-

tion to drive trains; applied geometry — area and volume, engine displacement.

MACH 135 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.

PWR 105 ELECTRICAL SYSTEMS

Hours: 100 Credits: 6

Prerequisite(s): None.

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

PWR 140 PRINCIPLES OF ENGINES

Hours: 200 Credits: 10

Prerequisite(s): None.

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

PWR 142 FUELS, CARBURETION AND FUEL SYSTEMS

Hours: 100 Credits: 8

Prerequisite(s): PWR 140.

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

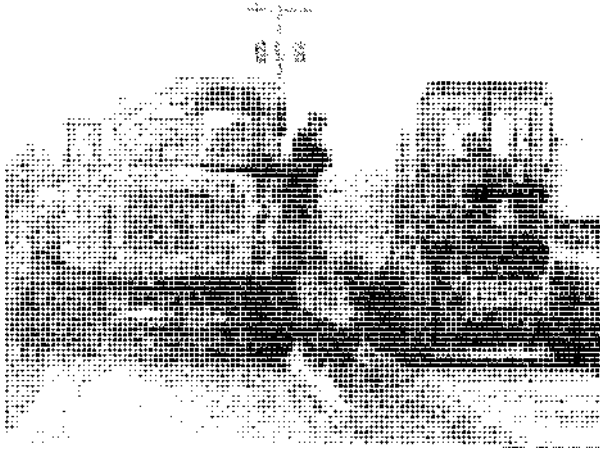
WELD 165 WELDING

Hours: 100 Credits: 4

Prerequisite(s): None.

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

HEAVY EQUIPMENT OPERATION



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

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

HELPFUL HIGH SCHOOL COURSES: Communications; Geometry; Driver Education; Earth Science; Trigonometry; Welding.

RECOMMENDED PERSONAL TRAITS: Good eye-hand coordination; interest in outdoor work; likes to do skilled physical work; interest in transient employment.

FACULTY

Robert Absher; B.A., 1971, (University of Montana); 8 yrs. related work experience; at MVTC since 1984.

Length of Program — 3 Quarters

AUTUMN ENTRY

(If courses are not completed in the sequence specified, graduation may be delayed.)

COURSE NO.	COURSE TITLE	HOURS	CREDITS
AUTUMN QUARTER			
MATH 104	Basic Surveying.....	50	3
MATH 120	Trade Math.....	50	5
OPER 106	Operations Level I.....	100	3
OPER 107	Operations Level II.....	100	3
OPER 113	Introduction to Service.....	50	3
		350	16
WINTER QUARTER			
GEN 115	Human Relations.....	25	2
GEN 116	Job Prep.....	25	2
OPER 117	Equipment Maintenance.....	100	3
OPER 128	Introduction to Industry.....	100	7
WELD 165	Welding.....	100	4
		350	18
SPRING QUARTER			
MATH 105	Applied Surveying.....	50	3
OPER 108	Operations Level III.....	300	9
		350	12

COURSE DESCRIPTIONS

GEN 115 HUMAN RELATIONS

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

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

GEN 116 JOB PREP

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

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

MATH 104 BASIC SURVEYING

Hours: 50 Credits: 3

Prerequisite(s): None.

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

MATH 105 APPLIED SURVEYING

Hours: 50 Credits: 3

Prerequisite(s): MATH 104.

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

MATH 120 TRADE MATHEMATICS

Hours: 50 Credits: 5

Prerequisite(s): None.

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

OPER 106 OPERATIONS—LEVEL I

Hours: 100 Credits: 3

Prerequisite(s): None.

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

OPER 107 OPERATIONS—LEVEL II

Hours: 100 Credits: 3

Prerequisite(s): OPER 106.

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

OPER 108 OPERATIONS—LEVEL III

Hours: 300 Credits: 9

Prerequisite(s): OPER 107.

Incorporates all learned skills into industry entry-level job-type situations.

Advanced equipment usage, problem definition and resolution and grading to specifications will be stressed. Student will participate in project-type earthmoving assignments, using knowledge of earthmoving fundamentals, equipment utilization, and safety regulations. Program may also participate in cooperative project efforts within the community.

OPER 113 INTRODUCTION TO SERVICE

Hours: 100 Credits: 3

Prerequisite(s): None.

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

OPER 117 EQUIPMENT MAINTENANCE

Hours: 100 Credits: 3

Prerequisite(s): OPER 113.

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

OPER 128 INTRODUCTION TO INDUSTRY

Hours: 100 Credits: 7

Prerequisite(s): None.

Discussion of the various industries in which the students may be employed, and the different types of equipment and equipment applications they will be required to understand. Various earthmoving principles will also be studied. Basic English will give the students skills in written communications for job applications and written messages to the employer for job needs.

WELD 165 WELDING/MACHINE SHOP

Hours: 100 Credits: 4

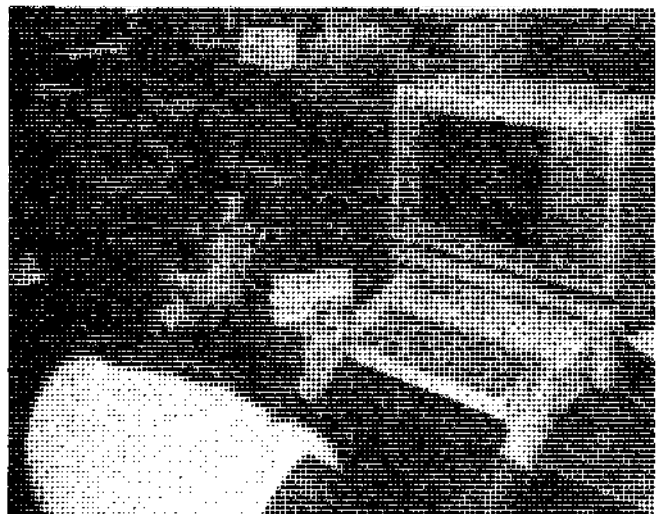
Prerequisite(s): None.

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

INFORMATION PROCESSING

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

HELPFUL HIGH SCHOOL COURSES: Business Math; Typing; Computers; Communications; English.



RECOMMENDED PERSONAL TRAITS: Preference for office work; interest in working with data; good eye-hand coordination; good eyesight; interest in working with office equipment.

FACULTY

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

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

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

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

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

Vicki Micheletto; B.S., 1968, Eastern Montana College; 6 yrs. related work experience; at MVTC since 1980.

Carol Morris; B.A., 1983, University of Montana; 23 yrs. related work experience; at MVTC since 1972.

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

Carol Hinricher; B.A., 1973, University of Montana; M.S., 1983, Montana State University; 3 yrs. related work experience; at MVTC since 1974.

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

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

Length of Program — 4 Quarters

AUTUMN, WINTER, OR SPRING ENTRY

(If courses are not completed in the sequence specified, graduation may be delayed.)

COURSE NO.	COURSE TITLE	HOURS	CREDITS
FIRST QUARTER			
ACCT 127	Secretarial Accounting	50	3
COMM 111	Business Communications	50	4
GEN 115	Human Relations.....	25	2
GEN 142	Applied Math	25	2
SEC 105	Filing.....	50	3
SEC 114	Keyboard Typing.....	50	2
		250	16
SECOND QUARTER			
BDP 101	Intro to Business Computers	50	4
BDP 110	Data Entry I.....	100	5
COMM 210	Communication Techniques.....	50	3
SEC 115	Typing I.....	50	3
		250	15
THIRD QUARTER			
BDP 111	Data Entry II.....	50	3
SEC 103	Principles of Business.....	50	5
SEC 112	Word Processing I.....	25	1
SEC 113	Word Processing II.....	25	1
SEC 116	Typing II	50	3
SEC 120	Machine Transcription.....	50	2
		250	15
FOURTH QUARTER			
GEN 116	Job Prep	25	2
MATH 102	Calculators in Business	50	3
SEC 223	The Electronic Office	50	3
SEC 125	Transcription/Text Editing.....	25	1
SEC 175	Office Procedures	50	3
SEC 176	Model Office	50	2
		250	14

COURSE DESCRIPTIONS

BDP 101 INTRODUCTION TO BUSINESS COMPUTERS

Hours: 50 Credits: 4
Prerequisite(s): SEC 114.

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.

BDP 110 DATA ENTRY I

Hours: 100 Credits: 5

Prerequisite(s): Concurrent with SEC 114.

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.

BDP 111 DATA ENTRY II

Hours: 50 Credits: 3

Prerequisite(s): BDP 110.

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.

COMM 111 BUSINESS COMMUNICATIONS

Hours: 50 Credits: 4

Prerequisite(s): None.

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

COMM 210 COMMUNICATION TECHNIQUES

Hours: 50 Credits: 3

Prerequisite(s): None.

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

GEN 115 HUMAN RELATIONS

Hours: 25 Credits: 2

Prerequisite(s): None.

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

GEN 116 JOB PREP

Hours: 25 Credits: 2

Prerequisite(s): None.

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

MATH 102 CALCULATORS IN BUSINESS

Hours: 50 Credits: 3

Prerequisite(s): MATH 142.

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

MATH 142 APPLIED MATHEMATICS

Hours: 25 Credits: 2

Prerequisite(s): None.

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

SEC 103 PRINCIPLES OF BUSINESS

Hours: 50 Credits: 5

Prerequisite(s): None.

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

SEC 105 FILING

Hours: 50 Credits: 3

Prerequisite(s): None.

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

SEC 112 WORD PROCESSING I

Hours: 25 Credits: 1

Prerequisite(s): BDP 101.

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

SEC 113 WORD PROCESSING II

Hours: 25 Credits: 1

Prerequisite(s): SEC 112.

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

SEC 114 KEYBOARD TYPING

Hours: 50 Credits: 2

Prerequisite(s): None.

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

SEC 115 TYPING I

Hours: 50 Credits: 3

Prerequisite(s): SEC 114.

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

SEC 116 TYPING II

Hours: 50 Credits: 3

Prerequisite(s): SEC 115.

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

SEC 120 MACHINE TRANSCRIPTION

Hours: 50 Credits: 2

Prerequisite(s): SEC 115.

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

SEC 125 TRANSCRIPTION/TEXT-EDITING

Hours: 25 Credits: 1

Prerequisite(s): SEC 113.

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

SEC 127 SECRETARIAL ACCOUNTING

Hours: 50 Credits: 3

Prerequisite(s): None.

This course will provide the student with an introduction to double-

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

SEC 175 OFFICE PROCEDURES

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

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

SEC 176 MODEL OFFICE

Hours: 50 Credits: 2
Prerequisite(s): GEN 116; concurrent enrollment SEC 175.

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

SEC 223 THE ELECTRONIC OFFICE

Hours: 50 Credits: 3
Prerequisite(s): SEC 111, SEC 113.

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

PRACTICAL NURSING

Licensed Practical Nurses care for persons needing assistance in meeting physical, emotional, or educational needs. They provide this care in homes, physician's offices, hospitals, rehabilitation settings, or extended care facilities. They function under the direction of the licensed professional nurse or licensed physician. They make, record, and report pertinent observations with all age groups in the identified practice settings. They also perform skilled technical procedures, administer medications, and give basic client care. They must pass a State Board of Nursing examination in order to be licensed.

HELPFUL HIGH SCHOOL COURSES: Biology; Chemistry; Anatomy and Physiology; Communications; Math.

RECOMMENDED PERSONAL TRAITS: Interest in working as a team member; good grooming habits; likes to work under pressure; enjoyment of people; high regard for human life.

FACULTY

- Marjorie Gingras, R.N., B.S.;** 1974, University of Wisconsin; 9 yrs. related work experience; at MVTC since 1983.
- Karen Hill;** B.S.N., 1964, University of Nebraska; 10 yrs. related work experience; at MVTC since 1984.
- Dorothy McVeigh;** B.S., 1979, M.Ed., 1982, University of Montana; 6 yrs. related work experience; at MVTC since 1983.
- Colleen Newman, R.N.;** B.S., 1977, Montana State University; 8 yrs. related work experience; at MVTC since 1977.
- Margaret Taulbee, R.N.;** B.S., 1973, University of Wyoming; M.S., 1980, Montana State University; 6 yrs. related work experience; at MVTC since 1981.

Length of Program — 4 Quarters

ENTRY ANY QUARTER

(If courses are not completed in the sequence specified, graduation may be delayed.)

COURSE NO.	COURSE TITLE	HOURS	CREDITS
FIRST QUARTER			
MATH 120	Math for Nursing	50	5
NURS 115	Nutrition.....	25	3
NURS 133	Medical Terminology	25	3
NURS 230	Nursing Needs of People in Illness I.....	100	7
SCI 101	Basic Science.....	100	7
		300	25
SECOND QUARTER			
GEN 115	Human Relations.....	25	2



GEN 116	Job Prep	25	2
NURS 203	Conditions of Illness	100	9
NURS 231	Nursing Needs of People in Illness II.....	75	5
NURS 235	Drugs and Their Administration	75	6
NURS 240	Care of Mother and Newborn	25	2
NURS 245	Care of Children	25	2
		350	28
THIRD QUARTER			
NURS 291	Clinical Experience	350	12
		350	12
FOURTH QUARTER			
NURS 292	Clinical Experience	350	12
		350	12

COURSE DESCRIPTIONS

GEN 115 HUMAN RELATIONS

Hours: 25 Credits: 2

Prerequisite(s): None.

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

GEN 116 JOB PREP

Hours: 25 Credits: 2

Prerequisite(s): None.

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

MATH 120 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.

NURS 103 CONDITIONS OF ILLNESS

Hours: 100 Credits: 9

Prerequisite(s): SCI 101.

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

NURS 115 NUTRITION

Hours: 25 Credits: 3

Prerequisite(s): None.

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

NURS 130 NURSING NEEDS OF PEOPLE IN ILLNESS I

Hours: 100 Credits: 7

Prerequisite(s): None.

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

NURS 231 NURSING NEEDS OF PEOPLE IN ILLNESS II

Hours: 75 Credits: 5

Prerequisite(s): NURS 130.

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

NURS 133 MEDICAL TERMINOLOGY

Hours: 25 Credits: 2

Prerequisite(s): None.

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

NURS 235 DRUGS AND THEIR ADMINISTRATION

Hours: 75 Credits: 6

Prerequisite(s): MATH 120.

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

NURS 240 CARE OF MOTHER AND NEWBORN

Hours: 25 Credits: 2

Prerequisite(s): None.

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

NURS 245 CARE OF CHILDREN

Hours: 25 Credits: 2

Prerequisite(s): NURS 240.

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

NURS 291 CLINICAL EXPERIENCE

Hours: 350 Credits: 12

Prerequisite(s): NURS 231.

Clinical experience provides for the applications of skills and knowledge learned in the classroom and course NURS 291 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.

NURS 292 CLINICAL EXPERIENCE

Hours: 350 Credits: 12

Prerequisite(s): NURS 291.

Clinical experience provides for the applications of skills and knowledge learned in the classroom and course NURS 291 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.

SCI 101 BASIC SCIENCE

Hours: 100 Credits: 7

Prerequisite(s): None.

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



RESPIRATORY THERAPY TECHNOLOGY

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

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

HELPFUL HIGH SCHOOL COURSES: Biology; Chemistry; Anatomy and Physiology; Math; Communications.

RECOMMENDED PERSONAL TRAITS: Interest in working as a team member; good grooming habits; likes to work under pressure; enjoyment of people; high regard for human life.

FACULTY

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

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

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

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

Length of Program — 4 Quarters

WINTER ENTRY

(If courses are not completed in the sequence specified, graduation may be delayed.)

COURSE NO.	COURSE TITLE	HOURS	CREDITS
WINTER QUARTER			
GEN 115	Human Relations.....	25	2
RESP 121	Medical Terminology.....	25	2
RESP 129	Nursing Skills.....	50	3
RESP 130	Preclinical Instruction.....	150	10
SCI 101	Basic Science.....	100	7
		350	24
SPRING QUARTER			
RESP 202	Respiratory Physiology.....	40	4
RESP 225	Pharmacology.....	40	4
RESP 231	Clinical Instruction I.....	20	2
RESP 140	Clinical Topics I.....	20	2
RESP 191	Clinical Experience I.....	190	6
RESP 195	Respiratory Laboratory I.....	50	2
		360	20
SUMMER QUARTER			
GEN 116	Job Preparation.....	25	2
RESP 232	Clinical Instruction II.....	20	2

RESP 241	Clinical Topics II	20	2
RESP 192	Clinical Experience II	270	9
RESP 197	Respiratory Laboratory II	50	2
		385	17
AUTUMN QUARTER			
RESP 233	Clinical Instruction III	20	2
RESP 242	Clinical Topics III	30	3
RESP 293	Clinical Experience III	320	10
		370	15

COURSE DESCRIPTIONS

GEN 115 HUMAN RELATIONS

Hours: 25 Credits: 2

Prerequisite(s): None.

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

GEN 116 JOB PREP

Hours: 25 Credits: 2

Prerequisite(s): None.

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

RESP 121 MEDICAL TERMINOLOGY

Hours: 25 Credits: 2

Prerequisite(s): None.

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

RESP 129 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.

RESP 130 PRECLINICAL INSTRUCTION

Hours: 150 Credits: 10

Prerequisite(s): None.

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

RESP 140 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.

RESP 191 CLINICAL EXPERIENCE I

Hours: 190 Credits: 6

Prerequisite(s): Successful completion of theory.

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

RESP 192 CLINICAL EXPERIENCE II

Hours: 270 Credits: 9

Prerequisite(s): RESP 191.

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

RESP 195 RESPIRATORY LABORATORY I

Hours: 50 Credits: 2

Prerequisite(s): RESP 130.

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

RESP 197 RESPIRATORY LABORATORY II

Hours: 50 Credits: 2

Prerequisite(s): RESP 195.

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

RESP 202 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.

RESP 225 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.

RESP 231 CLINICAL INSTRUCTION I

Hours: 20 Credits: 2

Prerequisite(s): RESP 130.

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

RESP 232 CLINICAL INSTRUCTION II

Hours: 20 Credits: 2

Prerequisite(s): RESP 231.

A continuation of RESP 231 — further study of the respiratory system and associated diseases applying the procedures used in treating such in a clinical situation.

RESP 233 CLINICAL INSTRUCTION III

Hours: 20 Credits: 2

Prerequisite(s): RESP 232.

A continuation of RESP 232 — further study of the respiratory system and associated diseases applying the procedures used in treating such in a clinical situation.

RESP 241 CLINICAL TOPICS II

Hours: 20 Credits: 2

Prerequisite(s): RESP 140.

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 as well as research and report on individually assigned topics.

RESP 242 CLINICAL TOPICS III

Hours: 30 Credits: 3
Prerequisite(s): RESP 241.

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 teach a class on an assigned topic.

RESP 293 CLINICAL EXPERIENCE III

Hours: 320 Credits: 10
Prerequisite(s): RESP 192.

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

SCI 101 BASIC SCIENCE

Hours: 100 Credits: 7
Prerequisite(s): None.

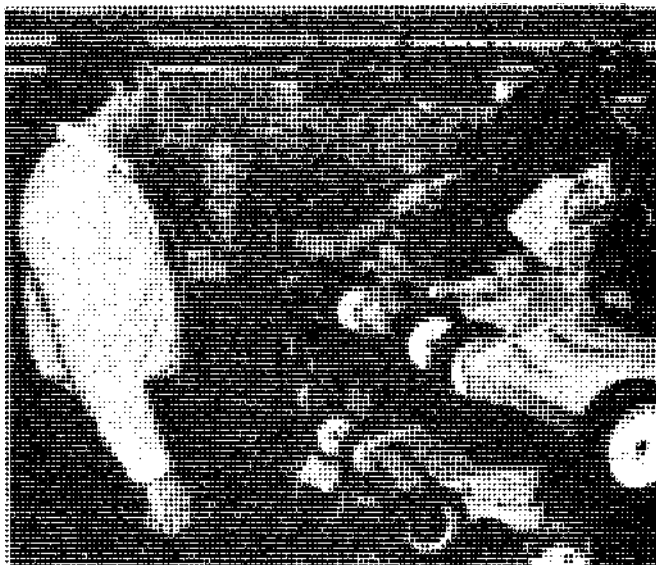
A brief outline of basic chemistry, basic microbiology, structure of cells, tissues and membranes; body plan anatomy and physiology.

RETAIL MERCHANDISING

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

HELPFUL HIGH SCHOOL COURSES: Business; Communications; Bookkeeping; Art; Typing; Business Math.

RECOMMENDED PERSONAL TRAITS: Interest in working with people; creative; ability to easily relate with others; leadership ability; interest in selling.



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.

Length of Program — 3 Quarters

AUTUMN OR WINTER ENTRY

(If courses are not completed in the sequence specified, graduation may be delayed.)

COURSE NO.	COURSE TITLE	HOURS	CREDITS
AUTUMN QUARTER			
ACCT 132	Accounting I	50	4
BUS 112	Retail Salesmanship	50	3
BUS 108	Principles of Marketing	50	4
GEN 115	Human Relations	25	2
MATH 142	Applied Math	25	3
SEC 114	Keyboard Typing.....	50	2
		250	16
WINTER QUARTER			
ACCT 131	Payroll Accounting.....	25	1
BUS 118	Retail Store Management	50	5
BUS 133	Merchandise Math I	50	2
COMM 111	Business Communications.....	50	4
GEN 116	Job Prep	25	2
	Elective.....	50	4
		250	18

SPRING QUARTER

BDP 101	Introduction to Business Computers.....	50	4
BUS 123	Retail Promotion.....	50	2
BUS 185	Entrepreneurship.....	50	5
MATH 134	Merchandise Math II.....	50	3
	Elective.....	50	4
		250	18

COURSE DESCRIPTIONS

ACCT 131 PAYROLL ACCOUNTING

Hours: 25 Credits: 1
Prerequisite(s): ACCT 132.

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

ACCT 132 ACCOUNTING I

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

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

BDP 101 INTRODUCTION TO BUSINESS COMPUTERS

Hours: 50 Credits: 4
Prerequisite(s): SEC 114.

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.

BUS 105 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 influence.

BUS 108 PRINCIPLES OF MARKETING

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

The course will expose the student to the numerous marketing activities that are necessary to provide people with satisfying goods and services. Some examples include the consumer buying decision processing, the organizational buying decision process, and generic branding.

BUS 112 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.

BUS 118 RETAIL STORE MANAGEMENT

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

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

BUS 123 RETAIL PROMOTION

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

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.

BUS 148 SMALL BUSINESS MANAGEMENT SEMINAR

Hours: 15 Credits: 1
Prerequisite(s): None.

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

BUS 185 ENTREPRENEURSHIP

Hours: 50 Credits: 5
Prerequisite(s): ACCT 132, BUS 133.

Entrepreneurship is intended as an introductory course for students interested in beginning a small business venture, but who have had little exposure as yet to business or business courses. The course is designed to provide such students with an overview of the skill areas and business principles needed to start and operate a small business. The course examines several different types of businesses, since many of the students do not have clearly defined plans.

COMM 111 BUSINESS COMMUNICATIONS

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

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

GEN 115 HUMAN RELATIONS

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

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

GEN 116 JOB PREP

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

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

MATH 133 MERCHANDISING MATH I

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

An understanding of the mathematical concepts of retailing nec-

essary 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.

MATH 134 MERCHANDISING MATH II

Hours: 50 Credits: 3

Prerequisite(s): MATH 133.

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

MATH 142 APPLIED MATHEMATICS

Hours: 25 Credits: 2

Prerequisite(s): None.

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

SEC 114 KEYBOARD TYPING

Hours: 50 Credits: 2

Prerequisite(s): None.

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

SECRETARIAL

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

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



HELPFUL HIGH SCHOOL COURSES: Business Math; Bookkeeping; Typing; Communications; Computers; English.

RECOMMENDED PERSONAL TRAITS: Preference for office work; good eye-hand coordination; interest in working with office equipment; ability to concentrate.

FACULTY

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

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

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

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

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

Vicki Micheletto; B.S., 1968, Eastern Montana College; 6 yrs. related work experience; at MVTC since 1980.

Carol Morris; B.A., 1983, University of Montana; 23 yrs. related work experience; at MVTC since 1972.

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

Carol Hinricher; B.A., 1973, University of Montana; M.S., 1983, Montana State University; 3 yrs. related work experience; at MVTC since 1974.

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

Marilynn Taylor; B.S., 1971, M.S., 1973, Montana State University; 5 yrs. related experience; at MVTC since 1975.

CLERK TYPIST

Length of Program — 3 Quarters

AUTUMN, WINTER, OR SPRING ENTRY

(If courses are not completed in the sequence specified, graduation may be delayed.)

COURSE NO.	COURSE TITLE	HOURS	CREDITS
FIRST QUARTER			
ACCT 127	Secretarial Accounting	50	3
COMM 111	Business Communications	50	4
GEN 115	Human Relations	25	2
MATH 142	Applied Math	25	2
SEC 105	Filing	50	3
SEC 114	Keyboard Typing	50	2
		250	16
SECOND QUARTER			
BDP 101	Intro to Business Computers	50	4
COMM 210	Communications Techniques	50	3
MATH 102	Calculators in Business	50	3
SEC 103	Principles of Business	50	5
SEC 115	Typing I	50	3
		250	18
THIRD QUARTER			
GEN 116	Job Prep	25	2
SEC 112	Word Processing I	25	1
SEC 113	Word Processing II	25	1
SEC 116	Typing II	50	3
SEC 120	Machine Transcription	50	2
SEC 175	Office Procedures	50	3
SEC 176	Model Office	50	2
		275	14

GENERAL SECRETARY

Length of Program — 5 Quarters

AUTUMN ENTRY

(If courses are not completed in the sequence specified, graduation may be delayed.)

COURSE NO.	COURSE TITLE	HOURS	CREDITS
AUTUMN QUARTER			
COMM 111	Business Communications	50	4
GEN 115	Human Relations	25	2
MATH 142	Applied Math	25	2
SEC 105	Filing	50	3
SEC 114	Keyboard Typing	50	2
SEC 140	Shorthand	50	5
		250	18
WINTER QUARTER			
ACCT 127	Secretarial Accounting	50	3
BDP 101	Intro to Business Computers	50	4
MATH 102	Calculators in Business	50	3
SEC 115	Typing I	50	3
SEC 141	Stenography I	50	4
		250	17

SPRING QUARTER

COMM 210	Communications Techniques.....	50	3
SEC 116	Typing II.....	50	3
SEC 120	Machine Transcription.....	50	2
SEC 135	Business Law.....	50	4
SEC 142	Stenography II.....	50	4
		250	16

AUTUMN QUARTER

GEN 116	Job Prep.....	25	2
SEC 112	Word Processing I.....	25	1
SEC 143	Steno III.....	100	5
SEC 175	Office Procedures.....	50	3
SEC 176	Model Office.....	50	2
		250	13

WINTER QUARTER

SEC 103	Principles of Business.....	50	5
SEC 113	Word Processing II.....	25	1
SEC 125	Transcription/Text Editing.....	25	1
SEC 265	Office Management.....	50	3
SEC 292	Coop/Practicum.....	100	3
		250	13

LEGAL SECRETARY With Accounting Emphasis

Length of Program — 6 Quarters

AUTUMN ENTRY

(If courses are not completed in the sequence specified, graduation may be delayed.)

COURSE NO.	COURSE TITLE	HOURS	CREDITS
AUTUMN QUARTER			
COMM 111	Business Communications.....	50	4
GEN 115	Human Relations.....	25	2
MATH 142	Applied Math.....	25	2
SEC 105	Filing.....	50	3
SEC 114	Keyboard Typing.....	50	2
SEC 179	Legal Terminology.....	50	3
		250	16
WINTER QUARTER			
COMM 210	Communications Techniques.....	50	3
MATH 102	Calculators in Business.....	50	3
SEC 103	Principles of Business.....	50	5
SEC 115	Typing I.....	50	3
SEC 180	Legal Office Procedures.....	50	4
		250	18
SPRING QUARTER			
BDP 101	Intro to Business Computers.....	50	4
SEC 116	Typing II.....	50	3
SEC 177	Litigation.....	50	4
SEC 183	Legal Transcription I.....	100	4
		250	15

AUTUMN QUARTER

ACCT 132	Accounting I	50	4
GEN 116	Job Prep	25	2
SEC 112	Word Processing I	25	1
SEC 175	Office Procedures	50	3
SEC 176	Model Office	50	2
SEC 278	Real Estate	25	2
SEC 285	Family Law	25	2
		250	16

WINTER QUARTER

ACCT 133	Accounting II	50	4
ACCT 137	Accounting Applications I	50	2
SEC 284	Legal Transcription II	100	4
SEC 287	Collections & Bankruptcy	25	2
SEC 288	Probate and Wills	25	2
		250	14

SPRING QUARTER

SEC 113	Word Processing II	25	1
SEC 135	Business Law	50	4
SEC 265	Office Management	50	3
SEC 289	Corporations & Partnerships	25	2
SEC 292	Coop/Practicum	100	3
		250	13

LEGAL SECRETARY With Shorthand Emphasis

Length of Program — 6 Quarters

AUTUMN ENTRY

(If courses are not completed in the sequence specified, graduation may be delayed.)

COURSE NO.	COURSE TITLE	HOURS	CREDITS
AUTUMN QUARTER			
COMM 111	Business Communications	50	4
GEN 115	Human Relations	25	2
MATH 142	Applied Math	25	2
SEC 103	Principles of Business	50	5
SEC 114	Keyboard Typing	50	2
SEC 179	Legal Terminology	50	3
		250	18
WINTER QUARTER			
COMM 210	Communications Techniques	50	3
MATH 102	Calculators in Business	50	3
SEC 105	Filing	50	3
SEC 115	Typing I	50	3
SEC 180	Legal Office Procedures	50	4
		250	4
SPRING QUARTER			
BDP 101	Intro to Business Computers	50	4
SEC 116	Typing II	50	3
SEC 177	Litigation	50	4
SEC 183	Legal Transcription I	100	4
		250	15

AUTUMN QUARTER

GEN 116	Job Prep	25	2
SEC 112	Word Processing I.....	25	1
SEC 140	Shorthand	50	5
SEC 278	Real Estate	25	2
SEC 285	Family Law.....	25	2
SEC 175	Office Procedures	50	3
SEC 176	Model Office	50	2
		250	17

WINTER QUARTER

ACCT 127	Secretarial Accounting	50	3
SEC 141	Steno I.....	50	4
SEC 284	Legal Transcription II	100	4
SEC 287	Collections & Bankruptcy.....	25	2
SEC 288	Probate and Wills	25	2
		250	15

SPRING QUARTER

SEC 113	Word Processing II.....	25	1
SEC 135	Business Law	50	4
SEC 142	Steno II	50	4
SEC 265	Office Management.....	50	3
SEC 289	Corporations and Partnerships	25	2
SEC 292	Coop/Practicum	100	3
		300	17

MEDICAL RECEPTIONIST

Length of Program — 3 Quarters

AUTUMN, WINTER, OR SPRING ENTRY

(If courses are not completed in the sequence specified, graduation may be delayed.)

COURSE NO.	COURSE TITLE	HOURS	CREDITS
FIRST QUARTER			
COMM 111	Business Communications.....	50	4
GEN 115	Human Relations.....	25	2
MATH 142	Applied Math	25	2
SEC 105	Filing.....	50	3
SEC 114	Keyboard Typing.....	50	2
SEC 150	Medical Terminology I	50	4
		250	17
SECOND QUARTER			
BDP 101	Intro to Business Computers	50	4
COMM 210	Communications Techniques.....	50	3
GEN 116	Job Prep	25	2
MATH 102	Calculators in Business	50	3
SEC 115	Typing I	50	3
SEC 161	Medical Office Procedures I	50	3
		275	18
THIRD QUARTER			
ACCT 127	Secretarial Accounting	50	3
SEC 103	Principles of Business	50	5
SEC 116	Typing II	50	3
SEC 162	Medical Office Procedures II	50	3
SEC 175	Office Procedures	50	3
SEC 176	Model Office	50	2
		300	19

MEDICAL SECRETARY

Length of Program — 5 Quarters

AUTUMN, WINTER, OR SPRING ENTRY

AUTUMN ENTRY

(If courses are not completed in the sequence specified, graduation may be delayed.)

COURSE NO.	COURSE TITLE	HOURS	CREDITS
AUTUMN QUARTER			
COMM 111	Business Communications.....	50	4
GEN 115	Human Relations.....	25	2
MATH 142	Applied Math.....	25	2
SEC 105	Filing.....	50	3
SEC 114	Keyboard Typing.....	50	2
SEC 150	Medical Terminology I.....	50	4
		250	17
WINTER QUARTER			
ACCT 127	Secretarial Accounting.....	50	3
COMM 210	Communications Techniques.....	50	3
MATH 102	Calculators in Business.....	50	3
SEC 115	Typing I.....	50	3
SEC 161	Medical Office Procedures I.....	50	3
		250	15
SPRING QUARTER			
BDP 101	Intro to Business Computers.....	50	4
GEN 116	Job Prep.....	25	2
SEC 116	Typing II.....	50	3
SEC 151	Medical Terminology II.....	50	4
SEC 154	Anatomy & Physiology I.....	50	4
SEC 162	Medical Office Procedures II.....	50	3
		275	20
AUTUMN QUARTER			
SEC 103	Principles of Business.....	50	5
SEC 112	Word Processing I.....	25	1
SEC 252	Medical Terminology III.....	50	4
SEC 255	Anatomy & Physiology II.....	50	4
SEC 175	Office Procedures.....	50	4
SEC 176	Model Office.....	50	2
		275	19
WINTER QUARTER			
SEC 253	Medical Terminology IV.....	50	5
SEC 156	Medical Transcription I.....	100	4
SEC 265	Office Management.....	50	3
SEC 292	Coop/Practicum.....	100	3
		300	15

WINTER ENTRY

(If courses are not completed in the sequence specified, graduation may be delayed.)

COURSE NO.	COURSE TITLE	HOURS	CREDITS
FIRST QUARTER			
COMM 111	Business Communications.....	50	4
GEN 115	Human Relations.....	25	2
MATH 142	Applied Math.....	25	2
SEC 105	Filing.....	50	3
SEC 114	Keyboard Typing.....	50	2
SEC 150	Medical Terminology I.....	50	2
		250	15

SPRING QUARTER

MATH 102	Calculators in Business	50	3
SEC 115	Typing I	50	3
SEC 151	Medical Terminology II	50	4
SEC 154	Anatomy and Physiology I	50	4
SEC 161	Medical Office Procedures I	50	3
		250	17

AUTUMN QUARTER

BDP 101	Intro to Business Computers	50	4
GEN 116	Job Prep	25	2
SEC 116	Typing II	50	3
SEC 252	Medical Terminology III	50	4
SEC 255	Anatomy and Physiology II	50	4
SEC 162	Medical Office Procedures II	50	3
		275	20

WINTER QUARTER

ACCT 127	Secretarial Accounting	50	3
COMM 210	Communications Techniques	50	3
SEC 112	Word Processing I	25	1
SEC 253	Medical Terminology IV	50	5
SEC 175	Office Procedures	50	3
SEC 176	Model Office	50	2
		275	17

SPRING QUARTER

SEC 103	Principles of Business	50	5
SEC 156	Medical Transcription I	100	4
SEC 265	Office Management	50	3
SEC 292	Coop/Practicum	100	3
		300	15

SPRING ENTRY

(If courses are not completed in the sequence specified, graduation may be delayed.)

COURSE NO.	COURSE TITLE	HOURS	CREDITS
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SPRING QUARTER

COMM 111	Business Communications	50	4
GEN 115	Human Relations	25	2
MATH 142	Applied Math	25	2
SEC 105	Filing	50	3
SEC 114	Keyboard Typing	50	2
SEC 150	Medical Terminology I	50	4
		250	17

AUTUMN QUARTER

MATH 102	Calculators in Business	50	3
SEC 115	Typing I	50	3
SEC 252	Medical Terminology III	50	4
SEC 255	Anatomy and Physiology II	50	4
SEC 161	Medical Office Procedures I	50	3
		250	17

WINTER QUARTER

BDP 101	Intro to Business Computers	50	4
COMM 210	Communications Techniques	50	3
GEN 116	Job Prep	25	2
SEC 116	Typing II	50	3
SEC 253	Medical Terminology IV	50	5
SEC 162	Medical Office Procedures II	50	3
		275	20

SPRING QUARTER

ACCT 127	Secretarial Accounting	50	3
SEC 112	Word Processing I	25	1
SEC 151	Medical Terminology II	50	4
SEC 154	Anatomy and Physiology I	50	4
SEC 175	Office Procedures	50	3
SEC 176	Model Office	50	2
		275	17

SPRING QUARTER

SEC 103	Principles of Business	50	5
SEC 156	Medical Transcription I	100	4
SEC 265	Office Management	50	3
SEC 292	Coop/Practicum	100	3
		300	15

MEDICAL TRANSCRIPTIONIST

Length of Program — 6 Quarters

AUTUMN, WINTER, AND SPRING ENTRY**AUTUMN ENTRY**

(If courses are not completed in the sequence specified, graduation may be delayed.)

COURSE NO.	COURSE TITLE	HOURS	CREDITS
AUTUMN QUARTER			
COMM 111	Business Communications	50	4
GEN 115	Human Relations	25	2
MATH 142	Applied Math	25	2
SEC 105	Filing	50	3
SEC 114	Keyboard Typing	50	2
SEC 150	Medical Terminology I	50	4
		250	17
WINTER QUARTER			
ACCT 127	Secretarial Accounting	50	3
COMM 210	Communications Techniques	50	3
MATH 102	Calculators in Business	50	3
SEC 115	Typing I	50	3
SEC 161	Medical Office Procedures I	50	3
		250	15
SPRING QUARTER			
BDP 101	Intro to Business Computers	50	4
SEC 116	Typing II	50	3
SEC 151	Medical Terminology II	50	4
SEC 154	Anatomy and Physiology I	50	4
SEC 162	Medical Office Procedures II	50	3
		275	20
AUTUMN QUARTER			
SEC 103	Principles of Business	50	5
GEN 116	Job Prep	25	2
SEC 152	Medical Terminology III	50	4
SEC 155	Anatomy and Physiology II	50	4
SEC 156	Medical Transcription I	100	4
		275	19
WINTER QUARTER			
SEC 112	Word Processing I	25	1
SEC 153	Medical Terminology IV	50	5
SEC 257	Medical Transcription II	100	4

SEC 175	Office Procedures	50	3
SEC 176	Model Office	50	2
		275	15
SPRING QUARTER			
SEC 113	Word Processing II	25	1
SEC 125	Transcription/Text Editing.....	25	1
SEC 258	Medical Transcription III	100	4
SEC 265	Office Management.....	50	3
SEC 292	Coop/Practicum	100	3
		300	12

WINTER ENTRY

(If courses are not completed in the sequence specified, graduation may be delayed.)

COURSE NO.	COURSE TITLE	HOURS	CREDITS
WINTER QUARTER			
COMM 111	Business Communications	50	4
GEN 115	Human Relations.....	25	2
MATH 141	Applied Math	25	2
SEC 105	Filing.....	50	3
SEC 114	Keyboard Typing.....	50	2
SEC 150	Medical Terminology I.....	50	4
		250	17
SPRING QUARTER			
MATH 102	Calculators in Business	50	3
SEC 115	Typing I.....	50	3
SEC 151	Medical Terminology II	50	4
SEC 154	Anatomy and Physiology I	50	4
SEC 161	Medical Office Procedures I	50	3
		250	17
AUTUMN QUARTER			
BDP 101	Intro to Business Computers	50	4
SEC 116	Typing II	50	3
SEC 252	Medical Terminology III.....	50	4
SEC 255	Anatomy and Physiology II	50	4
SEC 162	Medical Office Procedures II	50	3
		250	18
WINTER QUARTER			
ACCT 127	Secretarial Accounting	50	3
COMM 210	Communications Techniques.....	50	3
GEN 116	Job Prep	25	2
SEC 153	Medical Terminology IV.....	50	5
SEC 156	Medical Transcription I.....	100	4
		275	17
SPRING QUARTER			
SEC 103	Principles of Business.....	50	5
SEC 112	Word Processing I.....	25	1
SEC 257	Medical Transcription II	100	4
SEC 175	Office Procedures	50	3
SEC 176	Model Office	50	2
		275	15
AUTUMN QUARTER			
SEC 113	Word Processing II.....	25	2
SEC 125	Transcription/Text Editing.....	25	1
SEC 258	Medical Transcription III	100	4

SEC 265	Office Management.....	50	3
SEC 292	Coop/Practicum	100	3
		300	13

SPRING ENTRY

(If courses are not completed in the sequence specified, graduation may be delayed.)

COURSE NO.	COURSE TITLE	HOURS	CREDITS
SPRING QUARTER			
COMM 111	Business Communications	50	4
GEN 115	Human Relations.....	25	2
MATH 142	Applied Math	25	2
SEC 105	Filing.....	50	3
SEC 114	Keyboard Typing.....	50	2
SEC 150	Medical Terminology I	50	4
		250	17
AUTUMN QUARTER			
MATH 102	Calculators in Business	50	3
SEC 115	Typing I	50	3
SEC 252	Medical Terminology III	50	4
SEC 255	Anatomy and Physiology II	50	4
SEC 161	Medical Office Procedures I	50	3
		250	17
WINTER QUARTER			
ACCT 127	Secretarial Accounting	50	3
BDP 101	Intro to Business Computers	50	4
SEC 116	Typing II	50	3
SEC 253	Medical Terminology IV.....	50	5
SEC 162	Medical Office Procedures II	50	3
		250	18
SPRING QUARTER			
COMM 110	Communications Techniques.....	50	3
GEN 116	Job Prep	25	2
SEC 151	Medical Terminology II	50	4
SEC 154	Anatomy and Physiology I	50	4
SEC 156	Medical Transcription I	100	4
		275	17
AUTUMN QUARTER			
SEC 103	Principles of Business.....	50	5
SEC 112	Word Processing I.....	25	1
SEC 257	Medical Transcription II	100	4
SEC 175	Office Procedures	50	3
SEC 176	Model Office	50	2
		275	15
WINTER QUARTER			
SEC 113	Word Processing II.....	25	1
SEC 125	Transcription/Text Editing.....	25	1
SEC 258	Medical Transcription III	100	4
SEC 265	Office Management.....	50	3
SEC 292	Coop/Practicum	100	3
		300	12

COURSE DESCRIPTIONS

ACCT 127 SECRETARIAL ACCOUNTING

Hours: 50 Credits: 3

Prerequisite(s): None.

This course will provide the student with an introduction to double-entry accounting with an emphasis on service businesses. It contains

entry analysis, journalizing, posting, trial balance, worksheet, financial statements and closing procedures. A variety of practice sets provide experiences related to the student's program.

ACCT 132 ACCOUNTING I

Hours: 50 Credits: 4

Prerequisite(s): None.

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

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

ACCT 133 ACCOUNTING II

Hours: 50 Credits: 4

Prerequisite(s): ACCT 132.

An expansion of Accounting I involving receivables, inventories, plant and intangible assets, and expanded liabilities. Partnerships, corporations, long-term liabilities and investments complete the course. A practice set is done; also projects on the microcomputer.

ACCT 137 ACCOUNTING APPLICATIONS I

Hours: 50 Credits: 2

Prerequisite(s): ACCT 132, concurrent enrollment ACCT 133.

Half of this course is payroll accounting where the student will be introduced to payroll computations and records used in businesses. Laws governing payroll will be discussed. The lab portion of this course is designed to give the student planned auxiliary activities, support, and reinforcement for ACCT 133 Accounting II.

BDP 101 INTRODUCTION TO BUSINESS COMPUTERS

Hours: 50 Credits: 4

Prerequisite(s): SEC 114.

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.

COMM 111 BUSINESS COMMUNICATIONS

Hours: 50 Credits: 4

Prerequisite(s): None.

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

COMM 210 COMMUNICATION TECHNIQUES

Hours: 50 Credits: 3

Prerequisite(s): None.

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

GEN 115 HUMAN RELATIONS

Hours: 25 Credits: 2

Prerequisite(s): None.

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

GEN 116 JOB PREP

Hours: 25 Credits: 2

Prerequisite(s): None.

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

MATH 102 CALCULATORS IN BUSINESS

Hours: 50 Credits: 3

Prerequisite(s): MATH 142.

The study and practice of electronic printing and display calculators and their applications to business mathematics. The student will learn basic machine operations including the touch method, deter-

mining costs, pricing, profit, wholesaling, interest, and consumer credit. These machine and business math skills are a necessary component in today's office.

MATH 142 APPLIED MATHEMATICS

Hours: 25 Credits: 2

Prerequisite(s): None.

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

SEC 103 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, financing, pricing, and forecasting for the future.

SEC 105 FILING

Hours: 50 Credits: 3

Prerequisite(s): None.

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

SEC 112 WORD PROCESSING I

Hours: 25 Credits: 1

Prerequisite(s): BDP 101.

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

SEC 113 WORD PROCESSING II

Hours: 25 Credits: 1

Prerequisite(s): SEC 112.

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

SEC 114 KEYBOARD TYPING

Hours: 50 Credits: 2

Prerequisite(s): None.

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

SEC 115 TYPING I

Hours: 50 Credits: 3

Prerequisite(s): SEC 114.

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

SEC 116 TYPING II

Hours: 50 Credits: 3

Prerequisite(s): SEC 115.

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

statements; (5) letters; (6) emphasis on building higher speed and accuracy.

SEC 120 MACHINE TRANSCRIPTION

Hours: 50 Credits: 2

Prerequisite(s): SEC 115.

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

SEC 125 TRANSCRIPTION/TEXT-EDITING

Hours: 25 Credits: 1

Prerequisite(s): SEC 113.

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

SEC 135 BUSINESS LAW

Hours: 50 Credits: 4

Prerequisite(s): None.

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

SEC 140 SHORTHAND

Hours: 50 Credits: 5

Prerequisite(s): None.

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

SEC 141 STENOGRAPHY I

Hours: 50 Credits: 4

Prerequisite(s): SEC 140.

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

SEC 142 STENOGRAPHY II

Hours: 50 Credits: 4

Prerequisite(s): SEC 141.

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

SEC 151 MEDICAL TERMINOLOGY II

Hours: 50 Credits: 4

Prerequisite(s): SEC 150; concurrent enrollment SEC 154.

A study of the medical terminology of systems and disorders of musculoskeletal, cardiovascular, blood and blood forming organs, lymphatic, digestive, respiratory, skin and breasts. (Not interchangeable with course MATH 120.) Topics include aspects of anatomy, diagnosis, systems, radiology, clinical laboratory and surgery.

SEC 154 ANATOMY AND PHYSIOLOGY I

Hours: 50 Credits: 4

Prerequisite(s): SEC 150; concurrent enrollment SEC 251.

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

SEC 150 MEDICAL TERMINOLOGY I

Hours: 50 Credits: 4

Prerequisite(s): SEC 116, SEC 151, SEC 154 or consent of instructor.

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 NURS 133.)

SEC 156 MEDICAL TRANSCRIPTION I

Hours: 100 Credits: 4

Prerequisite(s): SEC 116, SEC 151, SEC 154 or consent of instructor.

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.

SEC 161 MEDICAL OFFICE PROCEDURES I

Hours: 50 Credits: 3

Prerequisite(s): SEC 150.

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

SEC 162 MEDICAL OFFICE PROCEDURES II

Hours: 50 Credits: 3

Prerequisite(s): SEC 161.

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

SEC 175 OFFICE PROCEDURES

Hours: 50 Credits: 3

Prerequisite(s): None.

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

SEC 176 MODEL OFFICE

Hours: 50 Credits: 2

Prerequisite(s): GEN 116; concurrent enrollment SEC 175.

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

SEC 177 LITIGATION

Hours: 50 Credits: 4

Prerequisite(s): SEC 180.

A legal secretarial study of lawsuits in the U.S. court system including pleadings, documents, briefs, and appeals, both in Montana and Federal courts.

SEC 179 LEGAL TERMINOLOGY

Hours: 50 Credits: 3

Prerequisite(s): None.

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

SEC 180 LEGAL OFFICE PROCEDURES

Hours: 50 Credits: 4

Prerequisite(s): SEC 179.

Course provides a working knowledge of law office procedures, including an introduction to law and the role and interaction of attorneys and legal secretaries. Emphasis will be placed on preparation of basic legal documents, reception, general clerical duties, professionalism, and ethical responsibilities.

SEC 183 LEGAL TRANSCRIPTION I

Hours: 100 Credits: 4

Prerequisite(s): SEC 180.

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

SEC 243 STENOGRAPHY III

Hours: 100 Credits: 5

Prerequisite(s): SEC 142.

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

SEC 252 MEDICAL TERMINOLOGY III

Hours: 50 Credits: 4

Prerequisite(s): concurrent enrollment SEC 255.

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.

SEC 253 MEDICAL TERMINOLOGY IV

Hours: 50 Credits: 5

Prerequisite(s): SEC 252.

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.

SEC 255 ANATOMY AND PHYSIOLOGY II

Hours: 50 Credits: 4

Prerequisite(s): concurrent enrollment SEC 252.

Study of the human body, its systems and physiological processes, as correlated with Medical Terminology III. (See also SEC 154 - courses do not need to be taken in numerical sequence.)

SEC 257 MEDICAL TRANSCRIPTION II

Hours: 100 Credits: 4

Prerequisite(s): SEC 156.

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

SEC 258 MEDICAL TRANSCRIPTION III

Hours: 100 Credits: 4

Prerequisite(s): SEC 157.

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

SEC 265 OFFICE MANAGEMENT

Hours: 50 Credits: 3

Prerequisite(s): SEC 175.

This course presents information in planning, organizing, and controlling business services, systems, and procedures. Emphasis is

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

SEC 278 REAL ESTATE

Hours: 25 Credits: 2

Prerequisite(s): SEC 180.

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

SEC 284 LEGAL TRANSCRIPTION II

Hours: 100 Credits: 4

Prerequisite(s): SEC 183.

Advanced machine transcription with emphasis on legal documents and pleadings, form files, "take-in" materials, and legal citations. Students work from lawyer-dictated cassettes, printed legal forms, and prepare an appeal brief.

SEC 285 FAMILY LAW

Hours: 25 Credits: 2

Prerequisite(s): SEC 180.

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

SEC 287 COLLECTIONS AND BANKRUPTCY

Hours: 25 Credits: 2

Prerequisite(s): SEC 177.

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

SEC 288 PROBATE AND WILLS

Hours: 25 Credits: 2

Prerequisite(s): SEC 180.

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

SEC 289 CORPORATIONS AND PARTNERSHIPS

Hours: 25 Credits: 2

Prerequisite(s): SEC 180.

A legal secretary's view of Montana corporations, partnerships, business entities and contracts with emphasis on document preparation.

SEC 292 COOPERATIVE WORK EXPERIENCE/PRACTICUM

Hours: 100 Credits: 3

Prerequisite(s): None.

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

SMALL ENGINE MECHANIC



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

HELPFUL HIGH SCHOOL COURSES: Basic Math; Auto Mechanics; Welding; Machine Shop; Electricity; Small Engine Repair; Communications.

RECOMMENDED PERSONAL TRAITS: Interest in problem solving; ability to follow written instructions; likes to do hand work; good manual dexterity.

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

AUTUMN ENTRY

(If courses are not completed in the sequence specified, graduation may be delayed.)

COURSE NO.	COURSE TITLE	HOURS	CREDITS
AUTUMN QUARTER			
GEN 115	Human Relations.....	25	2
GEN 116	Job Prep Cycle Engines.....	25	2
MACH 115	Machine Shop.....	50	2
MATH 120	Trade Math.....	50	5
PWR 103	Principles of 2 & 4 Stroke.....	50	5
PWR 170	Engine Service I.....	150	5
		350	21
WINTER QUARTER			
PWR 107	Electrical Systems.....	100	8
PWR 130	Fuels, Lubricants & Carburetion.....	50	4
PWR 171	Engine Service II.....	200	5
		350	17
SPRING QUARTER			
PWR 172	Engine Service III.....	150	5
PWR 150	Troubleshooting & Tune-Up.....	100	5
WELD 165	Welding.....	100	4
		350	14

COURSE DESCRIPTIONS

GEN 115 HUMAN RELATIONS

Hours: 25 Credits: 2

Prerequisite(s): None.

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

GEN 116 JOB PREP

Hours: 25 Credits: 2

Prerequisite(s): None.

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

MACH 115 MACHINE SHOP

Hours: 50 Credits: 2

Prerequisite(s): None.

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

MATH 120 TRADE MATHEMATICS

Hours: 50 Credits: 5

Prerequisite(s): None.

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

PWR 103 PRINCIPLES OF TWO AND FOUR STROKE 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.

PWR 107 ELECTRICAL SYSTEMS

Hours: 100 Credits: 8

Prerequisite(s): None.

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

PWR 130 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.

PWR 170 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.

PWR 171 SMALL ENGINE SERVICE II

Hours: 200 Credits: 5

Prerequisite(s): PWR 170.

Minor and major work on small engines and power trains with special emphasis on snowmobiles, chain saws, and garden tractor transmissions.

PWR 172 SMALL ENGINE SERVICE III

Hours: 150 Credits: 5

Prerequisite(s): PWR 171.

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

PWR 150 TROUBLESHOOTING AND TUNE-UP

Hours: 100 Credits: 5

Prerequisite(s): PWR 171.

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

WELD 165 WELDING

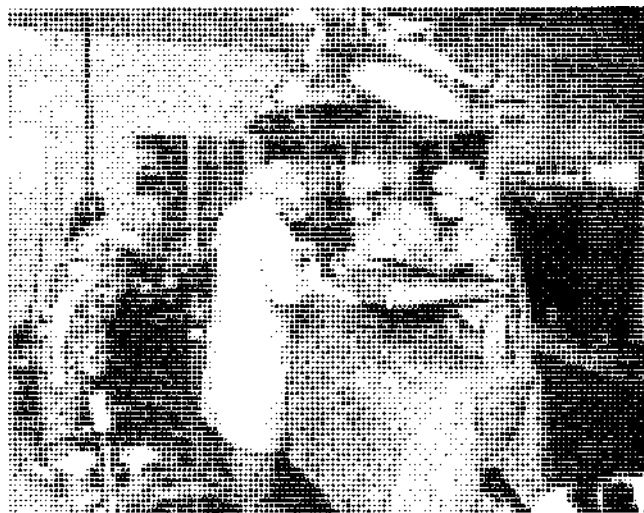
Hours: 100 Credits: 4

Prerequisite(s): None.

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

SURGICAL TECHNOLOGY

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



HELPFUL HIGH SCHOOL COURSES: Biology; Anatomy and Physiology; Communications.

RECOMMENDED PERSONAL TRAITS: Interest in working as a team member; good grooming habits; likes to work under pressure; enjoyment of people; high regard for human life.

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

AUTUMN ENTRY

(If courses are not completed in the sequence specified, graduation may be delayed.)

COURSE NO.	COURSE TITLE	HOURS	CREDITS
AUTUMN QUARTER			
GEN 115	Human Relations.....	25	2
GEN 116	Job Prep	25	2
SCH 101	Basic Science.....	100	7
SURG 101	Safe Patient Care and Operating Room Techniques	90	6
SURG 104	Introduction and Orientation	10	1
SURG 191	Clinical Experience	20	1
		270	19
WINTER QUARTER			
SURG 105	Surgical Procedures.....	100	10
SURG 192	Clinical Experience	250	8
		350	18
SPRING QUARTER			
SURG 106	Advanced Surgical Procedures	20	2
SURG 193	Clinical Experience.....	330	11
		350	13

COURSE DESCRIPTIONS

GEN 115 HUMAN RELATIONS

Hours: 25 Credits: 2

Prerequisite(s): None.

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

GEN 116 JOB PREP

Hours: 25 Credits: 2

Prerequisite(s): None.

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

SCI 101 BASIC SCIENCE

Hours: 100 Credits: 7

Prerequisite(s): None.

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

SURG 102 SAFE PATIENT CARE AND OPERATING ROOM TECHNIQUES

Hours: 90 Credits: 6

Prerequisite(s): SURG 104.

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

SURG 104 INTRODUCTION AND ORIENTATION

Hours: 10 Credits: 1

Prerequisite(s): None.

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

SURG 105 SURGICAL PROCEDURES

Hours: 100 Credits: 10

Prerequisite(s): SURG 102.

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

SURG 106 ADVANCED SURGICAL PROCEDURES

Hours: 20 Credits: 2

Prerequisite(s): SURG 105.

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

SURG 191 CLINICAL EXPERIENCE

Hours: 20 Credits: 1

Prerequisite(s): SURG 104 and concurrent with SURG 102.

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

SURG 192 CLINICAL EXPERIENCE

Hours: 250 Credits: 8

Prerequisite(s): SURG 191.

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.

SURG 193 CLINICAL EXPERIENCE

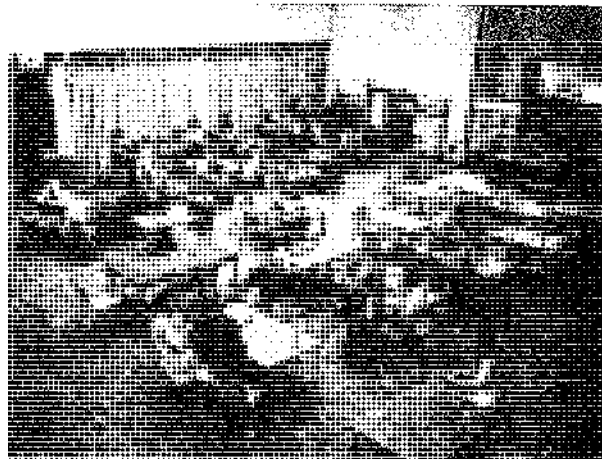
Hours: 330 Credits: 11

Prerequisite(s): SURG 192.

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

STUDENT BILL OF RIGHTS RESPONSIBILITIES AND CONDUCT

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



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

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

CAMPUS EXPRESSION

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

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

CAMPUS ORGANIZATION

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

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

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

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

CAMPUS MEDIA

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

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

STUDENT GOVERNMENT

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

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

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

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

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

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

STUDENT PARTICIPATION

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

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

STUDENT RIGHTS AND PRIVACY

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

ACCESS TO STUDENT RECORDS

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

1. Unofficial academic records (instructors)
2. Official academic records and supporting documents (Admissions and Registrar's Offices)
3. Primary and secondary records of discipline proceedings (Student Services Supervisor Office)
4. Financial aid records (Financial Aid Office)
5. Placement records (Placement Office)

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

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

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

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

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

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

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

STUDENT DISCIPLINE

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

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

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

Other rules, regulations and policy statements published in the Missoula Vocational Technical Center catalog, brochures and handbooks, and affiliate training facilities policy handbooks will be enforced to enhance the learning environment. Failure to abide by such regulations can result in suspension of the offending student.

VIOLATION OF LAW AND INSTITUTION DISCIPLINE

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

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

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

STUDENT SANCTIONS

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

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

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

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

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

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

GRIEVANCE PROCEDURE

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

If one has a grievance, the first step is to try to resolve it in an informal manner.

If the informal approach does not resolve the complaint, then a written statement should be submitted by the grievant to the Student Services Supervisor, and to the person who may have caused the grievance. It is hoped that the grievant will recognize that the purpose of the written grievance procedure is to resolve the complaint promptly and without the need for formal administrative or legal proceedings.

The written statement should explain who was grieved; in what way; by whom; when the grievance took place; who was harmed by the grievance; who can be contacted for further information; the name, address, and telephone number of the grievant; 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 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 grievant is not satisfied with the decision reached by the Director, he or she may appeal the decision to the Missoula County High School Board of Trustees and then, under the Rules of Controversy adopted by the Office of Public Instruction (ARM 10.6.101), to the County Superintendent; then, should the decision be appealed at that point, it would be to the Office of Public Instruction.

The grievant may file at any time with either the Montana Human Rights Commission (Room C-137, Cogswell Building, Helena, MT 59620), or the Office of Civil Rights.

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

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

COMMUNICATION WITH STUDENTS

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

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

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

PARKING/VEHICLE REGISTRATION

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

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

Handicap parking arrangements can be made with the Business Office.

During registration, a vehicle registration form is provided for all students wishing to use Missoula Vocational

Technical Center parking lots. After completing the vehicle registration form, a parking decal will be issued. Students desiring to register vehicles after registration should stop at the Business Office for the necessary vehicle registration form and parking decal.

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

SMOKING/EATING

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

ALCOHOL/DRUGS

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

UNPAID BILLS

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

CLOTHING AND BOOKS

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

LOST AND FOUND

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

STUDENT ACCIDENT INSURANCE

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

ADULT AND CONTINUING EDUCATION

FACULTY

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

GENERAL INFORMATION

Although housed in the Missoula Vocational Technical Center, the Adult and Continuing Education Program is administered by the Missoula County High School District.

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. Courses vary with respect to objectives, length, cost and degree of proficiency desired. Courses can be organized when ten or more people express an interest in specific non-scheduled courses. Adult and Continuing Education is administered through the Adult and Continuing Education Office located in MVTC's Administration Building. Registration is facilitated and information is made available from this office.

ADMISSION

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

REGISTRATION

Pre-registration for specific courses is usually accepted during a three to four week period immediately preceding the start of each quarter. Announcements of starting dates are made through the media, business, industry, labor, and special agencies in the community. Details are available through the Adult and Continuing Education Office at MVTC.

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

SCHOOL TERMS

The Adult Education program operates on a four-quarter schedule — fall, winter, spring, and summer. Most subjects are offered on a single-term basis and may be offered during the ensuing terms. Each quarter is ten weeks long. Class lengths vary depending on the amount of time necessary to meet course, workshop or seminar objectives.

CLASS SCHEDULE

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

REGISTRATION FEES

Fees for registration vary according to hours of instruction and the type of course. The hourly tuition rate is established annually by the Missoula County High School District Board of Trustees with costs of supplies and/or texts identified separately. All fees 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, some courses available through Adult and Continuing Education parallel instruction that is offered in regular MVTC programs. Arrangement for credit in these courses can be made at registration time.

HIGH SCHOOL CREDIT

The Adult High School Diploma Program has been developed to provide adults and out-of-school youth with the opportunity to complete the requirements for a high school diploma. The program is designed primarily for those desiring to work toward fulfilling the graduation requirements of the Missoula County High School District. Other school districts may elect to grant credit for courses completed. This program also provides adults seeking to develop functional competency at the high school level with a "brush-up" for occupational and further educational pursuits.

Courses are scheduled in the areas of Mathematics, English, and Social Studies, and are structured to meet the needs of individual participants in a highly flexible program. 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.

SMALL BUSINESS DEVELOPMENT CENTER

The Small Business Development Center provides management assistance services to those planning to go into business and the experienced business person. Services, resources, training and information available through the center include:

- Confidential, individual business counseling, training and technical assistance.
- Small business information and referral program.
- Business Library and resource center.
- Individualized training at the business site.
- Short-term training through seminars, workshops, and classes focusing on current business issues.

To obtain services or additional information please call the Small Business Development Center or Adult and Continuing Education.



MISSOULA Vocational Technical Center

(406) 721-1330

909 South Avenue West
Missoula, MT 59801

PROGRAM APPLICATION

NAME _____
Last First Middle Other Names Used

MAILING ADDRESS _____
Street City State Zip
County Phone Social Security Number

BIRTH DATE _____ Are you applying as a Montana Resident? Yes _____ No _____
Montana resident since _____

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

PROGRAM _____

Quarter Applicant Expects to Enter:

FALL WINTER SPRING SUMMER

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

Signature _____

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

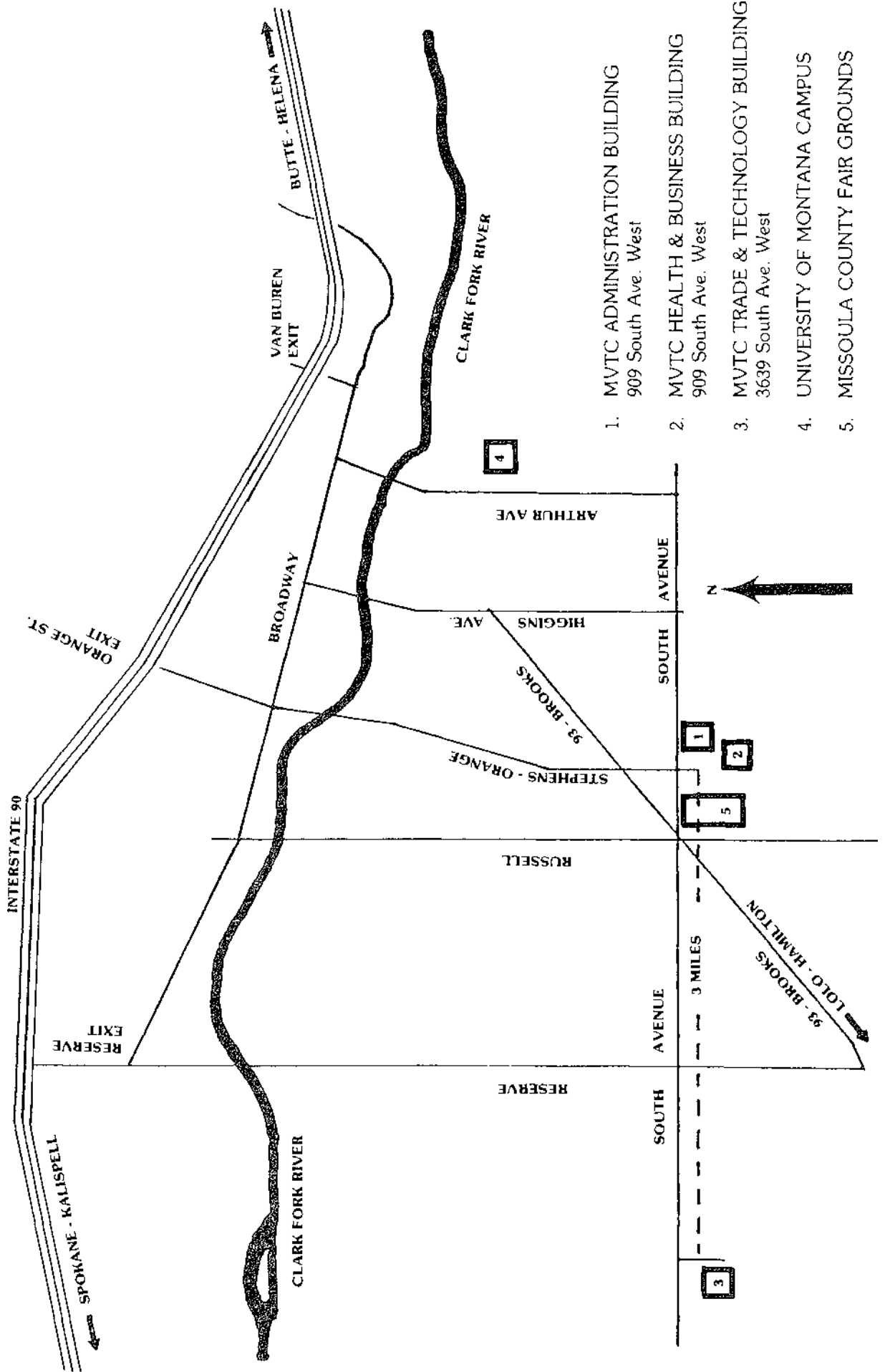
FOR YOUR PROTECTION - PLEASE DO NOT SEND CASH.

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

Accredited by Northwest Association of Schools and Colleges

Notes

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

Notes

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DATE DUE			

373.246 Missoula 77
MIS Vocational-Techn
ical Center
85-96 School Catalog

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



PROGRAM LOCATION

ADMINISTRATION BUILDING

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

HEALTH AND BUSINESS BUILDING

Fashion Merchandising
Practical Nursing
Respiratory Therapy Technology
Retail Merchandising
Surgical Technology

TRADE AND TECHNOLOGY BUILDING

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

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

COLLEGE OF TECHNOLOGY



3 3342 01101 9251