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Missoula VoTech Course Catalog, 1991-1992

Missoula Vo Tech

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Missoula VO-TECH



91-92

373.246
MIS
1991-92

M Missoula VO-TECH

BUSINESS OCCUPATIONS

Accounting	4 semesters—Fall/Spring semester entry	\$2552 total program cost
Bookkeeping	2 semesters—Fall/Spring semester entry	\$1369 total program cost
Fashion Sales and Marketing	2 semesters—Fall/Spring semester entry	\$1366 total program cost
Information Processing	3 semesters—Fall/Spring semester entry	\$2027 total program cost
Legal Assisting (Paralegal Studies)	4 semesters—Fall semester entry	\$2552 total program cost
Legal Secretarial Technology	4 semesters—Fall/Spring semester entry	\$2660 total program cost
Medical Reception	2 semesters—Fall/Spring semester entry	\$1316 total program cost
Medical Secretarial Technology	4 semesters—Fall/Spring semester entry	\$2520 total program cost
Medical Transcription	4 semesters—Fall/Spring semester entry	\$2460 total program cost
Office Administration	4 semesters—Fall/Spring semester entry	\$2585 total program cost
Retail Management	4 semesters—Fall/Spring semester entry	\$2427 total program cost
Sales and Marketing	2 semesters—Fall/Spring semester entry	\$1291 total program cost
Word Processing and Office Reception	2 semesters—Fall/Spring semester entry	\$1394 total program cost

COMPUTER OCCUPATIONS

Computer (Micro) Applications	2 semesters—Fall/Spring semester entry	\$1366 total program cost
Computer (Micro) Applications and Systems	4 semesters—Fall/Spring semester entry	\$2537 total program cost
Computer Operation and Data Entry	3 semesters—Fall/Spring semester entry	\$1924 total program cost
Computer Programming	4 semesters—Fall/Spring semester entry	\$2442 total program cost

CULINARY OCCUPATIONS

Culinary Arts	2 semesters—Fall/Spring semester entry	\$1488 total program cost
Food Service Management	4 semesters—Fall/Spring semester entry	\$2629 total program cost

HEALTH OCCUPATIONS

Practical Nursing	3 semesters—Fall/Spring semester entry	\$1986 total program cost
Respiratory Therapy Technology	3 semesters—Fall semester entry	\$2122 total program cost
Surgical Technology	2½ semesters—Fall semester entry	\$1432 total program cost

INDUSTRIAL OCCUPATIONS

Building Maintenance	2 semesters—Fall/Spring semester entry	\$1456 total program cost
Building Maintenance Engineering	4 semesters—Fall/Spring semester entry	\$2632 total program cost
Diesel Heavy Equipment Mechanics	4 semesters—Fall semester entry	\$2926 total program cost
Electronics Technology	4 semesters—Fall semester entry	\$2837 total program cost
Heavy Equipment Operation	2 semesters—Fall semester entry	\$1514 total program cost
Small Engine and Equipment Technology	2 semesters—Fall/Spring semester entry	\$1678 total program cost
Truck Driving	1 semester—Fall/Spring semester entry	\$2058 total program cost
Welding Technology	2 semesters—Fall/Spring semester entry	\$1329 total program cost
Prevocational Studies	5 weeks—Entry each semester	\$223 total program cost



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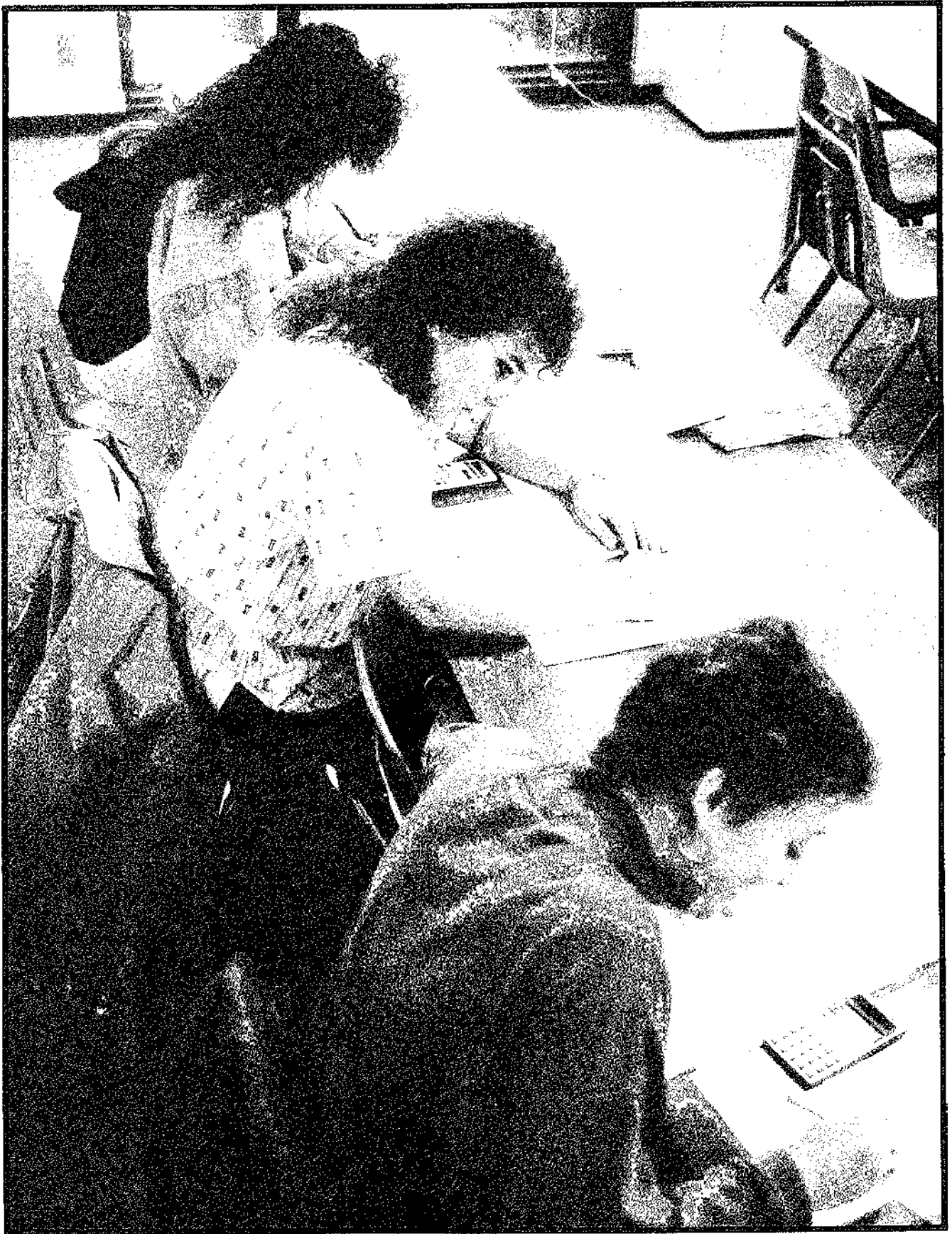
Program Offerings

DATE DUE	

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MIS Vocational Center
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School catalog,
1991-92

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



SUBJECT MATTER CLASSIFICATION AND COURSE NUMBERS

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

Courses are generally classified according to their numbers as follows:

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

RELATED STUDIES REQUIREMENTS

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

1. Mathematics—Completion of one of the following primary courses: MAT 103, 104, 107, 122, 133, or 153. Specific programs may require additional courses or may have math skills imbedded within the curriculum.
2. Communications/Human Relations—Completion of PSY 100 or 110 and one COM course as required by the specific program. Some programs have these skills imbedded within other courses which will satisfy this requirement.

PROGRAM LOCATIONS

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

Accounting

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

LENGTH OF PROGRAM: 4 Semesters

FALL AND SPRING ENTRY: All courses in the Accounting program are offered every semester. Therefore, if courses are not completed in the sequence specified, graduation may be delayed.

FALL ENTRY

<i>Fall Semester 1991</i>			Credit
ACC	132	Accounting I	4
COM	111	Business Communications	3
CRT	102	Principles of Data Processing	3
MAT	103	Math Fundamentals	2
SEC	106	Business Records Control	1
SEC	107	Keyboarding	1
SEC	108	Keyboarding Applications	2
TOTAL			16

<i>Spring Semester 1992</i>			Credit
ACC	133	Accounting II	4
CRT	114	Word Processing	2
CRT	190	Lotus 1-2-3	3
MAT	105	Business Math Applications	2
PSY	110	Psychology of the Workplace	2
REL	116	Employment Strategies	1
SEC	175	Office Procedures	3
TOTAL			17

<i>Fall Semester 1992</i>			Credit
ACC	230	Computer Accounting Systems	3
ACC	234	Accounting III	4
ACC	235	Cost Accounting	3
BUS	103	Principles of Business	3
CRT	191	DOS and Database	2
MAT	215	Algebra	3
TOTAL			18

<i>Spring Semester 1993</i>			Credit
ACC	232	Not-for-Profit Accounting	3
ACC	236	Income Tax	3
ACC	237	Accounting Topics	3
ACC	238	Accounting Internship	2
BUS	135	Business Law	2
COM	160	Oral Communications	3
CRT	200	Advanced Business Lotus	2
TOTAL			18

SPRING ENTRY

<i>Spring Semester 1992</i>			Credit
ACC	132	Accounting I	4
COM	111	Business Communications	3
CRT	102	Principles of Data Processing	3
MAT	103	Math Fundamentals	2
SEC	106	Business Records Control	1
SEC	107	Keyboarding	1
SEC	108	Keyboarding Applications	2
TOTAL			16

<i>Fall Semester 1992</i>			Credit
ACC	133	Accounting II	4
CRT	114	Word Processing	2
CRT	190	Lotus 1-2-3	3
CRT	191	DOS and Database	2
PSY	110	Psychology of the Workplace	2
REL	116	Employment Strategies	1
SEC	175	Office Procedures	3
TOTAL			17

<i>Spring Semester 1993</i>			Credit
ACC	232	Not-for-Profit Accounting	3
ACC	236	Income Tax	3
ACC	237	Accounting Topics	3
BUS	103	Principles of Business	3
BUS	135	Business Law	2
CRT	200	Advanced Business Lotus	2
MAT	105	Business Math Applications	2
TOTAL			18

<i>Fall Semester 1993</i>			Credit
ACC	230	Computer Accounting Systems	3
ACC	234	Accounting III	4
ACC	235	Cost Accounting	3
ACC	238	Accounting Internship	2
COM	160	Oral Communications	3
MAT	215	Algebra	3
TOTAL			18

Bookkeeping

In Bookkeeping you will learn to verify and enter details of financial transactions in journals, to post to ledger accounts, and to prepare worksheets, financial reports, and payroll records and reports. You will develop computer skills, using WordPerfect and Lotus 1-2-3, software common in today's businesses. You will apply these skills to sole proprietorships, partnerships, and corporations.

LENGTH OF PROGRAM: 2 Semesters

FALL AND SPRING ENTRY: If courses are not completed in the sequence specified, graduation may be delayed.

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

FALL AND SPRING ENTRY				
<i>First Semester</i>				
ACC	132	Accounting I	Credit	4
COM	111	Business Communications		3
CRT	102	Principles of Data Processing		3
MAT	103	Math Fundamentals		2
SEC	106	Business Records Control		1
SEC	107	Keyboarding		1
SEC	108	Keyboarding Applications		2
			TOTAL	16
<i>Second Semester</i>				
ACC	133	Accounting II	Credit	4
CRT	114	Word Processing		2
CRT	190	Lotus 1-2-3		3
MAT	105	Business Math Applications		2
PSY	110	Psychology of the Workplace		2
REL	116	Employment Strategies		1
SEC	175	Office Procedures		3
			TOTAL	17

Fashion Sales and Marketing

In the Fashion Sales and Marketing program, you will learn the sales and customer relations skills you need to sell clothing and accessories in department stores, specialty shops, and boutiques. You will discover the latest in fashion trend research and coordination and study the principles of window and interior display. You will also study stocking and merchandise markups and markdowns, as well as how to order and invoice new merchandise.

LENGTH OF PROGRAM: 2 Semesters

FALL AND SPRING ENTRY: All courses in the Fashion Sales and Marketing program are not offered every semester. Therefore, if courses are not completed in the semesters and in the sequence specified, graduation may be delayed.

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

FALL ENTRY

<i>Fall Semester 1991</i>			Credit
BUS	103	Principles of Business	3
BUS	107	Fashion and Design	3
BUS	111	Professional Sales	2
BUS	125	Principles of Marketing	3
BUS	179	Textiles	2
COM	210	English Composition	3
MAT	103	Math Fundamentals	2
TOTAL			18

<i>Spring Semester 1992</i>			Credit
ACC	132	Accounting I	4
BUS	109	Visual Merchandising and Display	2
BUS	113	Psychology of Selling	3
COM	160	Oral Communications	3
MAT	133	Merchandising Math	2
PSY	110	Psychology of the Workplace	2
REL	116	Employment Strategies	1
TOTAL			17

SPRING ENTRY

<i>Spring Semester 1992</i>			Credit
ACC	132	Accounting I	4
BUS	109	Visual Merchandising and Display	2
BUS	113	Psychology of Selling	3
COM	160	Oral Communications	3
MAT	103	Math Fundamentals	2
MAT	133	Merchandising Math	2
PSY	110	Psychology of the Workplace	2
TOTAL			18

<i>Fall Semester 1992</i>			Credit
BUS	103	Principles of Business	3
BUS	107	Fashion and Design	3
BUS	111	Professional Sales	2
BUS	125	Principles of Marketing	3
BUS	179	Textiles	2
COM	210	English Composition	3
REL	116	Employment Strategies	1
TOTAL			17

Information Processing

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

LENGTH OF PROGRAM: 3 Semesters

FALL AND SPRING ENTRY: All courses in the Information Processing program are not offered every semester. Therefore, if the courses are not completed in the sequence specified, graduation may be delayed.

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

FALL ENTRY				SPRING ENTRY			
<i>Fall Semester 1991</i>				<i>Spring Semester 1992</i>			
			Credit				Credit
COM	111	Business Communications	3	COM	111	Business Communications	3
CRT	102	Principles of Data Processing	3	CRT	102	Principles of Data Processing	3
MAT	103	Math Fundamentals	2	MAT	103	Math Fundamentals	2
MAT	105	Business Math Applications	2	MAT	105	Business Math Applications	2
PSY	110	Psychology of the Workplace	2	PSY	110	Psychology of the Workplace	2
SEC	107	Keyboarding	1	SEC	107	Keyboarding	1
SEC	108	Keyboarding Applications	2	SEC	108	Keyboarding Applications	2
SEC	175	Office Procedures	3	SEC	140	Speedwriting	3
			TOTAL				TOTAL
			18				18
<i>Spring Semester 1992</i>				<i>Fall Semester 1992</i>			
			Credit				Credit
ACC	127	Secretarial Accounting	3	ACC	127	Secretarial Accounting	3
REL	116	Employment Strategies	1	CRT	140	Operating Systems	4
SEC	106	Business Records Control	1	REL	116	Employment Strategies	1
SEC	114	Word Processing	4	SEC	106	Business Records Control	1
SEC	120	Transcription and Text Editing	2	SEC	114	Word Processing	4
SEC	140	Speedwriting	3	SEC	120	Transcription and Text Editing	2
SEC	223	Electronic Office Technology	2	SEC		Elective*	2/3
			TOTAL				TOTAL
			16				17/18
<i>Fall Semester 1992</i>				<i>Spring Semester 1993</i>			
			Credit				Credit
BUS	103	Principles of Business	3	BUS	103	Principles of Business	3
COM	160	Oral Communications	3	COM	160	Oral Communications	3
CRT	110	Data Entry I	3	CRT	110	Data Entry I	3
CRT	140	Operating Systems	4	CRT	190	Lotus 1-2-3	3
CRT	190	Lotus 1-2-3	3	SEC	175	Office Procedures	3
		Elective*	2/3	SEC	223	Electronic Office Technology	2
			TOTAL				TOTAL
			18/19				17

*Elective to be selected from the following:				Credit
CRT	113	Data Communications		3
CRT	280	Hardware and Software Evaluation and Selection		2
SEC	141	Stenography		3

Legal Assisting (Paralegal)

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

LENGTH OF PROGRAM: 4 Semesters

FALL ENTRY: If courses are not completed in the sequence specified, graduation will be delayed.

All entering legal assisting students are encouraged to attend the 16-hour LEG 181 Orientation to Legal Assisting seminar which is offered the week prior to the beginning of Fall Semester, 1991.

FALL ENTRY			
<i>Fall Semester 1991</i>			<i>Credit</i>
COM	145	Introduction to Writing	2
CRT	114	Word Processing	2
LEG	179	Legal Terminology	2
LEG	180	Legal Office Procedures	3
LEG	187	Introduction to Legal Research	1
LEG	195	Legal Ethics	2
MAT	103	Math Fundamentals	2
MAT	105	Business Math Fundamentals	2
SEC	107	Keyboarding	1
			TOTAL 17
<i>Spring Semester 1992</i>			<i>Credit</i>
ACC	128	Accounting for the Law Office	3
COM	160	Oral Communications	3
LEG	192	Contracts	2
LEG	194	Torts	2
LEG	197	Legal Research and Writing I	1
LEG	278	Real Estate	1
POL	146	American Government and Politics	3
PSY	110	Psychology of the Workplace	2
REL	116	Employment Strategies	1
			TOTAL 18
<i>Fall Semester 1992</i>			<i>Credit</i>
CRT	188	Business Applications Software	3
LEG	190	Civil Litigation I	2
LEG	270	Property Transfer Practices	2
LEG	273	Criminal Procedures	3
LEG	274	Indian Law	2
LEG	279	Legal Research and Writing II	1
LEG	287	Collections and Bankruptcy	1
LEG	294	Corporations and Partnerships	1
REL	155	Beginning Medical Terminology	3
			TOTAL 18
<i>Spring Semester 1993</i>			<i>Credit</i>
LEG	271	Civil Litigation II	2
LEG	272	Administrative Law	3
LEG	280	Legal Research and Writing III	1
LEG	283	Trial Preparation	3
LEG	285	Family Law	1
LEG	286	Advanced Family Law	1
LEG	288	Estates and Probate	1
LEG	298	Legal Assisting Internship	2
			TOTAL 14

Legal Secretarial Technology

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

LENGTH OF PROGRAM: 4 Semesters

FALL AND SPRING ENTRY: All courses in the Legal Secretarial Technology program are not offered every semester. Therefore, if courses are not completed in the sequence specified, graduation may be delayed.

FALL ENTRY			
<i>Fall Semester 1991</i>			
COM	111	Business Communications	Credit 3
LEG	179	Legal Terminology	2
LEG	180	Legal Office Procedures	3
MAT	103	Math Fundamentals	2
PSY	110	Psychology of the Workplace	2
SEC	106	Business Records Control	1
SEC	107	Keyboarding	1
SEC	108	Keyboarding Applications	2
			TOTAL 16
<i>Spring Semester 1992</i>			
COM	160	Oral Communications	Credit 3
LEG	190	Civil Litigation I	2
MAT	105	Business Math Applications	2
SEC	114	Word Processing	4
SEC	140	Speedwriting	3
SEC	183	Legal Transcription I	3
			TOTAL 17
<i>Fall Semester 1992</i>			
ACC	132	Accounting	Credit 4
CRT	188	Business Applications Software	3
LEG	278	Real Estate	1
LEG	287	Collections and Bankruptcy	1
LEG	294	Corporations and Partnerships	1
REL	116	Employment Strategies	1
SEC	275	Legal Communications	1
SEC	284	Legal Transcription II	3
		Elective(s)*	3+
			TOTAL 15/18+
<i>Spring Semester 1993</i>			
BUS	135	Business Law	Credit 2
LEG	272	Administrative Law	3
LEG	285	Family Law	1
LEG	288	Estates and Probate	1
SEC	175	Office Procedures	3
SEC	292	Secretarial Internship	2
		Elective(s)*	3+
			TOTAL 12/15+

SPRING ENTRY			
<i>Spring Semester 1992</i>			
BUS	135	Business Law	Credit 2
COM	111	Business Communications	3
COM	160	Oral Communications	3
PSY	110	Psychology of the Workplace	2
MAT	103	Math Fundamentals	2
SEC	106	Business Records Control	1
SEC	107	Keyboarding	1
SEC	108	Keyboarding Applications	2
			TOTAL 16
<i>Fall Semester 1992</i>			
LEG	179	Legal Terminology	Credit 2
LEG	180	Legal Office Procedures	3
MAT	105	Business Math Applications	2
SEC	114	Word Processing	4
SEC	140	Speedwriting	3
SEC	175	Office Procedures	3
REL	116	Employment Strategies	1
			TOTAL 18
<i>Spring Semester 1993</i>			
ACC	132	Accounting I	Credit 4
LEG	190	Civil Litigation I	2
LEG	272	Administrative Law	3
LEG	285	Family Law	1
LEG	288	Estates and Probate	1
SEC	183	Legal Transcription I	3
		Elective(s)*	3+
			TOTAL 14/17+
<i>Fall Semester 1993</i>			
CRT	188	Business Applications Software	Credit 3
LEG	278	Real Estate	1
LEG	287	Collections and Bankruptcy	1
LEG	294	Corporations and Partnerships	1
SEC	275	Legal Communications	1
SEC	284	Legal Transcription II	3
SEC	292	Secretarial Internship	2
		Elective(s)*	3+
			TOTAL 12/15+

***Students will choose a minimum of three credits of electives from the following courses to be taken during the second year of study:**

			Credit
ACC	133	Accounting II	4
BUS	103	Principles of Business	3
CRT	190	Lotus 1-2-3	3
LEG	271	Civil Litigation II (offered Spring only)	2
LEG	273	Criminal Procedures (offered Spring only)	3
LEG	274	Indian Law (offered Spring only)	2
LEG	286	Advanced Family Law (offered Spring only)	1
REL	155	Beginning Medical Terminology (offered Fall only)	3
SEC	141	Stenography (offered Fall only if class size is five or greater)	3

Medical Reception

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

LENGTH OF PROGRAM: 2 Semesters

FALL AND SPRING ENTRY: If courses are not completed in the sequence specified, graduation may be delayed.

ADDITIONAL PROGRAM OPPORTUNITY: Students successfully completing the Medical Reception program satisfy the requirements for the first year of both the Medical Secretarial Technology and Medical Transcription programs.

FALL ENTRY

<i>Fall Semester 1991</i>			Credit
ACC	127	Secretarial Accounting	3
COM	111	Business Communications	3
MAT	103	Math Fundamentals	2
REL	155	Beginning Medical Terminology	3
SEC	107	Keyboarding	1
SEC	108	Keyboarding Applications	2
SEC	161	Medical Office Procedures	4
TOTAL			18

<i>Spring Semester 1992</i>			Credit
MAT	105	Business Math Applications	2
PSY	110	Psychology of the Workplace	2
REL	116	Employment Strategies	1
SCI	118	Anatomy	3
SEC	106	Business Records Control	1
SEC	114	Word Processing	4
SEC	120	Transcription and Text Editing	2
SEC	153	Insurance Processing	2
SEC	155	Medical Software Applications	1
TOTAL			18

SPRING ENTRY

<i>Spring Semester 1992</i>			Credit
ACC	127	Secretarial Accounting	3
COM	111	Business Communications	3
MAT	103	Math Fundamentals	2
PSY	110	Psychology of the Workplace	2
REL	116	Employment Strategies	1
SCI	118	Anatomy	3
SEC	106	Business Records Control	1
SEC	107	Keyboarding	1
SEC	108	Keyboarding Applications	2
TOTAL			18

<i>Fall Semester 1992</i>			Credit
MAT	105	Business Math Applications	2
REL	155	Beginning Medical Terminology	3
SEC	114	Word Processing	4
SEC	120	Transcription and Text Editing	2
SEC	153	Insurance Processing	2
SEC	155	Medical Software Applications	1
SEC	161	Medical Office Procedures	4
TOTAL			18

Medical Secretarial Technology

Instructors in Missoula Vo-Tech's Medical Secretarial Technology program can teach you how to proficiently deal with patients and records in a medical office. You will learn to schedule appointments, efficiently answer phone calls, greet patients, process mail, and process patient insurance forms using current coding procedures. You will also develop many clerical skills, including composing and typing routine correspondence, filing, and assisting in records management. Transcribing medical reports and letters and learning how to maintain medical records and follow appropriate medical office policies will be a part of your course of study.

LENGTH OF PROGRAM: 4 Semesters

FALL AND SPRING ENTRY: If courses are not completed in the sequence specified, graduation may be delayed.

FALL ENTRY

<i>Fall Semester 1991</i>			Credit
ACC	127	Secretarial Accounting	3
COM	111	Business Communications	3
MAT	103	Math Fundamentals	2
REL	155	Beginning Medical Terminology	3
SEC	107	Keyboarding	1
SEC	108	Keyboarding Applications	2
SEC	161	Medical Office Procedures	4
TOTAL			18

<i>Spring Semester 1992</i>			Credit
MAT	105	Business Math Applications	2
PSY	110	Psychology of the Workplace	2
REL	116	Employment Strategies	1
SCI	118	Anatomy	3
SEC	106	Business Records Control	1
SEC	114	Word Processing	4
SEC	120	Transcription and Text Editing	2
SEC	153	Insurance Processing	2
SEC	155	Medical Software Applications	1
TOTAL			18

<i>Fall Semester 1992</i>			Credit
CRT	102	Principles of Data Processing	3
CRT	188	Business Software Applications	3
REL	257	Medical Terminology	3
SEC	140	Speedwriting	3
SEC	175	Office Procedures	3
SEC	223	Electronic Office Technology	2
TOTAL			17

<i>Spring Semester 1993</i>			Credit
BUS	103	Principles of Business	3
CRT	190	Lotus 1-2-3	3
REL	258	Medical Terminology	3
SEC	256	Medical Transcription I	3
SEC	293	Medical Office Internship	3
TOTAL			15

SPRING ENTRY

<i>Spring Semester 1992</i>			Credit
ACC	127	Secretarial Accounting	3
COM	111	Business Communications	3
MAT	103	Math Fundamentals	2
MAT	105	Business Math Applications	2
PSY	110	Psychology of the Workplace	2
SCI	118	Anatomy	3
SEC	107	Keyboarding	1
SEC	108	Keyboarding Applications	2
TOTAL			18

<i>Fall Semester 1992</i>			Credit
CRT	188	Business Software Applications	3
REL	155	Beginning Medical Terminology	3
SEC	106	Business Records Control	1
SEC	114	Word Processing	4
SEC	153	Insurance Processing	2
SEC	155	Medical Software Applications	1
SEC	161	Medical Office Procedures	4
TOTAL			18

<i>Spring Semester 1993</i>			Credit
CRT	102	Principles of Data Processing	3
CRT	190	Lotus 1-2-3	3
REL	116	Employment Strategies	1
SEC	120	Transcription and Text Editing	2
SEC	175	Office Procedures	3
SEC	223	Electronic Office Procedures	2
SEC	258	Medical Terminology	3
TOTAL			17

<i>Fall Semester 1993</i>			Credit
BUS	103	Principles of Business	3
SEC	140	Speedwriting	3
SEC	256	Medical Transcription I	3
SEC	257	Medical Terminology	3
SEC	293	Medical Office Internship	3
TOTAL			15

Medical Transcription

Medical Transcription students develop efficient skills in the transcribing of medical histories and reports. You will learn how to maintain medical records. In addition, you will acquire the abilities you need to follow proper medical office procedures and carry out general and administrative duties in a medical facility.

LENGTH OF PROGRAM: 2 Semesters

FALL AND SPRING ENTRY: If courses are not completed in the sequence specified, graduation may be delayed.

FALL ENTRY			
<i>Fall Semester 1991</i>			
ACC	127	Secretarial Accounting	Credit 3
COM	111	Business Communications	3
MAT	103	Math Fundamentals	2
REL	155	Beginning Medical Terminology	3
SEC	107	Keyboarding	1
SEC	108	Keyboarding Applications	2
SEC	161	Medical Office Procedures	4
			TOTAL 18
<i>Spring Semester 1992</i>			
MAT	105	Business Math Applications	Credit 2
PSY	110	Psychology of the Workplace	2
REL	116	Employment Strategies	1
SCI	118	Anatomy	3
SEC	106	Business Records Control	1
SEC	114	Word Processing	4
SEC	120	Transcription and Text Editing	2
SEC	153	Insurance Processing	2
SEC	155	Medical Software Applications	1
			TOTAL 18
<i>Fall Semester 1992</i>			
BUS	103	Principles of Business	Credit 3
CRT	188	Business Software Applications	3
REL	257	Medical Terminology	3
SEC	175	Office Procedures	3
SEC	256	Medical Transcription I	3
			TOTAL 15
<i>Spring Semester 1993</i>			
CRT	190	Lotus 1-2-3	Credit
OR			
SEC	140	Speedwriting	3
REL	258	Medical Terminology	3
SEC	257	Medical Transcription II	3
SEC	293	Medical Office Internship	3
			TOTAL 12

SPRING ENTRY			
<i>Spring Semester 1992</i>			
SEC	127	Secretarial Accounting	Credit 3
COM	111	Business Communications	3
MAT	103	Math Fundamentals	2
PSY	110	Psychology of the Workplace	2
SCI	118	Anatomy	3
SEC	106	Business Records Control	1
SEC	107	Keyboarding	1
SEC	108	Keyboard Applications	2
			TOTAL 17
<i>Fall Semester 1992</i>			
CRT	188	Business Software Applications	Credit 3
MAT	105	Business Math Applications	2
REL	155	Beginning Medical Terminology	3
SEC	114	Word Processing	4
SEC	120	Transcription and Text Editing	2
SEC	161	Medical Office Procedures	4
			TOTAL 18
<i>Spring Semester 1993</i>			
CRT	190	Lotus 1-2-3	Credit
OR			
SEC	140	Speedwriting	3
REL	116	Employment Strategies	1
REL	256	Medical Transcription I	3
SEC	140	Speedwriting	3
SEC	153	Insurance Processing	2
SEC	155	Medical Software Applications	1
SEC	258	Medical Terminology	3
			TOTAL 16
<i>Fall Semester 1993</i>			
BUS	103	Principles of Business	Credit 3
REL	257	Medical Transcription II	3
SEC	257	Medical Terminology	3
SEC	293	Medical Office Internship	3
			TOTAL 12

Office Administration

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

LENGTH OF PROGRAM: 4 Semesters

FALL AND SPRING ENTRY: All courses in the Office Administration program are not offered every semester. Therefore, if the courses are not completed in the sequence specified, graduation may be delayed.

FALL ENTRY

<i>Fall Semester 1991</i>			Credit
COM	111	Business Communications	3
CRT	102	Principles of Data Processing	3
MAT	103	Math Fundamentals	2
MAT	105	Business Math Applications	2
PSY	110	Psychology of the Workplace	2
SEC	107	Keyboarding	1
SEC	108	Keyboarding Applications	2
SEC	175	Office Procedures	3
TOTAL			18

<i>Spring Semester 1992</i>			Credit
ACC	127	Secretarial Accounting	3
REL	116	Employment Strategies	1
SEC	106	Business Records Control	1
SEC	114	Word Processing	4
SEC	120	Transcription and Text Editing	2
SEC	140	Speedwriting	3
SEC	223	Electronic Office Technology	2
TOTAL			16

<i>Fall Semester 1992</i>			Credit
BUS	103	Principles of Business	3
COM	160	Oral Communications	3
CRT	110	Data Entry I	3
CRT	140	Operating Systems	4
CRT	190	Lotus 1-2-3	3
		Elective*	2/3
TOTAL			18/19

<i>Spring Semester 1993</i>			Credit
BUS	135	Business Law	2
BUS	242	Supervision	3
BUS	243	Principles of Management	3
CRT	201	Database Applications	2
CRT	260	Desktop Publishing Concepts	3
SEC	292	Secretarial Internship	2
TOTAL			15

SPRING ENTRY

<i>Spring Semester 1992</i>			Credit
COM	111	Business Communications	3
CRT	102	Principles of Data Processing	3
MAT	103	Math Fundamentals	2
MAT	105	Business Math Applications	2
PSY	110	Psychology of the Workplace	2
SEC	107	Keyboarding	1
SEC	108	Keyboarding Applications	2
SEC	175	Office Procedures	3
TOTAL			18

<i>Fall Semester 1992</i>			Credit
ACC	127	Secretarial Accounting	3
SEC	106	Business Records Control	1
SEC	114	Word Processing	4
SEC	120	Transcription and Text Editing	2
SEC	140	Speedwriting	3
SEC	223	Electronic Office Technology	2
TOTAL			15

<i>Spring Semester 1993</i>			Credit
BUS	135	Business Law	2
BUS	243	Principles of Management	3
COM	160	Oral Communications	3
CRT	190	Lotus 1-2-3	3
CRT	201	Database Applications	2
CRT	260	Desktop Publishing Concepts	3
REL	116	Employment Strategies	1
TOTAL			17

<i>Fall Semester 1993</i>			Credit
BUS	103	Principles of Business	3
BUS	242	Supervision	3
CRT	110	Data Entry I	3
CRT	140	Operating Systems	4
SEC	292	Secretarial Internship	2
		Elective*	2/3
TOTAL			17/18

***Elective to be selected from the following:**

		Credit	
CRT	113	Data Communications	3
CRT	280	Hardware and Software Evaluation and Selection	2
SEC	141	Stenography	3

Retail Management

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

LENGTH OF PROGRAM: 4 Semesters

FALL AND SPRING ENTRY: All courses in the Retail Management program are not offered every semester. Therefore, if courses are not completed in the sequence specified, graduation may be delayed.

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

OR

Fashion Sales and Marketing Program			Credit
ACC	132	Accounting I	4
BUS	103	Principles of Business	3
BUS	107	Fashion and Design	3
BUS	109	Visual Merchandising and Display	2
BUS	111	Professional Sales	2
BUS	113	Psychology of Selling	3
BUS	125	Principles of Marketing	3
BUS	179	Textiles	2
COM	160	Oral Communications	3
COM	210	English Composition	3
MAT	103	Math Fundamentals	2
MAT	133	Merchandising Math	2
PSY	110	Psychology of the Workplace	2
REL	116	Employment Strategies	1
TOTAL			35

Sales and Marketing Program			Credit
ACC	132	Accounting I	4
BUS	103	Principles of Business	3
BUS	109	Visual Merchandising and Display	2
BUS	112	Professional Sales	2
BUS	113	Psychology of Selling	3
BUS	125	Principles of Marketing	3
COM	160	Oral Communications	3
COM	210	English Composition	3
CRT	102	Principles of Data Processing	3
MAT	103	Math Fundamentals	2
MAT	105	Business Math Applications	2
MAT	133	Merchandising Math	2
PSY	110	Psychology of the Workplace	2
REL	116	Employment Strategies	1
TOTAL			35

FALL ENTRY

Fall Semester 1991

Students take courses listed in the Fashion Sales and Marketing or the Sales and Marketing program.
See pages 00 or 00 for course sequence.

Spring Semester 1992

Students take courses listed in the Fashion Sales and Marketing program.
See pages 00 or 00 for course sequence.

<i>Fall Semester 1992</i>			Credit
ACC	133	Accounting II	4
BUS	235	Business Law	2
BUS	242	Supervision	3
BUS	245	Business Economics	3
BUS	299	Management Internship	2
SEC	107	Keyboarding	1
TOTAL			15

<i>Spring Semester 1993</i>			Credit
ACC	230	Computer Accounting Systems	3
BUS	224	Advertising and Promotion	3
BUS	243	Principles of Management	3
BUS	246	Merchandise Planning and Control	3
BUS	250	Entrepreneurship	3
CRT	190	Lotus 1-2-3	3
TOTAL			18

SPRING ENTRY

Fall Semester 1991

Students take courses listed in the Fashion Sales and Marketing or the Sales and Marketing program.
See pages 00 or 00 for course sequence.

Spring Semester 1992

Students take courses listed in the Fashion Sales and Marketing or the Sales and Marketing program.
See page 00 or 00 for course sequence.

<i>Spring Semester 1993</i>			Credit
ACC	133	Accounting II	4
BUS	224	Advertising and Promotion	3
BUS	243	Principles of Management	3
BUS	246	Merchandise Planning and Control	3
BUS	250	Entrepreneurship	3
SEC	107	Keyboarding	1
TOTAL			17

<i>Fall Semester 1993</i>			Credit
ACC	230	Computer Accounting Systems	3
BUS	235	Business Law	2
BUS	242	Supervision	3
BUS	245	Business Economics	3
BUS	299	Management Internship	2
CRT	190	Lotus 1-2-3	3
TOTAL			16

Sales and Marketing

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

LENGTH OF PROGRAM: 2 Semesters

FALL AND SPRING ENTRY: All courses in the Sales and Marketing program are not offered every semester. Therefore, if courses are not completed in the sequence specified, graduation may be delayed.

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

FALL ENTRY

<i>Fall Semester 1991</i>			Credit
BUS	103	Principles of Business	3
BUS	112	Professional Sales	2
BUS	125	Principles of Marketing	3
COM	210	English Composition	3
MAT	103	Math Fundamentals	2
MAT	105	Business Math Applications	2
PSY	110	Psychology of the Workplace	2
TOTAL			17

<i>Spring Semester 1992</i>			Credit
ACC	132	Accounting I	4
BUS	109	Visual Merchandising and Display	2
BUS	113	Psychology of Selling	3
COM	160	Oral Communications	3
CRT	102	Principles of Data Processing	3
MAT	133	Merchandising Math	2
REL	116	Employment Strategies	1
TOTAL			18

SPRING ENTRY

<i>Spring Semester 1992</i>			Credit
ACC	132	Accounting I	4
BUS	109	Visual Merchandising and Display	2
BUS	113	Psychology of Selling	3
COM	160	Oral Communications	3
MAT	103	Math Fundamentals	2
MAT	133	Merchandising Math	2
PSY	110	Psychology of the Workplace	2
TOTAL			18

<i>Fall Semester 1992</i>			Credit
BUS	103	Principles of Business	3
BUS	112	Professional Sales	2
BUS	125	Principles of Marketing	3
COM	210	English Composition	3
CRT	102	Principles of Data Processing	3
MAT	105	Business Math Applications	2
REL	116	Employment Strategies	1
TOTAL			17

Word Processing and Office Reception

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

LENGTH OF PROGRAM: 2 Semesters

FALL AND SPRING ENTRY: If courses are not completed in the sequence specified, graduation may be delayed.

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

FALL ENTRY			
<i>Fall Semester 1991</i>			
COM	111	Business Communications	Credit 3
CRT	102	Principles of Data Processing	3
MAT	103	Math Fundamentals	2
MAT	105	Business Math Applications	2
PSY	110	Psychology of the Workplace	2
SEC	107	Keyboarding	1
SEC	108	Keyboarding Applications	2
SEC	175	Office Procedures	3
TOTAL			18
<i>Spring Semester 1992</i>			
ACC	127	Secretarial Accounting	Credit 3
REL	116	Employment Strategies	1
SEC	106	Business Records Control	1
SEC	114	Word Processing	4
SEC	120	Transcription and Text Editing	2
SEC	140	Speedwriting	3
SEC	223	Electronic Office Technology	2
TOTAL			16

SPRING ENTRY			
<i>Spring Semester 1992</i>			
COM	111	Business Communications	Credit 3
CRT	102	Principles of Data Processing	3
MAT	103	Math Fundamentals	2
MAT	105	Business Math Applications	2
PSY	110	Psychology of the Workplace	2
SEC	107	Keyboarding	1
SEC	108	Keyboarding Applications	2
SEC	175	Office Procedures	3
TOTAL			18
<i>Fall Semester 1992</i>			
ACC	127	Secretarial Accounting	Credit 3
REL	116	Employment Strategies	1
SEC	106	Business Records Control	1
SEC	114	Word Processing	4
SEC	120	Transcription and Text Editing	2
SEC	140	Speedwriting	3
SEC	223	Electronic Office Technology	2
TOTAL			16

MISSOULA VO-TECH
RESOURCE CENTER

Computer (Micro) Applications

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

LENGTH OF PROGRAM: Fall Entry — 2 Semesters
Spring Entry — 3 Semesters

FALL AND SPRING ENTRY: All courses in the Microcomputing Applications program are not offered every semester. Therefore, if courses are not completed in the sequence specified, graduation may be delayed.

ADDITIONAL PROGRAM OPPORTUNITY: Students successfully completing the Microcomputing Applications program satisfy the requirements for the first year of the Microcomputing Applications and Systems Program.

FALL ENTRY

<i>Fall Semester 1991</i>			Credit
ACC	132	Accounting I	4
COM	210	English Composition	3
CRT	102	Principles of Data Processing	3
CRT	140	Operating Systems	3
MAT	103	Math Fundamentals	2
PSY	110	Psychology of the Workplace	2
SEC	107	Keyboarding	1
TOTAL			18

<i>Spring Semester 1992</i>			Credit
ACC	133	Accounting II	4
COM	160	Oral Communications	3
CRT	113	Data Communications	3
CRT	114	Word Processing	2
CRT	190	Lotus 1-2-3	3
CRT	201	Database Applications	2
CRT	240	Advanced Operating Systems	1
TOTAL			18

SPRING ENTRY

<i>Spring Semester 1992</i>			Credit
ACC	132	Accounting I	4
COM	210	English Composition	3
CRT	102	Principles of Data Processing	3
MAT	103	Math Fundamentals	2
SEC	107	Keyboarding	1
TOTAL			13

<i>Fall Semester 1992</i>			Credit
ACC	133	Accounting II	4
CRT	114	Word Processing	2
CRT	140	Operating Systems	3
CRT	190	Lotus 1-2-3	3
TOTAL			12

<i>Spring Semester 1993</i>			Credit
COM	160	Oral Communications	3
CRT	113	Data Communications	3
CRT	201	Database Applications	2
CRT	240	Advanced Operating Systems	1
PSY	110	Psychology of the Workplace	2
REL	116	Employment Strategies	1
TOTAL			12

Computer (Micro) Applications and Systems

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

LENGTH OF PROGRAM: Fall Entry — 4 Semesters
Spring Entry — 5 Semesters

FALL AND SPRING ENTRY: All courses in the Microcomputing Applications and Systems program are not offered every semester. Therefore, if courses are not completed in the sequence specified, graduation may be delayed.

FALL ENTRY			
<i>Fall Semester 1991</i>			
ACC	132	Accounting I	Credit 4
COM	210	English Composition	3
CRT	102	Principles of Data Processing	3
CRT	140	Operating Systems	3
MAT	103	Math Fundamentals	2
PSY	110	Psychology of the Workplace	2
SEC	107	Keyboarding	1
TOTAL			18
<i>Spring Semester 1992</i>			
ACC	133	Accounting II	Credit 4
COM	160	Oral Communication	3
CRT	113	Data Communications	3
CRT	114	Word Processing	2
CRT	190	Lotus 1-2-3	3
CRT	201	Database Applications	2
CRT	240	Advanced Operating Systems	1
TOTAL			18
<i>Fall Semester 1992</i>			
BUS	103	Principles of Business	Credit 3
CRT	105	Data Processing Math	3
CRT	121	BASIC	4
CRT	280	Hardware and Software Evaluation and Selection	2
CRT	281	Network Management	2
CRT	290	Advanced Software Applications	2
TOTAL			16
<i>Spring Semester 1993</i>			
BUS	243	Principles of Management	Credit 3
COM	220	Training Techniques	3
CRT	228	Systems Analysis	4
CRT	260	Desktop Publishing Concepts	3
CRT	285	Microcomputer Maintenance and Troubleshooting	1
CRT	295	C Language	2
REL	116	Employment Strategies	1
TOTAL			17

SPRING ENTRY			
<i>Spring Semester 1992</i>			
ACC	132	Accounting I	Credit 4
COM	210	English Composition	3
CRT	102	Principles of Data Processing	3
CRT	113	Data Communications	3
MAT	103	Math Fundamentals	2
SEC	107	Keyboarding	1
TOTAL			16
<i>Fall Semester 1992</i>			
ACC	133	Accounting II	Credit 4
CRT	105	Data Processing Math	3
CRT	114	Word Processing	2
CRT	140	Operating Systems	3
CRT	190	Lotus 1-2-3	3
TOTAL			15
<i>Spring Semester 1993</i>			
COM	160	Oral Communication	Credit 3
CRT	121	BASIC	4
CRT	201	Database Applications	2
CRT	228	Systems Analysis	4
CRT	240	Advanced Operating Systems	1
TOTAL			14
<i>Fall Semester 1993</i>			
BUS	103	Principles of Business	Credit 3
CRT	280	Hardware and Software Evaluation and Selection	2
CRT	281	Network Management	2
CRT	290	Advanced Software Applications	2
PSY	110	Psychology of the Workplace	2
REL	116	Employment Strategies	1
TOTAL			12
<i>Spring Semester 1994</i>			
BUS	243	Principles of Management	Credit 3
COM	220	Training Techniques	3
CRT	260	Desktop Publishing Concepts	3
CRT	285	Microcomputer Maintenance and Troubleshooting	1
CRT	295	C Language	2
TOTAL			12

Computer Operation and Data Entry

In Missoula Vo-Tech's Computer Operation program, you will learn how to enter information into a computer system in language that the computer can interpret. You will develop extensive knowledge of the computer system and controlling and monitoring its functions. You will learn to use input/output devices, run jobs, back up files, and oversee the entire system.

LENGTH OF PROGRAM: 3 Semesters

FALL AND SPRING ENTRY: If courses are not completed in the sequence specified, graduation may be delayed.

FALL ENTRY

<i>Fall Semester 1991</i>			Credit
CRT	102	Principles of Data Processing	3
CRT	105	Data Processing Math	3
CRT	110	Data Entry I	3
MAT	103	Math Fundamentals	2
MAT	105	Business Math Applications	2
SEC	107	Keyboarding	1
SEC	108	Keyboarding Applications	2
TOTAL			16

<i>Spring Semester 1992</i>			Credit
COM	210	English Composition	3
CRT	111	Data Entry II	2
CRT	113	Data Communications	3
CRT	121	BASIC	4
CRT	142	Computer Operations	4
PSY	110	Psychology of the Workplace	2
TOTAL			18

<i>Fall Semester 1992</i>			Credit
ACC	132	Accounting I	4
BUS	103	Principles of Business	3
CRT	114	Word Processing	2
CRT	190	Lotus 1-2-3	3
CRT	292	Data Processing Internship	2
REL	116	Employment Strategies	1
SEC	106	Business Records Control	1
TOTAL			16

SPRING ENTRY

<i>Spring Semester 1992</i>			Credit
CRT	102	Principles of Data Processing	3
CRT	110	Data Entry I	3
CRT	113	Data Communications	3
MAT	103	Math Fundamentals	2
MAT	105	Business Math Applications	2
SEC	107	Keyboarding	1
SEC	108	Keyboarding Applications	2
TOTAL			16

<i>Fall Semester 1992</i>			Credit
ACC	132	Accounting I	4
COM	210	English Composition	3
CRT	105	Data Processing Math	3
CRT	111	Data Entry II	2
CRT	121	BASIC	4
REL	116	Employment Strategies	1
SEC	106	Business Records Control	1
TOTAL			18

<i>Spring Semester 1993</i>			Credit
BUS	103	Principles of Business	3
CRT	114	Word Processing	2
CRT	190	Lotus 1-2-3	3
CRT	142	Computer Operations	4
CRT	292	Data Processing Internship	2
PSY	110	Psychology of the Workplace	2
TOTAL			16

Computer Programming

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

LENGTH OF PROGRAM: 4 Semesters

FALL AND SPRING ENTRY: If courses are not completed in the sequence specified, graduation may be delayed.

FALL ENTRY			
<i>Fall Semester 1991</i>			Credit
COM 210	English Composition		3
CRT 102	Principles of Data Processing		3
CRT 105	Data Processing Math		3
CRT 121	BASIC		4
MAT 103	Math Fundamentals		2
PSY 110	Psychology of the Workplace		2
SEC 107	Keyboarding		1
TOTAL			18
<i>Spring Semester 1992</i>			Credit
ACC 132	Accounting I		4
BUS 103	Principles of Business		3
CRT 113	Data Communications		3
CRT 125	RPG/400		4
CRT 142	Computer Operations		4
TOTAL			18
<i>Fall Semester 1992</i>			Credit
ACC 133	Accounting II		4
CRT 123	COBOL		4
CRT 190	Lotus 1-2-3		3
CRT 209	Software Applications		2
CRT 226	Advanced RPG/400		4
REL 116	Employment Strategies		1
TOTAL			18
<i>Spring Semester 1993</i>			Credit
CRT 201	Database Applications		2
CRT 224	Advanced COBOL		4
CRT 228	Systems Analysis		4
CRT 293	Database		4
CRT 295	C Language		2
MAT 105	Business Math Applications		2
TOTAL			18

SPRING ENTRY			
<i>Spring Semester 1992</i>			Credit
ACC 132	Accounting I		4
CRT 102	Principles of Data Processing		3
CRT 121	BASIC		4
CRT 142	Computer Operations		4
MAT 103	Math Fundamentals		2
SEC 107	Keyboarding		1
TOTAL			18
<i>Fall Semester 1992</i>			Credit
ACC 133	Accounting II		4
COM 210	English Composition		3
CRT 105	Data Processing Math		3
CRT 113	Data Communications		3
CRT 123	COBOL		4
REL 116	Employment Strategies		1
TOTAL			18
<i>Spring Semester 1993</i>			Credit
CRT 125	RPG/400		4
CRT 201	Database Applications		2
CRT 224	Advanced COBOL		4
CRT 228	Systems Analysis		4
CRT 293	Database		4
TOTAL			18
<i>Fall Semester 1993</i>			Credit
BUS 103	Principles of Business		3
CRT 190	Lotus 1-2-3		3
CRT 209	Software Applications		2
CRT 226	Advanced RPG/400		4
CRT 295	C Language		2
MAT 105	Business Math Applications		2
PSY 110	Psychology of the Workplace		2
TOTAL			18

Culinary Arts

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

LENGTH OF PROGRAM: 2 Semesters

FALL AND SPRING ENTRY: If courses are not completed in the sequence specified, graduation may be delayed.

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

FALL ENTRY

<i>Fall Semester 1991</i>			Credit
CUL	152	Introduction to Foods	1
CUL	152	Food Production and Demonstration	2
CUL	175	Introduction to Food Service Sanitation	1
MAT	153	Food Production Math	2

Students will be assigned to three of the following courses:

CUL	156	Dining Room Procedures	3
CUL	157	Pantry and Garde Manger	3
CUL	158	Short Order Cookery	3
CUL	160	Soups, Stocks, and Sauces	3
CUL	161	Meats and Vegetables	3
CUL	162	Storeroom Procedures	3
TOTAL			15

<i>Spring Semester 1992</i>			Credit
CUL	170	Meat Fabrication	1
PSY	110	Psychology of the Workplace	2
REL	116	Employment Strategies	1

Students will be assigned to three of the following courses:

CUL	156	Dining Room Procedures	3
CUL	157	Pantry and Garde Manger	3
CUL	158	Short Order Cookery	3
CUL	160	Soups, Stocks, and Sauces	3
CUL	161	Meats and Vegetables	3
CUL	162	Storeroom Procedures	3
TOTAL			13

SPRING ENTRY

<i>Spring Semester 1992</i>			Credit
CUL	151	Introduction to Foods	1
CUL	152	Food Production and Demonstration	2
CUL	170	Meat Fabrication	1
CUL	175	Introduction to Food Service Sanitation	1
MAT	153	Food Production Math	2

Students will be assigned to three of the following courses:

CUL	156	Dining Room Procedures	3
CUL	157	Pantry and Garde Manger	3
CUL	158	Short Order Cookery	3
CUL	160	Soups, Stocks, and Sauces	3
CUL	161	Meats and Vegetables	3
CUL	162	Storeroom Procedures	3
TOTAL			16

<i>Fall Semester 1992</i>			Credit
PSY	110	Psychology of the Workplace	2
REL	116	Employment Strategies	1

Students will be assigned to three of the following courses:

CUL	156	Dining Room Procedures	3
CUL	157	Pantry and Garde Manger	3
CUL	158	Short Order Cookery	3
CUL	160	Soups, Stocks, and Sauces	3
CUL	161	Meats and Vegetables	3
CUL	162	Storeroom Procedures	3
TOTAL			12

Food Service Management

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

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

Training at Missoula Vo-Tech can move you toward a career as a certified chef. The Food Service Management program instructors will also teach you menu writing and analysis, purchasing and cost control, and the basics of culinary nutrition. You will develop skills in business math, supervisory techniques, and food service computer applications, as well. You will design a kitchen floor plan and study production procedures, such as traffic flow and kitchen organization. Sales analysis and food and labor cost controls are studied. In addition, you will design nutritionally sound menus and establish efficient purchasing procedures. We will also teach you some related skills that you will need on the job, such as familiarity with data processing and the use of computers, communication skills, and personnel supervision and management.

LENGTH OF PROGRAM: Fall Entry — 4 Semesters
Spring Entry — 3½ Semesters

FALL AND SPRING ENTRY: If courses are not completed in the sequence specified, graduation may be delayed.

FALL ENTRY		
<i>Fall Semester 1991</i>		
CUL 151	Introduction to Foods	Credit 1
CUL 152	Food Production and Demonstration	2
CUL 175	Introduction to Food Service Sanitation	1
MAT 153	Food Production Math	2
Students will be assigned to three of the following courses:		
CUL 156	Dining Room Procedures	3
CUL 157	Pantry and Garde Manger	3
CUL 158	Short Order Cookery	3
CUL 160	Soups, Stocks, and Sauces	3
CUL 161	Meats and Vegetables	3
CUL 162	Storeroom Procedures	3
TOTAL		15
<i>Spring Semester 1992</i>		
CUL 170	Meat Fabrication	Credit 1
PSY 110	Psychology of the Workplace	2
REL 116	Employment Strategies	1
SEC 107	Keyboarding	1
Students will be assigned to three of the following courses:		
CUL 156	Dining Room Procedures	3
CUL 157	Pantry and Garde Manger	3
CUL 158	Short Order Cookery	3
CUL 160	Soups, Stocks, and Sauces	3
CUL 161	Meats and Vegetables	3
CUL 162	Storeroom Procedures	3
TOTAL		14
<i>Summer Semester 1992</i>		
CUL 265	Baking	Credit 4
CUL 272	Sanitation Management	2
TOTAL		6

SPRING ENTRY		
<i>Spring Semester 1992</i>		
CUL 151	Introduction to Foods	Credit 1
CUL 152	Food Production and Demonstration	2
CUL 170	Meat Fabrication	1
CUL 175	Introduction to Food Service Sanitation	1
MAT 153	Food Production Math	2
SEC 107	Keyboarding	1
Students will be assigned to three of the following courses:		
CUL 156	Dining Room Procedures	3
CUL 157	Pantry and Garde Manger	3
CUL 158	Short Order Cookery	3
CUL 160	Soups, Stocks, and Sauces	3
CUL 161	Meats and Vegetables	3
CUL 162	Storeroom Procedures	3
TOTAL		17
<i>Summer Semester 1992</i>		
CUL 265	Baking	Credit 4
CUL 272	Sanitation Management	2
TOTAL		6
<i>Fall Semester 1992</i>		
CRT 205	Kitchen Management Computer Applications	Credit 3
CUL 280	Supervisory Techniques	5
CUL 295	Nutrition	3
MAT 266	Food Service Management Math	3
REL 116	Employment Strategies	1
Students will be assigned to one of the following courses:		
CUL 156	Dining Room Procedures	3
CUL 157	Pantry and Garde Manger	3
CUL 158	Short Order Cookery	3
CUL 160	Soups, Stocks, and Sauces	3
CUL 161	Meats and Vegetables	3
CUL 162	Storeroom Procedures	3
TOTAL		18

FALL ENTRY Continued

<i>Fall Semester 1992</i>			Credit
CRT	205	Kitchen Management Computer Applications	3
CUL	280	Supervisory Techniques	5
CUL	295	Nutrition	3
MAT	266	Food Service Management Math	3
TOTAL			14

<i>Spring Semester 1993 (1st 8 weeks)</i>			Credit
CUL	270	Purchasing Procedures and Cost Controls	5
CUL	271	Menu Layout, Design, and Analysis	5
TOTAL			10

SPRING ENTRY Continued

<i>Spring Semester 1993</i>			Credit
CUL	270	Purchasing Procedures and Cost Controls	5
CUL	271	Menu Layout, Design, and Analysis	5
PSY	110	Psychology of the Workplace	2

Students will be assigned to two of the following courses:

CUL	156	Dining Room Procedures	3
CUL	157	Pantry and Garde Manger	3
CUL	158	Short Order Cookery	3
CUL	160	Soups, Stocks, and Sauces	3
CUL	161	Meats and Vegetables	3
CUL	162	Storeroom Procedures	3
TOTAL			18

Practical Nursing

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

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

LENGTH OF PROGRAM: 3 Semesters

FALL AND SPRING ENTRY: If courses are not completed in the sequence specified, graduation may be delayed.

FALL AND SPRING ENTRY			
<i>First Semester</i>			<i>Credit</i>
MAT	122	Math for Nursing	3
NUR	150	Nutrition	3
NUR	151	Nursing Fundamentals I	6
SCI	119	Anatomy and Physiology	6
			TOTAL 18
 <i>Second Semester</i>			 <i>Credit</i>
NUR	152	Nursing Fundamentals II	3
NUR	153	Conditions of Illness	6
NUR	154	Pharmacology	4
NUR	155	Maternal and Child Nursing	3
NUR	156	Clinical Experience I	2
			TOTAL 18
 <i>Third Semester</i>			 <i>Credit</i>
NUR	157	Clinical Experience II	10
NUR	158	Clinical Seminar	2
NUR	159	Organizational Behavior	3
			TOTAL 15

Respiratory Therapy Technology

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

Missoula Vo-Tech's Respiratory Therapy Technology program will prepare you to take the exam required to become a Certified Respiratory Therapy Technician. The program is accredited by the Committee on Allied Health Education and Accreditation.

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

LENGTH OF PROGRAM: 3 Semesters

FALL ENTRY: If courses are not completed in the sequence specified, graduation may be delayed.

Respiratory Therapy Technology students will attend classes Fall semester 1991 (16 weeks), Spring semester 1992 (16 weeks), Summer session 1992 (8 weeks), and the first half of Fall semester 1992 (8 weeks).

FALL ENTRY			
<i>Fall Semester 1991</i>			<i>Credit</i>
PSY	110	Psychology of the Workplace	2
REL	116	Employment Strategies	1
RES	121	Medical Terminology	1
RES	129	Nursing Skills	2
RES	131	Respiratory Therapy Theory I	4
RES	140	Cardiopulmonary Diagnostics and Interpretation	1
RES	195	Respiratory Therapy Laboratory I	1
SCI	119	Anatomy and Physiology	6
			TOTAL 18
<i>Spring Semester 1992</i>			<i>Credit</i>
RES	132	Respiratory Therapy Theory II	3
RES	197	Respiratory Therapy Laboratory II	2
RES	198	Clinical Experience I	6
RES	202	Respiratory Physiology	3
RES	225	Pharmacology	2
RES	226	Respiratory Assessment and Therapeutic Techniques	2
			TOTAL 18
<i>Summer Session 1992</i>			<i>Credit</i>
RES	199	Clinical Experience II	5
RES	232	Respiratory Pathology & Disease I	1
RES	241	Pediatrics and Perinatology	1
			TOTAL 7
<i>Fall Semester 1992 (First 8 weeks)</i>			<i>Credit</i>
RES	233	Respiratory Pathology & Disease II	1
RES	242	Home Care & Respiratory Management	1
RES	250	Respiratory Therapy Seminar	1
RES	251	Clinical Experience III	5
			TOTAL 8

Surgical Technology

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

Missoula Vo-Tech's Surgical Technology program will give you the abilities you need to become a skilled professional, uniquely prepared for your integral role as part of the surgical team. Graduates of the program are encouraged to take the national examination to become certified. The Surgical Technology program is accredited by the Committee on Allied Health Education and Accreditation.

LENGTH OF PROGRAM: 2½ Semesters

FALL ENTRY: If courses are not completed in the sequence specified, graduation will be delayed.

Surgical Technology students will attend classes Fall semester 1991 (16 weeks), Spring semester 1992 (16 weeks), and Summer session 1992 (6 weeks).

FALL ENTRY		
<i>Fall Semester 1991</i>		
		Credit
PSY	110 Psychology of the Workplace	2
REL	116 Employment Strategies	1
SCI	119 Anatomy and Physiology	6
SUR	102 Safe Patient Care and Operating Room Techniques	5
SUR	104 Surgical Technology Lab	1
	TOTAL	15
<i>Spring Semester 1992</i>		
		Credit
SUR	105 Minor and Major Surgical Procedures	10
SUR	192 Clinical Experience	7
	TOTAL	17
<i>Summer Session 1992</i>		
		Credit
SUR	193 Internship	3
	TOTAL	3

Building Maintenance

In Montana's **only** Building Maintenance program, you will learn how to take care of a school, motel, mall, hospital, or other commercial building, including developing skills in plumbing, painting, electrical work, carpentry, heating and air conditioning, troubleshooting, welding, and more. While you are in school, you will also study the physical and electrical theory that allows you to understand how building systems work. You learn the basics of small engine maintenance, so you can maintain a lawn mower or a snow blower. In addition, masonry, roofing and flooring repair, interior wall repair, lawn care and pruning techniques, and swimming pool and boiler system water treatment are studied.

LENGTH OF PROGRAM: 2 Semesters

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

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

FALL ENTRY		
<i>Fall Semester 1991</i>		
		Credit
BME	120	Direct Current and Alternating Current Theory
		4
BME	122	Related Metals Processes I
		3
BME	124	Construction Basics I
		4
BME	126	Ancillary Services
		4
MAT	104	Industrial Math
		2
		TOTAL 17
<i>Spring Semester 1992</i>		
		Credit
BME	121	Commercial Electricity
		3
BME	123	Related Metals Processes II
		2
BME	125	Construction Basics II
		3
BME	129	Basic Heating and Air Conditioning
		3
REL	116	Employment Strategies
		1
SCI	123	General Physics I
		4
		TOTAL 16

Building Maintenance Engineering

In Montana's **only** Building Maintenance program, you will learn how to take care of a school, motel, mall, hospital, or other commercial building, including developing skills in plumbing, painting, electrical work, carpentry, heating and air conditioning, troubleshooting, welding, and more. While you are in school, you will also study the physical and electrical theory that allows you to understand how building systems work. You will learn the basics of small engine maintenance, so you can maintain a lawn mower or a snow blower. In addition, masonry, roofing and flooring repair, interior wall repair, lawn care and pruning techniques, and swimming pool and boiler system water treatment are studied.

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

LENGTH OF PROGRAM: 4 Semesters

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

FALL ENTRY			
<i>Fall Semester 1991</i>			<i>Credit</i>
BME	120	Direct Current and Alternating Current Theory	4
BME	122	Related Metals Processes I	3
BME	124	Construction Basics I	4
BME	126	Ancillary Services	4
MAT	104	Industrial Math	2
			TOTAL 17
<i>Spring Semester 1992</i>			<i>Credit</i>
BME	121	Commercial Electricity	3
BME	123	Related Metals Processes II	2
BME	125	Construction Basics II	3
BME	129	Basic Heating and Air Conditioning	3
REL	116	Employment Strategies	1
SCI	123	General Physics I	4
			TOTAL 16
<i>Fall Semester 1992</i>			<i>Credit</i>
BME	221	Blueprint Reading	2
BME	222	Construction Techniques for Commercial Buildings	4
BME	223	Introduction to Motors and Automatic Controls	3
BME	227	Hydraulics and Pneumatics	3
COM	111	Business Communications	3
SCI	124	General Physics II	3
			TOTAL 18
<i>Spring Semester 1993</i>			<i>Credit</i>
BUS	242	Supervision	3
BME	224	Laws, Rules, and Regulations	2
BME	228	Machine and Equipment Installation	2
BME	229	Heating and Air Conditioning Systems	5
BME	230	Preventive Maintenance	1
CRT	101	Introduction to Computers	1
PSY	110	Psychology of the Workplace	2
			TOTAL 16

Diesel Heavy Equipment Mechanics

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

LENGTH OF PROGRAM: 4 Semesters

FALL ENTRY: If courses are not completed in the sequence specified, graduation may be delayed.

INDEPENDENT STUDY: Available to students desiring additional instruction in diesel heavy equipment mechanics. Contact the Program Coordinator for more information.

FALL ENTRY			
<i>Fall Semester 1991</i>			<i>Credit</i>
HEM	128	Engine Service I	3
HEM	135	Power Trains	8
HEM	137	Welding	3
HEM	138	Machine Shop	2
MAT	104	Industrial Math	2
			TOTAL 18
<i>Spring Semester 1992</i>			<i>Credit</i>
HEM	120	Electrical Systems	9
HEM	129	Engine Service II	7
HEM	139	Welding Maintenance and Repair	2
			TOTAL 18
<i>Fall Semester 1992</i>			<i>Credit</i>
CRT	101	Introduction to Computers	1
HEM	121	Brakes, Suspension, and Undercarriage	8
HEM	131	Fuel Systems	3
HEM	132	Air Conditioning	4
			TOTAL 16
<i>Spring Semester 1993</i>			<i>Credit</i>
HEM	125	Hydraulics	9
HEM	133	Engine Diagnosis	6
PSY	110	Psychology of the Workplace	2
REL	116	Employment Strategies	1
			TOTAL 18

Electronics Technology

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

LENGTH OF PROGRAM: 4 Semesters

FALL ENTRY: If courses are not completed in the sequence specified, graduation will be delayed.

FALL ENTRY			
<i>Fall Semester 1991</i>			<i>Credit</i>
EET	101	Direct and Alternating Current Theory	7
EET	125	Microcomputer Programming	3
MAT	107	Electronics Math I	4
SCI	120	Technical Physics I	4
			TOTAL 18
<i>Spring Semester 1992</i>			<i>Credit</i>
EET	103	Semiconductor Circuits	7
MAT	108	Electronics Math II	4
PSY	110	Psychology of the Workplace	2
REL	116	Employment Strategies	1
SCI	121	Technical Physics II	4
			TOTAL 18
<i>Fall Semester 1992</i>			<i>Credit</i>
COM	205	Technical Writing	3
EET	205	Operating Systems	3
EET	227	Computer Fundamentals	4
EET	234	Automatic Controls	4
EET	260	Data Communications	4
			TOTAL 18
<i>Spring Semester 1993</i>			<i>Credit</i>
EET	228	Instrumentation	7
EET	232	Microprocessors	4
EET	240	Robotics	3
EET	270	Electronic Communications	3
			TOTAL 17

Heavy Equipment Operation

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

LENGTH OF PROGRAM: 2 Semesters

FALL ENTRY: If courses are not completed in the sequence specified, graduation will be delayed.

FALL ENTRY		
<i>Fall Semester 1991</i>		Credit
MAT	104 Industrial Math	2
OPE	140 Basic Surveying	5
OPE	146 Safety and Basic Controls	2
OPE	148 Operational Skill Building	2
OPE	151 Service and Maintenance	2
OPE	152 Advanced Service and Maintenance	2
		TOTAL 15
 <i>Spring Semester 1992</i>		Credit
OPE	142 Applied Surveying	2
OPE	150 Job Simulation	7
OPE	153 Industry and Special Equipment	4
OPE	155 Machine Shop	1
OPE	156 Welding	1
PSY	110 Psychology of the Workplace	2
REL	116 Employment Strategies	1
		TOTAL 18

Small Engine and Equipment Technology

In the Small Engine and Equipment Technology program, you will learn to repair and maintain two- and four-stroke cycle engines. You will work on chain saws, lawn mowers and trimmers, motorcycles, outboard motors, and snowmobiles. In addition, you will learn to replace and repair piston rings, bearings, electrical and carburetion components. Instructors help you acquire the skills needed to perform tune-ups and other service and maintenance work.

LENGTH OF PROGRAM: 2 Semesters

FALL AND SPRING ENTRY: If courses are not completed in the sequence specified, graduation may be delayed.

INDEPENDENT STUDY: Available to students desiring additional instruction in small engine and equipment technology. Contact the Program Coordinator for more information.

FALL ENTRY		
<i>Fall Semester 1991</i>		
		Credit
MAT 104	Industrial Math	2
SET 160	Electrical Systems	3
SET 162	Lawn and Garden Equipment	4
SET 164	Electrical Systems and Tune-Up	2
SET 166	Related Metals Processes	2
SET 170	Chain Saws and String Trimmers	3
TOTAL		16
<i>Spring Semester 1992</i>		
		Credit
PSY 110	Psychology of the Workplace	2
REL 116	Employment Strategies	1
SET 172	Snow Machine Engines and Components	2
SET 174	Industrial and Heavy Duty Equipment	4
SET 176	Motorcycles and ATVs	4
SET 178	Outboard Motor Repair and Maintenance	3
TOTAL		16

SPRING ENTRY		
<i>Spring Semester 1992</i>		
		Credit
PSY 110	Psychology of the Workplace	2
REL 116	Employment Strategies	1
SET 172	Snow Machine Engines and Components	2
SET 174	Industrial and Heavy Duty Equipment	4
SET 176	Motorcycles and ATVs	4
SET 178	Outboard Motor Repair and Maintenance	3
TOTAL		16
<i>Fall Semester 1992</i>		
		Credit
MAT 104	Industrial Math	2
SET 160	Electrical Systems	3
SET 162	Lawn and Garden Equipment	4
SET 164	Electrical Systems and Tune-Up	2
SET 166	Related Metals Processes I	2
SET 170	Chain Saws and String Trimmers	3
TOTAL		16

Truck Driving

In Missoula Vo-Tech's Truck Driving program, you will learn how to drive an eighteen-wheeler safely and efficiently. You will learn the realities of employment in the trucking industry, the basics of how trucks operate mechanically, and simple maintenance procedures. You study the laws, regulations, and safety requirements of the job, as well as learn to complete the necessary industry records, including log books. Students drive flatbeds, cab-overs, conventionals, and boxes in various weather and road conditions.

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

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

LENGTH OF PROGRAM: 1 Semester

FALL AND SPRING ENTRY			
			Credit
MAT	101	Basic Math	1
PSY	110	Psychology of the Workplace	2
REL	116	Employment Strategies	1
TRK	101	Introduction to the Trucking Industry	1
TRK	102	Vehicle Mechanical Operation and Maintenance	1
TRK	103	Laws, Regulations, and Safety	1
TRK	104	Vehicle Operations I	2
TRK	105	Vehicle Operations II	4
TRK	106	Vehicle Operations III	4
		TOTAL	17

Welding Technology

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

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

LENGTH OF PROGRAM: 2 Semesters

FALL AND SPRING ENTRY: If courses are not completed in the sequence specified, graduation may be delayed.

INDEPENDENT STUDY: Available to students desiring additional instruction in welding technology. Contact the Program Coordinator for more information.

FALL ENTRY		
<i>Fall Semester 1991</i>		
MAT	104	Industrial Math
REL	116	Employment Strategies
WEL	180	Welding Metallurgy
WEL	181	Shielded Metal Arc Welding and Oxyacetylene Welding
WEL	183	Gas Metal Arc Welding and Gas Tungsten Arc Welding
WEL	196	Welding Metal Processes I
WEL	198	Welding Metal Processes II
		TOTAL
		18
<i>Spring Semester 1992</i>		
PSY	110	Psychology of the Workplace
WEL	185	Flux Core Arc Welding and Shielded Metal Arc Welding
WEL	190	Welding Certification and Codes
WEL	192	Blueprint Reading and Development
WEL	194	Layout Techniques
WEL	199	Fabrication and Automation
		TOTAL
		18

SPRING ENTRY		
<i>Spring Semester 1992</i>		
PSY	110	Psychology of the Workplace
WEL	185	Flux Core Arc Welding and Shielded Metal Arc Welding
WEL	190	Welding Certification and Codes
WEL	192	Blueprint Reading and Development
WEL	194	Layout Techniques
WEL	199	Fabrication and Automation
		TOTAL
		18
<i>Fall Semester 1992</i>		
MAT	104	Industrial Math
REL	116	Employment Strategies
WEL	180	Welding Metallurgy
WEL	181	Shielded Metal Arc Welding and Oxyacetylene Welding
WEL	183	Gas Metal Arc Welding and Gas Tungsten Arc Welding
WEL	196	Welding Metal Processes I
WEL	198	Welding Metal Processes II
		TOTAL
		18

Prevocational Studies

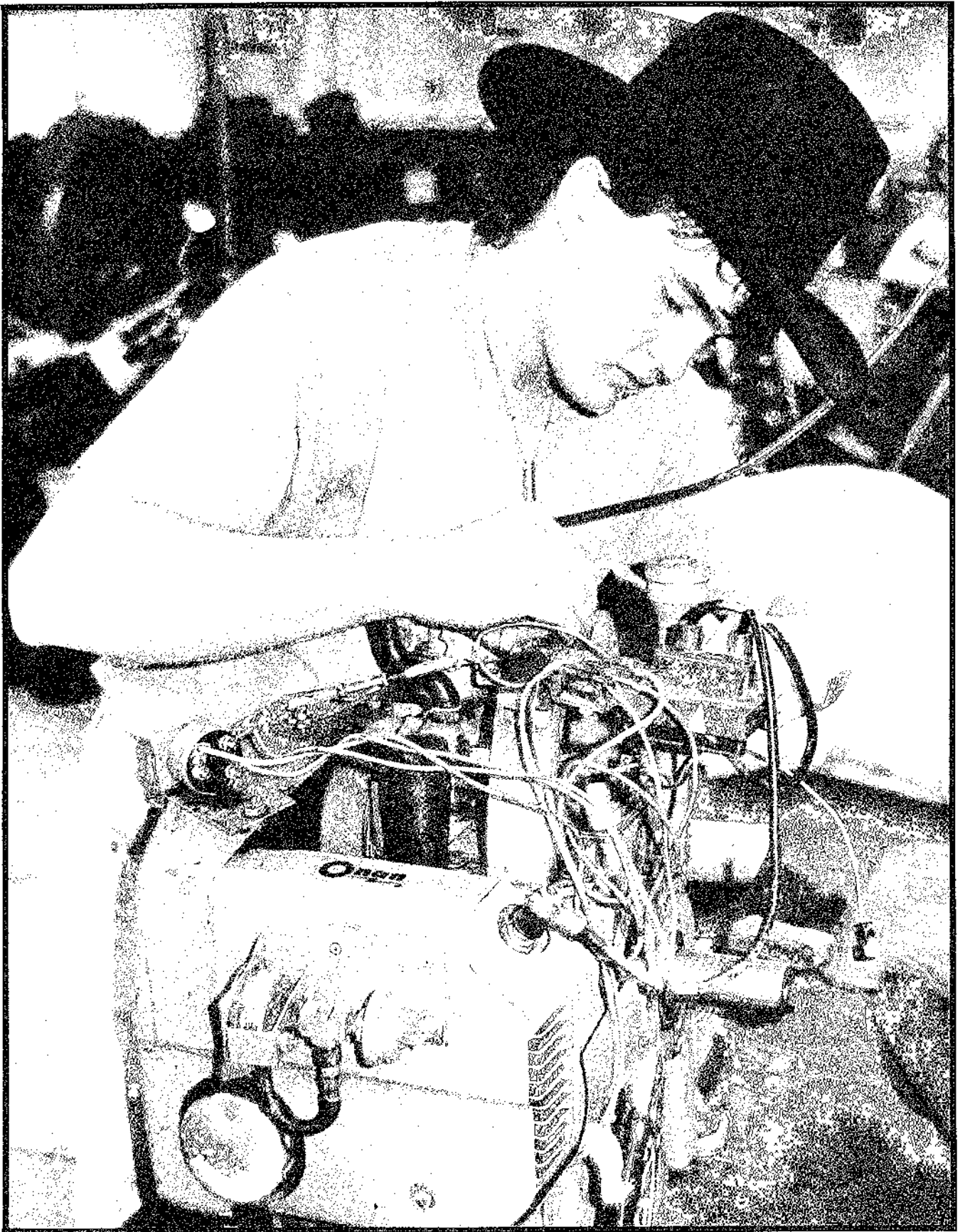
The Prevocational Studies program is designed to be taken prior to specific program entry. This course work is recommended for students who may be lacking necessary academic skills, who are returning to school after a long absence, who need to brush-up their academic and study skills, or who want an assessment of probable academic success at the postsecondary level.

LENGTH OF PROGRAM: 5 Weeks

ENTRY DATES: July 1, 1991; November 13, 1991; and April 8, 1992.

			Credit
COM	055	Prevocational Reading	1
MAT	101	Basic Math	1
REL	060	Prevocational Study Skills	1
REL	080	Prevocational Counseling	1
		TOTAL	4

Course Descriptions



ACC 127 SECRETARIAL ACCOUNTING

Credits: 3

Prerequisite: None

An introduction to double-entry accounting with an emphasis on service businesses. Contains entry analysis, journalizing, posting, trial balance, worksheet, financial statements, and closing procedures. A practice set provides practical experience.

ACC 128 ACCOUNTING FOR THE LAW OFFICE

Credits: 3

Prerequisite: None

An introduction to double-entry accounting and exposure to entry analysis, journalizing, posting, trial balance, worksheet, financial statements, and closing procedures. A legal practice set will provide experience related to the law office.

ACC 132 ACCOUNTING I

Credits: 4

Prerequisite: None

Basic double-entry accounting. Emphasis on analyzing, journalizing, and posting transactions; trial balance, worksheet, financial statements, and adjusting/closing procedures, accounting systems and cash control. Includes the essential concepts of payroll records and the laws governing payroll.

ACC 133 ACCOUNTING II

Credits: 4

Prerequisite: ACC 132

Expansion of ACC 132 including receivables, inventories, plant and intangible assets, and expanded liabilities. Includes partnerships, corporations, long-term liabilities, investments in stocks and bonds, and the statement of cash flows.

ACC 230 COMPUTER ACCOUNTING SYSTEM

Credits: 3

Prerequisite: ACC 133

Hands-on experience using the IBM Personal/2 microcomputer for accounting applications. Areas covered include general ledger, accounts receivable, and accounts payable.

ACC 232 NOT-FOR-PROFIT ACCOUNTING

Credits: 3

Prerequisite: ACC 133

Principles of accounting for governmental units, schools, and other not-for-profit organizations.

ACC 234 ACCOUNTING III

Credits: 4

Prerequisite: ACC 133

Conclusion of basic accounting sequence including concepts and principles, financial statement analysis, and managerial accounting.

ACC 235 COST ACCOUNTING

Credits: 3

Prerequisite: ACC 133

Accounting for materials, labor, and factory overhead using the job order and process costing systems.

ACC 236 INCOME TAX

Credits: 3

Prerequisite: ACC 133

An introduction to taxation terminology, basic tax preparation for individuals, and tax implications for individuals, partnerships, and corporations.

ACC 237 ACCOUNTING TOPICS

Credits: 3

Prerequisite: ACC 133

Introduction to Montana's State Budgeting and Accounting System and expansion in specific areas including payroll, reconciliations, information systems, and audit trails.

ACC 238 ACCOUNTING INTERNSHIP

Credits: 2

Prerequisite: Consent of instructor

On-the-job training in the community in positions related to the accounting field. This experience increases students' skills, prepares them for initial employment, and increases occupational awareness and professionalism. Students work a minimum of 6 hours each week at an approved site and attend a weekly one-hour seminar.

BME 120 DIRECT AND ALTERNATING CURRENT THEORY

Credits: 4

Prerequisite: None

The electrical laws and principles pertaining to the DC and AC circuits. Includes current, voltage, resistance, power, inductance, capacitance, transformers, generators, and motors.

BME 121 COMMERCIAL ELECTRICITY

Credits: 3

Prerequisite: BME 120

Introduction to wiring methods and materials in conformance with the National Electric Code (NEC). Presents fundamentals of mechanical and electrical installations, with emphasis on tool use and material selection. Includes fundamental single- and 3-phase alternating current, design wiring techniques, and fabrication of wiring for machines.

BME 122 RELATED METALS PROCESSES I

Credits: 3

Prerequisite: None

A basic metalworking course covering fasteners, layout, bench metal, heat treating, threads and threading, drills, drilling, basic machining, and tool sharpening.

BME 123 RELATED METALS PROCESSES II

Credits: 2

Prerequisite: None

The repair of metal objects through soldering, brazing, oxyacetylene welding, arc welding, and MIG welding.

BME 124 CONSTRUCTION BASICS I

Credits: 4

Prerequisite: None

Application of plumbing, masonry, roofing, and flooring principles and the identification and safe uses of tools and materials.

BME 125 CONSTRUCTION BASICS II

Credits: 3

Prerequisite: BME 124

Application of carpentry, painting, and glazing principles and techniques. Emphasis is placed on developing skills commonly used in maintaining commercial buildings; for example, door hanging, window glass repair, and installing hardware, paneling, and cabinets. Furniture repairs also are covered.

BME 126 ANCILLARY SERVICES

Credits: 4

Prerequisite: None

Maintenance principles pertaining to building cleaning, lawn, shrubs, trees, pools, and parking lots. Emphasis is placed on safe application of chemicals and maintenance frequency.

BME 129 BASIC HEATING AND AIR CONDITIONING

Credits: 3

Prerequisite: None

The fundamentals of heating, ventilating, and air conditioning. Covers heating and refrigeration cycles, refrigerants and components used in systems. Introduces basic mechanical service procedures used throughout industry.

BME 221 BLUEPRINT READING

Credits: 2

Prerequisite: None

The fundamental working drawings used in the trades and crafts. Emphasizes recognition of various types of working drawings and developing interpretation skills. Introduction to drafting equipment, lettering techniques, sketching, basic dimensioning, scale reading, and geometric construction.

BME 222 CONSTRUCTION TECHNIQUES FOR COMMERCIAL BUILDINGS

Credits: 4

Prerequisites: BME 124 and BME 125

The design and construction of foundation, floor, wall, ceiling, and roof systems. Includes platform and balloon framing, headers, joists, studs, rafters, sheathing, roof types, and trusses.

BME 223 INTRODUCTION TO MOTORS AND AUTOMATIC CONTROLS

Credits: 3

Prerequisite: BME 121 and BME 129

A survey of the various types of motors and protective devices. Included are single-phase capacitor start, capacitor start and run, shaded pole tap wound, and 3-phase motors. Emphasis is placed on motor control problems and protective devices.

BME 224 LAWS, RULES, AND REGULATIONS

Credits: 2

Prerequisite: None

Overview of federal, state, and local laws, rules, and regulations applicable to commercial facilities. Includes the Uniform Building Code, Uniform Plumbing Code, Uniform Mechanical Code, and the National Electrical Code.

BME 227 HYDRAULICS AND PNEUMATICS

Credits: 3

Prerequisite: SCI 123

Hydraulic and pneumatic systems design and the use of tools in repairing and troubleshooting hydraulic and pneumatic systems. Covers hydraulic and pneumatic valves, oils, gauges, fittings, hoses, and other components.

BME 228 MACHINE AND EQUIPMENT INSTALLATION

Credits: 3

Prerequisite: None

Tools and procedures for installing, leveling, and aligning equipment and machinery. Mechanical advantage formulas presented in physics are demonstrated. Included are safe loads for ropes, jacks, blocks and tackles, and slings. Skills pertaining to the proper use of ladders, scaffolds, safety belts, and life nets used in maintenance work are demonstrated.

BME 229 HEATING AND AIR CONDITIONING SYSTEMS

Credits: 5

Prerequisite: BME 129

Advanced study of heating, ventilating, and air conditioning principles. Includes combustion process, heat flow, temperature measurements, gas laws, system evacuation and charging, humidification, and air balancing.

BME 230 PREVENTIVE MAINTENANCE

Credits: 1

Prerequisite: None

Concepts of equipment maintenance to prevent breakdowns and unscheduled downtime. Includes equipment inspection, maintenance scheduling, and non-destructive testing methods.

BUS 103 PRINCIPLES OF BUSINESS

Credits: 3

Prerequisite: None

Introduction to the world of business. Includes the American business systems, capitalism, and the economic environment. Examines the types of business organizations, management, marketing, production, labor, financing, and business/governmental relations.

BUS 107 FASHION AND DESIGN

Credits: 3

Prerequisite: None

A comprehensive look into the fashion world's history and trends and insight into the industry's past and present designers and their influence on fashion today. Includes the study of the textile industry and operation, the identification of fibers and fabrics, and the elements of design in both the textile and apparel markets.

BUS 109 VISUAL MERCHANDISING AND DISPLAY

Credits: 2

Prerequisite: None

Introduction to various techniques used by retailers in the merchandising and displaying of goods. Analysis of different approaches and methods for effectiveness in actual retail settings. Includes display principles of balance, color, and focal point statements.

BUS 112 PROFESSIONAL SALES

Credits: 2

Prerequisite: None

Includes the steps in opening, presenting, demonstrating, handling objections, and closing the sale.

BUS 113 PSYCHOLOGY OF SELLING

Credits: 3

Prerequisite: None

Development of selling techniques which are used by many of the world's best companies and explanation of why they work. Includes the psychological reasons that prevent a prospect from purchasing a product or service and the techniques to motivate a prospect to buy.

BUS 135 BUSINESS LAW

Credits: 2

Prerequisite: None

An overview of law as it applies to business transactions with an emphasis on Montana law. Topics include the nature and source of law, courts and procedure, contracts, sales, agency and employment, commercial paper, bailments, property, and business organizations.

BUS 179 TEXTILES

Credits: 2

Prerequisite: None

A study of the textile industry and its operation, the production of fibers from raw materials to finished products, fiber and fabric identification, the care of fabrics, garment construction, and consumer laws relevant to the textile industry.

BUS 224 ADVERTISING AND PROMOTION

Credits: 3

Prerequisite: None

Exposure to the history and fundamentals of advertising. In-depth exploration of advertising media, budget plans, ad campaign designs, and in-house promotion designs. Production of actual radio, television, and print advertising.

BUS 240 PRINCIPLES OF MARKETING

Credits: 3

Prerequisite: None

An overview of marketing activities including the consumer buying decision process, distribution channels, the planning process, and new marketing trends.

BUS 242 SUPERVISION

Credits: 3

Prerequisite: None

The supervisor's role in management, organizing, staffing, and training of personnel as well as managing problem performance. It includes motivating employees, improving departmental productivity, as well as the legal concerns of supervision.

BUS 243 PRINCIPLES OF MANAGEMENT

Credits: 3

Prerequisite: None

Management theory, research, and the practice of management. Topics covered include leadership styles and techniques, effective communication approaches, time management, decision making, delegation, and the basic functions of supervisory skills.

BUS 245 BUSINESS ECONOMICS

Credits: 3

Prerequisite: None

Basic economic principles of supply and demand as they affect individual consumers and producers. Determination of process and output, allocation of scarce resources, and distribution of income.

BUS 246 MERCHANDISE PLANNING AND CONTROL

Credits: 3

Prerequisite: None

Emphasis is on a structured inventory control system that will allow for more accurate sales forecasting, improved loss prevention, and more effective store merchandising. Includes effective systems for the buying process and purchasing, negotiations, and procedures.

BUS 250 ENTREPRENEURSHIP

Credits: 3

Prerequisite: None

An overview of the skill areas and business principles needed to start and operate a small business. Includes developing a business plan, identifying sources of capital formation, managing growth, and marketing issues related to new ventures.

BUS 299 RETAIL MANAGEMENT INTERNSHIP

Credits: 2

Prerequisite: One-Year Certificate in Sales and Marketing or Fashion Sales and Marketing and consent of instructor.

On-the-job training in the community in positions related to each student's career goal in retail management. This experience increases students' skills, prepares them for initial employment, and increases occupational awareness. Students work a minimum of 6 hours each week at an approved site and attend a weekly one-hour seminar.

COM055 PREVOCATIONAL READING

Credits: 1

Prerequisite: None

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

COM111 BUSINESS COMMUNICATIONS

Credits: 3

Prerequisite: None

Emphasizes the language principles most applicable in the business world. Rules and conventions that enhance or impair communications between people are highlighted. Practice material is provided to help students apply the rules. Students will further develop their communication skills and basic writing principles in creating correspondence.

COM145 INTRODUCTION TO WRITING

Credits: 2

Prerequisite: None

Basic writing skills covering composition and formatting of routine communication including letters, memos, and documents. Emphasis on vocabulary enlargement, correct word usage, sentence structure, spelling, punctuation, and proofreading.

COM150 TECHNICAL READING

Credits: 1

Prerequisite: None

Development of reading skills to find specifications in service manuals and part numbers in parts books. Textbooks and service manuals will be used.

COM160 ORAL COMMUNICATIONS

Credits: 3

Prerequisite: None

Introduction to oral communication skills, not limited to but including public speaking, needed to help the student succeed in the oral communication aspects of the occupation for which (s)he is preparing. Focus is on the organization, delivery, and retention of oral messages.

COM205 TECHNICAL WRITING

Credits: 3

Prerequisite: None

An introduction to technical writing, including writing letters and a research paper. Emphasis is on the use of clear, correct, and straightforward language in writing and on the correct use and placement of graphs and tables to enhance reader understanding.

COM210 ENGLISH COMPOSITION

Credits: 3

Prerequisite: None

Comprehensive instruction and written assignments in principles of written communication with emphasis on conciseness, grammar, mechanics, syntax, sentence structure, paragraph development, and spelling.

COM220 TRAINING TECHNIQUES

Credits: 4

Prerequisite: COM 210 or consent of instructor

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

CRT 101 INTRODUCTION TO COMPUTERS

Credits: 1

Prerequisite: None

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

CRT 102 PRINCIPLES OF DATA PROCESSING

Credits: 3

Prerequisite: None

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

CRT 105 DATA PROCESSING MATH

Credits: 3

Prerequisite: CRT 102 or concurrent enrollment

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

CRT 110 DATA ENTRY I

Credits: 3

Prerequisite: SEC 108 or concurrent enrollment

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

CRT 111 DATA ENTRY II

Credits: 2

Prerequisite: CRT 110

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

CRT 113 DATA COMMUNICATIONS

Credits: 3

Prerequisite: CRT 102

Basic concepts of data communications, awareness of data terminals and the interconnecting communication channels or interconnecting circuits, and any particular method that permits information to be exchanged by the terminals. Included will be types and capabilities of networks.

CRT 114 WORD PROCESSING

Credits: 2

Prerequisite: Touch typing skills

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

CRT 121 BASIC

Credits: 4

Prerequisite: CRT 102 and CRT 105 or concurrent enrollment

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

CRT 123 COBOL

Credits: 4

Prerequisite: CRT 121

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

CRT 125 RPG/400

Credits: 4

Prerequisite: CRT 121

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

CRT 140 OPERATING SYSTEMS

Credits: 3

Prerequisite: None

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

CRT 142 COMPUTER OPERATIONS

Credits: 4

Prerequisite: CRT 102

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

CRT 188 BUSINESS APPLICATIONS SOFTWARE

Credits: 3

Suggested prerequisite: Touch typing skills
Introduction to Disk Operating System (DOS) and a variety of software packages to include spreadsheets, database, and billing applications using IBM Personal System/2.

CRT 190 LOTUS 1-2-3

Credits: 3

Suggested prerequisite: Touch typing skills
Basics of Lotus 1-2-3 software, a popular spreadsheet/graphics/database business software package. Emphasis on use of the spreadsheet and graphics. Hardware used is IBM Personal System/2.

CRT 191 DOS AND DATABASE

Credits: 2

Prerequisites: SEC 114, CRT 114, or CRT 190

Basic introduction to the Disk Operating System (DOS) operation system using the IBM Personal System/2. Use of database software to solve business problems.

CRT 200 ADVANCED BUSINESS LOTUS

Credits: 2

Prerequisites: ACC 132 and CRT 190

Emphasis on the development of spreadsheet models (templates) that solve problems as varied as bank reconciliations, cash flows, depreciation schedules, and financial statements. Activities include writing formulas and utilizing range names and macros.

CRT 201 DATABASE APPLICATIONS

Credits: 2

Prerequisite: CRT 102

Use of a popular database software package on the IBM AS/400 to solve business problems. Covers basic database management systems operations, data organization, file structure, report generation, indexing, queries, and file operations. Students will be introduced to database management concepts that determine how to design and set up an efficient database.

CRT 205 FOOD SERVICE MANAGEMENT COMPUTER APPLICATIONS

Credits: 3

Suggested prerequisites: Touch typing skills

Basics of food service computer applications. Use of the computer in food service management settings. Software applications such as Lotus 1-2-3 spreadsheets and graphics will be covered.

CRT 209 SOFTWARE APPLICATIONS

Credits: 2

Prerequisite: CRT 102

Responsibilities and duties of data entry and word processing personnel in data processing installations. Includes practice on mainframe and microcomputer equipment. Minimum course requirements necessitate demonstration of equipment, program construction, software, utilities, research, and proper data entry techniques. Hardware used is IBM AS/400 and IBM Personal System/2.

CRT 224 ADVANCED COBOL

Credits: 4

Prerequisite: CRT 123

A continuation of COBOL programming. Emphasis is on tables, subroutines, and sort. Simulated business applications will be programmed. Hardware used is the IBM AS/400.

CR 226 ADVANCED RPG/400

Credits: 4

Prerequisite: 125

Uses table/array handling, exception output, multiple file processing, and interactive programming with simulated business applications to prepare the student for employment. Menus, formatted screens, and modular programming will be learned using the IBM AS/400.

CRT 228 SYSTEMS ANALYSIS

Credits: 4

Prerequisites: CRT 121 and CRT 209

Presentation of system analysis and application design techniques. Illustration of classical data manipulation concepts. Planning, input, design, output design, file descriptions, and analysis of needed programs will be covered using a simulated business systems design.

CRT 240 ADVANCED OPERATING SYSTEMS

Credits: 1

Prerequisite: CRT 140 or consent of instructor

Applies advanced Disk Operating System (DOS) concepts and commands to include hardware configuration and utilities. Students will be introduced to the UNIX operating system. Hardware used is IBM Personal System/2 hardware.

CRT 260 DESKTOP PUBLISHING CONCEPTS

Credits: 3

Prerequisite: CRT 114 or SEC 114 or consent of instructor

Uses desktop publishing software to produce formatted text with graphics, pictures, and full-page layout. Common business applications will be used to reinforce techniques with students making layout decisions to solve problems. IBM Personal System/2 is used.

CRT 280 HARDWARE AND SOFTWARE EVALUATION AND SELECTION

Credits: 2

Prerequisite: CRT 113 or consent of instructor

Presents a function approach to reviewing PC hardware and peripherals with emphasis on compatibility, flexibility, cost, expansion, and maintenance. Students will evaluate software using criteria or purpose, flexibility, cost, memory load, ease of modification, learning curve, and vendor support. Case studies will be used.

CRT 281 NETWORK MANAGEMENT

Credits: 2

Prerequisite: CRT 113 or consent of instructor

Combines theory of data communications to network topologies and configurations with various peripherals for shared logic and shared resource systems. Software device drivers and communications software capabilities will be introduced. The concepts of networking PCs and PC to mainframe will be introduced to include set-up, interfaces, gateways, memory management, maintenance, and system security.

CRT 285 MICROCOMPUTER MAINTENANCE AND TROUBLESHOOTING

Credits: 1

Prerequisite: CRT 240 or consent of instructor

Presents information concerning processes performed at specified or other requested times involving system, program, and equipment which will enable the technician to determine the required maintenance resources needed to solve a problem or maintain system operation. Time will be spent off-campus observing a professional technician in actual situations.

CRT 290 ADVANCED SOFTWARE APPLICATIONS

Credits: 2

Prerequisites: CRT 114 or SEC 114, CRT 190, and CRT 201; or consent of instructor

Uses spreadsheet, database, word processing, and graphics to solve advanced business applications. Procedures will include commands and software utilities to solve problems in an efficient manner using the capabilities of database, word processing, or spreadsheet software. Students will choose which software to use and demonstrate the appropriate use of graphics.

CRT 292 DATA PROCESSING INTERNSHIP

Credits: 2

Prerequisite: Consent of instructor

On-the-job training in the community in positions related to each student's career goal in the computer field. This experience increases students' skills, prepares them for initial employment and advancement on the job, and increases occupational awareness and professionalism. Students work a minimum of 6 hours each week at an approved site and attend a weekly one-hour seminar.

CRT 293 DATABASE

Credits: 4

Prerequisites: CRT 123; CRT 224 or concurrent enrollment

Skill development in writing programs to access a database using management system calls. Utilities include a query language for access without programming effort, an interactive program for the creation and maintenance of a data dictionary, and an inform process for generating reports from a database. Hardware used is the IBM AS/400.

CRT 295 C LANGUAGE

Credits: 2

Prerequisite: CRT 121

Introduces the basics of today's preferred language for microcomputers in the MS DOS environment including the syntax and structure of C language programs. Students learn to write programs using the IBM Personal System/2 microcomputers, applying and further developing their understanding of the language.

CUL 151 INTRODUCTION TO FOODS

Credits: 1

Prerequisite: None

An introduction to the food service industry. Emphasis on fundamentals such as a basic knowledge of foods, their classifications, specifications, cooking methods, and preparations. Includes safety, sanitation, personal hygiene, nutrition, and terminology.

CUL 152 FOOD PRODUCTION AND DEMONSTRATION

Credits: 2

Prerequisite: None

Hands-on preparation of food items, use and maintenance of equipment as it pertains to CUL 151.

CUL 156 DINING ROOM PROCEDURES

Credits: 3

Prerequisites: CUL 151 and CUL 152

An introduction to the basic foundations of dining room service and protocol. These techniques are practiced in the dining room using various types of service. Also included is instruction of personal hygiene, mathematics, and basic culinary terminology that is related to dining room service.

CUL 157 PANTRY AND GARDE MANGER

Credits: 3

Prerequisites: CUL 151 and CUL 152

Identification of a large variety of fresh greens, vegetables, and fruits, their general and specific use, standards of quality, preparation, and presentation. Also covered are salad dressings, cold sauces, appetizers, finger sandwiches, pates, gelatins, mousses, as well as banquet and buffet presentation.

CUL 158 SHORT ORDER COOKERY

Credits: 3

Prerequisites: CUL 151 and CUL 152

Hands-on experience in all facets of short order cookery. Emphasis on coordination, speed, presentation, and basic food preparations, as well as cooking methods.

CUL 160 SOUPS, STOCKS, AND SAUCES

Credits: 3

Prerequisites: CUL 151 and CUL 152

Hands-on preparation of basic soups, stocks, sauces, glazes, thickening agents, and garnishes.

CUL 161 MEATS AND VEGETABLES

Credits: 3

Prerequisites: CUL 151 and CUL 152

Hands-on experiences with the fundamental cooking methods.

CUL 162 STOREROOM PROCEDURES

Credits: 3

Prerequisites: CUL 151 and CUL 152

Various storeroom functions and procedures as they relate to the kitchen and management controls.

CUL 170 MEAT FABRICATION

Credits: 1

Prerequisite: None

Meat identification, specifications, cutting, and utilization.

CUL 175 INTRODUCTION TO FOOD SERVICE SANITATION

Credits: 1

Prerequisite: None

Proper methods for safe and legal food preparation and service.

CUL 265 BAKING

Credits: 4

Prerequisites: CUL 151 and CUL 152 or consent of instructor

An introduction to basic raised-dough recipes and bakery procedures, pastries, and desserts. Presentation and cooking methods will be emphasized.

CUL 270 PURCHASING PROCEDURES AND COST CONTROLS

Credits: 5

Prerequisites: CUL 151, CUL 152, CUL 156, CUL 157, CUL 158, CUL 160, CUL 161, CUL 162, CUL 170, and MAT 266; or consent of instructor

Principles and practices concerning the purchasing of foods, supplies, and materials based on the methods of buying, specifications, determining needs, and availability.

CUL 271 MENU LAYOUT, DESIGN, AND ANALYSIS

Credits: 5

Prerequisites: CUL 151, CUL 152, CUL 156, CUL 157, CUL 158, CUL 160, CUL 161, CUL 162, CUL 170, and MAT 266; or consent of instructor

Techniques and knowledge to develop menus that will be compatible with the various types of food establishments. Layout which includes physical characteristics, merchandising, appearance, and promotional value. Emphasis on the menu being the foundation for the facility design.

CUL 272 SANITATION MANAGEMENT

Credits: 2

Prerequisite: None

Principles and practices of sanitation management in the food industry. Emphasis on management responsibilities, including food, people, the micro-world, contamination and infection, pests and vermin, facility cleanliness, and the training of employees.

CUL 280 SUPERVISORY TECHNIQUES

Credits: 5

Prerequisite: MAT 266 or consent of instructor

Duties and responsibilities of a supervisor as they pertain to the food service industry. Includes communication, organization, planning, staffing, directing, and controlling skills.

CUL 295 NUTRITION

Credits: 3

Prerequisite: None

The study of nutrition as it pertains to the food service industry. Emphasis on the six nutrients, their sources, functions, and cooking methods that retain maximum nutritional values.

EET 101 DIRECT AND ALTERNATING CURRENT THEORY

Credits: 7

Prerequisite: None

A study of current flow, direct current circuits, and concepts of power. The course presents work with magnetic circuits and introduces time-varying currents. Standard circuit theorems are introduced with various methods of circuit analysis and problem solving.

EET 103 SEMICONDUCTOR CIRCUITS

Credits: 7

Prerequisite: EET 101

An in-depth coverage of diode, bipolar transistors, and field effect transistor circuits which are used in electronics applications. The study and analysis of the components and circuits used in semiconductor electronics.

EET 125 MICROCOMPUTER PROGRAMMING

Credits: 3

Prerequisite: None

Planning, formatting, and writing programs in BASIC computer language. Includes file management systems and advanced techniques of BASIC.

EET 205 OPERATING SYSTEMS

Credits: 3

Prerequisite: None

An introduction to microcomputer operating systems, starting with CP/M and up through MS(PC)-DOS 4.0.

EET 227 COMPUTER FUNDAMENTALS

Credits: 4

Prerequisite: EET 103

Course covers PL, TTL, and CMOS circuits, memories, charge coupled devices and microprocessors, with combinational and sequential circuits, MOS, and linear circuits. A study of Boolean algebra, binary numbers, binary codes, and the analysis of the basic components and circuits used in semiconductor switching.

EET 228 INSTRUMENTATION

Credits: 7

Prerequisite: EET 103

A study of industrial measuring and process control instrumentation. Experience in basic electrical measurement using the equipment normally found in any electrical or electronic shop area.

EET 232 MICROPROCESSORS

Credits: 4

Prerequisites: EET 227

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

EET 234 AUTOMATIC CONTROLS

Credits: 4

Prerequisite: EET 227

A study of the terminology and components used in automatic control of industrial machines and industrial processes. The servomechanism is used as a representative control system. The usage of transducers and computers in representative automatic control systems in the industrial measuring and process control setting will be emphasized.

EET 240 ROBOTICS

Credits: 3

Prerequisites: EET 232 and EET 234; concurrent enrollment; or consent of instructor

An introduction to robotics through explanations, examples, and drawings. Content includes what robots are, how they work, what they can and cannot do, and how they might affect us in the future.

EET 260 DATA COMMUNICATIONS

Credits: 4

Prerequisite: EET 103

Principles, applications, and theory of data communication systems. Concepts, terminology, and equipment usage will be presented, including networking (wire and radio frequency).

EET 270 ELECTRONIC COMMUNICATIONS

Credits: 3

Prerequisite: None

An introduction to electronic communications theory and FCC regulations. Course content is designed to help students prepare for the general radiotelephone operators certificate examination.

HEM 120 ELECTRICAL SYSTEMS

Credits: 9

Prerequisite: None

The theory of AC/DC electricity including Ohm's Law, magnetism, wiring diagrams, and circuit analysis. Starting, charging, and related systems will be covered in depth using test equipment commonly found in heavy equipment repair facilities. Electronic systems also will be reviewed and tested using common electronic test equipment.

HEM 121 BRAKES, SUSPENSION, AND UNDERCARRIAGE

Credits: 8

Prerequisite: None

Air brake design, construction, and operating principles, including an in-depth study of diagnostic procedures for troubleshooting and repair of brake systems. Suspension systems and undercarriage design and repair will be covered along with common alignment procedures found in industry.

HEM 125 HYDRAULICS

Credits: 9

Prerequisite: None

Theory and application of hydraulics relative to mobile construction equipment. Includes valves, pumps, motors, actuators, and related hydraulic components, system maintenance, troubleshooting, and repair.

HEM 128 ENGINE SERVICE I

Credits: 3

Prerequisite: None

An introduction to the construction and operation of internal combustion engines, with the diesel engine being examined in great detail. The use of measuring tools and related special tools will be covered extensively along with common manufacture rebuild procedures. Start-up and running practices will be demonstrated on various running diesel engines.

HEM 129 ENGINE SERVICE II

Credits: 7

Prerequisite: HEM 128

A continuation of Engine Service I with a major emphasis being placed on the rebuilding of a diesel engine. Engine components repair and failure analysis will be reviewed along with tune-up and running of diesel engines commonly found in the heavy equipment trade. Shop flat rate procedures, work order procedures, and warranty requirements will be covered.

HEM 131 FUEL SYSTEMS

Credits: 3

Prerequisite: None

A comprehensive study of diesel fuel injection systems to include: Cummins, Roosa Master, Caterpillar, Detroit Diesel, and Bosch. Disassembly and repair of these systems will be covered in depth along with calibration practices. Installation, timing, and on-engine adjustments will be made on diesel engines. On-engine diagnosis of the fuel systems using special diesel engine diagnostic tools will be reviewed.

HEM 132 AIR CONDITIONING

Credits: 4

Prerequisite: None

The study of the operation and theory behind air conditioning and heating systems. Component overhaul procedures and complete system troubleshooting techniques will be discussed. System controls and electrical operation of these controls will be covered.

HEM 133 ENGINE DIAGNOSIS

Credits: 6

Prerequisite: HEM 131

An in-depth study of diesel engine diagnostic principles using special diagnostic tools. Electronic engine systems will be studied along with diagnostic procedures used to troubleshoot and repair these systems.

HEM 135 POWER TRAINS

Credits: 8

Prerequisite: None

Chassis and drive train components used in light and heavy duty trucks and other equipment. Steering, brakes, crawler-tractor undercarriages, articulated loader frame construction, clutches, manual transmissions, torque converters, power shift transmissions, differentials, and final drives are covered.

HEM 137 WELDING

Credits: 3

Prerequisite: None

Basic and intermediate processes of shielded metal arc welding (SMAW) and oxyacetylene welding are covered in flat, horizontal, and vertical positions in a variety of joint configurations. Instruction in the oxyacetylene cutting process with lecture and demonstrations covering gas tungsten arc welding (GTAW) and gas metal arc welding (GMAW) processes.

HEM 138 MACHINE SHOP

Credits: 2

Prerequisite: None

Instruction and use of drills, files, threads and threading processes, basic lathe, drill press, and band saw operation, including precision measuring instruments. Fasteners, layout procedures, and basic hand tools are covered.

HEM 139 WELDING MAINTENANCE AND REPAIR

Credits: 2

Prerequisite: HEM 137 and HEM 138

This course combines the skills gained in welding and machine shop for practical applications such as repairing a broken cylinder block. Major emphasis will be placed on repair techniques. Common repair procedures using machine shop and welding equipment will be demonstrated.

LEG 179 LEGAL TERMINOLOGY

Credits: 2

Prerequisite: None

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

LEG 180 LEGAL OFFICE PROCEDURES

Credits: 3

Prerequisite: LEG 179 or concurrent enrollment

A study of law office procedures, including an introduction to law and the role and interaction of attorneys, legal assistants, and legal secretaries. Emphasis will be placed on preparation of basic legal documents, reception, general duties, professionalism, and ethical responsibilities.

LEG 181 ORIENTATION TO LEGAL ASSISTING

Credits: 1

Prerequisite: None

An introduction to legal assisting responsibilities, ethics, tasks, and limitations, with an overview of constitutional, statutory, case, and administrative law principles.

LEG 187 INTRODUCTION TO LEGAL RESEARCH

Credits: 1

Prerequisite: None

Introduction to fundamental legal research and writing, use of the law library and specific research tools, and sources of law.

LEG 190 CIVIL LITIGATION I

Credits: 3

Prerequisite: LEG 180

Basic study of the legal assistant and/or legal secretary's role in civil litigation, including consideration of ethical considerations and professionalism, case preparation, file organization, preparation of draft complaints, discovery, motions, jury instructions with emphasis on trial preparation, settlement, and appeal considerations.

LEG 192 CONTRACTS

Credits: 2

Prerequisite: None

Sources of law affecting the formation, enforceability, and interpretation of contracts. Includes the necessary elements of a contract, the basic doctrines of contract law, and practical approaches to drafting a contract.

LEG 194 TORTS

Credits: 2

Prerequisite: None

Practical applications of tort theory and law, concentrating on basic principles which apply to situations common to general legal practice.

LEG 195 LEGAL ETHICS

Credits: 2

Prerequisite: None

An introduction to ethics for the legal assistant including confidentiality, legal assistant-attorney relationship, fee arrangements, Code of Professional Conduct, attorney-client privilege, fiduciary responsibilities, and public service.

LEG 197 LEGAL RESEARCH AND WRITING I

Credits: 1

Prerequisite: LEG 187

Application of legal and factual analysis principles to case problems with emphasis on accurate research, effective writing, and correct citations.

LEG 270 PROPERTY TRANSFER PRACTICES

Credits: 2

Prerequisite: LEG 278

A study of personal property and real estate transfers covering practices, procedures, and documents for title closing, foreclosure, landlord-tenant, quiet title, eminent domain, zoning, tax appeals, and water rights transfers. A procedures manual will be prepared.

LEG 271 CIVIL LITIGATION II

Credits: 2

Prerequisite: LEG 190

Advanced study of the legal assistant's role in civil litigation, with emphasis on trial techniques, settlement of lawsuits, and appeal procedures.

LEG 272 ADMINISTRATIVE LAW

Credits: 3

Prerequisite: LEG 197 or consent of instructor

A study of the legal assistant's role in administrative law cases with emphasis on workers' compensation, wrongful termination, and social security.

LEG 273 CRIMINAL PROCEDURES

Credits: 3

Prerequisite: None

A study of criminal prosecution and defense representation with an overview of criminal law principles. Training in criminal procedure involving felonies and misdemeanors in federal, Montana, and municipal courts.

LEG 274 INDIAN LAW

Credits: 2

Prerequisite: None

A study of Indian rights, tribal courts, jurisdiction, service of process, and other issues involving Indian reservations.

LEG 278 REAL ESTATE

Credits: 1

Prerequisite: LEG 180

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

LEG 279 LEGAL RESEARCH AND WRITING II

Credits: 1

Prerequisite: LEG 197

Legal research, analysis, and document drafting using form books and sources of law; shepardizing; and law library maintenance.

LEG 280 LEGAL RESEARCH AND WRITING III

Credits: 1

Prerequisite: LEG 279

Advanced legal research and writing including use of computer search tools and devices.

LEG 283 TRIAL PREPARATION

Credits: 3

Prerequisite: LEG 190

Collecting and preserving evidence, locating witnesses, jury selection, trial notebook development, post-trial assistance, and investigative techniques.

LEG 285 FAMILY LAW

Credits: 1

Prerequisite: LEG 180

Introduction to legal assisting and secretarial tasks and duties in cases of dissolution of marriage, adoption, and guardianship with emphasis on document preparation.

LEG 286 ADVANCED FAMILY LAW

Credits: 1

Prerequisite: LEG 285

Detailed analysis of family and domestic issues under Montana law, including: common law marriage, declaration of invalidity (annulment), joint and sole custody arrangements, modification of custody and support, Uniform Reciprocal Enforcement of Support Act (URESA), grandparental visitation, child abuse and neglect, and adoption.

LEG 287 COLLECTIONS AND BANKRUPTCY

Credits: 1

Prerequisite: LEG 180

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

LEG 288 ESTATES AND PROBATE

Credits: 1

Prerequisite: LEG 180

Study of legal secretarial and legal assisting duties relating to wills, estates, and Montana probate proceedings with emphasis on document preparation.

LEG 294 CORPORATIONS AND PARTNERSHIPS

Credits: 1

Prerequisite: LEG 180

Legal procedures in Montana corporations, partnerships, business entities, and contracts with emphasis on document preparation.

LEG 298 LEGAL ASSISTING INTERNSHIP

Credits: 2

Prerequisite: Consent of instructor

On-the-job experience as a legal assistant trainee under the supervision of an employer, attorney, or court official. This experience increases students' skills, prepares them for initial employment and advancement on the job, and increases occupational awareness and professionalism. Students work a minimum of 6 hours each week at an approved site and attend a weekly one-hour seminar.

MAT 101 BASIC MATH

Credits: 1

Prerequisite: None

Introduction and review of mathematical concepts needed for successful completion of specialized math courses with specific programs. Topics include fractions, decimals, percents, ratios, proportions, and measurement.

MAT 102 BASIC ALGEBRA

Credits: 1

Prerequisite: MAT 101

Continuation of MAT 101. Topics include basic algebraic and geometric concepts. Completion of MAT 101 and MAT 102 is the equivalent of MAT 103.

MAT 103 MATH FUNDAMENTALS

Credits: 2

Prerequisite: None

Introduction and review of mathematical concepts necessary for success in specific occupational fields. Topics include fractions, decimals, percents, ratios, proportions, and basic algebraic and geometric concepts. Other concepts will be included according to specific program need.

MAT 104 INDUSTRIAL MATH

Credits: 2

Prerequisite: None

Designed to provide the mathematical background necessary for success in the industrial areas. Topics covered include fractions, decimals, percents, ratios, proportions, and measurement. Other specialized topics will be covered according to a specific program need.

MAT 105 BUSINESS MATH APPLICATIONS

Credits: 2

Prerequisite: MAT 103 or concurrent enrollment

Study and practice of electronic printing and display calculators and their applications to business mathematics. Basic machine operations including the touch method, purchasing and pricing merchandise, taxes, insurance, simple and compound interest, bank records, and credit are included.

MAT 107 ELECTRONICS MATH I

Credits: 4

Prerequisite: None

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

MAT 108 ELECTRONICS MATH II

Credits: 4

Prerequisite: MAT 107

A continuation of MAT 107. An integrated treatment of mathematical topics in algebra, trigonometry, analytic geometry, differentiation, and elementary transcendental functions. Numerous applications for the technical fields have been included to indicate how and where mathematical techniques are used.

MAT 122 MATH FOR NURSING

Credits: 3

Prerequisite: None

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

MAT 133 MERCHANDISING MATH

Credits: 2

Prerequisite: None

Use of mathematical concepts in retailing. Specific application of these concepts to markups/markdowns, inventory turnover, and other basic formulas.

MAT 153 FOOD PRODUCTION MATH

Credits: 2

Prerequisite: None

Basic mathematical processes, including fractions, decimals, percents, ratios, proportions, and measures relative to menus, portions, and production costs.

MAT 215 ALGEBRA

Credits: 3

Prerequisite: 103

Solution of linear equations in one or two unknowns, operations with polynomials, and rational expressions.

**MAT 266 FOOD SERVICE
MANAGEMENT MATH**

Credits: 3

Prerequisite: MAT 153

Special emphasis is placed on the costs of doing business, including food, labor, space, and utilities. The student learns how to prepare budgets and profit and loss statements.

NUR 150 NUTRITION

Credits: 3

Prerequisite: None

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

NUR 151 NURSING FUNDAMENTALS I

Credits: 6

Prerequisite: None

A background in basic concepts of health care emphasizing the nursing process. Included are the basic theories and principles governing nursing care and basic concepts for the formulation of accurate medical language. Laboratory experiences are included to put theory into practice.

NUR 152 NURSING FUNDAMENTALS II

Credits: 2

Prerequisites: SCI 119, MAT 122, and NUR 151

A continuation of NUR 151 including advanced nursing procedures. Laboratory experiences put theory into practice. Clinical experience will be provided at a nursing home.

NUR 153 CONDITIONS OF ILLNESS

Credits: 6

Prerequisites: SCI 119 and NUR 151

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

NUR 154 PHARMACOLOGY

Credits: 4

Prerequisites: SCI 119, MAT 122, and NUR 151

A study of medications with regard to significant physiological factors. The correlation of pharmacologic action and nursing responsibilities and the uniqueness of each patient and the patient's disorder are emphasized.

**NUR 155 MATERNAL AND
CHILD NURSING**

Credits: 3

Prerequisites: SCI 119, MAT 122, and NUR 151

Study of the prenatal, labor, delivery, and postpartum needs of the pregnant woman, the needs of the newborn, the physical and psychological growth and development of children, preventive pediatrics, and major abnormalities and diseases of children.

NUR 156 CLINICAL EXPERIENCE I

Credits: 3

Prerequisite: NUR 152; concurrent enrollment in: NUR 153, NUR 154, and NUR 155

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

NUR 157 CLINICAL EXPERIENCE II

Credits: 10

Prerequisite: NUR 156

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

NUR 158 CLINICAL SEMINAR

Credits: 2

Prerequisite: None; concurrent enrollment in: NUR 157

An introduction to a variety of health care topics and professionals in the community. Also, students will share individual concerns related to actual patient care in a confidential setting.

**NUR 159 ORGANIZATIONAL
BEHAVIOR**

Credits: 3

Prerequisite: None; concurrent enrollment in: NUR 157 or consent of instructor

Theoretical framework for professional relationships, responsibilities, and communication skills for employment in a health care setting. Emphasis will be given to the exploration of basic management and leadership theory.

OPE 140 BASIC SURVEYING

Credits: 5

Prerequisite: None

Basic principles of surveying and the use of surveying equipment such as level rods, engineers' levels, and transits. Basic principles for measurement of angles and distance.

OPE 142 APPLIED SURVEYING

Credits: 2

Prerequisite: OPE 140

Students will plan and lay out projects undertaken by the program within the community. The student will participate in staking and controlling the project by using skills acquired in OPE 140. Emphasis will be on earthwork surveying.

**OPE 146 SAFETY AND BASIC
CONTROLS**

Credits: 2

Prerequisite: None

Orientotion to the safe operation and basic control of crawler-tractors, scrapers, front-end loaders, motor graders, backhoes, trucks, and other heavy equipment units. Sufficient time will be allowed for the development of basic machine operation skills.

**OPE 148 OPERATIONAL SKILL
BUILDING**

Credits: 2

Prerequisite: OPE 146

Advancement of basic skills in a more meaningful job-type situation. Proper understanding and operation of heavy equipment will be pursued. Time will be allowed for development of proper operational techniques.

OPE 150 JOB SIMULATION

Credits: 7

Prerequisites: OPE 146 and OPE 148

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

**OPE 151 SERVICE AND
MAINTENANCE**

Credits: 2

Prerequisite: None

A study of the different types of lubricants and their applications, scheduled and preventive maintenance procedures, and importance of periodic services and maintenance. Also included will be study of safety procedures, regulations, and first aid.

**OPE 152 ADVANCED SERVICE AND
MAINTENANCE**

Credits: 2

Prerequisite: OPE 151

Basic principles of diesel engines, hydraulics, power trains, undercarriages, and other heavy equipment components. Students will develop basic mechanical skills and prepare program equipment for field activities.

**OPE 153 INDUSTRY AND SPECIAL
EQUIPMENT**

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

OPE 155 MACHINE SHOP

Credits: 1

Prerequisite: None

An introduction to the machining operations which relate to the repair of heavy equipment.

OPE 156 WELDING

Credits: 1

Prerequisite: None

An introduction to the welding processes which relate to the repair of heavy equipment. Includes the care and use of hand tools, metals identification, and basic metallurgy.

POL 146 AMERICAN GOVERNMENT AND POLITICS

Credits: 3

Prerequisite: None

A survey of the processes and institutions of American government. Emphasis is on constitutional development and the constitutional bases of governmental powers and limitations. Topics include the three branches of government, separation of powers, judicial review, commerce, express and implied powers, civil rights, interest groups, movements, political parties, and state government.

PSY 100 INTRODUCTION TO PSYCHOLOGY

Credits: 3

Prerequisite: None

An introduction to the basic concepts of human behavior.

PSY 110 PSYCHOLOGY OF THE WORKPLACE

Credits: 2

Prerequisite: None

A foundation in the psychological processes that influence behavior of people in work settings.

REL 060 PREVOCATIONAL STUDY SKILLS

Credits: 1

Prerequisite: None

Development of skills needed for successful study. Course includes an overview of study management, study reading, notetaking skills, listening skills, memory utilization, and test-taking techniques.

REL 061 STUDY SKILLS

Credits: 1

Prerequisite: None

Provides practical skills in listening, memorizing, reading, note taking, and test taking for individuals (current students, future students, or upward moving employees) who wish to learn more efficiently.

REL 080 PREVOCATIONAL COUNSELING

Credits: 1

Prerequisite: None

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

REL 116 EMPLOYMENT STRATEGIES

Credits: 1

Prerequisite: None

Development of skills needed to locate, obtain, and retain a job.

REL 155 BEGINNING MEDICAL TERMINOLOGY

Credits: 3

Prerequisite: None

A medical word building system using Greek and Latin word roots, combining forms, prefixes, and suffixes for formation of common medical terms.

REL 257 MEDICAL TERMINOLOGY

Credits: 3

Prerequisites: SCI 119 or concurrent enrollment; and REL 155

A system approach to medical word building including pathology of body systems, pharmacology, abbreviations, and special procedures such as radiographic, surgical, and laboratory. Systems covered are integumentary, gastrointestinal, respiratory, cardiovascular, and hematic/lymphatic. This course is designed to give students increased skills in correctly writing spoken medical terms.

REL 258 MEDICAL TERMINOLOGY

Credits: 3

Prerequisites: SCI 118 or concurrent enrollment; and REL 155

A system approach to medical word building including pathology of body systems, pharmacology, abbreviations, and special procedures such as radiographic, surgical, and laboratory. Systems covered are musculoskeletal, urogenital, female reproductive, endocrine, and nervous. Units on special senses and oncology are included. This course is designed to give students increased skills in correctly writing spoken medical terms.

RES 121 MEDICAL TERMINOLOGY

Credits: 1

Prerequisite: None

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

RES 129 NURSING SKILLS

Credits: 2

Prerequisite: None

An introduction to nursing-related knowledge and skills for such procedures as taking vital signs, patient safety, charting, masking, gowning, and gloving as it applies to tracheal aspiration and isolation. Includes various communication techniques.

RES 131 RESPIRATORY THERAPY THEORY I

Credits: 4

Prerequisite: None

An orientation to basic respiratory therapy science with emphasis on theory and operation of related equipment including the following: aerosol generators, humidifiers, ultrasonic nebulizers, oxygen regulators, flowmeters, incentive spirometers, pulse oximeters, IPPB therapy, CPAP and oxygen delivery devices, and EKG equipment. Cleaning and sterilization of respiratory therapy equipment is studied.

RES 132 RESPIRATORY THERAPY THEORY II

Credits: 3

Prerequisite: RES 131

A continuation of RES 131. Such topics as arterial blood gases, pulmonary functions, volume ventilators, airway care, CPR, and tracheal aspiration are covered.

RES 140 CARDIOPULMONARY DIAGNOSTICS AND INTERPRETATION

Credits: 1

Prerequisite: RES 131 or concurrent enrollment or consent of instructor

Knowledge of cardiopulmonary diagnostic and laboratory tests. Interpretation and use of test results in clinical practice. Theory and mechanics of arterial blood gas machines are stressed. Students will research and report on individually assigned case studies.

RES 195 RESPIRATORY THERAPY LABORATORY I

Credits: 1

Prerequisite: RES 131 or concurrent enrollment or consent of instructor

Basic clinical lab competencies for respiratory care are studied in a laboratory setting. Lecture and demonstration are included. Emphasis is placed on psychomotor skills for the following procedures: IPPB therapy, compressed gas cylinder safety, chest physiotherapy, hyperinflation therapy, and humidity, aerosol, and oxygen therapy.

RES 197 RESPIRATORY THERAPY LABORATORY II

Credits: 2

Prerequisite: RES 195

Advanced clinical lab competencies for respiratory care are studied in a laboratory setting. Lecture and demonstration are included. Emphasis is placed on psychomotor skills for the following areas: ABG analysis, intubation, extubation, tracheal aspiration, tracheostomy care, manual resuscitators, static and dynamic compliance, mechanical ventilation, and special ventilatory procedures. Orientation to the following volume ventilators is covered: MA-1, MA 2+2, and Puritan-Bennet 7200. Students attend the annual state convention of Montana Society for Respiratory Care.

RES 198 CLINICAL EXPERIENCE I

Credits: 6

Prerequisites: RES 121, RES 129, RES 131, RES 140, and RES 195

Performance in the following competency areas: disinfection and sterilization, medical gas therapy, communication skills, chest physiotherapy, breathing exercises, aerosol therapy, lung expansion techniques, pulse oximetry, and pulmonary function. Emphasis is placed on the student directly performing the clinical skills in a patient care setting.

RES 199 CLINICAL EXPERIENCE II

Credits: 5

Prerequisite: RES 198

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

RES 202 RESPIRATORY PHYSIOLOGY

Credits: 3

Prerequisite: None

A concise and in-depth study of cardiopulmonary-renal anatomy and physiology. Fundamental principles and their applications to clinical practice are stressed.

RES 225 PHARMACOLOGY

Credits: 2

Prerequisite: None

An introduction to pharmacology as related to the cardiopulmonary system. Emphasis is placed on dosage, adverse effects, indications, and contraindications.

RES 226 RESPIRATORY ASSESSMENT AND THERAPEUTIC TECHNIQUES

Credits: 2

Prerequisite: RES 131 or consent of instructor

Further study of the respiratory system with emphasis on patient assessment, therapeutic techniques, and their application in the clinical setting.

RES 232 RESPIRATORY PATHOLOGY AND DISEASE I

Credits: 1

Prerequisite: RES 226

An in-depth analysis of cardiopulmonary diseases with emphasis on pathology and specific treatment.

RES 233 RESPIRATORY PATHOLOGY AND DISEASE II

Credits: 1

Prerequisite: RES 232

A continuation of RES 232.

RES 241 PEDIATRICS AND PERINATOLOGY

Credits: 1

Prerequisite: RES 132

A study of perinatal and pediatric respiratory care with emphasis on fetal development, resuscitation and care of the newborn, and pediatric diseases. Application of infant and pediatric ventilators is included.

RES 242 HOME CARE AND RESPIRATORY MANAGEMENT

Credits: 1

Prerequisite: RES 132

A study of pulmonary rehabilitation and home care. Departmental organization and administration procedures are included. Students are required to give a presentation on an assigned topic.

RES 250 RESPIRATORY THERAPY SEMINAR

Credits: 1

Prerequisite: None

Discussion of current journal articles, equipment, and case studies. A variety of topics will be covered, and basic technical writing will be emphasized. A field trip to the Bird Airlodge and design lab will be scheduled.

RES 251 CLINICAL EXPERIENCE III

Credits: 5

Prerequisite: RES 199

Performance in more advanced clinical skill areas such as: basic hemodynamic monitoring and calculations, special ventilatory procedures, basic X-ray interpretation, co-oximetry, and bidirectional communication with physician. Each student is scheduled to observe open heart surgery, cardiac catheterization, and one-on-one physician rounds.

SCI 118 ANATOMY

Credits: 3

Prerequisite: None

Structures of the human body and their basic functions.

SCI 119 ANATOMY AND PHYSIOLOGY

Credits: 6

Prerequisite: None

Basic knowledge necessary for students in health related programs. Emphasis is on normal anatomy and physiology with presentation of basic concepts in chemistry and microbiology as they relate to human anatomy and physiology.

SCI 120 TECHNICAL PHYSICS I

Credits: 4

Prerequisite: None

An introduction to the scope and terminology of physics. Included are a review of the different measurement systems and a summary of the mathematical techniques of vector algebra, forces, and laws of motion.

SCI 121 TECHNICAL PHYSICS II

Credits: 4

Prerequisite: SCI 120

A study of the forces that produce change in motion. Thermodynamics, wave phenomena including both mechanical and electromagnetic waves, wave motion, sound, and optics are covered.

SCI 123 GENERAL PHYSICS I

Credits: 3

Prerequisite: None

The principles of matter and its properties including heat, light, gases, fluid statics and dynamics, mechanics, and sound.

SCI 124 GENERAL PHYSICS II

Credits: 3

Prerequisite: SCI 123

Continuation of SCI 123.

SEC 106 BUSINESS RECORDS CONTROL

Credits: 1

Prerequisite: None

Safe and systematic arrangement and storage of materials so they can be located quickly and easily when needed. Emphasis on the rules for alphabetic filing. Charge-out, transfer, and storage controls are covered.

SEC 107 KEYBOARDING

Credits: 1

Prerequisite: None

Basic operation of the microcomputer and a word processing package, the complete alphabetic keyboard, number and symbol keyboard, vertical and horizontal centering, letter styles and envelopes, and speed and accuracy on paragraph material.

SEC 108 KEYBOARDING APPLICATIONS

Credits: 2

Prerequisite: SEC 107 or passing score on the MVTC keyboarding placement test

Skill development in preparing a variety of communication documents which include various letter formats, memos, reports, and tables. Students make decisions in format design to promote a blending of skill, knowledge, and practical application. A word processing software package for use with the IBM Personal System/2 Model 25 or 30 is used. Speed and accuracy is emphasized.

SEC 114 WORD PROCESSING

Credits: 4

Prerequisite: SEC 108

WordPerfect software package used on the IBM Personal System/2 for creating and editing to produce business forms, business correspondence, mail merges, columnar projects, and reports. Business-related application projects, graphics, printer operation, and drills and timings which build speed and accuracy are included.

SEC 120 TRANSCRIPTION AND TEXT EDITING

Credits: 2

Prerequisite: SEC 108

Techniques of accurate and rapid transcription from taped material. Both typewriters and IBM Personal System/2 computers are used as input devices. Includes making formatting and printing decisions with various types of business correspondence. Increases competency in spelling, grammar, and punctuation.

SEC 140 SPEEDWRITING

Credits: 3

Prerequisite: None

Principles of Speedwriting Shorthand including outlines, brief forms, abbreviations, and phrasing. Dictation and transcription speeds of 50 wpm must be met to advance to SEC 141.

SEC 141 STENOGRAPHY

Credits: 3

Prerequisite: SEC 140

Application of Speedwriting Shorthand principles, brief forms, abbreviations, and phrasing to increase the student's ability to take dictation at faster speeds. Continued emphasis is placed on transcription skills to increase the student's transcription production rate. Accuracy in spelling, punctuation, and grammar is emphasized.

SEC 153 INSURANCE PROCESSING

Credits: 2

Prerequisite: SEC 161 or concurrent enrollment; or consent of instructor

Preparation and processing of the following insurance forms: Medicare, Medicaid, Indian Health, CHAMPUS, Workers' Compensation, Blue Cross and Blue Shield, and health maintenance organizations. Emphasis is on the total insurance billing picture including procedural and diagnostic coding to obtain maximum reimbursement.

SEC 155 MEDICAL SOFTWARE APPLICATIONS

Credits: 1

Prerequisite: SEC 161 or concurrent enrollment and SEC 153; or consent of instructor

A simulated computer practice using IBM Personal System/2 microcomputers and a medical software system to enter and update patient data, enter charges, payments and adjustments, and generate management reports.

SEC 161 MEDICAL OFFICE PROCEDURES

Credits: 4

Prerequisite: None

Basic attitudes and skills required for employment in a medical or dental office, clinic, or hospital. Focus is on reception duties, telephone techniques, appointment taking, billing and collecting procedures, processing financial and medical records, hospital ward secretary functions and techniques, and basic medical assistance techniques.

SEC 175 OFFICE PROCEDURES

Credits: 3

Prerequisite: None

Comprehensive study of the office environment and development of competencies to succeed in the business world. Emphasis on office technology, office relationships and policies, ergonomics, work force issues, business ethics, time management, stress management, mail processing, office equipment and reprographics, and special office tasks.

SEC 183 LEGAL TRANSCRIPTION I

Credits: 3

Prerequisite: LEG 180

Basic training in legal transcription by completion of a workbook and a series of 57 letters and legal documents. Includes operation of transcribers and development of correct techniques. Spelling, grammar, punctuation, legal terminology, and correct formatting will be emphasized.

SEC 223 ELECTRONIC OFFICE TECHNOLOGY

Credits: 2

Prerequisite: SEC 108

Course is designed to enhance students' secretarial skills through lectures, field trips, and research using current literature. Topics covered include ergonomics, telecommunications, technological advancements, equipment selection, software evaluation, and preventive maintenance. Hands-on experience will be given in electronic mail, filing, and message distribution.

SEC 256 MEDICAL TRANSCRIPTION I

Credits: 3

Prerequisites: SEC 108 and REL 257 (or concurrent enrollment)

Transcription of medical histories, letters, and other prerecorded medical dictation in correct medical format. Includes operation of transcribers, efficient transcription techniques, review of spelling, grammar, punctuation, and medical vocabulary, and efficient use of reference books. Workbook assignments are included in the course.

SEC 257 MEDICAL TRANSCRIPTION II

Credits: 3

Prerequisites: SEC 114 and SEC 256

Advanced medical transcription using WordPerfect on the IBM Personal System/2 microcomputer with emphasis on speed and accuracy in completing surgical, radiology and pathology reports, discharge summaries, and autopsy reports. AMRA Medical Transcriptionist Certificates awarded upon successful completion.

SEC 275 LEGAL COMMUNICATIONS

Credits: 1

Prerequisite: SEC 183

Composition and preparation of routine written legal communications including letters and memos. Emphasis on correct word usage, sentence structure, spelling, punctuation, format, and proofreading.

SEC 284 LEGAL TRANSCRIPTION II

Credits: 3

Prerequisite: SEC 183

Advanced legal transcription on microcomputers with emphasis on legal documents and pleadings using references, take-in materials, and legal citations. Students work from instructor and lawyer-dictated cassettes involving actual cases.

SEC 292 SECRETARIAL INTERNSHIP

Credits: 2

Prerequisite: Consent of instructor

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

SEC 293 MEDICAL OFFICE INTERNSHIP

Credits: 3

Prerequisite: Consent of instructor

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

SET 160 ELECTRICAL SYSTEMS

Credits: 3

Prerequisite: None

Instruction includes the study of small engine electrical systems, their components, and the testing of these components using the multimeter and other electrical test equipment. Included are magnetism, basic electricity, ignition systems, spark plugs, and batteries.

SET 162 LAWN AND GARDEN EQUIPMENT

Credits: 4

Prerequisite: None

Specific instruction is given on lawn mowers, trimmers, rototillers, and their related components as used in home and commercial lawn and garden care. The use of parts manuals, repair manuals, and microfiche is included.

SET 162 LAWN AND GARDEN EQUIPMENT

Credits: 4

Prerequisite: None

Specific instruction is given on lawn mowers, trimmers, rototillers, and their related components as used in home and commercial lawn and garden care. The use of parts manuals, repair manuals, and microfiche is included.

SET 164 ELECTRICAL SYSTEMS AND TUNE-UP

Credits: 2

Prerequisite: SET 160

Cranking motors, charging systems, electrical troubleshooting, reading wiring diagrams, and tune-up are all covered in detail for the types of machines and equipment being repaired in the shop.

SET 166 RELATED METALS PROCESSES

Credits: 2

Prerequisite: None

This basic metalworking course covers fasteners, layout, bench metal, threads and threading, basic machining, and tool sharpening.

SET 170 CHAIN SAWS AND STRING TRIMMERS

Credits: 3

Prerequisite: None

Detailed instruction is given in the major overhaul, repair, tune-up, and maintenance of major brands of chain saws, as well as bar maintenance and repair, chain sharpening, and troubleshooting.

SET 172 SNOW MACHINE ENGINES AND COMPONENTS

Credits: 2

Prerequisite: None

The maintenance and repair of snowmobile engines, drive units, tracks, suspension, frames, brakes, and other related components are covered.

SET 174 INDUSTRIAL AND HEAVY DUTY EQUIPMENT

Credits: 4

Prerequisite: None

Instruction is given on larger heavy duty engines and equipment such as pumps, generators, welders, and riding tractors. Related units include gear and hydrostatic transmissions, pump repair, gaseous fuel systems, failure analysis, and cylinder boring.

SET 176 MOTORCYCLES AND ATVs

Credits: 4

Prerequisite: None

A study of the operation, function, and repair of engines, frames, suspension, brakes, and wheels of the major brands, as well as the procedures involved in diagnosis and repair of these units.

SET 178 OUTBOARD MOTOR REPAIR AND MAINTENANCE

Credits: 3

Prerequisite: None

Instruction includes classroom and lab activities on powerheads, lower units, water pumps, tune-up, storage, and propping of outboard motors of 50 h.p. and under.

SUR 102 SAFE PATIENT CARE AND OPERATING ROOM TECHNIQUES

Credits: 5

Prerequisite: None

Responsibilities of the surgical technologist in the circulating assistant and scrub roles and related nursing procedures as they relate to Association of Operating Room Nurses standards of practice. Includes a study of medical terminology.

SUR 104 SURGICAL TECHNOLOGY LAB

Credits: 1

Prerequisite: None; concurrent enrollment in SUR 102

Orientation to the physical organization of the surgical suite, observation of surgical procedures, and demonstration of operating room techniques.

SUR 105 MINOR AND MAJOR SURGICAL PROCEDURES

Credits: 10

Prerequisites: SUR 102 and SUR 104

Description of specific procedures in 12 specialties through the preoperative, operative, and postoperative stages. Included are minor general surgery; scopic-diagnostic; gastric-intestinal; orthopedic; genito-urinary; obstetric/gynecology; aphthamic; cardiovascular; thoracic; neurological; plastic-constructive; and ear, nose, and throat.

SUR 192 CLINICAL EXPERIENCE

Credits: 7

Prerequisites: SUR 104; and concurrent enrollment in SUR 105

Demonstration of a safe level of knowledge and practice of surgical technique through assisting in circulating and scrub roles. Progression from first scrub on minor procedures to first scrub on major procedures.

SUR 193 INTERNSHIP

Credits: 3

Prerequisite: SUR 192

Development of surgical scrub techniques through preceptorship at various surgical facilities throughout the state and taking "call" for emergency surgeries.

TRK 101 INTRODUCTION TO THE TRUCKING INDUSTRY

Credits: 1

Prerequisite: None

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

TRK 102 VEHICLE MECHANICAL OPERATION AND MAINTENANCE

Credits: 1

Prerequisite: None

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

TRK 103 LAWS, REGULATIONS, AND SAFETY

Credits: 1

Prerequisite: None

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

TRK 104 VEHICLE OPERATIONS I

Credits: 2

Prerequisite: None

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

TRK 105 VEHICLE OPERATIONS II

Credits: 4

Prerequisites: MAT 103, PSY 110, TRK 101, TRK 102, TRK 103, and TRK 104

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

TRK 106 VEHICLE OPERATIONS III

Credits: 4

Prerequisite: TRK 105

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

WEL 180 WELDING METALLURGY

Credits: 3

Prerequisite: None

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

WEL 181 SHIELDED METAL ARC WELDING AND OXYACETYLENE WELDING

Credits: 4

Prerequisite: None

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

Track A (for Fall Entry students) provides theory and operation of Shielded Metal Arc Welding (SMAW). Welding of low carbon steel using correct safety procedures; proper setup and rod manipulation; proper machine adjustment to construct and weld joints of butt, lap, corner and tee design in the flat, horizontal, and vertical positions to American Welding Society specifications.

Track B (for Spring Entry students) is the continued study and experience of SMAW beyond that which is covered in WEL 185 (for spring entry students). This option will prepare the student for pipe welding to American Welding Society or American Society of Mechanical Engineers specifications.

WEL 183 GAS METAL ARC WELDING AND GAS TUNGSTEN ARC WELDING

Credits: 4

Prerequisite: None

Gas Tungsten Arc Welding (GTAW) of aluminum, steel, and stainless steel in the flat, vertical, and horizontal positions. Introduction of GTAW root pass welding of low carbon steel pipe. Gas Metal Arc Welding (GMAW) of low carbon steel plate in the flat, vertical, and horizontal positions. Short circuit metal transfer and spray transfer are used. Theory, safe operation, and use of Plasma Arc Cutting (PAC) and Air Carbon Arc Cutting (AAC) are introduced.

WEL 185 FLUX CORE ARC WELDING AND SHIELDED METAL ARC WELDING

Credits: 4

Prerequisite: None

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

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

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

WEL 190 WELDING CERTIFICATION AND CODES

Credits: 3

Prerequisite: None

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

WEL 192 BLUEPRINT READING AND DEVELOPMENT

Credits: 3

Prerequisite: None

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

WEL 194 LAYOUT TECHNIQUES

Credits: 2

Prerequisite: None

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

WEL 196 WELDING METAL PROCESSES I

Credits: 2

Prerequisite: None

Fundamental metalworking course covering fasteners, precision measurement tools, layout as relates to machining, internal/external threading, drills, drilling, and basic hand tools.

WEL 198 WELDING METAL PROCESSES II

Credits: 2

Prerequisite: None

Fundamental machine tool operations using vertical and horizontal milling machines and the engine lathe. Emphasis on proper work holding techniques, proper feeds, speeds, depth of cut, and basic machine maintenance.

WEL 199 FABRICATION AND AUTOMATION

Credits: 4

Prerequisite: None

Student-designed projects will be fabricated using hand and machine tools common to the welding industry. Emphasis is placed upon accurate layout, preparation, assembly, and welding. Automation systems are reviewed and used to the extent possible.



Tuition and Fees

Tuition

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

Semester Credit Hours	Registration Fee	Resident Tuition	Building Maintenance Fees	Computer Fees	Student Government	Total Resident Fees	Additional Nonresident Tuition	Total Nonresident Fees
1	\$ 15.00	\$ 32.00	\$ 1.50	\$ 1.50	\$ 3.00	\$ 53.00	\$ 40.00	\$ 93.00
2	15.00	64.00	3.00	3.00	3.00	88.00	80.00	168.00
3	15.00	96.00	4.50	4.50	3.00	123.00	120.00	243.00
4	15.00	128.00	6.00	6.00	3.00	158.00	160.00	318.00
5	15.00	160.00	7.50	7.50	3.00	193.00	200.00	393.00
6	15.00	192.00	9.00	9.00	3.00	228.00	240.00	468.00
7	15.00	224.00	10.50	10.50	3.00	263.00	280.00	543.00
8	15.00	256.00	12.00	12.00	3.00	298.00	320.00	618.00
9	15.00	288.00	13.50	13.50	3.00	333.00	360.00	693.00
10	15.00	320.00	15.00	15.00	3.00	368.00	400.00	768.00
11	15.00	352.00	16.50	16.50	3.00	403.00	440.00	843.00
12-18	15.00	384.00	18.00	18.00	3.00	438.00	480.00	918.00

**ALL TUITION IS SUBJECT TO APPROVAL BY THE BOARD OF REGENTS OF HIGHER EDUCATION.
TUITION IS SUBJECT TO CHANGE WITHOUT NOTICE.**

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

Course Fees

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

ACC 230.....\$ 5	CUL 161\$ 30	SEC 120\$ 5
BUS 107 100	CUL 162 30	SEC 183 5
CRT 110 5	CUL 170 15	SEC 257 5
CRT 111 5	CUL 265 30	SEC 284 5
CRT 114 5	HEM 128 13	SET 162 5
CRT 121 5	HEM 129 12	SET 166 5
CRT 123 5	HEM 135 12	SET 168 12
CRT 125 5	HEM 138 7	SET 170 5
CRT 224 5	HEM 139 8	SET 172 5
CRT 226 5	OPE 146 50	SET 174 5
CRT 293 5	OPE 148 50	SET 176 5
CRT 295 5	OPE 150 200	SET 178 5
CUL 152 30	OPE 155 6	TRK 105 750
CUL 156 30	OPE 156 6	TRK 106 750
CUL 157 30	SEC 107 5	WEL 182 24
CUL 158 30	SEC 108 5	WEL 184 24
CUL 160 30	SEC 114 5	WEL 186 24

**ALL FEES ARE SUBJECT TO APPROVAL BY THE BOARD OF REGENTS OF HIGHER EDUCATION.
FEES ARE SUBJECT TO CHANGE WITHOUT NOTICE.**

Books

Students are required to purchase their own textbooks. Expenses for books range between \$75 and \$200 each semester, depending on the program.

Personal Supplies Required

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

Accounting

Calculator	\$ 20
Typing Supplies	5
Miscellaneous	75
Total	\$100

Bookkeeping

Calculator	\$ 20
Typing Supplies	5
Miscellaneous	75
Total	\$100

Building Maintenance

Scientific Calculator	\$ 20
One Pair Coveralls	25
Safety Glasses	5
Tape Measure	15
Welding Gloves	9
Welding Goggles	6
Tools	200
Total	\$280

Building Maintenance Engineering

Scientific Calculator	\$ 20
One Pair Coveralls	25
Safety Glasses	5
Tape Measure	15
Welding Gloves	9
Welding Goggles	6
Tools	200
Total	\$280

Computer (Micro) Applications

Calculator	\$ 20
3.5" Disks	10
Miscellaneous	25
Total	\$ 55

Computer (Micro) Applications and Systems

Calculator	\$ 20
3.5" Disks	20
Miscellaneous	50
Total	\$ 90

Computer Operation and Data Entry

Typing Supplies	\$ 10
Calculator	20
Total	\$ 30

Computer Programming

Typing Supplies	\$ 5
Calculator	20
Total	\$ 25

Culinary Arts

Meat Thermometer	\$ 15
6" Boning Knife	25
Chef Knife	50
Paring Knife	10
12" Stainless Steel Whip	12
12" Commercial Rubber Spatula and Measuring Spoons	3
Towels	5
Two Uniforms	70
Two Aprons	7
Kitchen Work Shoes	50
Miscellaneous	20
Total	\$267

Diesel Heavy Equipment Mechanics

Lock	\$ 4
Two Pair Coveralls	45
Safety Glasses	5
Basic Tool Set*	850

Welding Goggles	6
Gloves	9
Total	\$919

Electronics Technology

ET-3100 Experiment Kit	\$156
Tools	100
Calculator	25
Miscellaneous	119
Total	\$400

Fashion Sales and Marketing

Calculator	\$ 20
Miscellaneous	20
Total	\$ 40

Food Service Management

Meat Thermometer	\$ 15
6" Boning Knife	25
Chef Knife	50
Paring Knife	10
12" Stainless Steel Whip	12
12" Commercial Rubber Spatula and Measuring Spoons	3
Towels	5
Two Uniforms	70
Two Aprons	7
Kitchen Work Shoes	50
Miscellaneous	20
Total	\$267

Heavy Equipment Operation

Scientific Calculator EC-4014	\$ 25
Two Pair Coveralls	45
Safety Glasses	5
Heating Protection	10
Hard Hat	6
Leather Gloves	10
Welding Goggles	6
Welding Gloves	9
Work Boots	60
Total	\$176

Information Processing

Calculator	\$ 20
Earphones	18
Typing Supplies	15
Miscellaneous	35
Total	\$ 88

Legal Assisting (Paralegal Studies)

Calculator	\$ 20
Miscellaneous	50
Total	\$ 70

Legal Secretarial Technology

Calculator	\$ 20
Earphones	18
Typing Supplies	85
Miscellaneous	85
Total	\$208

Medical Reception

Calculator	\$ 20
Typing Supplies	20
Miscellaneous	5
Total	\$ 45

Medical Secretarial Technology

Calculator	\$ 20
Earphones	18
Typing Supplies	30
Miscellaneous	5
Total	\$ 73

Medical Transcription

Calculator	\$ 20
Earphones	18
Typing Supplies	40
Miscellaneous	5
Total	\$ 83

Office Administration

Calculator	\$ 20
Earphones	18
Typing Supplies	20
Miscellaneous	25
Total	\$ 83

Practical Nursing

Watch with Sweep Hand	\$ 30
Two Uniforms with Tunics	80
Clinical Shoes	55
Stethoscope	20
Name Tag	5
Bandage Scissors	5
Liability Insurance (\$9/semester)	27
Total	\$227

Prevocational Studies

Miscellaneous	\$ 25
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Respiratory Therapy Technology

Watch Which Measures Seconds	\$ 30
Two Lab Coats	70
Clinical Shoes	55
Stethoscope	20
Name Tag	5
Surgical Scissors	5
Annual Conference (Optional)**	35
Simulated Exam (Optional)***	30
Hemostat	6
Liability Insurance (\$9/semester)	27
Total	\$283

Retail Management

Calculator	\$ 20
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Sales and Marketing

Calculator	\$ 20
Miscellaneous	20
Total	\$ 40

Small Engine and Equipment Technology

Lock	\$ 4
Two Pair Coveralls	45
Safety Glasses	5
Basic Tool Set****	480
Multimeter	50
Hearing Protection	1
Total	\$585

Surgical Technology

Clinical Shoes	\$ 55
Name Tag	5
Liability Insurance (\$9/semester)	23
Total	\$ 83

Truck Driving

One Pair Coveralls	\$ 25
Safety Glasses	5
Gloves	5
Total	\$ 35

Welding Technology

Welding Hood	25
Welding Gloves	9
Safety Glasses	5
Welding Goggles	6
Chipping Hammer	4
Wire Brush	3
Leather Jacket	50
Lock	4
Fabrication Material	125
Total	\$231

Word Processing and Office Reception

Calculator	\$ 20
Earphones	18
Typing Supplies	15
Miscellaneous	20
Total	\$ 73

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

** Students enrolled in **Respiratory Therapy Technology** are encouraged to attend the State Annual Conference of the Montana Society for Respiratory Care. This three-day conference will usually cost approximately \$35, plus transportation and motel. Students are encouraged to carpool and share the cost of motel rooms. Conference attendance is not mandatory.

*** **Respiratory Therapy Technology** students are also encouraged to take the National Simulated Exam during their final semester of school. The exam is similar to the certification exam required for Respiratory Therapy Technology and costs approximately \$30. Taking the Simulated Exam is not mandatory.

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

TOOLS REQUIRED FOR DIESEL HEAVY EQUIPMENT MECHANICS:

1. A 6-12 drawer tool box with handles and a hinged top, with full locking capability, and a minimum storage capacity of 4,000 cubic inches.
2. 1/2 inch drive components comprised of a ratchet handle 10-12 inches long; a flex handle (breaker bar) 17 inches or longer; extensions of 1-1/2, 3, 6, and 10 inches in length; a 1/2 inch drive universal joint; sockets (12 point standard depth) measuring 7/16, 1/2, 9/16, 5/8, 11/16, 3/4, 13/16, 7/8, 15/16, 11/8, and a 1/2 inch female drive to a 3/8 inch male drive adapter.
3. 3/8 inch drive components comprised of a ratchet handle 6-8 inches long; a flex handle (breaker bar) 10 inches or longer; extensions 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, 7/16, 1/2, 11/16, and 3/4 inch.
4. Combination wrenches (open end and box end, 12 point long handle) measuring 3/8, 7/16, 1/2, 9/16, 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 (# tip), 4 inches long (#2 tip), and 6 inches long (#3 tip).
11. 6 inch combination pliers, 6-8 inch needle nose pliers, 7 inch diagonal cutting pliers, and snap ring pliers (8 inch lock ring).
12. Two ball peen hammers weighing 8 and 32 ounces and a compothane 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 with steel blade and case, and a 6 inch x 1 inch brass drift.

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

1. A 3 to 6 drawer tool box with handles and hinged top, locking capability, with a minimum storage capacity of 2400 cubic inches.
2. 1/4 inch drive components including a drive ratchet with a minimum length of 5-1/4 inches; a drive extension 4 inches long; a nine-piece drive socket set (6 point with tray, box, or socket rail), consisting of 3/16, 7/32, 1/4, 9/32, 5/16, 11/32, 3/8, 7/16, and 1/2 inch sockets.

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

Total Program Costs

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

PROGRAM	TUITION	COURSE FEES	BOOKS	SUPPLIES	TOTAL COST
Accounting	\$1752	\$ 20	\$ 680	\$ 100	\$2552
Bookkeeping	876	15	378	100	1369
Building Maintenance	876		300	280	1456
Building Maintenance Engineering	1752		600	280	2632
Computer (Micro) Applications	876	10	425	55	1366
Computer (Micro) Applications/Systems	1752	20	675	90	2537
Computer Operation/Data Entry	1314	30	550	30	1924
Computer Programming	1752	40	625	25	2442
Culinary Arts	876	225	120	267	1488
Diesel Heavy Equipment Mechanics	1752	45	210	919	2926
Electronics Technology	1752		685	400	2837
Fashion Sales and Marketing	876	100	350	40	1366
Food Service Management	1752	260	350	267	2629
Heavy Equipment Operation	876	312	150	176	1514
Information Processing	1314	25	600	88	2027
Legal Assisting (Paralegal Studies)	1752	5	725	70	2552
Legal Secretarial Technology	1752	25	675	208	2660
Medical Reception	876	20	375	45	1316
Medical Secretarial Technology	1752	20	675	73	2520
Medical Transcription	1752	25	600	83	2460
Office Administration	1752	25	725	83	2585
Practical Nursing	1314		450	222	1986
Prevocational Studies	158		40	25	223
Respiratory Therapy Technology	1314		525	283	2122
Retail Management	1752	5	650	20	2427
Sales and Marketing	876		375	40	1291
Small Engine/Equipment Technology	876	47	170	585	1678
Surgical Technology	999		350	83	1432
Truck Driving	438	1500	85	35	2058
Welding Technology	876	72	150	231	1329
Word Processing/Office Reception	876	20	425	73	1394

REFUNDS FOR WITHDRAWAL FROM SCHOOL

Refunds of tuition, in the event of withdrawal from Missoula Vo-Tech, are authorized according to the following schedule. The \$15 registration fee is non-refundable.

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

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

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

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

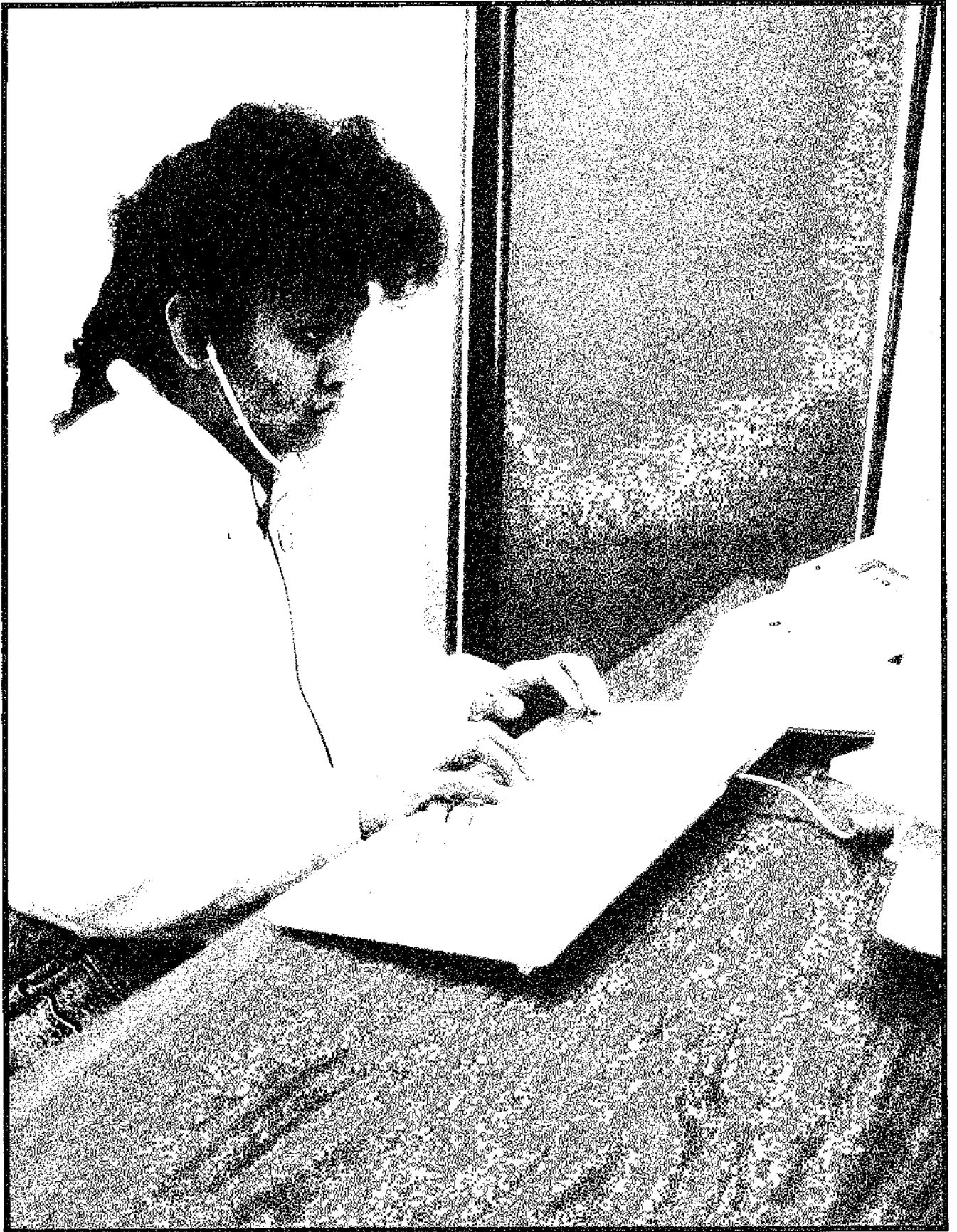
Drop/adds will be computed in accordance with regular tuition and fee schedules. There will be no refunds for drops after the term's tenth day of classes.

DISHONORED CHECKS

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

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

General Information



Notice

This catalog contains information for Missoula Vocational Technical Center only. For information regarding other vo-tech centers, call or write directly to that center.

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

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

Mission and Philosophy

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

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

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

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

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

Missoula Vo-Tech—for excellence in instruction, for service to students, for "Hire" education.

Accreditation and Approval

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

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

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

Student Services

Who to contact for more information...

Contact the
ADMISSIONS/REGISTRAR'S OFFICE
542-6882 or in Montana, 1-800-542-MVTC
to:

- Request catalogs and applications
- Inquire about admission requirements
- Ask about curriculum content
- Find out about school policies
- Withdraw from school or courses
- Withdraw an application
- Request a transcript
- Check on the enrollment status of a student
- Inquire about tuition and other fees
- Discuss course transfers
- Find out about program changes
- Ask about changing to another program

Contact the
COUNSELING OFFICE
542-6882

- to:
- Talk about vocational choices
 - Take interest tests
 - Discuss ability and achievement tests
 - Discuss the prevocational program
 - Discuss personal problems

Contact the
FINANCIAL AID OFFICE
552-6885

- to:
- Find out the types of aid available
 - Obtain grant applications
 - Obtain loan applications
 - Obtain work study applications
 - Find out about work study positions
 - Discuss on-campus employment
 - Inquire about veteran's benefits
 - Inquire about disabled worker's benefits
 - Learn about agency assistance

Contact the
CAREER SERVICES OFFICE
542-6887

- to:
- Learn placement rates for Missoula Vo-Tech programs
 - Discuss statewide and local employment opportunities
 - Discuss job market information and statistics
 - Fill an available job

Admissions

Applying to Missoula VO-TECH...

APPLICATION REQUIREMENTS

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

A one-time \$10 nonrefundable application fee must be submitted with the initial application. Please do not send cash.

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

APPLICATION CONSIDERATIONS

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

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

IMMUNIZATION REQUIREMENTS

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

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

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

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

RESIDENCY REQUIREMENTS

The term "resident" means:

- A. one who has resided (meaning has established a true, fixed, permanent home and place of habitation) in Montana for one year immediately preceding registration at any postsecondary vocational technical center for any term or session for which resident classification is claimed. Attendance as a full-time student at any Center shall not alone be sufficient to qualify for residency in Montana.
- B. or any graduate of a Montana high school who registers at a Montana institution within one year after high school graduation and whose parents, parent, or guardian has resided in Montana at least one full year of the two years immediately preceding the student's graduation from high school. Such classification shall continue for not more than four academic years if the student remains in continuous attendance at the institution.

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

ADDITIONAL ENTRY REQUIREMENTS FOR HEALTH PROFESSIONS APPLICANTS

Prior to entry into the clinical portions of the Practical Nursing, Respiratory Therapy Technology, and Surgical Technology programs, students must take a test for tuberculosis (TB) called PPD (Purified Protein Derivative)

and give the results to the Health Professions Department Chairperson at Missoula Vo-Tech. In the event the test is positive, the student must present a letter written by a physician to the Department Chairperson stating that the student is under the physician's care and can continue in the clinical portion of the training program.

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

ADDITIONAL ENTRY REQUIREMENTS FOR TRUCK DRIVING PROGRAM APPLICANTS

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

FOREIGN STUDENT APPLICATION REQUIREMENTS

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

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

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

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

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

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

PART-TIME ENROLLMENT

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

Missoula Vo-Tech also offers some classes during evening hours. These classes are for credit and count toward graduation from a Missoula Vo-Tech program. For more information about evening offerings, contact the Admissions Office at 542-6882.

Please refer to the tuition section of this catalog for cost information.

UNDECLARED STUDENT STATUS

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

Acceptance to Missoula VO-TECH...

ACCEPTANCE

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

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

PRETESTING AND PREVOCATIONAL PROGRAM

As a part of the acceptance procedure, applicants are required to take the Tests of Adult Basic Education (TABE). This pretest measures basic skill levels in mathematics, vocabulary, and reading, and the results are used to identify those students who may benefit from the Prevocational Studies program. This program is designed specifically for the student who needs to develop or review needed academic skills prior to program entry. The Prevocational Studies program includes classes in reading, math, study skills, and individual career counseling. Participation in this program is voluntary. Additional information about the Prevocational Studies program is available in the Program Offerings section of this catalog.

ORIENTATION

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

LATE REGISTRATION

Students may register for classes up to the end of the fifth class day of each semester. A late registration fee of \$15 will be charged to all students who register after their assigned registration day.

STUDENT INFORMATION CHANGE

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

Counseling

COUNSELING SERVICES

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

TESTING SERVICES

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

DRUG FREE CAMPUS

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

Students must, as a condition of attendance, comply with this policy. Violations of this policy will result in

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

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

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

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

Financial Aid

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

Grants...

PELL GRANT

A Pell Grant is a form of gift assistance available to students enrolled on at least a half-time basis in a program of study lasting six months or longer. Students may apply for a Pell Grant by completing an ACT Family Financial Statement (FFS).

After completing the application, students must present a valid Student Aid Report (SAR) to the Financial Aid Office before payment can be made. All students submitting a valid SAR will receive appropriate payments. Pell Grant payments are disbursed to eligible students within the first week of each new semester. A student receiving a disbursement under the Pell program must present to the Financial Aid Office an approved schedule of classes for the semester(s) that the grant will be disbursed. This class schedule will become part of the student's permanent financial aid file. A student receiving his or her first disbursement each academic year must sign an Affidavit of Educational Intent which states that money received will be spent to offset the student's educational costs and that if a student withdraws from classes before the end of a semester, the student must repay the unused portion of that semester's grant. Repayments are calculated on a daily basis by a method determined by the United States Commissioner of Education.

Students must reapply for a Pell Grant each academic year.

Checklist of required forms for Pell Grant:

- ✓ ACT Family Financial Statement (submitted directly to the ACT)
- ✓ Student Aid Report
- ✓ Class Schedule
- ✓ Affidavit of Educational Intent

SUPPLEMENTAL EDUCATION OPPORTUNITY GRANT PROGRAM

The Supplemental Education Opportunity Grant Program (SEOG) is also a form of gift assistance. Students wishing to apply for a SEOG must complete, submit, and have on file with the Financial Aid Office an ACT

Family Financial Statement, a Pell Grant Student Aid Report, an Affidavit of Educational Intent and a Federal Income Tax Form 1040 or 1040-A or a Non-Tax Filing Statement. The Financial Aid Office may ask you to submit other documents to help in the determination of financial need.

It generally takes four to six weeks for the Family Financial Statement to be processed by the federal government and returned to the Financial Aid Office, so prospective students should apply early. In compliance with federal regulations, the Financial Aid Office assists students in this program on a first-come, first-served basis by date of completed applications. Preference is also given by date of completed applications to students with the greatest financial need. Students who receive a SEOG must also receive a Pell Grant. A student's SEOG is determined by the Financial Aid Office based on the student's need and the availability of money.

Need must be redetermined yearly.

Checklist of Required Forms for Supplemental Education Opportunity Grant:

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

STATE STUDENT INCENTIVE GRANT

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

Need must be redetermined yearly.

Checklist of Required Forms for State Student Incentive Grant:

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

Work Study...

COLLEGE WORK STUDY PROGRAM

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

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

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

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

Checklist of Required Forms for College Work Study Program:

- ✓ ACT Family Financial Statement (submitted directly to the ACT)
- ✓ Pell Grant Student Aid Report

- ✓ Affidavit of Educational Intent
- ✓ Federal Income Tax Form 1040 or 1040-A or Non-Tax Filing Statement
- ✓ Proof of citizenship (Social Security card and photo ID)

Loans...

GUARANTEED STUDENT LOAN PROGRAM

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

Federal law requires that students do not receive their loan until thirty days after enrollment at Missoula Vo-Tech. Therefore, the student is responsible for making alternative, temporary arrangements to have money available to cover tuition and fees at the time of registration. Students are encouraged to discuss any problems or obstacles with the Financial Aid Office prior to registration.

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

You may be declared **ineligible** for future student loans and other federal or state assistance.

Your credit rating may be tainted up to **seven years** because your default will be reported to all national credit bureaus.

You may be **sued** in court to compel you to repay the loan.

Your account may be turned over to a **professional debt collection agency**.

Your federal income tax refund may be **seized** to repay part or all of your debt.

Checklist of Required Forms for Guaranteed Student Loan:

- ✓ Stafford application (submitted to the lending institution and the Financial Aid Office)
- ✓ ACT Family Financial Statement (submitted directly to the ACT and the results on file in the Financial Aid Office).

Scholarships...

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

AVAILABLE SCHOLARSHIPS

ALTRUSA FOUNDERS FUND VOCATIONAL AWARD

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

ELKS NATIONAL FOUNDATION VOCATIONAL GRANT

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

LLOYD D. SWEET SCHOLARSHIP

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

WOMEN'S INDEPENDENT SOCIAL CLUB

\$150 is awarded to a first-time, first-semester student enrolled in any program who has attained a grade point

average of 4.00 Fall semester. Selection is based on grade point average and scholarship committee recommendations. Interested students must apply by January 15th, and the scholarship will be awarded by January 30th.

MONTANA FEDERATION OF WOMEN'S CLUBS SCHOLARSHIP

Approximately \$150 is awarded to a current full-time student in any program who has a minimum grade point average of 3.00. Selection is based on grade point average, instructor recommendations, and scholarship committee recommendations. The award is usually made late in October.

ZONTA INTERNATIONAL SCHOLARSHIP

An annual scholarship of \$100 is given to a student who has successfully completed 375 hours of instruction at Missoula Vo-Tech. Selection is based on academic performance, economic need, scholarship rating scales, and scholarship committee recommendations. Applications must be submitted prior to May 10th.

SOROPTIMIST INTERNATIONAL TRAINING AWARD

Annual award amounts are set by each club to promote upward mobility for mature women, assisting them in their efforts toward training and entry or re-entry into the labor market. Candidates are preferably heads of households. Awards are usually made in early spring.

SOROPTIMIST NORTH VOCATIONAL AWARD

Two scholarships are awarded each year in May to high school seniors entering vocational technical fields. Applicants must have been accepted by a vocational technical school. Selection is based on need and scholastic ability.

VENTURE CLUBS OF AMERICA SCHOLARSHIP

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

AMERICAN BUSINESS WOMEN'S SCHOLARSHIP

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

BILLINGS LEGAL SECRETARIES ASSOCIATION SCHOLARSHIP

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

AMERICAN LUNG ASSOCIATION OF MONTANA SCHOLARSHIP

\$1500 is divided equally between five recipients. The recipients must be enrolled full-time in the Respiratory Therapy Technology program. Selection is made on the basis of scholastic achievement. Interested students should apply by October 12th. The scholarship is usually awarded in November.

HOME OXYGEN SCHOLARSHIP

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

JAMES CLUTIS MEMORIAL SCHOLARSHIP

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

LULA CLAY NURSING SCHOLARSHIP

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

ASSOCIATION OF SURGICAL TECHNOLOGISTS SCHOLARSHIP

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

AMERICAN FOOD SERVICE SCHOLARSHIP

Scholarships are awarded in the amount of one semester's tuition for students currently enrolled in the Food Service Management or Culinary Arts programs. Selection is based on grade point average and instructor recommendations. The award is made in the early spring of each year.

EARL'S DISTRIBUTING SCHOLARSHIP

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

AMERICAN CULINARY FEDERATION EDUCATION INSTITUTE/RAY MARSHALL SCHOLARSHIP

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

Career Services

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

PLACEMENT SERVICES

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

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

Other Campus Services

Library

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

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

Bookstore

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

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

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

The bookstore has no provisions for credit sales.

Bookstore hours are 8 a.m. until 4:30 p.m. Monday through Friday, unless otherwise posted.

Snack Bars and Dining Room

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

Student Health

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

Housing

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

Student Government

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

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

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

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

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

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

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

Academic Policies

PROGRAM LENGTH

The programs in this catalog are designed to be completed in a certain number of semesters. Some students find that following the program of study as shown in the catalog is too demanding. We encourage individuals to look into the possibility of taking fewer classes and extending the length of their program. For more information, contact the Admissions or Counseling Offices at 542-6882.

ATTENDANCE

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

HOURS OF THE INSTRUCTIONAL DAY

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

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

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

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

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

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

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

In order to smoothly accommodate various school meetings and special activities, class session length is occasionally altered for the day. These altered schedule days and class times are available to students each semester in the Registrar's Office.

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

GRADING

The grading system includes the following options:

- A Superior performance**
4 grade points per credit
- B High degree of performance**
3 grade points per credit

- C Adequate performance**
2 grade points per credit
- D Minimum performance**
1 grade point per credit
- F Achievement does not merit awarding credit**
0 grade points per credit
- I Incomplete** Given if course work is nearly, but not quite, complete for an acceptable reason
No grade point value
- L Listener** Awarded to those individuals who declare to the instructor by the fifth instructional day that they are auditing the course
No grade point value
- P Pass** Only awarded in Orientation, Internship, Independent Study, and Clinical Experience courses
No grade point value
- NP No Pass** Only awarded in Orientation, Internship, Independent Study, and Clinical Experience courses
No grade point value
- CH Credit Challenged** Testing indicates content accomplished
No grade point value
- T Credit Transferred** Course work transferred from another postsecondary education institution
No grade point value
- W Withdrawal** Student initiated withdrawal
No grade point value

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

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

GRADE POINT AVERAGE

A student's level of academic performance is determined through the calculation of a grade-point average (GPA). The total number of grade points is divided by the total number of credits that have a grade point value. Only "A", "B", "C", "D", and "F", grades will be used when computing grade point averages. Grade points are not awarded for grades "I", "P", "N", "CH", "L", "T", and "W". These grades more appropriately reflect a status of credits and are not in a true sense grades.

INCOMPLETE GRADE

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

TRANSCRIPTS

The Admissions and Registrar's Office keeps complete academic records on each student. Copies of the official academic transcript are available upon request by the student. This request must be in written form

and include the signature of the student. The first copy requested is free of charge, and each additional copy will cost \$2. When requesting copies of the transcript, please make checks payable to MVTC.

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

AUDITING A COURSE

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

CHALLENGING A COURSE

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

TRANSFERRING COURSE WORK

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

DROPPING OR ADDING A COURSE

Any changes in the student's schedule need to be accomplished by filling out a Drop/Add form, which is available in the Registrar's Office. Students may drop courses during the first 25 days of the course if the course is a full-semester course. Students may drop courses during the first 15 days of the course if the course is a half-semester course. If a student simply needs to change a section of the same course, a Drop/Add form must still be used, and such changes are permissible up to mid-semester. Drop/Add 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. Incomplete and/or incorrect Drop/Add will not be processed.

WAIVING A COURSE

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 Missoula Vo-Tech, because of conditions created by Missoula Vo-Tech. A course waiver form, available in the Registrar's Office, must be initiated by the student. The Registrar's Office will then submit the form to the Supervisor of Academic Affairs for action. The Supervisor of Academic Affairs will contact the chairperson of the department which offers the program in which the student is enrolled. The Department Chairperson will provide a recommendation as to approval or disapproval, and the Supervisor of Academic Affairs will decide whether or not to approve the course waiver. The Registrar's Office will inform the student as to action taken on the course waiver request.

REPEATING A COURSE

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

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

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

TRANSFERRING FROM ONE PROGRAM TO ANOTHER

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

WITHDRAWING FROM SCHOOL

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

ACADEMIC PROGRESS STANDARDS FOR ALL STUDENTS

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

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

Each program is a certain number of semesters in length. Students should complete the program in the number of semesters listed. However, for a variety of reasons, some students may not keep the time schedule. To ensure students progress at a reasonable rate of speed and at a reasonable level of achievement, academic progress standards are hereby defined.

Students enrolled in Practical Nursing, Respiratory Therapy Technology, or Surgical Technology must pass all in-area courses with a minimum grade of "C" in order to continue in the program and to graduate. Practical Nursing and Surgical Technology students must complete CPR training prior to entering the clinical portion of their training.

Students enrolled in the Truck Driving program must receive a passing grade in all required course work prior to entering Vehicle Operations II and III. In addition, students must receive passing grades in all required course work in order to be eligible to take the Department of Transportation driving examination.

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

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

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

Students failing to meet these standards will again be subject to suspension. Readmission must be initiated

by the Supervisor of Student and Public Affairs. Any future enrollment will be on a probationary status.

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

OTHER ACADEMIC PROGRESS STANDARDS FOR STUDENTS RECEIVING FINANCIAL AID

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

Students receiving financial aid become ineligible for such aid if they are on academic probation at Missoula Vo-Tech. In addition to the academic standards that apply to all Missoula Vo-Tech students, students receiving financial aid become immediately ineligible for aid if they receive less than a 1.50 grade point average for the semester. Students receiving a grade point average between 2.50 and 1.99 will be placed on financial aid warning. The second consecutive semester a student receives less than a 2.0 grade point average, they will be placed on financial aid probation and become ineligible for financial aid. To become eligible again after losing financial aid for the semester of probation, a student must have been enrolled on at least a half-time basis and have earned a 2.00 grade point average for the semester of probation.

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

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

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

Missoula Vo-Tech funds students only once for each course attempted.

Enrollment in a course as a listener will not count toward requirements for receipt of financial aid. In addition, courses successfully transferred or challenged will not count toward requirements for receipt of federal and state financial aid.

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

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

PROGRAM COMPLETION REQUIREMENTS

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

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

HEALTH PROFESSIONAL EXAMINATION REQUIREMENTS

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

Practical Nursing examination applicants must:

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

Respiratory Therapy Technology examination applicants must:

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

Surgical Technology examination applicants must:

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

More information can be obtained by contacting the Health Professions Department Chairperson. All health professions students must submit an "Application for Completion" to the Admissions Office in order to receive a Certificate of Completion.

CERTIFICATE OF COMPLETION AND ASSOCIATE OF APPLIED SCIENCE DEGREE

In order to receive a Certificate or Degree, a student must have passed all required courses and have an overall grade point average of 2.00 in all required course work. Students fulfilling completion requirements for programs must submit an Application for Certificate or Degree during their last semester of enrollment. This form is available in the Registrar's Office. Students neglecting to submit this application to the Registrar's Office will not receive certificates. There is a \$5 fee charged to each student who applies for a Certificate or Degree.

AWARD OFFERED UPON PROGRAM COMPLETION

Business Occupations:

Accounting—Certificate of Completion
Bookkeeping—Certificate of Completion
Fashion Sales and Marketing—Certificate of Completion
Information Processing—Certificate of Completion
Legal Assisting (Paralegal)—Associate of Applied Science Degree
Legal Secretarial Technology—Certificate of Completion
Medical Reception—Certificate of Completion
Medical Secretarial Technology—Certificate of Completion
Medical Transcription—Certificate of Completion
Office Administration—Certificate of Completion
Retail Management—Certificate of Completion
Sales and Marketing—Certificate of Completion
Word Processing and Office Reception—Certificate of Completion

Computer Occupations:

Computer (Micro) Applications—Certificate of Completion

Computer (Micro) Applications and Systems—Certificate of Completion
Computer Operation and Data Entry—Certificate of Completion
Computer Programming—Certificate of Completion

Culinary Occupations:

Culinary Arts—Certificate of Completion
Food Service Management—Certificate of Completion

Health Occupations:

Practical Nursing—Certificate of Completion
Respiratory Therapy Technology—Certificate of Completion
Surgical Technology—Certificate of Completion

Industrial Occupations:

Building Maintenance—Certificate of Completion
Building Maintenance Engineering—Associate of Applied Science Degree
Diesel Heavy Equipment Mechanics—Certificate of Completion
Electronics Technology—Associate of Applied Science Degree
Heavy Equipment Operation—Certificate of Completion
Small Engine and Equipment Technology—Certificate of Completion
Truck Driving—Certificate of Completion
Welding Technology—Certificate of Completion

GRADUATION CEREMONY

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

Student Rights and Responsibilities

EQUAL OPPORTUNITY AND AFFIRMATIVE ACTION

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

It is unlawful to sexually harass students or faculty.

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

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

Students are encouraged to enroll in programs regarded as nontraditional to their gender.

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

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

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

FREEDOM OF EXPRESSION ON CAMPUS

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

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

FREEDOM OF DISCUSSION IN THE CLASSROOM

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

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. Requirements of attendance, participation in classroom discussion, and submission of written and lab or shop exercises are not inconsistent with this goal.

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

CAMPUS ORGANIZATIONS

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

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

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

DISTRIBUTION OF LITERATURE ON CAMPUS

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

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

STUDENT PARTICIPATION IN DECISION-MAKING

On questions of school policy, the Board of Regents and its representatives shall utilize the advice and assistance of students. The Board alone, however, will serve as the final policy-making body. On questions of the school's administrative regulations, the Director and his/her representatives shall utilize the advice and assistance of students. The Director alone, however, will serve as the final decision-maker.

STUDENT RIGHTS OF PRIVACY

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

ACCESS TO STUDENT RECORDS

The privacy and confidentiality of student records shall be preserved. Student records, supporting documents, and other student files shall be maintained only by regularly employed members of Missoula Vo-Tech's staff who have been employed for that purpose. The appropriate school officials may maintain files of each of the following:

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

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

Access to their records and files is guaranteed every student, subject only to reasonable school regulations as to time, place, and supervision. A copy of any and all of their records and files shall be made available to 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, gender, membership in any organization other than honorary and professional organizations directly related to the educational process, and handicap.

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

1. The school may, without consent of the student or applicant, release information about the student or applicant to the following persons or agencies:
 - A. Teachers and other school officials at Missoula Vo-Tech who have a legitimate educational interest.
 - B. Authorized representative of the Comptroller General of the United States, the Board of Regents of Higher Education, and the Montana University System staff, as long as the intended use of the data is consistent with the Board's legal powers and responsibilities.
 - C. Agencies requiring information in connection with a student's application for receipt of financial aid.
2. Information as to whether or not a student is currently enrolled at Missoula Vo-Tech may be available upon verbal or written request to any inquirer.
3. The following data may be given to any inquirer, without the consent of the student: name, address, and telephone number; program of enrollment; degrees, diplomas, or certificates awarded; honors; and dates of completion. Any student wanting any or part of this information to remain confidential must inform the Admissions Office in writing.
4. Properly identified officials from federal, state, and local government agencies may be given any information required under legal compulsion.

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

STUDENT DISCIPLINE

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

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

STUDENT SANCTIONS

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

1. **Admonition**—an oral statement to a student that he/she is violating or has violated rules.
2. **Warning**—notice, orally or in writing, that continuation or repetition of wrongful conduct, within a specific period of time stated in the warning, may be cause for more severe disciplinary action.
3. **Censure**—a written reprimand for violation with or without stipulation regarding forfeiture of privileges, including the possibility of more severe disciplinary sanctions in the event of a violation of any school regulation. This censure may be imposed by the Supervisor of Student and Public Affairs.
4. **Restitution**—reimbursement for damage to, or misappropriation of property with written student agreement of terms. This may take the form of appropriate service or other compensation.
5. **Suspension**—dismissal from the school as set forth to the student by written notice for a definite period of time, no longer than one semester.
6. **Indefinite Suspension**—dismissal from the school as set forth to the student, by written notice, without a date established for the privilege of applying for readmission. Such application is to be reviewed and acted upon by the Supervisor of Student and Public Affairs.
7. **Expulsion**—Permanent or conditional separation from the school requires action of the Director. Such action shall be taken on the recommendation of the Supervisor of Student and Public Affairs.

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

STUDENT VIOLATION OF THE LAW

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

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

The school is concerned about the rights and best interests of all students. Law enforcement officers are asked to inquire of the administrative offices for a building administrator and proceed with his or her cooperation in contacting students. A student may request that a school official be present during questioning. At no time will an administrator allow a police officer to take a student from any Missoula Vo-Tech building without a warrant, court order, arrest, or permission of the student.

GRIEVANCE PROCEDURE

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

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

If the informal approach does not resolve the complaint, then a standard grievance form, available in the Registrar's Office, should be completed and submitted by the grievant to the Supervisor of Student and Public Affairs. The Supervisor of Student and Public Affairs will provide a copy of the grievance to the person against whom the grievance has been filed. It is expected the grievant will recognize the purpose of the written grievance procedure is to resolve the complaint promptly and without the need for formal administrative or legal proceedings. The written statement should explain who was grieved; in what way; by whom; when the grievance took place; who was harmed by the grievance; who can be contacted for further information; the name, address, and telephone number of the person filing the grievance; and as much background in-

formation as possible. Ten class days are provided for the resolution of the grievance.

If the grievance is not settled within the ten class day period, the grievant has the right to request a hearing. A committee appointed by the Director will be charged with the fair and impartial investigation and hearing of the grievance. The basic principles of due process will be adhered to during the hearing, including the rights of confrontation, cross-examination, and the presentation of witnesses necessary to develop facts pertinent to the grievance. Within ten class days of the request for the hearing, the committee will present its finding and recommendation to the Director. Within five days, the Director will communicate his/her decision to all parties in writing.

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

A student may file a complaint of discrimination at any time with either the Montana Human Rights Commission, 1236 Sixth Avenue, Helena, Montana 59620, or the Department of Education Office for Civil Rights, Region VIII, 1961 Stout Street, Denver, Colorado 80294. The appropriate forms can be obtained by contacting these respective offices.

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

COMMUNICATING WITH STUDENTS

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

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

Personal messages are delivered to students only in cases of serious emergency. Non-emergency messages will be placed in student mailboxes.

PARKING AND VEHICLE REGISTRATION

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

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

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

SMOKING IN CAMPUS BUILDINGS

Because of safety and health regulations, fire hazard, and courtesy, smoking and eating is prohibited in classrooms, labs, and shops. Smoking is also not allowed in hallways. Smoking and eating areas are designated in most campus buildings.

ALCOHOL AND DRUGS ON CAMPUS

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

STUDENTS' UNPAID BILLS

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

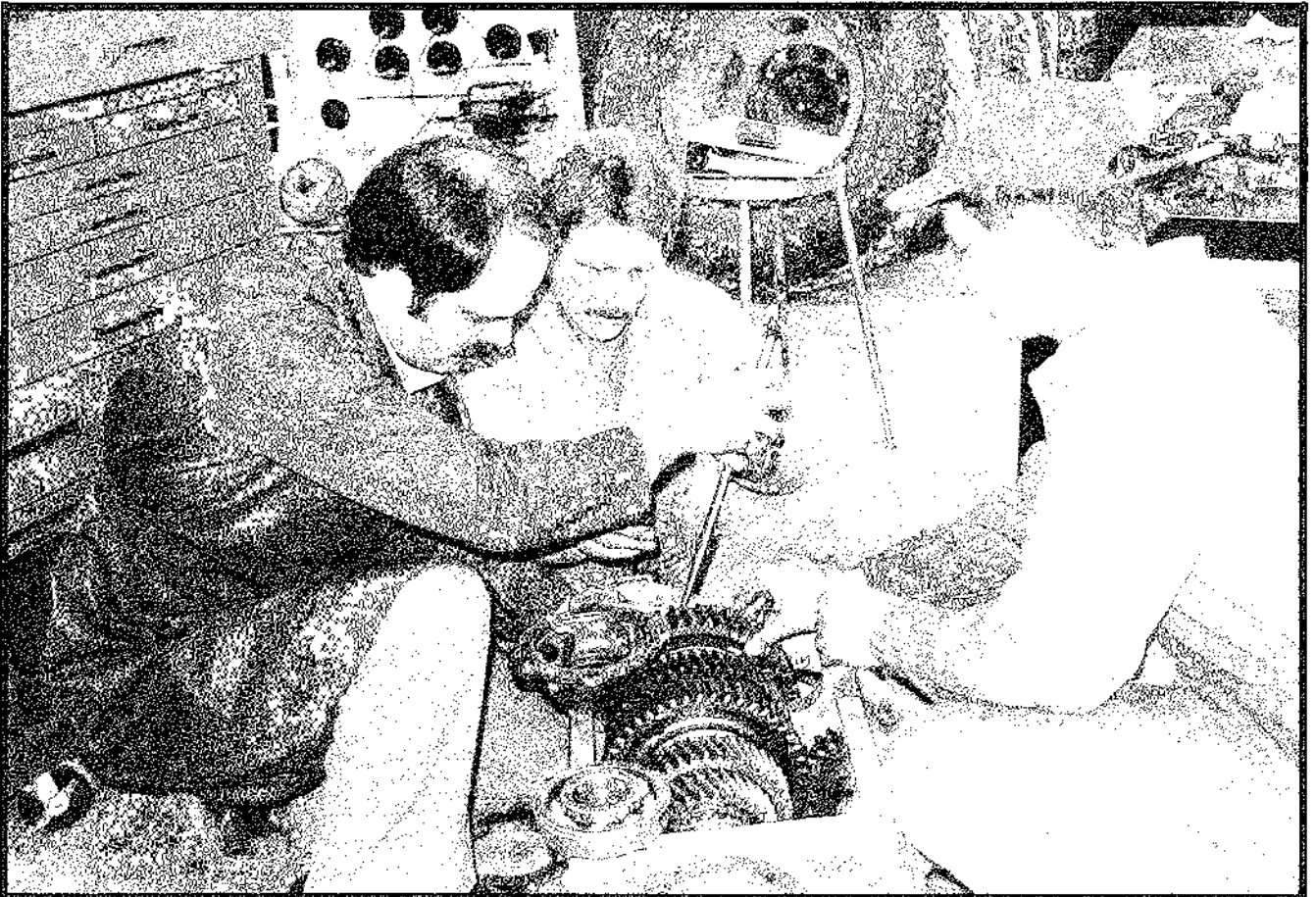
STORAGE LOCKERS FOR STUDENTS

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

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

STUDENT ACCIDENT INSURANCE

Students are covered by accident insurance while involved in school activities. The insurance is for accidents only and does not provide general health insurance coverage. The insurance also does not apply to intramural athletics. Students not having health insurance are encouraged to obtain private coverage.



Personnel

Administrators and Support Staff

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

Bottomly, Rhea, L.P.C.: Counselor; B.F.A., 1976, University of Utah; M.A., 1987, University of Montana; Licensed Professional Counselor; at MVTC since 1988.

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

Chase, Alfred: Continuing Education, Grants and Contracts Coordinator; A.S., 1960, University of Massachusetts; B.S., 1964, M.S., 1968, University of Montana; at MVTC since 1969.

Conrad, Rowan, Ph.D., L.P.C.: Counselor; B.S., 1964, Baker University; Ph.D., 1974, Kansas State University; Licensed Professional Counselor; Certified Chemical Dependency Counselor; at MVTC since 1990.

Couture, Charles, Ed.D.: Supervisor of Student and Public Affairs/Admissions Officer/Registrar; B.S., 1967, Western Montana College; M.A., 1969, Ed.D., 1989, University of Montana; at MVTC since 1969.

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

Moore, Claudia, Ph.D.: Supervisor of Academic Affairs; B.S., 1974, University of Texas; Ph.D., 1983, University of Minnesota; at MVTC since 1988.

Nardi, Julie: Marketing and Career Services Coordinator; B.S., 1980, Eastern Montana College; at MVTC since 1989.

Taylor, James, Ph.D.: Deputy Director and Supervisor of Administrative Affairs; B.S., 1960, M.Ed., 1970, University of Montana; Ph.D., 1977, Colorado State University; at MVTC since 1968.

Faculty

Absher, Robert: Heavy Equipment Operation; B.A., 1981, University of Montana; 8 years related work experience; at MVTC since 1984.

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

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

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

Headlee, Jim: Diesel Heavy Equipment Mechanics; B.S., 1980, M.Ed., 1987, Northern Montana College; 6 years related work experience; at MVTC since 1990.

Hill, Karen, R.N.: Practical Nursing and Related Studies; B.S.N., 1964, University of Nebraska; 15 years related work experience; at MVTC since 1984.

Hinricher, Carol: Computer Technology/Medical Office Technology; B.A., 1973, University of Montana; M.S., 1983, Montana State University; 3 years related work experience; at MVTC since 1974.

Jakes, Penny: Computer Technology/Office Technology; B.S., 1970, Montana State University; M.Ed., 1981, University of Montana; 3 years related work experience; at MVTC since 1973.

Kiner, Patricia: Accounting/Office Technology; 10 years related work experience; at MVTC since 1969.

Larson, Brian: Fashion Sales and Marketing/Sales and Marketing/Retail Management; Internship Coordinator; 12 years related work experience; at MVTC since 1989.

Lizotte, James: Small Engine and Equipment Technology; Industrial Technology Chairperson; B.S., 1966, M.S., 1967, University of Wisconsin—Stout; 2 years related work experience; at MVTC since 1974.

Lodahl, Ross: Culinary Arts; Certificate, 1967, Spokane Community College; 17 years related work experience; at MVTC since 1986.

Lyons, Deborah, R.N.: Practical Nursing; Certificate, 1975, Missoula Vocational Technical Center; B.S.N., 1981, Montana State University; Certified Surgical Technologist; 9 years related work experience; at MVTC since 1990.

Micheletto, Vicki: Legal Assisting/Legal Office Technology; B.S., 1968, Eastern Montana College; M.Ed., 1986, University of Montana; 6 years related work experience; at MVTC since 1980.

Miller, Charles, R.R.T.: Respiratory Therapy Technology; B.S., 1972, University of Central Florida; M.S., 1976, Indiana University; 14 years related work experience; at MVTC since 1986.

Moore, Ed: Related Studies; B.A., 1976, M.Ed., 1988, University of Montana; 9 years related work experience; at MVTC since 1977.

Newman, Colleen, R.N.: Practical Nursing; A.D.N., 1960, B.S.N., 1977, M.S.N., 1988, Montana State University; 23 years related work experience; at MVTC since 1977.

Pattee, Bobette, R.N.: Surgical Technology; Health Professions Chairperson; Diploma, 1971, Jennie Edmundson School of Nursing; B.S.N., 1986, Clarkson College of Nursing; 4 years related work experience; at MVTC since 1974.

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

Roberts, Steve, R.N.: B.S.N., 1981, University of Utah; 8 years related work experience; at MVTC since 1990.

Scott, Carl: Industrial Technology; 23 years related work experience; at MVTC since 1984.

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

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

Stocking, Lynn: Computer Technology/Office Technology; Business Technology Chairperson; B.S.,

1974, M.Ed., 1987, University of Montana; 5 years related work experience; at MVTC since 1977.

Tabish, Rhonda: Computer Technology; Certificate, 1974, Missoula Vocational Technical Center; 6 years related work experience; at MVTC since 1980.

Taylor, Marilynn: Business and Office Technology; B.S., 1971, M.S., 1973, Montana State University; 5 years related work experience; at MVTC since 1975.

Thompson, Teresa, Attorney at Law; Legal Assisting; B.A., 1971, J.D., University of Montana; at MVTC since 1989.

Wafstet, Margaret, R.N.: Practical Nursing; B.S.N., 1973, University of Wyoming; M.S.N., 1980, Montana State University; 6 years related work experience; at MVTC since 1981.

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

Walker, John: Building Maintenance Engineering; B.D., 1972, University of Colorado; M.B.A., 1990, University of Montana; 16 years related work experience; at MVTC since 1990.

Wenderoth, James: Related Studies; Related Studies Chairperson; B.S., 1971, East Carolina University; M.Ed., 1981, University of Montana; 8 years related work experience; at MVTC since 1978.

Wilson, Richard: Truck Driving; 37 years related work experience; at MVTC since 1989.

Woodbury, Carolyn: Accounting/Office Technology; B.S., 1959, University of Minnesota; CPA, 1987; 3 years related work experience; at MVTC since 1970.

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

Adjunct Faculty

Abrahamson, Alan, Attorney at Law; Legal Assisting; B.A., 1981, Stanford University; J.D., 1985, University of California, Hastings College of the Law.

Alterowitz, Michael, Attorney at Law; Legal Assisting; B.A., 1966, University of Pennsylvania; J.D., 1969, University of Montana.

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

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

Carlson, Norm: Welding Technology; Certified Welder, 1941, Northern Testing Laboratory; 32 years related work experience.

Congdon, Walter, Attorney at Law; Legal Assisting; B.A., 1980, J.D., 1983, University of Montana.

Davies, Wanda, C.R.R.T.: Respiratory Therapy Technology; Certificate, 1984, Missoula Vocational Technical Center.

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

Dyer, Cynthia, R.R.T.; Respiratory Therapy Technology; A.A.S., 1978, North Central Michigan College; 1978, Certified Respiratory Therapy Technician; 1987, Certified Pulmonary Function Technologist.

Esquibel, Mike, C.R.R.T.; Respiratory Therapy Technology; Certificate, 1987, Missoula Vocational Technical Center.

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

Held, Arthur; Computer (Micro) Applications/Systems; B.A., 1976, Carleton College.

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

Larrivee, Noel, Attorney at Law; Legal Assisting; A.A., 1971, Flathead Valley Community College; B.A., 1973, J.D., 1976, University of Montana.

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

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

Modine, Morgan, Attorney at Law; Legal Assisting; B.U.S., 1976, M.A., 1978, University of Utah; J.D., 1986, University of Montana.

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

Shields, Darcy, C.R.T.T.; Respiratory Therapy Technology; Certificate, 1988, Missoula Vocational Technical Center.

Torgenrud, Don, Attorney at Law; Legal Assisting; B.A., 1971, University of California San Diego; J.D., 1984, University of Montana.

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

Walz, Betty Jo, C.R.T.T.; Respiratory Therapy Technology; Certificate, 1986, Missoula Vocational Technical Center.

Wolfe, Terry, Attorney at Law; Legal Assisting; B.A., 1979, J.D., 1988, University of Montana.

Staff

Chaussee, Judith; Snack Bar Attendant; at MVTC since 1984.

Cook, Ruby; Lab Assistant/Administration Building Secretary; at MVTC since 1972.

Dozier, Richard; Custodian; at MVTC since 1988.

Dufresne, Jerry; Custodian; at MVTC since 1988.

Fuller, David; Information Systems Specialist; at MVTC since 1991.

Fuller, Sandra; Trade and Technology Building Bookkeeper/Secretary; at MVTC since 1981.

Hayes, Debra; Payroll Technician; at MVTC since 1974.

Henry, Thomas; Custodian; at MVTC since 1986.

Kisling, Lynne; Admissions, Registrar and Counseling Secretary; at MVTC since 1990.

Kleinjan, G. Richard; Supervisor of Facilities Services and Physical Plant Operations; at MVTC since 1981.

Kuglin, Christine; Snack Bar Attendant; at MVTC since 1989.

Leitzke, Debie; Bookstore Manager; at MVTC since 1989.

Lockridge, Valerie; Accounting Specialist II; at MVTC since 1971.

Maul, Vernon; Custodian; at MVTC since 1989.

Neisinger, Ruth; Custodian; at MVTC since 1988.

Rodda, William; Engineer; at MVTC since 1975.

Smith, Kim; Accounting Technician II; at MVTC since 1990.

Spuhler, Kevin; Custodian; at MVTC since 1988.

Staggs, Billie Jo; Financial Aid Secretary; at MVTC since 1986.

Todd, Sharon; Health and Business Building Secretary; at MVTC since 1982.

Varien, Carol; Administrative Secretary; at MVTC since 1989.

Whitney, Donna; Resource Center Secretary; at MVTC since 1983.

Zygmund, Beverly; Marketing and Career Services Secretary; at MVTC since 1985.

Employers



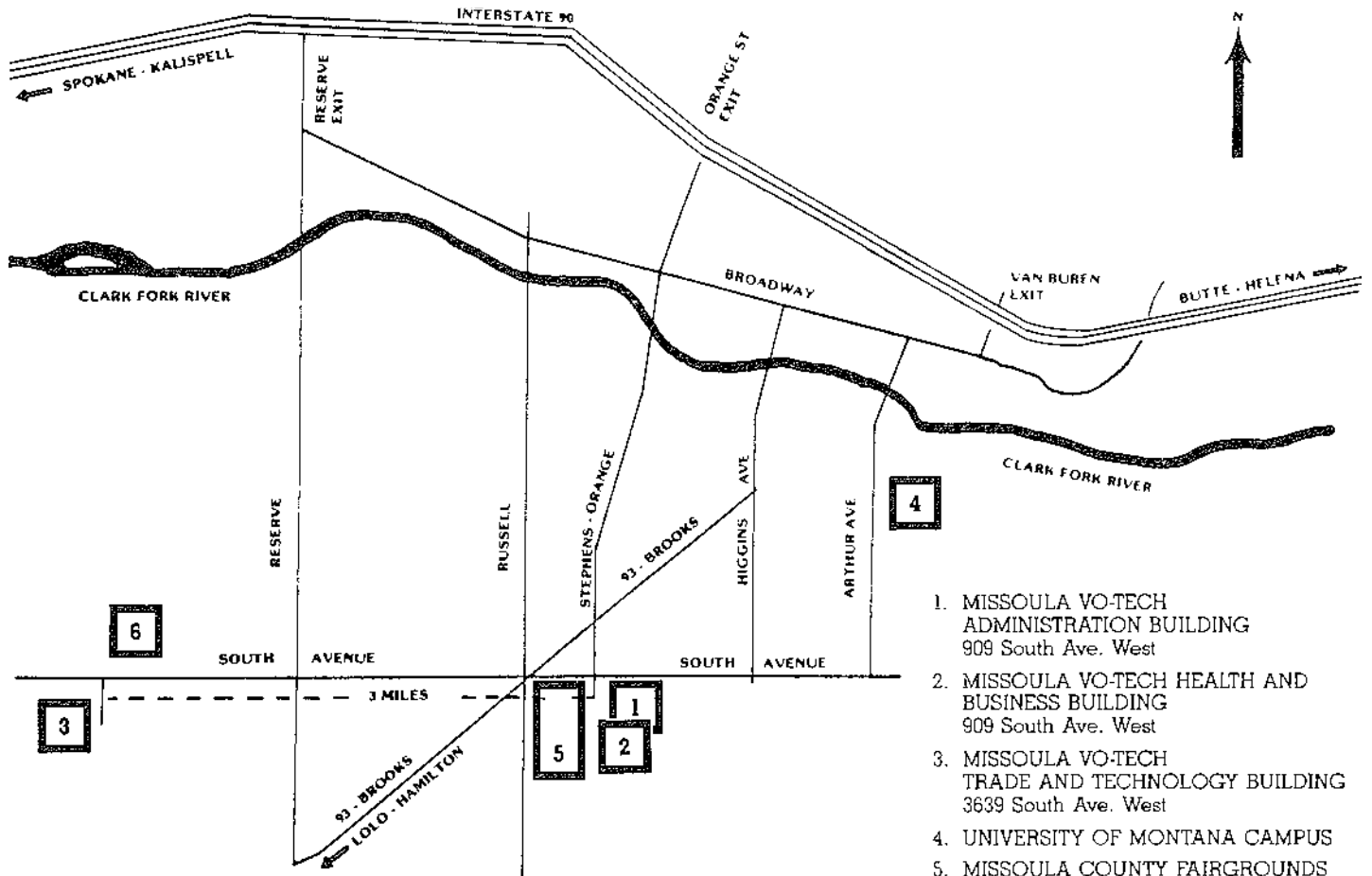
Kim Dawson
Brooks Fashion

Thanks!

The faculty and staff of Missoula Vo-Tech would like to extend their deep appreciation to the following employers, a partial listing of those who have hired 1989-90 Missoula Vo-Tech graduates. Thanks for your support of vocational technical education in Montana.

4G Computers	Missoula, Montana
Associates in Psychiatry and Psychology	Missoula, Montana
Big Sky Care Center	Helena, Montana
Blue Mountain Women's Clinic	Missoula, Montana
Casa Pablos	Missoula, Montana
City of Missoula	Missoula, Montana
Claim Jumper Casino	Missoula, Montana
Cliff Reed Inc.	Corvallis, Montana
Daniel D. Shirbroun, Ph.D. & Inc.	29 Palms, California
Davis Transport, Inc.	Missoula, Montana
Executech Telephone Inc.	Missoula, Montana
George Wm. Neal	Conner, Montana
Hanson's Oil, Inc.	Superior, Montana
Hardee's of Missoula	Missoula, Montana
Harwood Motel and Trailer Court	Plains, Montana
Holiday Inn Missoula - Parkside	Missoula, Montana
Hotsy Cleaning Systems	Missoula, Montana
IDS Financial Services Inc.	Missoula, Montana
Industrial Design & Manufacturing	Missoula, Montana
Ironwood Manufacturing, Inc.	Missoula, Montana
James G. Bigelow, D.D.S.	Missoula, Montana
Jim Palmer Trucking	Missoula, Montana
Jones Bros. Trucking, Inc.	Missoula, Montana
Law Offices of Bruce M. Wilson	Missoula, Montana
Lifting Technologies, Inc.	Missoula, Montana
McKays on the River	Missoula, Montana
Miskin Scraper Works Inc.	Ucon, Idaho
Missoula Chamber of Commerce	Missoula, Montana
Missoula County	Missoula, Montana
Missoula County High Schools	Missoula, Montana
Montana Department of Highways	Missoula, Montana
North Valley Nursing Home	Stevensville, Montana
Oasys Office Automation Systems	Mount Vernon, Washington
Opportunity Industries, Inc.	Missoula, Montana
Parks and Recreation Department	Missoula, Montana
Partners in Home Care, Inc.	Missoula, Montana
Patient Care Support Systems	Lolo, Montana
Pizza Hut	Missoula, Montana
Rapid City Regional Hospital	Rapid City, South Dakota
Rocky Mountain Communications	Missoula, Montana
Riverside Health Care Center	Missoula, Montana
St. Patrick Hospital	Missoula, Montana
Sears Roebuck and Company	Missoula, Montana
Selway Corporation	Stevensville, Montana
Smith Enterprises Inc.	Polson, Montana
Valley Motor Supply	Missoula, Montana
The Village Health Care Center	Missoula, Montana
The Village Senior Residence	Missoula, Montana
Village Red Lion	Missoula, Montana
West's Best Freight System, Inc.	Lewiston, Idaho
Western Montana Clinic	Missoula, Montana
Western Montana Clinic - Polson	Polson, Montana

Missoula, Montana



1. MISSOULA VO-TECH
ADMINISTRATION BUILDING
909 South Ave. West
2. MISSOULA VO-TECH HEALTH AND
BUSINESS BUILDING
909 South Ave. West
3. MISSOULA VO-TECH
TRADE AND TECHNOLOGY BUILDING
3639 South Ave. West
4. UNIVERSITY OF MONTANA CAMPUS
5. MISSOULA COUNTY FAIRGROUNDS
6. BIG SKY HIGH SCHOOL

POSTSECONDARY EDUCATION INSTITUTIONS IN MONTANA

Montana University System

Eastern Montana College, Billings 59101
Montana College of Mineral Science and Technology, Butte 59701
Montana State University, Bozeman 59717
Northern Montana College, Havre 59501
University of Montana, Missoula 59812
Western Montana College, Dillon 59725

Two-year Colleges

Blackfeet Community College, Browning 59417
Dawson Community College, Glendive 59330
Dullknife Memorial Community College, Lame Deer 59043
Flathead Valley Community College, Kalispell 59901
Fort Belknap Community College, Harlem 59526
Fort Peck Community College, Poplar 59255
Little Big Horn Community College, Crow Agency 59022
Miles Community College, Miles City 59301
Salish-Kootenai Community College, Pablo 59855
Stone Child College, Box Elder 59521

Vocational Technical Centers

Billings Vocational Technical Center, Billings 59102
Butte Vocational Technical Center, Butte 59701
Great Falls Vocational Technical Center, Great Falls 59405
Helena Vocational Technical Center, Helena 59601
Missoula Vocational Technical Center, Missoula 59801

Independent Colleges

Carroll College, Helena 59625
College of Great Falls, Great Falls 59405
Rocky Mountain College, Billings 59102

Refer to the bulletin or catalog of the college, university or vocational technical center to which you are applying for detailed admission information.

NON-REFUNDABLE APPLICATION FEE MUST ACCOMPANY THIS APPLICATION

* * * * * **HANDICAP** * * * * *

If you have a health condition or handicap that should be brought to the attention of the institution to which you are seeking admittance, submit a confidential letter of need through the Admissions Office once you are accepted for admission.

* * * * * **GENDER** * * * * *

It is desirable that the institution report data about the composition of the student body by gender. This information, which is VOLUNTARY, will not be used for admission. Please check the appropriate space below:

Male Female

* * * * * **PARENTS' EDUCATION** * * * * *

The U.S. Department of Education encourages the institution to collect the following information. Your response, which is VOLUNTARY, will not be used for admission.

Until the time you were 18 years old, had **either** of your parents (or guardian(s), if applicable) with whom you resided COMPLETED a bachelor's degree?

Yes No Unsure

* * * * * **ETHNICITY** * * * * *

The U.S. Department of Education, Office for Civil Rights, requires the institution to report aggregate data about the ethnic background of students. The Montana State University System also requires the institution to report students' ethnic background data for tracking purposes. This information is VOLUNTARY, and **will not** be used for admission. The definitions of each category, except for American Indian or Alaskan Native, are based on those recommended by the Federal Interagency Committee on Education. The definition for American Indian was adopted by the Board of Regents on June 21, 1989. These definitions are:

Black/Negro Non-Hispanic—A person having origins in any of the black racial groups of Africa.
Asian or Pacific Islander—A person having origins in any of the original peoples of the Far East, Southeast Asia, or the Pacific Islands.
Hispanic—A person of Mexican, Puerto Rican, Cuban, Central or South American, or other Spanish culture or origin, regardless of race.
Caucasian/White Non-Hispanic—A person having origins in any of the original peoples of Europe, North Africa, the Middle East, or the Indian subcontinent.
American Indian or Alaskan Native—Indian means any individual who (1) is a member of a tribe, band, or other organized group of Indians (as defined by the Indian, tribe, band, or other organized group), including those tribes, bands, or groups terminated since 1940, and those recognized by the state in which they reside, or who is a descendant, in the first (referring to parents) or second (referring to the child's grandparents) degree, of such member, or (2) is considered by the Secretary of the Interior to be an Indian for any purpose, or (3) is an Eskimo or Aleut or other Alaskan Native.

PLEASE INDICATE IF YOU ARE:

- Black Non-Hispanic
- Asian or Pacific Islander
- Hispanic
- White Non-Hispanic
- American Indian or Alaskan Native
- Specify Primary Tribal Affiliation _____
and Reservation (if appropriate) _____
- If you are a non-resident alien, please check here.
- Specify Country of Origin _____

5. Were you in the armed services? yes no

If yes, give dates of active duty _____, branch of service _____
and city and state from which you entered the service: _____

6. Please fill in the table below with information about yourself for the past two years:

Dates		Place of Residence	Employment	Schools Attended
From	To			

COLLEGE ATTENDANCE/ACTIVITIES INFORMATION

1. Give the name and location of each college or university attended, including any registration without earning credit. This information must be accurate and complete. Official transcripts from each institution must be requested by the student.

Name of Institution	Location	Dates Attended	Credits Earned	Degrees Earned
		(TERM) (YEAR) THROUGH (TERM) (YEAR)		

2. Have you ever been dismissed from a college/university because of academic performance? yes no

If yes, give name of institution _____, date of dismissal _____
and state whether or not you are now eligible to return to that institution _____

3. Have you ever been subject to discipline, suspension or probation at any institution of postsecondary education for reasons not related to academic performance? yes no

4. Have you ever been convicted of a criminal offense involving physical injury to persons or property or otherwise institutionalized for conduct causing physical injury to persons or property? yes no

I hereby certify that, to the best of my knowledge, the foregoing information is true and complete, without evasion or misrepresentation. I understand that, if it is later found otherwise, it is sufficient cause for rejection or dismissal.

If my application for admission is approved, I agree to abide by the present and future rules and regulations both academic and nonacademic, and the scholastic standards of the appropriate institution, its colleges, schools, departments and institutes, including, but not limited to those rules, regulations and standards stated in both the undergraduate and graduate catalogs. I further acknowledge that, if I fail to adhere to these regulations or meet these requirements, my registration may be cancelled.

DATE OF APPLICATION

APPLICANT'S SIGNATURE (COMPLETE LEGAL NAME)

Refer to the bulletin or catalog of the college or university to which you are applying for detailed admission information.

—PARENT INFORMATION—

1. Father's Name _____
Address _____
(NUMBER AND STREET) (CITY) (STATE) (ZIP CODE)
2. Mother's Name _____
Address _____
(NUMBER AND STREET) (CITY) (STATE) (ZIP CODE)
3. Legal Guardian's Name _____
Address _____
(NUMBER AND STREET) (CITY) (STATE) (ZIP CODE)
4. Has either of your parents ever attended a unit of the Montana University System? yes no
If yes, which unit? _____

RESIDENCY INFORMATION

1. With whom do you make your permanent home? _____
2. Has your parent or legal guardian claimed you as a federal income tax exemption? yes no
If yes, indicate most recent tax year _____. If no, go to #3.
 - a. If your parent(s) or legal guardian(s) who is claiming you as an income tax exemption is a resident of Montana, indicate when Montana residency began _____
(YEAR)
 - b. Where and when did they last file a state income tax return? (STATE) _____ (TAX YEAR) _____
 - c. Where and when did they last vote? (STATE) _____ (YEAR) _____
 - d. What is their employment status? retired unemployed
 employed part-time employed full-time (OCCUPATION) _____
(EMPLOYER) _____ (DATE OF START OF EMPLOYMENT) _____
 - e. Where and when did they obtain a driver's license? (STATE) _____ (YEAR) _____
3. If your parents or legal guardian do not claim you as an income tax exemption and you are claiming Montana residency for fee purposes, please answer these questions:
 - a. When did your permanent residency begin in Montana? (DATE) _____
 - b. Have you been present in Montana for the past 12 continuous months? yes no
 - c. Have you filed a state individual income tax return? yes no
If yes, which most recent year? _____ In what state? _____
and as a part-year or full-year resident?
 - d. Are you a registered voter? yes no. If yes, in what state and what was the date of registration?
(STATE) _____ (DATE) _____
 - e. Do you possess a driver's license? yes no. If yes, from what state and when was the license issued? (STATE) _____ (DATE) _____
 - f. Is your car registered? yes no. If yes, in what state and what date?
(STATE) _____ (DATE) _____
4. If you or your spouse are employed, please provide information about that employment.
Your employment:
Employer's name and address _____
Employment starting date _____
Status: full-time part-time seasonal
Spouse's employment:
Employer's name and address _____
Employment starting date _____
Status: full-time part-time seasonal

UNIFORM APPLICATION FOR ADMISSION TO MONTANA INSTITUTIONS OF HIGHER EDUCATION

PLEASE NOTE:

PLEASE TYPE OR PRINT

A COPY OF YOUR HIGH SCHOOL DIPLOMA OR G.E.D. CERTIFICATE MUST BE SUBMITTED.

CURRENT IMMUNIZATION RECORDS ARE REQUIRED FOR ADMISSION. PLEASE SEE CATALOG.

A NON-REFUNDABLE \$10 APPLICATION FEE MUST ACCOMPANY THIS APPLICATION.

NAME THE SCHOOL TO WHICH YOU ARE APPLYING FOR ADMISSION:

Have you previously attended this institution? _____ If yes, give dates _____

Have you taken any continuing education or extension courses from this institution before?
_____ If yes, give dates _____

Quarter or semester applicant expects to enter:	Proposed field of study or major:
_____ Summer 19_____(Qtr.)	_____
_____ Autumn 19_____(Qtr. or Sem.)	(IF UNDECIDED, PLEASE INDICATE)
_____ Winter 19_____(Qtr.)	Social Security No. (OPTIONAL)* _____
_____ Spring 19_____(Qtr. or Sem.)	Home Phone No. () _____

PLEASE USE COMPLETE LEGAL NAMES (NO NICKNAMES).

(LAST OR FAMILY NAME)	(FIRST OR GIVEN NAME)	(MIDDLE NAME)
_____	_____	_____
(PERMANENT ADDRESS)	(NUMBER AND STREET)	(CITY OR TOWN)
_____	_____	_____
(COUNTY)	(STATE)	(ZIP CODE)
_____	_____	_____

If you have ever used other last names, please list here:

Birthdate _____ Birthplace _____
(CITY AND STATE)

Of what country are you a citizen? _____

If not United States, are you a permanent resident alien of the United States? Yes No

I am or will be a graduate of _____ High School
at _____
(CITY AND STATE)

Date of Graduation/GED _____
(circle one) (MONTH AND YEAR)

Pursuant to Title VI and VII of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, Executive Order 11246 as amended, the Viet Nam Veteran's Readjustment Act of 1966, and the Montana State Human Rights Act, Montana institutions of higher education using this application do not discriminate in admission, or the provision of student services, nor in employment policies, on the basis of race, gender, national origin, marital status, creed, religion, color, age, or physical or mental handicap.

Your social security number permits the school to distinguish between individuals with the same or similar names. This is especially important should you request a transcript at a later date. The number may also be used as your student I.D. should you enroll.

NON-REFUNDABLE APPLICATION FEE MUST ACCOMPANY THIS APPLICATION

MIDDLE NAME	FIRST OR GIVEN NAME	ZIP CODE
LAST OR FAMILY NAME	MAILING ADDRESS	
PLEASE USE COMPLETE LEGAL NAME		



Missoula VO-TECH

Academic Year 1991-92

June 1991

Sun.	Mon.	Tues.	Wed.	Thurs.	Fri.	Sat.	
						1	
2	3	4	5	6	7	8	
9	10	11	12	13	14	15	
16	17	18	19	20	21	22	
23	30	24	25	26	27	28	29

July 1991

Sun.	Mon.	Tues.	Wed.	Thurs.	Fri.	Sat.
	1	2	3	4	5	6
7	8	9	10	11	12	12
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

August 1991

Sun.	Mon.	Tues.	Wed.	Thurs.	Fri.	Sat.
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

September 1991

Sun.	Mon.	Tues.	Wed.	Thurs.	Fri.	Sat.	
	1	2	3	4	5	6	7
8	9	10	11	12	13	14	
15	16	17	18	19	20	21	
22	23	24	25	26	27	28	
29	30						

October 1991

Sun.	Mon.	Tues.	Wed.	Thurs.	Fri.	Sat.
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

November 1991

Sun.	Mon.	Tues.	Wed.	Thurs.	Fri.	Sat.
					1	2
3	4	5	6	7	8	9
17	18	19	20	21	22	23
17	18	19	20	21	22	23
24	25	26	27	28	29	30

December 1991

Sun.	Mon.	Tues.	Wed.	Thurs.	Fri.	Sat.
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

January 1992

Sun.	Mon.	Tues.	Wed.	Thurs.	Fri.	Sat.
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

February 1992

Sun.	Mon.	Tues.	Wed.	Thurs.	Fri.	Sat.
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29

March 1992

Sun.	Mon.	Tues.	Wed.	Thurs.	Fri.	Sat.
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

April 1992

Sun.	Mon.	Tues.	Wed.	Thurs.	Fri.	Sat.
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

May 1992

Sun.	Mon.	Tues.	Wed.	Thurs.	Fri.	Sat.	
					1	2	
10	11	12	13	14	15	16	
10	11	12	13	14	15	16	
17	18	19	20	21	22	23	
24	31	25	26	27	28	29	30

Dates to Remember

Summer Session 1991

Registration for all students	June 7, 1991
Classes begin	June 10, 1991
Late registration ends	June 14, 1991
Last day to drop first-half session courses	June 21, 1991
Last day to drop full-session courses	June 28, 1991
Prevocational Studies program begins	July 1, 1991
Independence Day holiday (no classes)	July 4 and 5, 1991
First-half session courses end	July 8, 1991
Second-half session courses begin	July 9, 1991
Last day to officially withdraw from MVTC	July 19, 1991
Last day to drop second-half session courses	July 22, 1991
Classes end	August 2, 1991

Fall Semester 1991

Orientation and registration for new students	August 15, 16, and 19, 1991
Registration for returning students	August 21, 1991
Classes begin	August 22, 1991
Late registration ends	August 28, 1991
Labor Day holiday (no classes)	September 2, 1991
Last day to drop first-half semester courses	September 12, 1991
Last day to drop full-semester courses	September 26, 1991
Columbus Day holiday (no classes)	October 14, 1991
First-half semester courses end	October 18, 1991
Second-half semester courses begin	October 21, 1991
Last day to drop second-half semester courses	November 8, 1991
Veteran's Day holiday (no classes)	November 11, 1991
Prevocational Studies program begins	November 13, 1991
Last day to officially withdraw from MVTC	November 20, 1991
Thanksgiving holiday (no classes)	November 28 and 29, 1991
Classes end	December 19, 1991

Spring Semester 1992

Orientation and registration for new students	January 8, 1992
Registration for returning students	January 9 and 10, 1992
Classes begin	January 13, 1992
Late registration ends	January 17, 1992
Martin Luther King Day (no classes)	January 20, 1992
Last day to drop first-half semester courses	January 31, 1992
Last day to drop full-semester courses	February 14, 1992
President's Day holiday (no classes)	February 17, 1992
First-half semester courses end	March 10, 1992
Second-half semester courses begin	March 11, 1992
Spring Break holiday (no classes)	March 16-20, 1992
Last day to drop second-half semester courses	April 3, 1992
Prevocational Studies program begins	April 8, 1992
Last day to officially withdraw from MVTC	April 15, 1992
Classes end	May 13, 1992
Commencement	May 14, 1992

Maybe it's time
for a new career...

COLLEGE OF TECHNOLOGY



3 3342 01101 8949

Missoula Vocational Technical Center
909 South Ave. West · Missoula, MT 59801

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