VOCATIONAL EDUCATION OPPORTUNITIES IN MONTANA

by

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ABSTRACT

The purpose of this study was to give a comprehensive look at the vocational educational opportunities in Montana. By developing and compiling a list of all institutions and agencies offering training, it is anticipated that this study can provide a reference that can be utilized by counselors for prospective vocationally oriented students. This study also covers areas of educational opportunities for the unemployed and underemployed segment of our work force.

A questionnaire consisting of 15 questions was designed and sent to senior colleges, junior colleges, vocational-technical centers, private schools and hospitals offering vocational training. Personal interviews were conducted with the AFL-CIO, Apprenticeship Program in Montana, Bureau of Indian Affairs Programs, the Montana State Employment Service and the Office of the Superintendent of Public Instruction. Information from the questionnaires, interviews, and materials requested by the questionnaire was used to compile the lists of schools and information pertaining to the various schools and programs.
CHAPTER I

INTRODUCTION

Preliminary Research

Montana holds a variety of job opportunities for trained personnel. Vocational and occupational training can and will provide the needed skills and education for gainful employment for many members of the workforce.

With the increasing interest in vocational training, private, state, and governmental agencies are making an extended effort to offer programs which provide the necessary training enabling people to achieve their goals and gain saleable skills. Montana is moving forward in the area of vocational and occupational training, but dissemination of information pertaining to available programs is limited. Research at the Montana State University Library uncovered a minimum of information pertaining to vocational and occupational programs offered in Montana. The major sources of information were newspaper clippings compiled in the Library on vocational education and training in Montana. Information from this source pertained mainly to the vocational-technical centers at Missoula, Helena, Butte, and Bozeman.

One vocational program reported was a cooperative project between the Departments of Labor and Health, Education, and Welfare under the auspices of the Manpower Development and Training Act. Local schools were responsible for training and assisted in placement after completion.
of the program. Course offerings included training for cooks, waitresses, rodmen/stakemen, and basic education.\(^1\)

Telephone interviews with the State Office of the AFL-CIO, State of Montana Highway Department, and the Montana Vocational Rehabilitation Division disclosed interesting leads into some new programs that are being offered in vocational and occupational training.

Mr. Chuck Garvin of the AFL-CIO gave a brief description of training offered by the Union, but stated that it was too detailed to cover in a telephone interview. This is a new program to the Union and will compliment the apprenticeship training program that is now in operation.\(^2\) Arrangements were made for a personal visit to his office to secure a comprehensive look at what they are offering.

The State of Montana Highway Department has programs available, but they too are quite detailed and will require a personal visit to the State Office to achieve a comprehensive study of their programs.\(^3\)

The Vocational Rehabilitation Division at Helena does not do actual training, but uses counseling and endeavors to select programs


\(^3\)Mr. Sims, Personnel Office, State of Montana Highway Department. Telephone interview, December 9, 1970.
that are now in operation that will best fit the persons' needs who are interested in further education. Information pertaining to training programs that they utilize is being compiled and forwarded.

By looking at programs offered in other states, it was possible to gain further insight into the potential of vocation and occupational training. In New York an "Umbrella Project" is being conducted to provide training for the chronically unemployed and the unemployable. This Multi-Occupational Manpower Program is directed toward youth and adults in a segment of our society that has previously been ignored.

In Alton, Illinois there was a program called Specialized Services, Incorporated which offered a structured sequence of training designed to meet the needs of the individual. They developed classes in power machines, furniture refinishing, soda case repair, welding, drafting, and small appliance repair to meet the training requirements of their students' special needs. In combination with this, the program initiated a Young Adult Development Center which was designed for the severe emotional, physical, or mentally limited student. The Center was developed around a live-in school and strived for social adjustment of the student plus providing vocational and occupational training.

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1Mr. Duane H. Cunningham, Facilities Specialist, Vocational Rehabilitation Division, Helena, Montana. Telephone interview, December 9, 1970.

This rehabilitation program bases most of the occupational training on actual work experience. 

A diversified occupation program called "Quick Response" was initiated to provide urban vocational training. It was adult oriented and offered courses that last from one week to one year. This type of flexibility in a program allowed immediate training for a student who needed instruction in one limited area, or for more comprehensive training to fully cover an area of study. "Quick Response" not only has a highly flexible program, but it also provides help in job placement for students enrolled in the program.

Background of Problem Investigated

With the increased emphasis of vocational education, the question has arisen: What training is available to people in Montana? Preliminary research uncovered only fragmentary information in all areas except the secondary, post-secondary, and vocational-technical center level. The programs that are receiving state and federal funding have received recognition, but other agencies, public and private, offering vocational training have limited information about the programs they have available.


Without a more comprehensive reference of vocational training programs, a portion of the potential opportunities are not being realized by persons interested in vocational education.

Goals of Study

---- To give a comprehensive look at vocational training being offered in Montana.

---- To offer a reference for those people who are counseling prospective students in vocational opportunities.

---- To provide an information source to people interested in improving their present position through a planned program of continuing education and/or experience.

---- To promote vocational education by compiling a comprehensive list of vocational training programs available and what they offer.

---- To look at future plans for vocational education of the various agencies.

Design of Study

This study was designed to give a comprehensive look at vocational training being offered in Montana. Primary research in this area uncovered only fragmentary information in all areas except the public secondary, post-secondary and vocational-technical center programs.

There were no references that were complete or comprehensive in the area of vocational education opportunities in Montana.

To determine what programs are available in Montana, research was conducted at the Montana State University Library, the Office of the Superintendent of Public Instruction, the Montana State Employment
Service, the Veterans Coordinator at Montana State University, and telephone directories. From these sources a list of institutions and agencies, public and private, was compiled.

A questionnaire was developed, a cover letter drafted, and a second cover letter from Mr. William A. Ball, Executive Director of the Montana Advisory Council for Vocational Education was secured. (See appendix for a copy of these letters.) These letters and questionnaires were sent to forty-four different institutions offering vocational training. Three agencies were contracted and interviewed in person. These were the State Office of the AFL-CIO; Labor, Industry and Apprenticeship Council; and the Bureau of Indian Affairs. The Office of the State Superintendent submitted a listing of MDTA Institutional Training projects being conducted at this time.

1. Research available records of agencies offering vocational education.

   A. Senior Colleges
   B. Junior Colleges
   C. Vocational-Technical Centers
   D. Private Schools
   E. Hospitals Offering Vocational Training
   F. Trade Unions (AFL-CIO, Helena)
   G. Bureau of Indian Affairs
   H. Apprenticeship Program (Helena)
I. Montana Employment Service (MDTA)

J. State of Montana Highway Department

2. Interview key people in the training programs now in operation.

3. Establish what programs are now being offered.

4. Compile data into a useable form for a valid reference.

5. Determine what programs will be offered in the future.

Sources of Data

A questionnaire was designed and sent with appropriate cover letters to all the institutions and agencies in Montana offering vocational education. The AFL-CIO School at Helena, Bureau of Indian Affairs, the Montana Employment Service, and the Apprenticeship Program in Helena were interviewed in person and data obtained to explain their program. The same basic questions were asked during the interview as were on the questionnaire.

Forty-four questionnaires were sent out and thirty-nine were sent back completed. One hospital is phasing out its training in nursing, two schools were not applicable to this study, and two schools did not respond even after follow-up letters were sent.
CHAPTER II

REPORT OF STUDY

In this section, the investigator includes the following data pertaining to the questionnaire:

1. Does the present school curriculum require all students to receive some exposure to marketable skill training?
   
   Yes \(32\ - \ 82\%\) \quad No \(7\ - \ 18\%\)

2. This school is located in an:
   
   \(36\) Urban area (over 10,000 population)
   
   \(1\) Rural area (under 2,000 population)
   
   \(2\) Suburban area (less than 10,000 but over 2,000 population)

3. Does the school offer vocational programs:
   
   \(21\) Day only
   
   \(18\) Both day and night
   
   \(1\) Night only

4. Estimate how many students will be served by this program this school year:
   
   Total number \(11,743\)

5. Does the school have a guidance program?
   
   Yes \(24\ - \ 67\%\) \quad No \(15\ - \ 33\%\)

6. Does the guidance program provide for noncollege-bound students?
   
   Yes \(22\ - \ 56\%\) \quad No \(8\ - \ 20\%\) \quad Not applicable \(9\ - \ 24\%\)

7. Does the school provide job placement services to vocational students currently enrolled?
   
   Yes \(30\ - \ 77\%\) \quad No \(9\ - \ 23\%\)
8. Does the school provide job placement services to graduates?
   Yes 31 - 74%  No 8 - 21%

9. Does the school have descriptive annual and long-range plans for the total vocational program?
   Yes: 20 - 51%  No 14 - 36%  No answer 5 - 13%

Long Range Plans

Montana State University (Horseshoeing)
   Enlarged facilities to accommodate more students.

Northern Montana College
   Long range plans will depend on monies available and the State Board of Regents.

Dawson College
   More specialization and equipment in the vocational areas as demand and finances will allow.

Flathead Community College
   A projected balanced program of transfer, occupational and community service educational programs are planned in order that the college might fully meet the educational needs of its community. The occupational programs are recommended to be grouped in clusters so as to reduce cost, increase faculty effectiveness, and more fully meet student needs.

   Based upon the projected enrollment and instructional program requirements, campus facility requirements were projected for 1978 and 1988. The sizes of the required facilities are 133,300 square feet and 160,400 square feet respectively. Based upon the projected construction costs, the first phase to meet 1978 requirements will cost $4,500,000.00, with an additional second phase cost to meet 1988 requirements of $1,203,000.00. A possible timetable for campus construction lists the first phase to begin
construction in 1972 and ready for occupancy in 1974, with
the second phase to begin construction in 1976 and ready
for occupancy in 1978.

Billings Automotive Training Center

Eventually the program will be expanded into other areas.

Dahl's College of Beauty

To continue to improve methods of teaching Cosmetology as
outlined by organizations such as Pivot Point International
and the American Association of Cosmetology Schools.

Mr. Mack's Beauty College

Possible training of high school students.

10. 8,595 Total school enrollment (total of all schools)
11. 5,990 Total male enrollment (total of all schools)
12. 2,954 Total female enrollment (total of all schools)
13. Is average per pupil expenditures for vocational students
computed?
   Yes 17    No 19    No answer 3
   If yes, what is the current average per pupil expenditure?
   These figures are listed with the individual school in
   Section Ia.

14. How many vocational instructional programs are currently offered
by this school?
   Total of all schools 201

15. Is there any student enrollment restriction such as age,
    scholastic background, etc.?
   Yes 31 - 7%    No 8 - 21%
   Enrollment restrictions are listed with the individual
   schools in Section Ia.
The long range plans for the MDTA and the Bureau of Indian Affairs are listed separately as these two agencies were interviewed in person. This information was not submitted in writing on the questionnaire as were the other schools and agencies.

Long Range Plans of Montana MDTA Institutional Training

The MDTA is planning new programs which will fit the needs of Montana and the programs will be implemented when the need arises. One important area of MDTA planning is the care taken during the planning stages of their programs to avoid duplication with other Vocational-Technical programs.

Long Range Plans for the Bureau of Indian Affairs

Educational opportunities of this group utilizes existing programs being offered. Therefore, their long range plans will weigh heavily on what the existing programs now in operation do in the future.
CHAPTER III

LISTING OF PROGRAMS

This chapter includes the information on the various schools and agencies offering vocational education. There are four sections listed in the following order:

Section I. Senior colleges, junior colleges, vocational-technical centers, private schools and hospitals offering vocational training.

Section II. AFL-CIO Programs and Apprenticeship Programs.

Section III. Bureau of Indian Affairs Programs.

Section IV. Manpower Development and Training Act Programs.

The vocational-technical centers, junior colleges and private schools are listed in Section I by occupation. Admission requirements and information about the schools are listed under the respective school in Section Ia.

Section II encompasses the AFL-CIO and the Apprenticeship Programs that are being conducted and enrollment restrictions governing entrance into these programs.

Section III covers the programs offered by the Bureau of Indian Affairs. These programs are restricted to individuals of Indian heritage.

Section IV covers the various opportunities offered by the MDTA Programs and how they fit into the vocational educational program.
Section I

Accounting

Bozeman Vocational-Technical School
Butte Vocational-Technical Center
Billings Business College
Butte Business College
Great Falls Commercial College
Modern Business College (Missoula)

Airfram - Powerplant Maintenance Technician

Helena Vocational-Technical Center

Airline

Junior Executive
Great Falls Commercial College
Secretarial
Great Falls Commercial College

Agriculture Technology

Northern Montana College (Havre)

Auctioneering

Western College of Auctioneering (Billings)

Automotive Mechanics

Northern Montana College (Havre)
Miles Community College (Miles City)
Billings Vocational-Technical Center
Butte Vocational-Technical Center
Helena Vocational-Technical Center
Billings Automotive Training Center

Auto Body and Fender Repair

Billings Vocational-Technical Center

Aviation

Helena Vocational-Technical Center
Missoula Technical Center
Basic Education

Butte Vocational-Technical Center
Billings Vocational-Technical Center
Helena Vocational-Technical Center
Missoula Technical Center

Bookkeeping

Butte Vocational-Technical Center
Missoula Technical Center
Great Falls Commercial College

Building Trades

Helena Vocational-Technical Center

Business Administration

Butte Business College
Great Falls Commercial College
Modern Business College (Missoula)

Business Education

Helena Vocational-Technical Center

Business - Mid-Management

Dawson College (Glendive)
Flathead Community College (Kalispell)
Miles Community College (Miles City)
Missoula Technical Center

Chemical Technology

Northern Montana College (Havre)

Civil Engineering Technology

Butte Vocational-Technical Center
Dawson College (Glendive)

Civil Technology

Dawson College (Glendive)
Clerical

Miles Community College (Miles City)
Billings Vocational-Technical Center
Bozeman Vocational-Technical School
Butte Vocational-Technical Center
Great Falls Vocational-Technical Center
Missoula Technical Center
Modern Business College (Missoula)

Computer

Butte Vocational-Technical Center
Great Falls Vocational-Technical Center
Missoula Technical Center
Billings Business College
Great Falls Commercial College
Modern Business College (Missoula)

Construction Engineering Technology

Northern Montana College (Havre)

Consumer Electronics

Helena Vocational-Technical Center

Cosmetology

Northern Montana College (Havre)
Acme Beauty College (Billings)
Beauty College of Montana (Great Falls)
Beauty College of Montana (Missoula)
Butte Academy of Beauty Culture
College of Beauty Careers (Anaconda)
College of Coiffure Art (Billings)
Dahl's College of Beauty (Great Falls)
Hollywood Beauty College, Inc. (Billings)
Maddio's Capital City Beauty College (Helena)
Miles City College of Beauty
Mr. Mack's Beauty College (Bozeman)

Data Processing

Missoula Technical Center
Great Falls Vocational-Technical Center
Billings Business College
Great Falls Commercial College
Modern Business College (Missoula)

Dental Assistant
Great Falls Vocational-Technical Center
Butte Business College

Diesel Technology
Northern Montana College (Havre)

Drafting Technology
Northern Montana College (Havre)
Billings Vocational-Technical Center
Butte Vocational-Technical Center

Electro Mechanical Technology
Missoula Technical Center

Electronics
Northern Montana College (Havre)
Butte Vocational-Technical Center
Great Falls Vocational-Technical Center
Helena Vocational-Technical Center

Fashion Merchandising
Billings Business College
Bozeman Vocational-Technical School

Food Preparation and Services
Billings Vocational-Technical Center

Forestry
Flathead Valley Community College (Kalispell)
Missoula Technical Center

Heavy Equipment
Missoula Technical Center
Home Appliance and Refrigeration

Billings Vocational-Technical Center

Horseshoeing

Montana State University (Bozeman)

Income Tax Preparation

H.& R Block Income Tax Preparation
Missoula
Kalispell
Great Falls

Key Punch Operator

Butte Vocational-Technical Center
Great Falls Vocational-Technical Center
Missoula Technical Center
Bozeman Vocational-Technical School

Law Enforcement

Carroll College (Helena)
Dawson College (Glendive)

Library Aid

Missoula Technical Center

Machinist

Butte Vocational-Technical Center
Helena Vocational-Technical Center

Mechanical Engineer Technology

Northern Montana College (Havre)

Medical Laboratory Assistant

Bozeman Vocational-Technical School
Nursing (Practical)

Northern Montana College (Havre)
Billings Vocational-Technical Center
Bozeman Vocational-Technical School
Butte Vocational-Technical Center
Great Falls Vocational-Technical Center
Helena Vocational-Technical Center
Missoula Technical Center

Nursing (Three-year diploma course)

Northern Montana College (Havre)
St. Patrick School of Nursing
Miles Community College (Miles City)

Outfitters and Guides

Outfitters and Guide School (Hamilton)

Petroleum Technology

Dawson College (Glendive)

Secretarial (General)

Flathead Valley Community College (Kalispell)
Billings Vocational-Technical Center
Bozeman Vocational-Technical School
Butte Vocational-Technical Center
Dawson College (Glendive)
Great Falls Vocational-Technical Center
Missoula Technical Center
Billings Business College
Butte Business College
Great Falls Commercial College
Modern Business College (Missoula)

Secretarial (Executive)

Billings Business College
Great Falls Commercial College
Modern Business College (Missoula)
Secretarial (Legal)

Bozeman Vocational-Technical School
Great Falls Vocational-Technical Center
Butte Business College

Secretarial (Medical)

Bozeman Vocational-Technical School
Great Falls Vocational-Technical Center
Great Falls Commercial College
Missoula Technical Center
Billings Business College
Butte Business College

Stenographic

Billings Vocational-Technical Center
Butte Vocational-Technical Center
Great Falls Vocational-Technical Center
Missoula Technical Center
Billings Business College
Modern Business College (Missoula)

Small Engine Repair

Butte Vocational-Technical Center
Missoula Technical Center

Welding

Butte Vocational-Technical Center
Billings Vocational-Technical Center
Helena Vocational-Technical Center
Missoula Technical Center
Section Ia

This section lists all the schools and information about each school that participated in this study. This list was compiled in the spring of 1971 and some changes have undoubtedly taken place. For up-to-date information write to the schools, using the addresses given, for their catalog.

The schools are listed in alphabetical order by senior colleges, junior colleges, vocational-technical centers, private schools and hospitals offering vocational training.

Admission requirements such as academic background, age and health are listed where they are applicable.

Schools

Carroll College
Helena, Montana 59601

Short term course - Law Enforcement

Information applies to this course only:

Day classes
Number of students - 13
Does not offer a guidance program
Does not offer placement service
Average cost per student - $130.00 (includes application for enrollment)

Montana State University
Bozeman, Montana 59715

Short-term course - Horseshoeing

Information applies to this course only:
Day classes:
8 hours a day
5 days a week
11 weeks

Number of students - 12 per quarter
Does not offer a guidance program
Does not offer placement service
Average cost per student: tuition - $500.00, tools - $100.00

Northern Montana College
Havre, Montana 59501

Day and night classes
Number of vocational students - 350
Provides a guidance program
Provides placement service
Total school enrollment - 1,439
Number of vocational programs - 21

Admission requirements:
1. Graduate of an accredited high school
2. Satisfactorily completed three years of high school English.
3. Satisfactorily completed one year of high school American History and/or American Government.
4. Earned a minimum of 15 high school units.
5. Sixteen years of age or over.

Dawson College
Glendive, Montana 59330

Day classes
Number of students (vocational) - 110
Provides guidance service
Provides placement service
Total vocational programs - 4

Admission requirements:
1. Graduate of an accredited high school or possess a High School Equivalency Certificate.
2. Non-high school graduate, 18 years of age or older, may enroll as a special student. A special student may gain regular standing by:

a. making satisfactory scores on the High School Equivalency Test (GED),

b. removing high school deficiencies through regular course work.

Flathead Valley Community College
Kalispell, Montana 59901

Day and night classes
Number of students (vocational) - 119
Provides a guidance program
Provides placement service
Total student enrollment - 119
Total number of vocational programs offered - 4
Average cost per student - $1,350.00

Admission requirements:

1. High school graduate of 18 years of age or older.
2. If younger than 18, student must have recommendation of high school principal.

Miles Community College
Miles City, Montana 59301

Day and night classes
Number of students (vocational) - 160
Provides a guidance program
Provides a placement service
Total student enrollment - 335
Total vocational programs - 6
Average cost per student - $800.00

Admission requirements:

For nursing students: must be a high school graduate or equivalent.
Billings Vocational-Technical Center
219 North 25th Street
Billings, Montana 59101

Day and night classes
Number of students (vocational) - 583
Provides a guidance program
Provides job placement service
Number of vocational programs offered - 8

Admission requirements:
1. Sixteen years of age.
2. High school diploma or equivalent.

Bozeman Vocational-Technical School
Willson Building
Bozeman, Montana 59715

Day and night classes
Number of vocational students - full-time 166, part-time 577
Provides a guidance program
Provides job placement service
Total school enrollment - 743
Number of vocational programs - 10
Average cost per student for full-time student - $1,000.00

Admission requirements:
1. Sixteen years of age.
2. High school diploma or equivalent for licensed nurse course.

Butte Vocational-Technical Center
404 South Wyoming Street
Butte, Montana 59701

Day and night classes
Number of students - 394
Provides a guidance program
Provides placement service
Average cost per student (full-time) - $779.00
Number of vocational programs offered - 20
Admission requirements:

1. Sixteen years old.
2. Educational pre-requisites vary with course.

Great Falls Vocational-Technical Center
1015 First Avenue North
Great Falls, Montana 59401

Day and night classes
Student enrollment: full-time 394, short-term 717
Provides a guidance program
Provides placement service
Number of vocational programs offered - 10
Total school enrollment - 1,111

Admission requirements:

1. Minimum age of 16 years old.
2. Completion and return of application
3. When possible, a personal interview with Great Falls Vocational-Technical counselor.

Helena Vocational-Technical Center
111 Roberts
Helena, Montana 59601

Day and night classes
Vocational students enrolled - 367
Provides a guidance program
Provides placement service
Number of vocational programs - 17

Admission requirements:

1. Sixteen years of age or older.

Missoula Technical Center
909 South Avenue West
Missoula, Montana 59801

Day and night classes
Student enrollment - 625
Provides a guidance program
Provides a placement service
Number of vocational programs - 39

Admission requirements:

1. Sixteen years of age.
2. Person must be capable of passing physical exams required by some programs and State Board Requirements as they might apply.

Western College of Auctioneering
P. O. Box 1458
Billings, Montana 59103

Day and night classes
Four terms yearly - 30 students per term
Does not offer a guidance program
Offers job placement to a limited extent
Total student enrollment per year - 120
Tuition - $350.00

Admission requirements:

1. Ages 18 and over.
2. Three day probationary period.

Billings Automotive Training Center, Inc.
1300 6th Avenue North
Billings, Montana 59101

Day classes
Vocational student enrollment - 90
Provides a guidance program
Provides placement service
Number of vocational programs - 1

Admission requirements:

1. Eighth grade education or equivalent.
2. Normal good health.
3. Mechanical aptitude.
Montana Auto College
918 First Avenue North
Great Falls, Montana 59401

No response to questionnaire or follow-up.

Billings Business College
3125 Third Avenue North
Billings, Montana 59101

Day and night classes
Number of vocational students - 400
Provides a guidance program
Provides placement service
Number of vocational programs - 11

Admission requirements:

1. High school diploma or equivalency except when student is routed through agency channels (vocational rehabilitation, BIA, WIN, MDTA, etc.)

Butte Business College
220 North Alaska Street
Butte, Montana 59701

Day and night classes
Number of vocational students - 100
Does not provide guidance program
Provides placement service
Number of vocational programs offered - 7

Admission requirements:

1. High school diploma for college diploma courses.

Great Falls Commercial College
905 First Avenue North
Great Falls, Montana 59401

Day and night classes
Number of vocational students - 175
Provides a guidance program
Provides a placement service
Number of vocational programs offered - 17

Admission requirements:
1. Graduation from accredited high school or equivalent is required for admission in any diploma course.
2. High school transcript.

Modern Business College
130 West Pine
Missoula, Montana 59801

Day and night classes
Provides a guidance program
Provides placement service
Total number of vocational students - 90
Number of vocational courses offered - 8

Admission requirements:
1. Graduation from accredited high school or equivalent.

Acme Beauty College
320 North 30th Street
Billings, Montana 59101

Day classes
Does not have a guidance program
Provides placement service
Total school enrollment - 45
Tuition - $325.00

Admission requirements:
1. Must be 18 before State Board Examination.
2. School diploma or record.
4. Health examination.
Beauty College of Montana
Holiday Village
Great Falls, Montana 59401

Day classes
Does not provide a guidance program
Does not provide placement service
Total student enrollment - 20

Admission requirements:

1. Student must be 18 before taking State Board Examination.
2. Birth certificate or certified copy.
3. Diploma or proof of education.

Beauty College of Montana
423 North Higgins
Missoula, Montana 59801

Day classes
Does not provide a guidance program
Does not provide placement service

Admission requirements:

1. Student must be 18 before taking State Board Examination.
2. Birth certificate or certified copy.
3. Diploma or proof of education.

Butte Academy of Beauty Culture
303 West Park Street
Butte, Montana 59701

Day classes
Does not provide a guidance program
Provides placement service
Total school enrollment - 20 to 30
Average cost per student - $490.00

Admission requirements:

1. Student must be 18 before taking State Board Examination.
College of Beauty Careers
Marcus Daly Hotel
Anaconda, Montana  59711

Day classes
Provides a guidance program
Provides placement service
Total number of students - 15
Average cost per student - $450.00

Admission requirements:

1. Eighth grade education.
2. At least 18 years old.
3. Health card.

College of Coiffure Art
1836 Virginia Lane
Billings, Montana  59102

Day classes
Provides a guidance program
Provides job placement service
Total number of students - 23

Admission requirements:

1. Eighth grade education.
2. Seventeen years of age.

Dahl's College of Beauty
1205 Central Avenue
Great Falls, Montana  59401

Day classes
Provides a guidance program
Provides placement service
Total student enrollment - 50
Average cost per student - $1,330.00
Admission requirements:

1. Eighth grade education.
2. Must be 18 years old to take State Board Examination.

Hollywood Beauty College, Inc.
115 North 30th Street
Billings, Montana 59101

Day classes
Provides a guidance program
Provides placement service
Total student enrollment - 35 to 50
Average cost per student - approximately $1,200.00

Admission requirements:

1. Age 17.

Maddio's Capital City Beauty College
511 North Main
Helena, Montana 59601

Day classes
Provides a guidance program
Provides placement service
Total student enrollment - 16 to 25
Average cost per student - $400.00

Admission requirements:

1. Eighth grade education
2. Eighteen years old before taking State Board Examination.
3. Photostatic copy of birth certificate or certified copy.
4. Physical examination and smallpox vaccination.
5. Health card from the school.
Miles City College of Beauty
720 1/2 Main Street
Miles City, Montana 59301

Day classes
Provides a guidance program
Provides placement service
Total number of students - 20 to 24

Admission requirements:

1. Seventeen years old.
2. High School graduate or equivalent.
3. Good moral character.
4. Photostatic copy of birth certificate.

Mr. Mack's Beauty College
16 South Tracy
Bozeman, Montana 59715

Day classes
Provides a guidance service
Provides placement service
Total student enrollment - 20 to 25
Average cost per student - $500.00

Admission requirements:

1. Sixteen years old.
3. Good health.

H & R Block Income Tax Preparation School
1821 Holborn
Missoula, Montana 59801

Day and night classes
Students served - 45 (estimated)
Does not provide guidance program
Provides placement service

1123 Central Avenue
Great Falls, Montana 59401

Day and night classes
Students served - 50
Does not provide guidance program
Does not provide placement service.
H & R Block Income Tax Preparation School
311 1st Avenue East
Kalispell, Montana 59901

Day and night classes
Does not provide a guidance program
Provides placement service
Total number of students - 40
Average cost per student - $70.00

Admission requirements of all programs:
None

St. Patrick School of Nursing
500 West Pine Street
Missoula, Montana 59501

Day classes
Provides a guidance program
Does not provide placement service
Total school enrollment - 70
Total number of vocational programs offered - 1
Average cost per student - $1,700.00

Admission requirements:
1. Must be a graduate from an accredited high school, rank in upper half of class, and have a grade point average of "C" in the academic subjects.
2. The American College Testing Examination (ACT) is the required pre-entrance test for all applicants.

Outfitters and Guides School
P. O. Box 493
Hamilton, Montana 59840

Day and night classes
Provides a guidance program
Provides placement service
Total student enrollment - 8
Average cost per student - $1,500.00
Admission requirements:

None

Columbus Hospital
School of Radiologic Technology
1601 Second Avenue North
Great Falls, Montana 59401

Day classes
Does not provide a guidance program
Does not provide placement service
Number of students - 12

Admission requirements:

1. 18-35 years of age
2. Good scholastic average.

Billings Deaconess Hospital
School of Radiologic Technology
2813 9th Avenue North
Billings, Montana 59103

Day classes
Does not provide a guidance program
Provides placement service
Total student enrollment - 8

Admission requirements:

1. Graduate of an accredited high school.
2. Complete application form and medical record.
3. Personal interview.

Montana Deaconess Hospital
School of Radiologic Technology
1101 26th South
Great Falls, Montana 59401

Day classes
Does not provide a formal guidance program
Does not provide a job placement service
Total number of students - 10

Admission requirements:

1. High school graduate with a minimum of "C" average
2. 18-35 years of age.

St. James Community Hospital
School of Radiologic Technology
400 South Clark Street
Butte, Montana 59701

Day classes
Does not provide a guidance program
American Society of Radiologic Technologists provides job placement service
Total school enrollment - 5

Admission requirements:

1. Graduate of accredited high school.
2. Age 17-35.

St. Patrick Hospital
School of Radiologic Technology
500 West Broadway
Missoula, Montana 59801

Day classes
Does not provide a guidance program
Provides placement service
Total student enrollment - 10

Admission requirements:

1. 17-35 years of age.
2. Graduate of accredited high school.
St. Vincent's Hospital
School of Radiologic Technology
2915 12th Avenue North
Billings, Montana 59101

Day classes
Provides a guidance program
Provides a placement service
Total school enrollment - 10

Admission requirements:

1. Application submitted prior to June 1.
2. Applicant must spend at least two days in department for observation prior to June 1.
3. Personal interview.
4. Physical and dental examinations are to be completed and all transcripts and recent photo submitted prior to June 1.
SECTION II

AFL-CIO Laborers' A.G.C. Training Program

The Laborers' A.G.C. Training Program is one major course that is broken into many separate units. These units consist of the various skills and equipment used in construction.

The course work lasts two or six weeks. The two week course is used primarily for updating and the six week course is used for new students and students who need their skills broadened.

Upon completion of the course a letter is sent to the local unions where the student applies for work. This letter is recognized and accepted by the locals as accredited training. The student also receives a Certificate of Training.

There is no training cost to the student and this program is recognized by the Manpower Development Training Act and the GI Bill for veterans.

Day classes
Provides a guidance program
Provides placement service
Total student enrollment (varies) - normally around 20

Admission requirements:

1. Have to be 18 years old before graduating

Tools and Skills Taught

Compressors  
Air Trace Drills  
Jack Hammers  
Pavement Breakers  
Blasting  
Cutting Torches  

Chain Saws  
Small Tools  
Hydraulic Rock Jacks  
Grade Stakes - string line  
Eye Levels  
Placing Pipe


Cribbing and Shoring
High Scaling
Cutting and Machine Sewer Pipe
Flagging
Concrete Pouring and Vibrating
Concrete Saws
Sand Blasting
Concrete Chipping Guns
Excavate and Place Manholes

Landscaping
Rototillers
Power Augers
Pipe Laying
Compaction
Air Tamper
Water Pumps
Placing Rip Rap
Vibra Equipment and
Many more

For more information, contact Laborers' A.G.C. Training Program,
Route 2, Box 221 D, Helena, Montana 59601.

The National Apprenticeship Program

The National Apprenticeship Program provides the opportunity to bring together in a common effort those persons who have something to contribute to the effective training of youth entering industry. It provides for guidance and leadership to youth wishing to become skilled craftsmen in their chosen trades. The National Apprenticeship Program provides the guidance necessary to keep training practices abreast of changing industry needs.

When jobs to be performed require extensive trade knowledge and skill, training must be correspondingly complicated. Training for craftsmanship involves preparation, not for a simple skill, but for the many types of related practices that may be given to a competent craftsman. Apprenticeship is the recognized method of learning a skilled trade. The training of craftsmen depends in large measure on day-to-day practice under the supervision of skilled
Journeymen. It is combined with classroom training designed to improve on-the-job work and to strengthen the knowledge of the trade.

In current practice, apprenticeship provides a job at the same time that it maintains a long-term program. Most current apprenticeship programs outline a four-year curriculum of on-the-job experience and related instruction. The apprentice is recognized as an employed worker.

The Bureau's principal functions are to encourage the establishment of sound apprenticeship and training programs and to provide technical assistance to industry in setting up such programs. In the performance of these functions, the Bureau is guided by the Federal Committee on Apprenticeship, comprised of leaders of management, labor and vocational education. The Bureau works closely with state apprenticeship agencies, trade and industrial education institutions, and management and labor.

The American apprenticeship system is based on voluntary cooperation among management and labor, industry and government, and the shop and the school.

This voluntary cooperation is reflected by national joint management-labor apprenticeship committees. These committees have been set up by national employer associations and international labor unions to work out suggestions and methods for the development and improvement of apprenticeship and other training within their respective trades or industries.
Similar cooperation in apprenticeship—invoking management, labor, education and government—exists at the state level. Since the employment and training of apprentices takes place in the local community, the work of national and state apprenticeship groups is directed toward stimulating interest in training on the part of local employers and employee.

Apprenticeable Occupations

Listed on the following pages are apprenticeable occupations included in programs of apprenticeship registered with state apprenticeship agencies of the Bureau of Apprenticeship and Training.

The list of apprenticeable occupations is not to be considered final or all-inclusive. Changes are necessary from time to time because of technological advancements in industry.

This list is compiled from the national list of apprenticeable occupations. For occupations that are presently in progress now, further information can be obtained at the Montana Apprenticeship Council, Department of Labor and Industry, Helena, Montana 59601.

Occupational Listings:

<table>
<thead>
<tr>
<th>Occupation</th>
<th>Duration</th>
<th>Occupation</th>
<th>Duration</th>
</tr>
</thead>
<tbody>
<tr>
<td>Aircraft Fabricator</td>
<td>3-4 years</td>
<td>Boilermaker</td>
<td>4 years</td>
</tr>
<tr>
<td>Airplane Mechanic</td>
<td>3-4 years</td>
<td>Bookbinder</td>
<td>2-4 years</td>
</tr>
<tr>
<td>Arborist</td>
<td>3 years</td>
<td>Brewer</td>
<td>2-3 years</td>
</tr>
<tr>
<td>Asbestor Worker</td>
<td>4 years</td>
<td>Bricklayer</td>
<td>3 years</td>
</tr>
<tr>
<td>Automotive Body</td>
<td>3-4 years</td>
<td>Butcher-Meat Cutter</td>
<td>3 years</td>
</tr>
<tr>
<td>Automotive Mechanic</td>
<td>3-4 years</td>
<td>Cabinetmaker</td>
<td></td>
</tr>
<tr>
<td>Cabinetmaker</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Millman</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Baked</td>
<td>3 years</td>
<td>Candy Maker</td>
<td>3-4 years</td>
</tr>
<tr>
<td>Blacksmith</td>
<td>4 years</td>
<td>Canvas Worker</td>
<td>3 years</td>
</tr>
<tr>
<td>Occupation</td>
<td>Years</td>
<td>Occupation</td>
<td>Years</td>
</tr>
<tr>
<td>----------------------------------------</td>
<td>---------</td>
<td>----------------------------------------</td>
<td>---------</td>
</tr>
<tr>
<td>Carman</td>
<td>4 years</td>
<td>Optical Technician</td>
<td>4 years</td>
</tr>
<tr>
<td>Carpenter</td>
<td>4 years</td>
<td>Orthopedic-Prosthetic Technician</td>
<td>3-4 years</td>
</tr>
<tr>
<td>Cement Mason</td>
<td>3 years</td>
<td>Paint Maker</td>
<td>3-4 years</td>
</tr>
<tr>
<td>Cook</td>
<td>3 years</td>
<td>Painter and Decorator</td>
<td>2-3 years</td>
</tr>
<tr>
<td>Cooper</td>
<td>4 years</td>
<td>Patternmaker</td>
<td>2 years</td>
</tr>
<tr>
<td>Cosmetician</td>
<td>4 years</td>
<td>Plasterer</td>
<td>3-4 years</td>
</tr>
<tr>
<td>Dairy-Products Maker</td>
<td>2-3 years</td>
<td>Photoengraver</td>
<td>2-3 years</td>
</tr>
<tr>
<td>Draftsman-Designer</td>
<td>3-5 years</td>
<td>Photographer</td>
<td>3 years</td>
</tr>
<tr>
<td>Dry Cleaner, Spotter and Presser</td>
<td>3-4 years</td>
<td>Plumber-Pipe Fitter</td>
<td>4-5 years</td>
</tr>
<tr>
<td>Electrical worker</td>
<td>4-5 years</td>
<td>Pottery Worker</td>
<td>3 years</td>
</tr>
<tr>
<td>Electroplater</td>
<td>3-4 years</td>
<td>Printer</td>
<td>5-6 years</td>
</tr>
<tr>
<td>Engraver</td>
<td>4-5 years</td>
<td>Printing Pressman</td>
<td>2-5 years</td>
</tr>
<tr>
<td>Fabric Cutter</td>
<td>3-4 years</td>
<td>Rigger</td>
<td>2 years</td>
</tr>
<tr>
<td>Farm Equipment Mechanic</td>
<td>3-4 years</td>
<td>River Pilot</td>
<td>3 years</td>
</tr>
<tr>
<td>Floor Coverer</td>
<td>3-4 years</td>
<td>Roofer</td>
<td>2-3 years</td>
</tr>
<tr>
<td>Furrier</td>
<td>3-4 years</td>
<td>Rotogravure Engraver</td>
<td>5-6 years</td>
</tr>
<tr>
<td>Glazier-Glass Worker</td>
<td>2-4 years</td>
<td>Sheet-Metal Worker</td>
<td>3-4 years</td>
</tr>
<tr>
<td>Heat Treator</td>
<td>4 years</td>
<td>Sign, Scene, and Pictorial Artist</td>
<td>3-4 years</td>
</tr>
<tr>
<td>Iron Worker</td>
<td>2-4 years</td>
<td>Silversmith</td>
<td>3-4 years</td>
</tr>
<tr>
<td>Jeweler</td>
<td>2-4 years</td>
<td>Stationary Engineer</td>
<td>3-4 years</td>
</tr>
<tr>
<td>Leatherer</td>
<td>2-3 years</td>
<td>Sterotypy</td>
<td>5-6 years</td>
</tr>
<tr>
<td>Lead Burner</td>
<td>2-3 years</td>
<td>Stone Worker</td>
<td>2-4 years</td>
</tr>
<tr>
<td>Leather Worker</td>
<td>3-4 years</td>
<td>Stone Mason</td>
<td>3 years</td>
</tr>
<tr>
<td>Lithographer</td>
<td>4-5 years</td>
<td>Stone Mounter</td>
<td>3 years</td>
</tr>
<tr>
<td>Machinist</td>
<td>4 years</td>
<td>Tailor</td>
<td>2-4 years</td>
</tr>
<tr>
<td>Mailer</td>
<td>4-5 years</td>
<td>Telephone Worker</td>
<td>4 years</td>
</tr>
<tr>
<td>Maintenance Mechanic-Repairman</td>
<td>2-6 years</td>
<td>Terrazzo Worker</td>
<td>3 years</td>
</tr>
<tr>
<td>Marking-Device Maker</td>
<td>2-3 years</td>
<td>Textile Technical</td>
<td>2-4 years</td>
</tr>
<tr>
<td>Mattress Maker, custom</td>
<td>2-3 years</td>
<td>Mechanic</td>
<td>2-4 years</td>
</tr>
<tr>
<td>Metal Polisher &amp; Buffer</td>
<td>3-4 years</td>
<td>Tile Setter</td>
<td>3 years</td>
</tr>
<tr>
<td>Miller</td>
<td>4 years</td>
<td>Tool and Die Maker</td>
<td>4-5 years</td>
</tr>
<tr>
<td>Mill-wright</td>
<td>4 years</td>
<td>Upholsterer</td>
<td>3-4 years</td>
</tr>
<tr>
<td>Model Maker</td>
<td>4 years</td>
<td>Wallpaper Craftsman</td>
<td>4-5 years</td>
</tr>
<tr>
<td>Musical Instrument Mechanic</td>
<td>3-4 years</td>
<td>Electrician</td>
<td>3-4 years</td>
</tr>
<tr>
<td>Operating Engineer</td>
<td>3-4 years</td>
<td>Electrician</td>
<td>3-4 years</td>
</tr>
</tbody>
</table>

Where to apply: Application for apprenticeship may be made to an employer direct, to the local labor union in the trade selected for a career, to a local joint apprenticeship committee, or to the local state employment service office.
Section III

Department of the Interior Bureau of Indian Affairs

The Vocational Training Services activity of the Bureau of Indian Affairs was authorized under Public Law 959 enacted August 3, 1956, to help adult Indians to obtain reasonable and satisfactory employment. The activity includes vocational counseling and guidance, institutional training in recognized vocations and trades, apprenticeship, and on-the-job training, for periods not to exceed twenty-four months. In addition to this, three years of training is available to those applicants who are interested in pursuing registered nurses training programs.

Vocational training is limited to approved training. This is to insure that an individual receives appropriate and adequate training and that there is a reasonable certainty of employment for the individual upon completion of his training.

Financial Assistance

If a student is not able to pay his own expenses, he will be granted financial assistance for:

1. Transportation to place of training and subsistence enroute; and
2. maintenance during the course of training; and
3. training and related costs.

Financial assistance is a grant, not a loan. It is not necessary to repay it.
Financial assistance will be provided to maintain the student's family at his destination.

When a course of training is completed, assistance will be given in securing employment.

The Bureau of Indian Affairs does not conduct any training programs of their own in Montana. They utilize on-going programs of public and private institutions, and apprenticeable trades.

The BIA conducts follow-up studies after the student has completed his training. The first follow-up is conducted at 60 days and the next follow-up is conducted at 6 months.

During the period of time the student is receiving training the BIA provides health insurance coverage, and also for 30 days after training has been completed.

**Eligibility**

The student is eligible if he is:

1. A member of a recognized tribe, band or group of Indians of one-fourth or more degree Indian blood; and he is
2. at least 18 and not more than 35 years of age; and
3. live within the exterior boundary of an Indian Reservation under the jurisdiction of the Bureau of Indian Affairs, or live on trust or restricted land under the jurisdiction of the Bureau of Indian Affairs.
The program under certain conditions is also available to additional Indians who reside near reservations; inquiry may be made at the Agency Employment Assistance Office.

Listed below are a few of the fields of training which have already sparked interest:

- Accountant
- Automobile Body Repairman
- Automobile Mechanic
- Baker
- Barber
- Beauty Operator
- Bookkeeper
- Carpenter
- Cook
- Cosmetology
- Dental Assistant
- Diesel Mechanic
- Draftsman
- Dressmaker
- Dry Cleaner
- Electrical Appliance Service Man
- Industrial Electronics
- Machine Operator
- Plastics Molder
- Radio and TV Repair
- Sheet Metal
- Stenographer
- Upholsterer
- Welder
- X-Ray Technician
- Nursing Objectives
Section IV

MDTA - Manpower Development Training Act

The MDTA is primarily designed to provide education and training to help unemployed and underemployed persons to participate in productive employment. Other purposes include alleviating shortages in skilled occupations, appraising manpower requirements, and developing and applying innovative methods to deal with all types of unemployment.

Administration at the state level is conducted by the Montana State Employment Service and the State Office of Education. The state employment service administers the selection, placement, and allowance payment, determines the occupational needs and initiates Training Project Proposals, as well as following with trainees upon completion of training and placement on the job.

Skills training may be for any job except those classified as professional occupations. This also includes basic education for persons who need it to become employed or to profit from regular skills training. Training is determined by job market surveys made by the State Employment Service. Full-time (40 hours per week), part-time, and upgrading training are authorized. Certain apprenticable trades be restricted by the Secretary of Labor and require his review action. Correspondence courses generally do not qualify.
Manpower training is for any unemployed or underemployed person who needs education and training services. A person may enter training at age 16, but will not be eligible for allowance benefits until age 17. No training allowances will be paid to high school dropouts unless he has been out of school for a year or unless authorities determine he cannot benefit from regular school programs. Unemployed professionals may receive brief refresher courses. Inmates of correctional institutions may be provided MDTA education and training.

There is no cost to trainees for any training under the act. Necessary books, tools, and supplies are provided. Books and hand tools remain with the training facility for future MDTA programs and do not belong to the local public training agencies with a state and between state, or to the trainee.

Present institutional training projects in operation in Montana are as follows:

<table>
<thead>
<tr>
<th>Statewide</th>
<th>Individual Referrals</th>
<th>100</th>
</tr>
</thead>
<tbody>
<tr>
<td>State Prison Deer Lodge</td>
<td>Multi-Occupational: Cook, Auto/truck Repair, Farm Equipment Repair, Meat Processing.</td>
<td>150</td>
</tr>
<tr>
<td>Billings</td>
<td>Multi-Occupational: Basic Education, Stock Clerk, Clerk-typist, Nurses aide/orderly, Refrigeration Cluster, Individual Referrals.</td>
<td>181</td>
</tr>
</tbody>
</table>

*Programmed Slot Levels*
<table>
<thead>
<tr>
<th>Location</th>
<th>Job Title</th>
<th>Slot Levels</th>
</tr>
</thead>
<tbody>
<tr>
<td>Hardin</td>
<td>Cooks</td>
<td>15</td>
</tr>
<tr>
<td>Statewide</td>
<td>Individual Referrals - Part-time</td>
<td>45</td>
</tr>
<tr>
<td>Missoula</td>
<td>Log Truck Drivers</td>
<td>20</td>
</tr>
<tr>
<td>Missoula</td>
<td>Timber Harvester Cluster</td>
<td>20</td>
</tr>
<tr>
<td>Kalispell</td>
<td>Timber-Faller</td>
<td>20</td>
</tr>
<tr>
<td>Kalispell</td>
<td>Clerk-typist (upgrade)</td>
<td>20</td>
</tr>
<tr>
<td>Statewide</td>
<td>Individual Referrals - CEP</td>
<td>40</td>
</tr>
<tr>
<td>Missoula</td>
<td>Saw Filers (part-time upgrade)</td>
<td>15 (completed)</td>
</tr>
<tr>
<td>Helena</td>
<td>Employment Orientation - CEP</td>
<td>20 (completed)</td>
</tr>
</tbody>
</table>

*Number of positions programmed for this type of training.*
Summary

After compiling the information and reviewing the findings, the total picture of vocational educational opportunities in Montana looks favorable for the high school graduate, and for those who are unemployed, underemployed, or come from Indian heritage. The BIA, MDTA, Trade Unions, and the Apprenticeship Program have little duplication of effort as they make use of on-going programs in the educational facilities now in operation.

At the present time it is difficult for a person to gain a good overall picture of what educational opportunities are available because of the lack of a comprehensive listing. This compilation of data on vocational educational opportunities has attempted to bring together in one place a comprehensive list.

The investigator used a 15 question questionnaire which he constructed. The questions were based on information need to develop a comprehensive listing of the vocational educational opportunities in Montana.

The study was conducted in Montana and information was gathered from institutions and agencies offering vocational training.
Conclusions

It is the opinion of the investigator that this paper is the most comprehensive list compiled to this time. The area of long range plans for future programs is weak, as very few of the institutions and agencies responded to this question with their long range plans. One community college that did submit comprehensive long range plans had a tendency to overstate information pertaining to their school. Past performance and information about the school given on the questionnaire does not coincide with actual performance when checked against records held by the Office of the Superintendent of Public Instruction.

One other area on the enrollment figures of male and female enrollment is not very conclusive either, as all the institutions and agencies contacted in this study did not supply this breakdown of student enrollment.

The total school enrollment figures should be very close, as all schools and agencies did respond to this question.

Recommendations

When working with such a diverse group of agencies and institutions the title and description of the instructional programs varies. This was noted even in the community colleges and vocational-technical centers. It is this investigator's recommendations that one basic type of format be used on course title and description. Such as, what is the major area of study offered, and then what sub-groups of instruction are
incorporated in each major area? There should be a standard format for educational institutions to use. The investigator found, after talking with the Executive Director of the Montana Advisory Council that one vocational-technical center is offering course work in Diesel Mechanics and it is not indicated by the materials sent for this study. This leads to the question; how many other programs are also being left out of the total school's programs due to a lack of a standard format of listing course offerings? If a standard format for course titles and descriptions could be developed and implemented, it would give a more comprehensive picture of the vocational educational offerings in Montana.
QUESTIONNAIRE

Please return to: Dale A. Storey
School of Commerce
Montana State University
Bozeman, MT 59715

Name of School ________________________________

1. Does the present school curriculum require all students to receive some exposure to marketable skill training? ___ Yes ___ No

2. This school is located in an:
   ___ Urban area (over 10,000 population)
   ___ Rural area (under 2,000 population)
   ___ Suburban area (less than 10,000 but over 2,000 population)

3. Does the school offer vocational programs:
   ___ Day only
   ___ Night only
   ___ Both day and night

4. Estimate how many students will be served by this program this school year: ______ Students

5. Does the school have a guidance program? ___ Yes ___ No

6. Does the guidance program provide for noncollege-bound students? ___ Yes ___ No

7. Does the school provide job placement services to vocational students currently enrolled? ___ Yes ___ No.

8. Does the school provide job placement services to graduates? ___ Yes ___ No

9. Does the school have descriptive annual and long-range plans for the total vocational program? ___ Yes ___ No
   If answer is yes, please enclose this information.

10. _____ Total School Enrollment

11. _____ Total Male Enrollment

12. _____ Total Female Enrollment

13. Is average per pupil expenditures for vocational students computed? ___ Yes ___ No
   If yes, what is the current average per pupil expenditure? _______

14. How many vocational instructional programs are currently offered by this school? _______

15. Is there any student enrollment restriction, such as age, scholastic background, etc.? ___ Yes ___ No
   If answer is yes, please enclose this information.
I am doing research on vocational education opportunities in Montana for the Montana Advisory Council for Vocational Education. I would appreciate a catalog from your school and any other material you may have on vocational training offered by your school.

It is anticipated that this study will be reproduced and used by guidance counselors at the high school level to help students make the proper selection of schools that will fulfill their educational needs.

Enclosed is a short questionnaire and a self-addressed envelope for your convenience. Your assistance on this project will be appreciated very much.

Sincerely yours,

Dale A. Storey

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To Whom It May Concern:

The Montana Advisory Council for Vocational Education is responsible to provide an evaluation of vocational education and advise the State Board of Education on policy matters relating to state plan administration of vocational education.

To perform this task more adequately, the Council has made agreement with selected and supervised graduate students to conduct for us specific research. Mr. Dale Storey is one of the selected students.

The Council would appreciate very much any assistance you may be able to provide him as he conducts this study. The results of this study will be utilized by the Council to assist in making recommendations to promote the availability and quality of vocational education in Montana.

We realize the many demands for your time and appreciate any consideration which you give to this study.

Sincerely,

William A. Ball
Executive Director
LITERATURE CITED


"Making the Case for Adult Education" in theory and in practice, American Vocational Journal. 45:78+; February 1970.


"Under the 'Umbrella Project'" High Points. 48:61-3; June 1966.


Beaudry, Ben L. "Sander County's Innovative Vo-Tech Summer Program", Montana Education. 44:20-1; February 1968.


"Report to the People", Gallatin County Tribune. October 1, 1969.

LITERATURE CITED

"Adult Vocational Training Service", Department of Interior, Bureau of Indian Affairs (brochure).


Laborer's A.G.C. Training Program (catalog).

Catalogs

Acme Beauty College
130 West Pine
Missoula, Montana  59801

Beauty College of Montana
Holiday Village
Great Falls, Montana  59401

Billings Automotive Training Center, Inc.
1300  6th Avenue North
Billings, Montana  59101

Billings Vocational-Technical Center
219 North 25th Street
Billings, Montana  59101

Butte Vocational-Technical Center
404 South Wyoming Street
Butte, Montana  59701

Carrol College
Helena
Montana  59601

College of Beauty Careers
Marcus Daly Hotel
Anaconda, Montana  59711
College of Coiffure Art
1836 Virginia Lane
Billings, Montana 59102

Columbus Hospital
School of Radiologic Technology
500 West Broadway
Missoula, Montana 59801

Dawson College
Glendive
Montana 59330

Dahl's College of Beauty
1205 Central Avenue
Great Falls, Montana 59401

Great Falls Commercial College
905 First Avenue North
Great Falls, Montana 59401

Great Falls Vocational-Technical Center
1015 First Avenue North
Great Falls, Montana 59401

H & R Block Income Tax Preparation School
1123 Central Avenue
Great Falls, Montana 59401

H & R Block Income Tax Preparation
311 First Avenue East
Kalispell, Montana 59901

H & R Block Income Tax Preparation
1821 Holborn
Missoula, Montana 59801

Maddio's Capital City Beauty College
511 North Main
Helena, Montana 59601

Miles City College of Beauty
720 1/2 Main Street
Miles City, Montana 59301
Missoula Technical Center
909 South Avenue West
Missoula, Montana  59801

Modern Business College
130 West Pine Street
Missoula, Montana  59801

Northern Montana College
Havre
Montana  59501

St. Patrick Hospital
School of Radiologic Technology
500 West Broadway
Missoula, Montana  59801

St. Patrick School of Nursing
500 West Pine Street
Missoula, Montana  59801

St. Vincent's Hospital
School of Radiologic Technology
2915  12th Avenue North
Billings, Montana  59101

Western College of Auctioneering
P. O. Box 1458
Billings, Montana  59103
TELEPHONE INTERVIEWS

Garvin, Chuck; AFL-CIO Montana State Office, Helena, Montana; December 9, 1970.

Sims, Joel W., Head of Personnel, State of Montana Highway Department; December 9, 1970.

Cunningham, Duane H., Facilities Specialist, Vocational Rehabilitation Division, Helena, Montana; December 9, 1970.
PERSONAL INTERVIEWS

Garvin, Chuck; Director, AFL-CIO Montana State Office, Helena, Montana; May 19, 1971.

Michels, Dick; Department of Labor, Apprenticeship Training, Helena, Montana; May 19, 1971.

Shotwell, Bob; Bureau of Indian Affairs, Billings, Montana; June 9, 1970.

Sims, Joel W., Head of Personnel, State of Montana Highway Department, Helena, Montana; May 19, 1971.