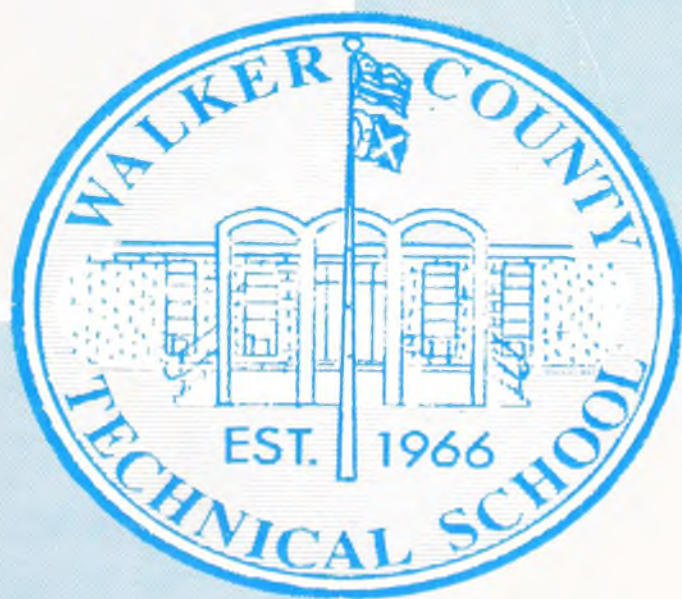


Vol I

**your
educational
career at
WALKER
TECH**



Rock Spring, Georgia 30739



OUR SEVEN GOALS

1. To meet the needs of a modern Technological society.
2. To provide advanced educational and training opportunities for the young people of our area.
3. To help young people who are already out of school, upgrade their skills, and consequently develop a better way of life.
4. To help provide business and industry with the skilled craftsmen, technicians, and semi-professional people it needs to maintain its modern operations.
5. To help provide our area with useful, productive citizens, who will make a worthy contribution to their state, county and town; a person who will take his job, church and community seriously.
6. To develop an individual who can be easily retrained in the event of "technological unemployment" caused by some unforeseen form of automation in the future.
7. To help provide a progressive economy for the community.





Walker County Tech
Rock Spring, Ga.

Walker Tech is a tax-supported institution of the state of Georgia and Walker County.



Director's Message

Since the beginning of mankind there has always been a need for training. Training has ranged from the father training the son in the necessary skills of hunting, fishing, and boat building—to training in the modern Technical School for today's automated world of work.

The increasing demands of industry for highly skilled technicians and skilled craftsmen to perform skillful and demanding processes, to supervise the work of others, to assist engineers and to perform other skilled and technical tasks, prompted the State of Georgia to establish area schools to train and retrain people to fill these positions. The technological changes in industry have created new occupations and a need for additional and updated skills of present employees.

The skilled and technical courses at Walker County Tech are designed to fill the needs of youth and adults and prepare them for a modern day world of work.

The position or type of job that a man has throughout his life is not of major importance. The important thing in life is to have a feeling of self-accomplishment, success, and to be a contributing member of society. While reading this catalog, choose your career wisely. Let us help you to be successful.

Sincerely,

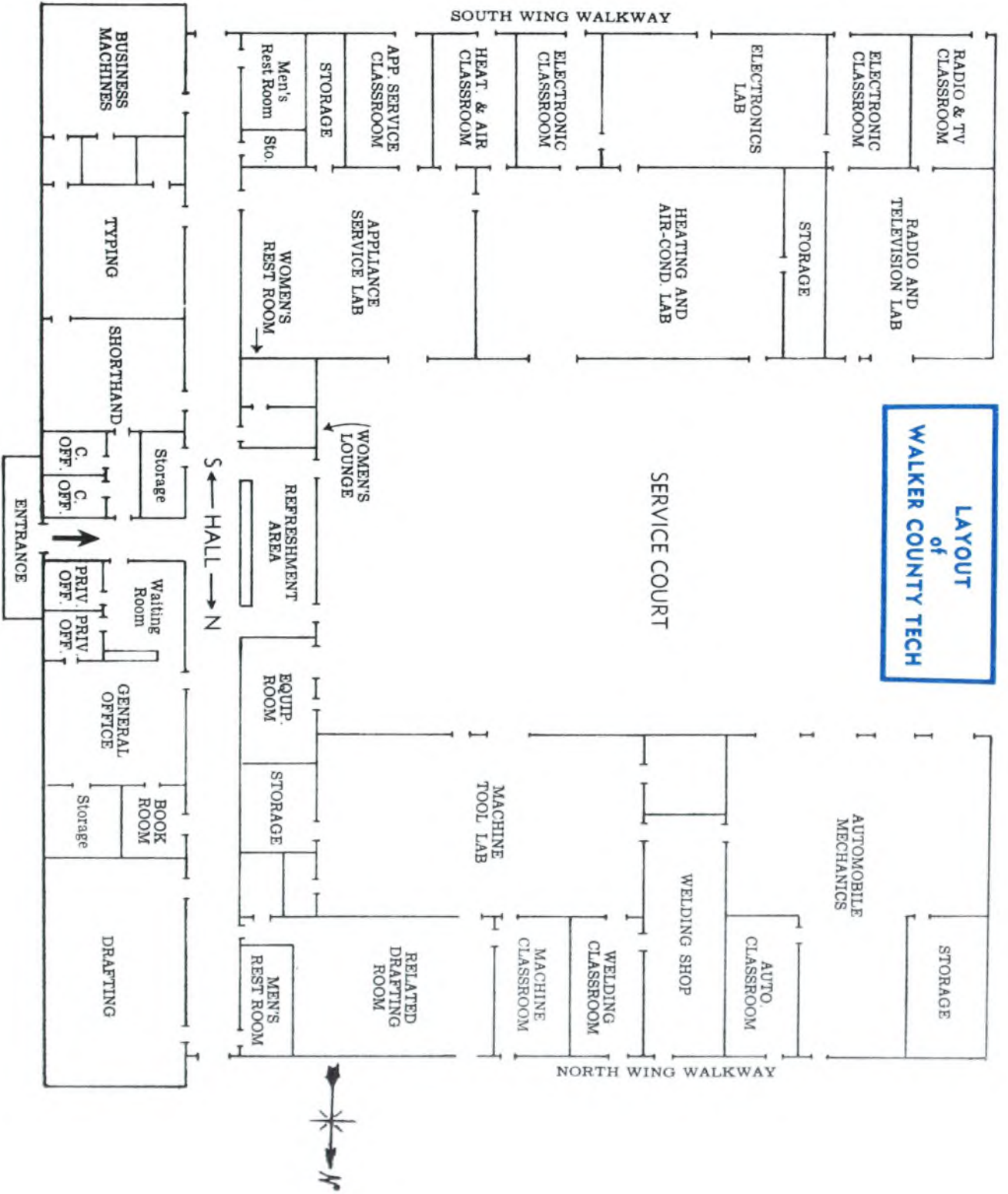
A handwritten signature in cursive script that reads "Dea O. Pounders".

Dea O. Pounders, Director
Walker County Area Technical School

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LAYOUT
of
WALKER COUNTY TECH





OVERVIEW

The School Facility and Equipment

The Walker County Technical School is a part of the public school system of Georgia and Walker County. The new building is of functional and flexible design and is one of the finest and best equipped in the state.

The school contains 34,000 square feet of floor space consisting of eleven classrooms and nine laboratories to provide facilities for ten different course offerings. School personnel, with the cooperation of technical advisory committees, evaluate each training program to insure the latest techniques and latest equipment will be used for up-to-date training.

Faculty

Each instructor is a highly qualified specialist in his field. In addition, he, by professional preparation, is a state certified teacher. This means that an instructor must have worked a minimum of two years in the field that he will be teaching. He must also meet other special requirements set forth by the Trade and Industrial Education Division of the State Department of Education.

The School Year

The school year at Walker Tech will be divided into four quarters. Students may enter school at the beginning of any new school quarter.

The basic school year will begin in the fall and end during the summer. Students at Walker Tech will observe all school holidays—plus two weeks vacation during the summer.

Day Classes

Full-time day classes will be six hours in length. Students will spend approximately one-half of the school day in the classroom for related subject matter and theory; and one-half in the laboratory for practical application.

Evening Extension Classes

Only workers who are employed in trade and industrial occupations are eligible to enroll in related evening extension classes. Students attending under extension status are not eligible to earn a diploma. However, they will be issued a certificate based on the number of hours of work completed.

The instruction will be supplemented to the daily employment of those enrolled and is intended to increase the skills and/or knowledge of the workers in the trade and industrial occupation in which the person is employed. The courses are designed to meet the community and area training needs. Dates and times for these will be arranged.

Evening Pre-Employment Classes

Pre-employment classes are designed for those who are employed or unemployed but desire training in a different occupational area. Applicants must meet the same entrance requirements as full-time day students. Classes will be in session twelve clock hours per week from 6:30 p.m. until 10:30 p.m., three nights per week. In the skilled classes, students will have the opportunity to take an additional three hours per week on Wednesday night.

Student Activities

Walker County Tech offers a wide variety of activities for its students. The school has a complete intramural athletic program for both boys and girls who are interested in sports. There are school dances and other social activities scheduled throughout the school year. The "Tech-Talk" is the school's friendly little newspaper. The Tech Rebels play softball in the local city league.



Cost

Since Walker County Tech is a tax-supported unit of the Walker County and Georgia State Departments of Education, there will be no tuition charge for bona fide residents of Georgia. However, all out-of-state students will be required to pay an out-of-state tuition. Each student will be required to pay a nominal supply fee and purchase his books. The supply fees are listed below by courses.

Appliance Servicing -----	\$15.00*
Auto Mechanics -----	15.00*
Business Education -----	15.00*
Drafting and Design -----	15.00*
Electronics -----	15.00*
Marketing and Management -----	15.00*
Heating and Air Conditioning -----	15.00*
Machine Tool -----	15.00*
Radio and TV -----	15.00*
Welding -----	15.00**

*per quarter

**per month

Financial Aid

Walker Tech participates in a number of financial aid programs. Included among these are the **WORK STUDY PROGRAM**, **SOCIAL SECURITY**, and the various programs sponsored by the **VETERANS ADMINISTRATION**. Several scholarship and student loans are also available.

Admission Requirements

Age

A minimum age of 17 is required for all courses. No student who is of high school age and has not graduated may attend Walker Tech unless he attends under the high school co-op program.

Education

A sound educational background is a basic part of the preparation needed by students who plan to enter Walker Tech. Most courses require some background in math and science.

Entrance Test

The applicant must make qualifying scores on the General Aptitude Test Battery for the course of training in which he plans to enroll.

References

References from school officials or other agencies should indicate an individual of good moral character and sound mental ability who is capable of pursuing a course of training at the school.

Interview

An interview with the Director of Student Personnel is held with each applicant to assist the student in making a wise decision in his choice of study.

Health

All applicants must possess the minimum physical and mental standards necessary to carry out all requirements of the occupation for which he is preparing.



Admission Procedures

In order to be accepted in a full or part-time preparatory program, all applicants must complete the following items in the sequence illustrated.

1. Fill out an application form enclosing a \$5.00 check or money order. The \$5.00 registration fee is required of all prospective students. If for some reason the applicant is not accepted for admission by the school, this fee will be refunded. Refunds will not be made for other reasons. Make all checks payable to the Walker County Technical School.
2. Submit a recent photograph.
3. Complete the personal reference list.
4. Have a transcript of your school record sent to Walker County Technical School.
5. Report to the school at your appointed time to take the Entrance Test.
6. Appear for a personal interview with the Director of Student Personnel Services after the above information has been received.

Student Personnel Services

Admissions

Each student makes his first contact with the school through the admissions office. It will be the goal of that office to assist each student in making the wisest educational choice based on his interest, career objectives, and abilities.

Counseling

The school has a complete guidance and counseling program designed to assist each student in fulfilling his goals for a happy, prosperous life.

Job Placement

The school will have a placement service whose primary objective is to place satisfactory graduates on jobs for which they have been trained. The placement service of the school maintains continuous contact with employers, both locally and statewide, and with the state employment office to assist students with employment opportunities available.

Follow Up

A follow-up study will be made of each graduating class to insure the school it is achieving its training objectives, and giving its students the skills they need for success.

HIGH SCHOOL SENIOR COOPERATIVE PROGRAM

The full time senior co-op is designed to allow a rising high school senior to earn his final four high school credits at an area technical school. This will give the "specialty oriented students" an opportunity to earn their high school diploma and at the same time to begin their training at a technical school. The following requirements and limitations are placed upon students entering the co-op program.

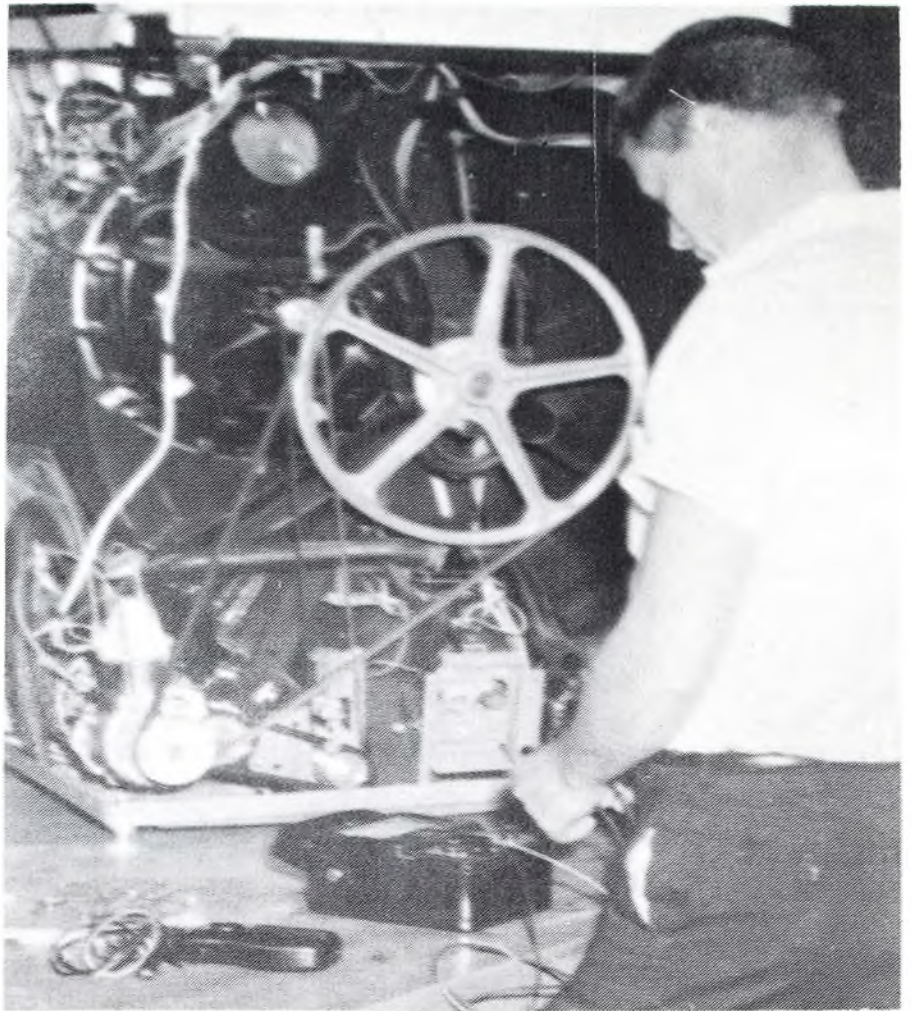
1. Students must have earned minimum credits as follows:

Course	Units
English -----	3
Social Studies -----	3
Science -----	1
Math -----	1
Math or Science -----	1
Electives -----	9*

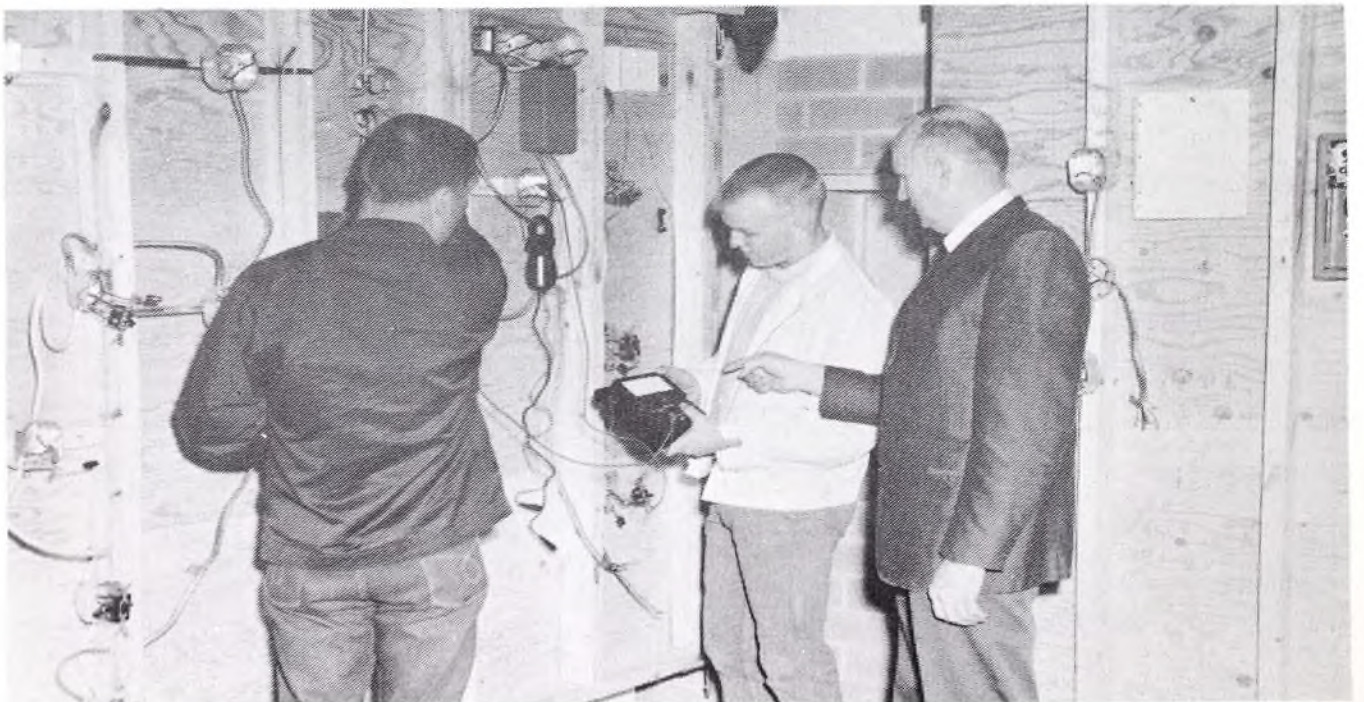
*This includes four units to be earned during the senior year at the technical school.

2. There must be evidence that students are qualified to successfully pursue to completion the curriculum in which they are enrolled.
3. Admission of students will be based upon:
 1. Evaluation of high school records
 2. Aptitude Tests
 3. Interest
 4. Achievement
 5. Maturity and Responsibility
 6. Personal Interview with the student and parents
4. Student must identify his occupational objective.
5. Students must show evidence that they will complete the training program in the area technical school after graduation from high school if length of the training program exceeds the normal school year.
6. The area technical school will assume responsibility for full-time students in the 12th grade (six hours per day).
7. No high school student may attend an area technical school on a part-time basis and be mixed with students in full-time classes.
8. High school seniors attending under the co-op program may not enroll in business education, drafting or electronics.
9. Priority will be given to out-of-school youth and adults. High school seniors may enroll only in classes where space is available and where teacher load will permit.
10. Admission of high school seniors to an area technical school will be left to the discretion of the local area school board under which the school operates.

*Course
Offerings*



Appliance Servicing



APPLIANCE SERVICING

Background Information

Classes include basic electricity, blueprint reading and sketching, refrigeration, pipe fitting, gas appliances, economics and human relations. Students are taught how to indicate trouble and repair major appliances including refrigerators, washing machines, dryers, dishwashers, and ranges. They receive supervised training in small appliance repair such as toasters, mixers, shavers, etc., and learn how to read appropriate schematics and diagrams and to use a variety of electrical test equipment and service manual data. In addition, students will be briefed in small business management.

Facilities

The instructors for the course are professionally trained and state certified. The course utilizes a modern classroom and laboratory unit which contain all the basic and advanced instructional equipment.

Employment Opportunities

Upon graduation, students are eligible to be employed by appliance dealers, department stores, private repair shops, or with gas or electric companies. Appliance manufacturers are hiring more and more servicemen to adjust and inspect new appliances and to work in repair centers opening in most large cities. The recent increase in coin-operated machines offers other possibilities for employment. Some students will go into business for themselves.

High School Courses Recommended

High school graduates who are mechanically inclined have the advantage in this program. Courses which would help prepare students for this program are math, physics, industrial arts, and mechanical drawing. A course in accounting or bookkeeping would be helpful if a student plans to go into the repair business or to open his own appliance business.

Length of course - 1 year

APPLIANCE SERVICING

FIRST QUARTER

Quarter hours required

	<u>Class</u>	<u>Lab</u>	<u>Tot.</u>
Basic Math	3	3	6
Theory of Electricity	3	4	7
Blueprint Reading and Drawing	3	6	9
House Wiring and Trouble Shooting	4	4	8
			—
			30

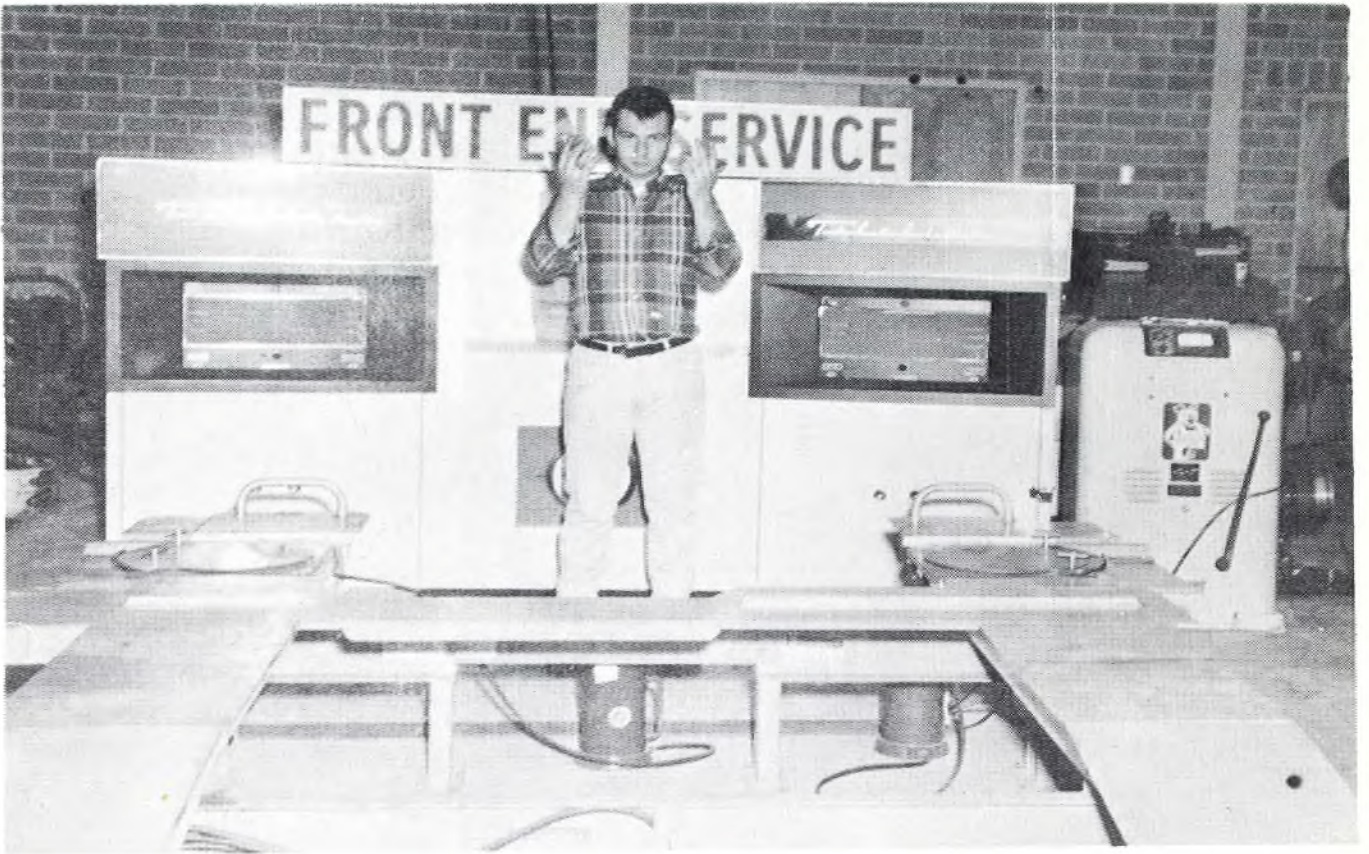
SECOND QUARTER

Electric Ranges	3	5	8
Electric Clothes Dryers	2	2	4
Electric Water Heaters	1	1	2
Small Appliances	1	1	2
Dish Washers	2	3	5
Automatic Washers	4	5	9
			—
			30

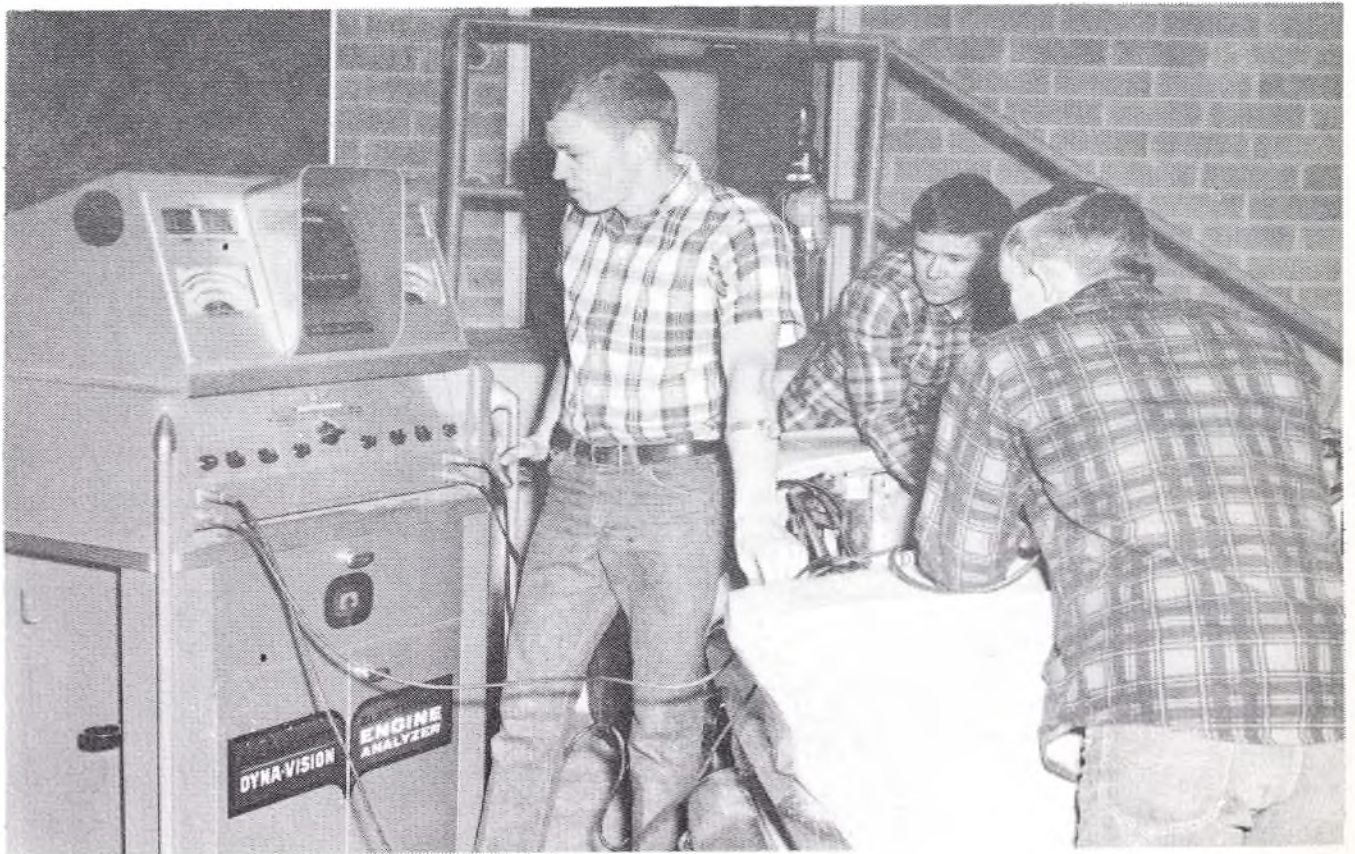
THIRD QUARTER

Quarter hours required

	<u>Class</u>	<u>Lab</u>	<u>Tot.</u>
Principles of Refrigeration	4	6	10
Air Conditioning Units	2	6	8
Refrigerators and Freezers	3	6	9
Heat Pumps	1	2	3
			—
			30



Automotive Mechanics



AUTOMOTIVE MECHANICS

Background Information

The value of the automobile as a dependable means of transportation has been proved many times. New automobiles are being produced in greater quantities than ever before and the changes are rapid and complex. Automotive mechanics is a pre-employment course designed to prepare the student for employment at entry level in the repair and maintenance of automobiles and light trucks. The program of instruction consists of theory and practice in the disassembly, assembly, and diagnoses of malfunctions in the various types of engines, carburetors, fuel pumps, generators, alternators, starters, ignition systems, clutches, transmissions, rear axles, front ends, and power and hydraulic automotive brakes.

Facilities

The instructor is a master craftsman in the field of automotive mechanics, and is professionally trained and state certified. The automotive mechanics course occupies a modern classroom-shop unit, fully equipped with machinery and tools of the most modern kind, and contains instructional units of all types for student work. These facilities are among the most modern and up-to-date available in the state.

Employment Opportunities

Employment opportunities are considered unlimited. There will be a demand for good auto mechanics for a long time to come.

High School Courses Recommended

The student will find any related shop course helpful. A good course in general math and a course in physical science will also be helpful.

Length of course - four quarters.

AUTOMOBILE MECHANICS

Course Outline

REQUIRED COURSES

FIRST QUARTER	Quarter	Hours	Required		THIRD QUARTER	Quarter	Hours	Required	
	Class	Lab.	Lab.	Tot.		Class	Lab.	Lab.	Tot.
Engine Lab 11			5	5	Automatic Electricity Theory				5
Engine Lab 11			5	5	Automatic Electricity Lab			15	15
Engine Lab 11			5	5	Wheel Balancing	1		4	5
Engine Theory 11	5			5	Brakes	1		4	5
Mathematics 10	5			5					—
Basic Electricity 14	3	2		5					30
				—					
				30					
					FOURTH QUARTER				
					Air Conditioning Theory	5		5	10
SECOND QUARTER					Front End Alignment Theory	5		5	10
Engine 6	1	4		5	Special Problems		10	10	10
Straight and Automatic Transmissions	5		10	15					—
Fuel System and Carburetion	2	3		5					30
Rear End	2	3		5					
				—					
				30					



Business Education



BUSINESS EDUCATION

Background Information

The Business Education program is designed to increase competence in the various office occupations. The program will include training for clerk typists, general office clerks, stenographers, secretaries, bookkeepers, and accounting clerks. The Business Education program will be able to accommodate both beginning and advanced students.

Facilities

The Business Education Department is equipped with modern office machines and equipment, located in comfortable air-conditioned classrooms. All Business Education instructors are fully certified by the State Department of Education.

Employment Opportunities

The Business Education program prepares students to fill a number of office positions in one of America's fastest-growing occupational fields. Today, one out of every eight people employed in the United States has some type of office job. After finishing high school and the one-year business education program at an area technical school, a student should find no difficulty in obtaining one of 6,000 vacant office positions which now exist in this state. This number is steadily increasing.

High School Courses Recommended

The student will find all high school business courses to be of real value. In addition, courses in general and business math will be helpful.

Length of course - 1 year

COURSE OUTLINE—UNIT RECORD DATA PROCESSING

REQUIRED COURSES

	Quarter Hours		Quarter Hours
FIRST QUARTER		THIRD QUARTER	
Accounting	10	Accounting	5
Business Mathematics	5	Business Psychology	5
Introduction to Business	5	Technical Report Writing	5
Punched Card Data Processing	10	Punched Card Systems and Procedures	15
SECOND QUARTER		FOURTH QUARTER	
Accounting	5	Systems and Procedures	15
Mathematics	5	Field Project	15
Communications Skills	5		

COURSE OUTLINE—STENOGRAPHY

REQUIRED COURSES

	Quarter Hours		Quarter Hours
FIRST QUARTER		THIRD QUARTER	
Shorthand I	5	Shorthand III	10
Typewriting I	5	Typewriting III	5
Business English	5	Office Procedures	5
Accounting I	10	Business Law	5
Business Math	5	FOURTH QUARTER	
SECOND QUARTER		Shorthand IV	5
Shorthand II	10	Business Psychology	5
Typewriting II	5	Charm	5
Business English	5	Typewriting IV	5
Business Machines	5	Economics	5

COURSE OUTLINE—GENERAL SECRETARIAL

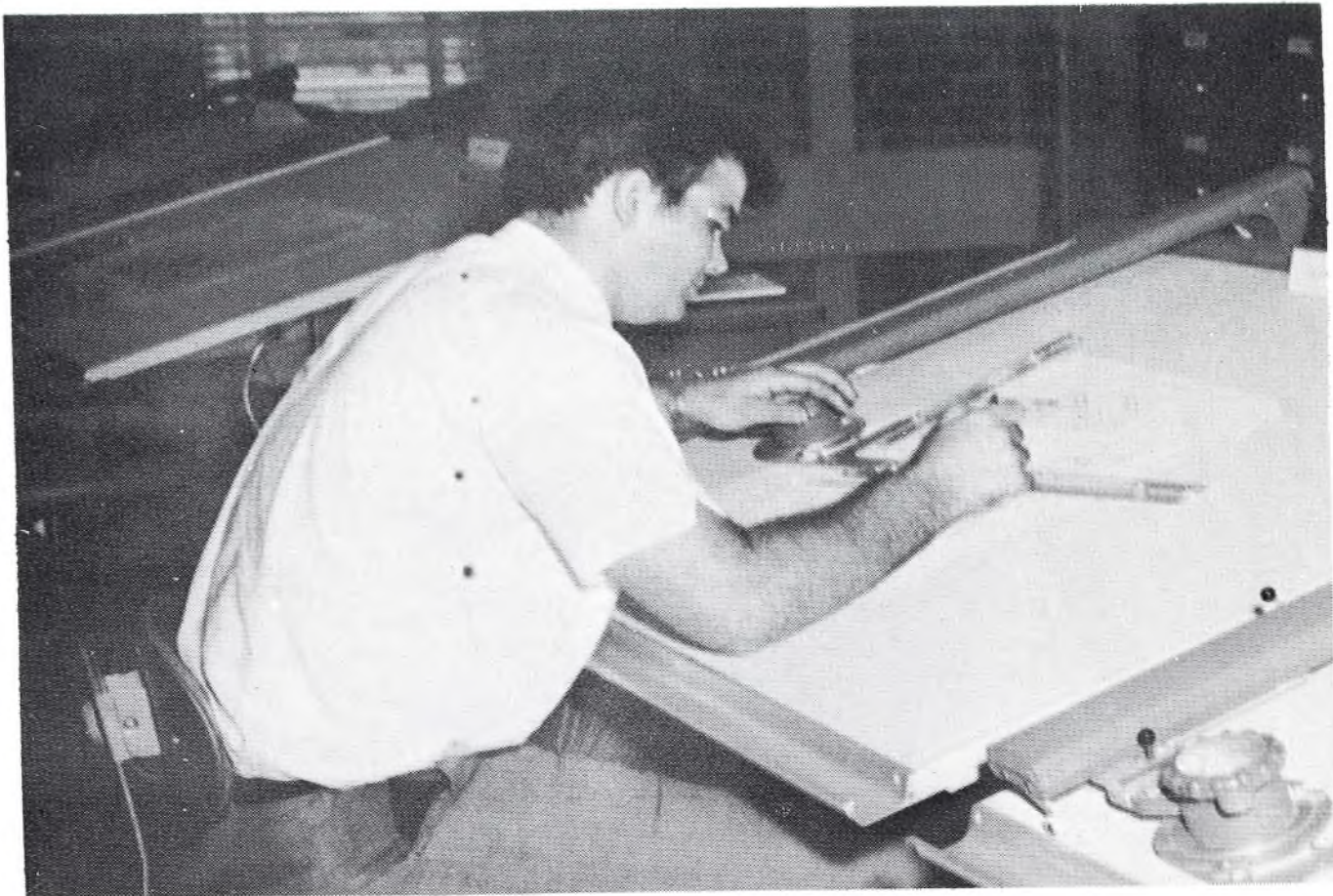
REQUIRED COURSES

	Quarter Hours		Quarter Hours
FIRST QUARTER		THIRD QUARTER	
Typewriting I	5	Business English	5
Business English	5	Clerical Records and Control	5
Business Math	5	Stenoscrypt III	5
Office Procedures	5	Business Psychology	5
Stenoscrypt I	5	Typewriting III	5
SECOND QUARTER		FOURTH QUARTER	
Typewriting II	5	Salesmanship	5
Business English	5	Office Management	5
Business Law	5	Stenoscrypt IV	5
Business Machines	5	Typewriting IV	5
Stenoscrypt II	5	Charm	5

COURSE OUTLINE—ACCOUNTING

REQUIRED COURSES

	Quarter Hours		Quarter Hours
FIRST QUARTER		THIRD QUARTER	
Accounting I	10	Accounting III	10
Typewriting I	5	Business Law	5
Business Math	5	Salesmanship	5
Business English	5	Business Principles & Management	5
SECOND QUARTER		FOURTH QUARTER	
Accounting II	10	Economics	5
Typewriting II	5	Typewriting III	5
Business English I	5	Accounting IV	10
Business Machines	5	Business English	5



Drafting & Design Technology



DRAFTING AND DESIGN TECHNOLOGY

Background Information

Engineering drawing is a graphic language that expresses and conveys ideas of shape, size and construction of communication in all phases of industrial and engineering work; consequently, engineering and technical persons must possess a good understanding of drafting techniques. This curriculum provides the educational background necessary for many functions of such jobs as design draftsman, tool designer, research assistant, or engineering assistant. It provides the broad technical competence needed for these jobs rather than the specific skill or techniques required for a single skill occupation.

Facilities

The drafting department will be housed in a modern, air-conditioned, well-lighted drafting room. This room will provide each student with ample working space. The instructors for the course are professionally trained and state certified.

Employment Opportunities

Drafting and design technology offers a wide variety of opportunities for employment. Job areas range from general equipment and machine maintenance to research and design and may be found in every area of the country. There are many opportunities for advancement and/or transfers within the field, and good technicians are in demand by virtually every industry in the country. Mechanical technicians are employed in machine shops and in all types of metal working industries, including aircraft manufacturing, automobile manufacturing, machine tool manufacturing, and in many non-metal working industries.

Admissions

This curriculum is designed for high school graduates (or the equivalent) who have a background of algebra, geometry, and physical science. They must also have qualifying scores on entrance test required by the school.

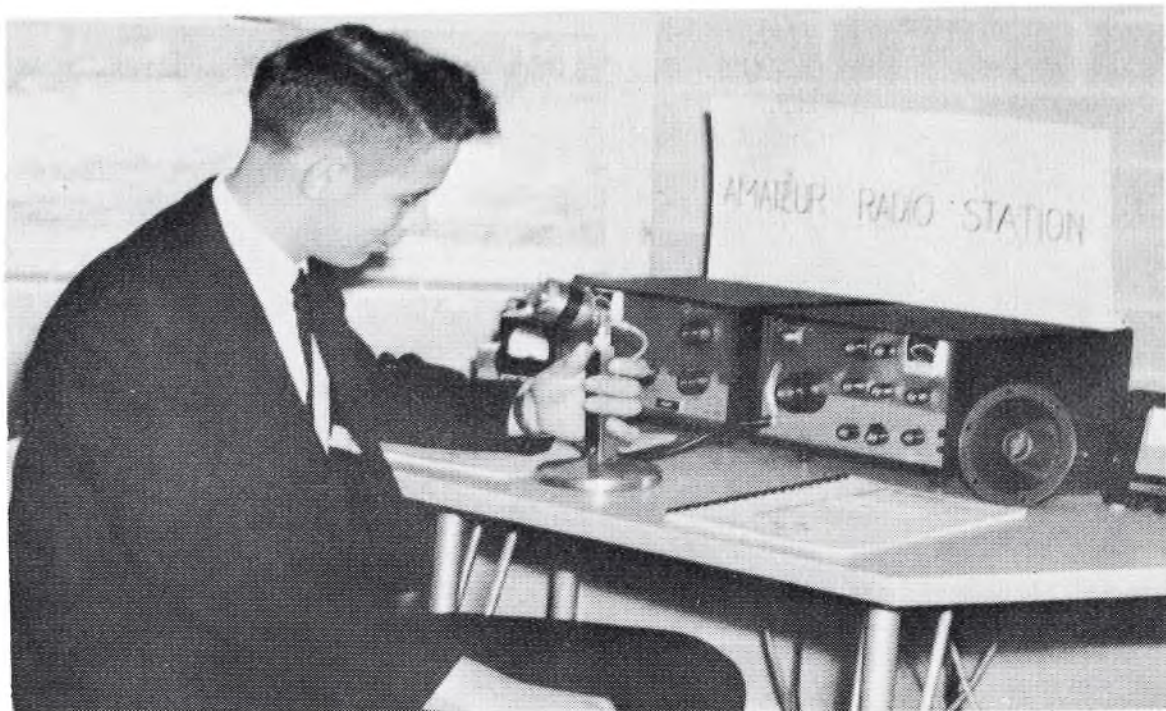
High School Courses Required or Recommended

A good foundation in science and math will be helpful in this field. A prospective student should take as many advanced courses in these areas as possible. A course in mechanical drawing would also be helpful.

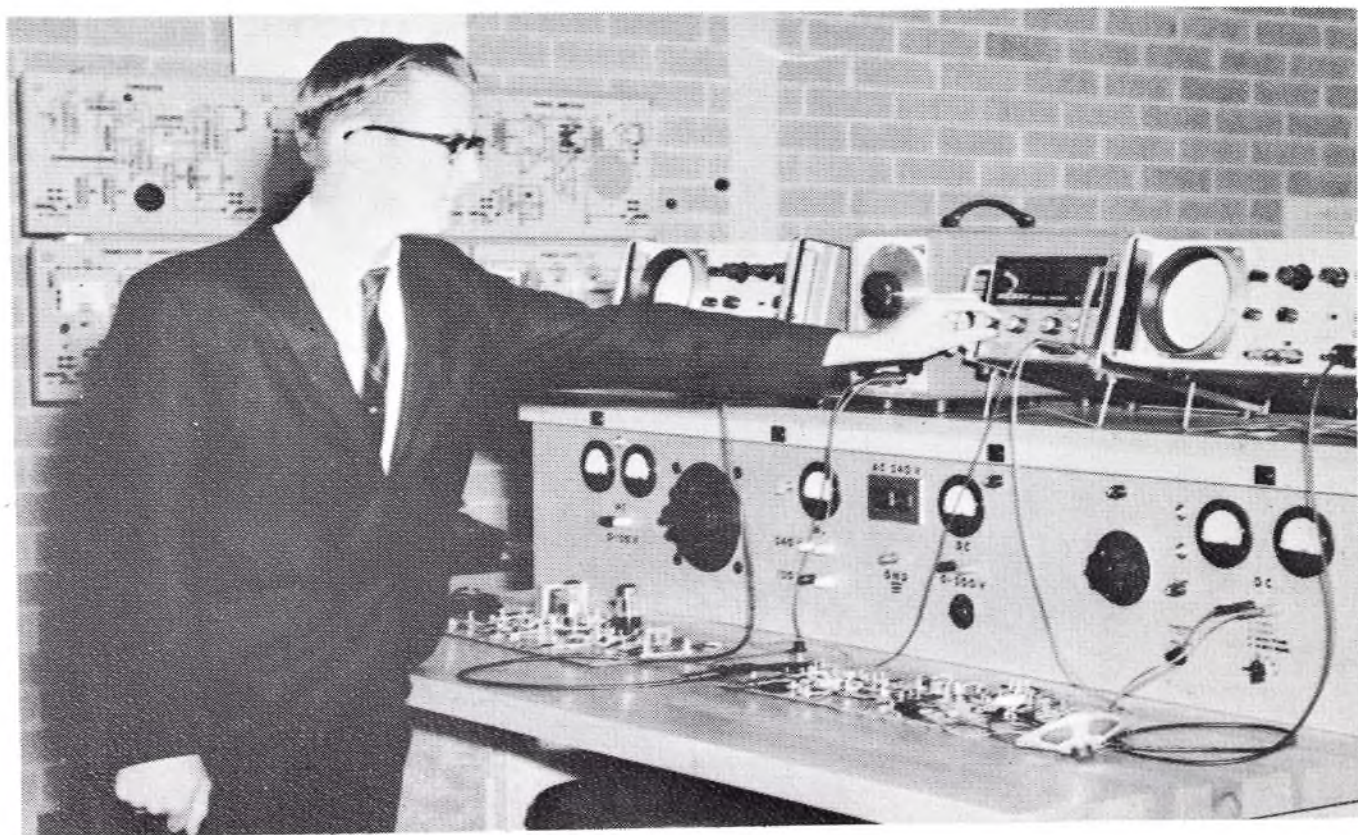
Length of course - 7 quarters.

DRAFTING AND DESIGN Course Outline — Required Courses

FIRST YEAR				SECOND YEAR			
FIRST QUARTER	Quarter hours required			FOURTH QUARTER	Quarter hours required		
	Class	Lab	Tot.		Class	Lab	Tot.
Engineering Drawing I	2	12	14	Design Drafting I	2	10	12
Related Mathematics I	6		6	Welding Drawings	1	3	4
Technical Sketching	1	4	5	Working Drawing	1	9	10
Engineering Lettering I	1	4	5	Cost Estimating	1	3	4
			30				30
SECOND QUARTER				FIFTH QUARTER			
Engineering Drawing II	2	17	19	Design Drafting II	1	7	8
Related Mathematics II	6		6	Machine Design	1	3	4
Engineering Lettering II	1	2	3	Individual Specialized Drafting (Structural, Mechanical, Arch, Etc.)	1	14	15
Pictorial Drawing	1	1	2	Technical Report Writing	3		3
			30				30
THIRD QUARTER				SIXTH QUARTER			
Detail Drafting	2	8	10	Specialized Drafting (Cont.)	1	16	17
Sectioning	2	6	8	Public Speaking	4		4
Manufacturing and Shop Processes	2	4	6	Industrial Relations	3		3
Descriptive Drawing	1	5	6	Drafting Department Practices	2	4	6
			30				30
SEVENTH QUARTER							
				Engineering Design	5	5	10
				Drafting Room Practices		5	5
				Student Project		15	15
							30



Electronic Technology



ELECTRONIC TECHNOLOGY

Background Information

The electronic technician works in virtually every aspect of engineering and scientific work. Most technicians serve as supporting personnel to engineers and scientists in the fields of communication, missile and spacecraft guidance, research and development, computers, industrial and medical measuring, television and radio, and many other types of work involving vacuum tubes and semi-conductor circuits.

Electronic technicians may prepare or interpret layouts and develop and test experimental electronic units. Their work often calls for use of engineering handbooks, oscilloscopes, signal generators, ohmmeters, multimeters and other instruments. They are needed in industries ranging from television stations to the launch site at Cape Kennedy.

Facilities

The instructors for the course are professionally trained and state certified. The course utilizes a modern classroom and laboratory unit which contain all the basic and advanced instructional equipment. These facilities are among the finest and most complete in the state.

Employment Opportunities

As electronics assumes an ever-growing role in our daily life, its demands for skilled technicians increase. Job opportunities will continue to exceed the number of technicians available throughout the foreseeable future. Employment, security, and opportunity for advancement are available in the electronics industry.

Admissions

Students wishing to qualify in electronic technology must be high school graduates or the equivalent (GED scores will be accepted). They must make satisfactory scores on the General Aptitude Test Battery and have a personal interview. A good background in math is also mandatory.

High School Courses Required or Recommended

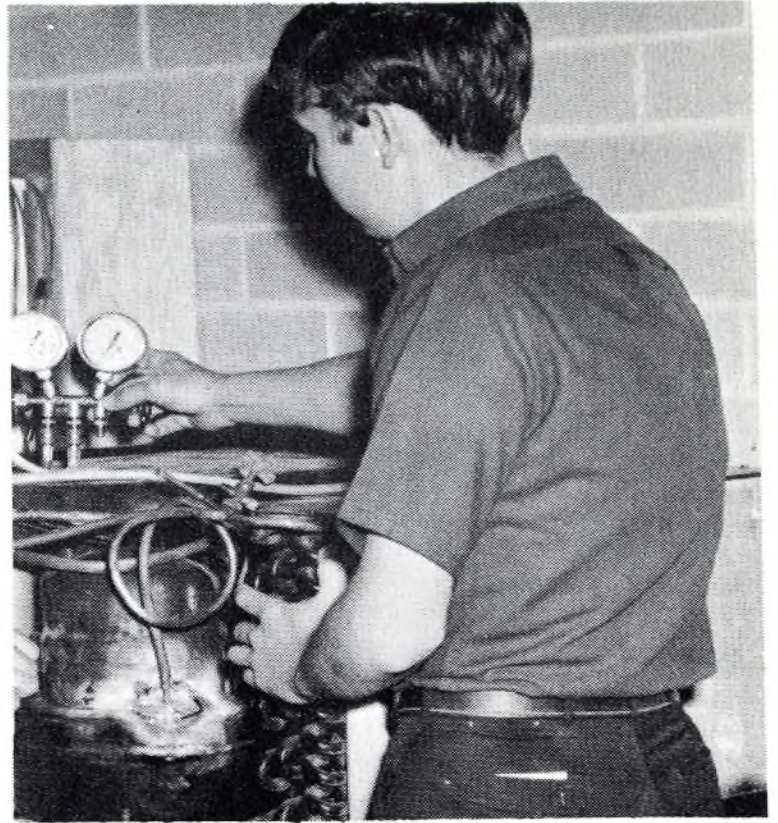
A good foundation in science and math will be helpful in this field. A prospective student should take as many advanced courses in these areas as possible.

Length of course - 2 years

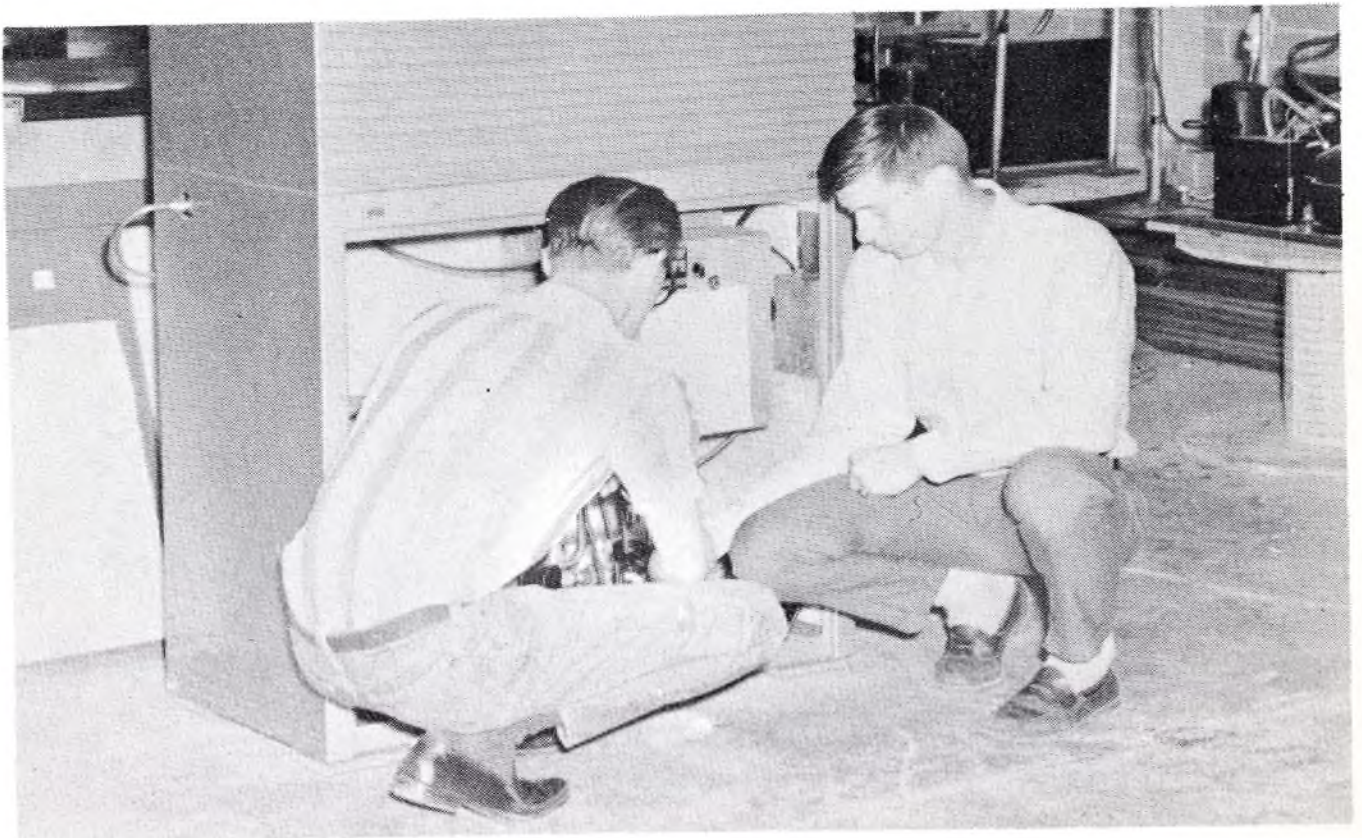
ELECTRONIC TECHNOLOGY

Course Outline — Required Courses

FIRST YEAR				SECOND YEAR			
FIRST QUARTER	Quarter hours required			FOURTH QUARTER	Quarter hours required		
	Class	Lab	Tot.		Class	Lab	Tot.
Basic Electricity	3	3	6	Communications Systems II	3	3	6
Technical Math I	3	3	6	Computers II	3	3	6
Shop Processes	3	3	6	Electronic Instruments and			
Technical Writing I	3	3	6	Measurements	3	?	6
Alternating Current	3	3	6	Radio Frequency Electronics	3	3	6
			—	Industrial Electronics II	3	3	6
			30				—
							30
SECOND QUARTER				FIFTH QUARTER			
Technical Math II	4	2	6	Industrial Electronics III	3	3	6
Basic Electronics	3	3	6	Digital Computer Systems	3	3	6
Electronic Theory	3	3	6	Microwaves I	3	3	6
Semiconductors I	1	1	2	FCC Licenses Study Guide	3	3	6
Vacuum Tubes	1	1	2	Technical Writing IV	3	3	6
Circuit Analysis I	1	1	2				—
Technical Writing II	3	3	6				30
			—	SIXTH QUARTER			
			30	Microwaves II	3	3	6
THIRD QUARTER				First Class FCC License Study			
Advanced Electronics				Guide	3	3	6
Circuit Analysis II	3	3	6	Laboratory Project Construction	3	3	6
Technical Math III	2	2	4	First Class FCC License Review	3	3	6
Semiconductors II	1	1	2	Technical Writing V	2		2
Industrial Electronics I	3	3	6	Industrial Relations	1		1
Technical Writing III	1	1	2	Laboratory Procedure Review		3	3
Communications Systems I	3	3	6				—
Computers I	2	2	4				30
			—	SEVENTH QUARTER			
			30	Digital Computer Systems	7	8	15
				Microwaves III	5	5	10
				Special Review	3	2	5
							—
							30



Heating and Air Conditioning



HEATING AND AIR-CONDITIONING

Background Information

The growing demand for air conditioning and refrigeration, and the continued use of heating systems throughout the nation, are providing many job opportunities for skilled men who install, service, and design such equipment.

The technician may install equipment ranging from small, self-contained units to large central plant type systems. In installing air conditioners and refrigeration equipment, he attaches motors, condensers and dehumidifiers in proper position by following design procedures. He connects duct work and refrigerant lines, checks electric power, completes the recording and gaging devices, and tests the unit for proper performance and leaks.

When the equipment malfunctions for any cause, the technician must be able to diagnose the problem and make the necessary repairs or adjustments. This may involve analyzing the electric circuitry for open circuits, adjustments of valves, testing controls, or testing for leaks and making corrections and replacing the refrigerant to the correct volume. He also receives instruction and experience in the servicing of the various types of heating systems.

Facilities

The instructor is a master craftsman in his field and is professionally trained and state certified. The course utilizes a brand new classroom laboratory, equipped with the most modern equipment. This is the same type equipment found in industry. Facilities are among the finest available.

Employment Opportunities

The air conditioning, refrigeration, and heating industry offers bright futures for thousands of men in the years to come. Perhaps no other industry is destined for such rapid growth in the '60s.

High School Courses Recommended

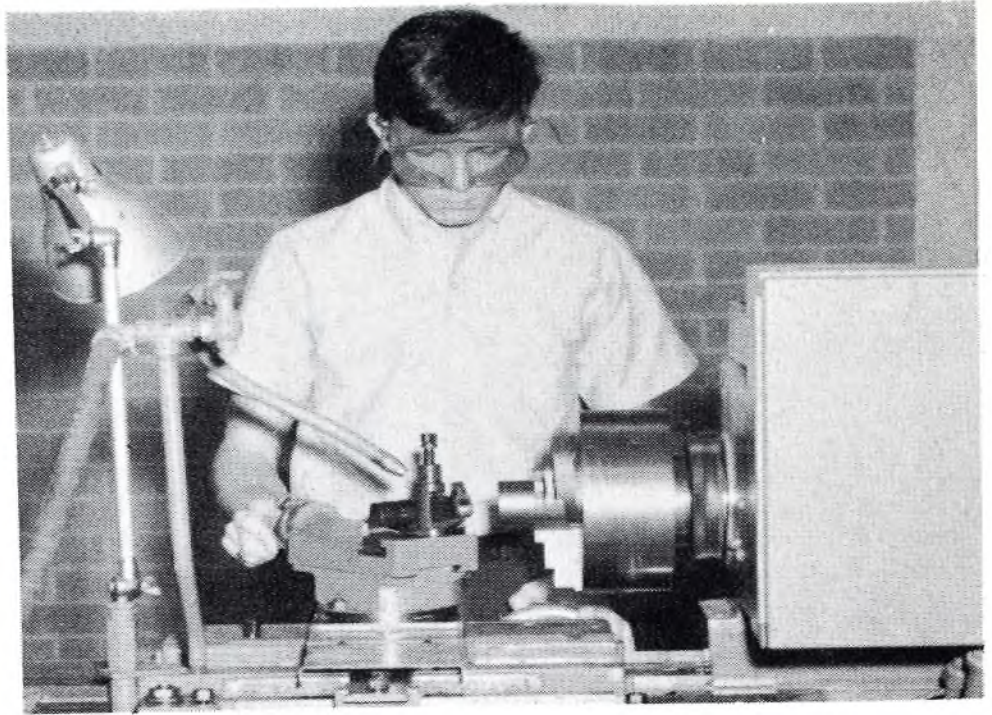
The prospective student in this field will find such high school subjects as physical science, physics, and the various maths to be of real value in his future training at an area technical school.

Length of course - 4 quarters.

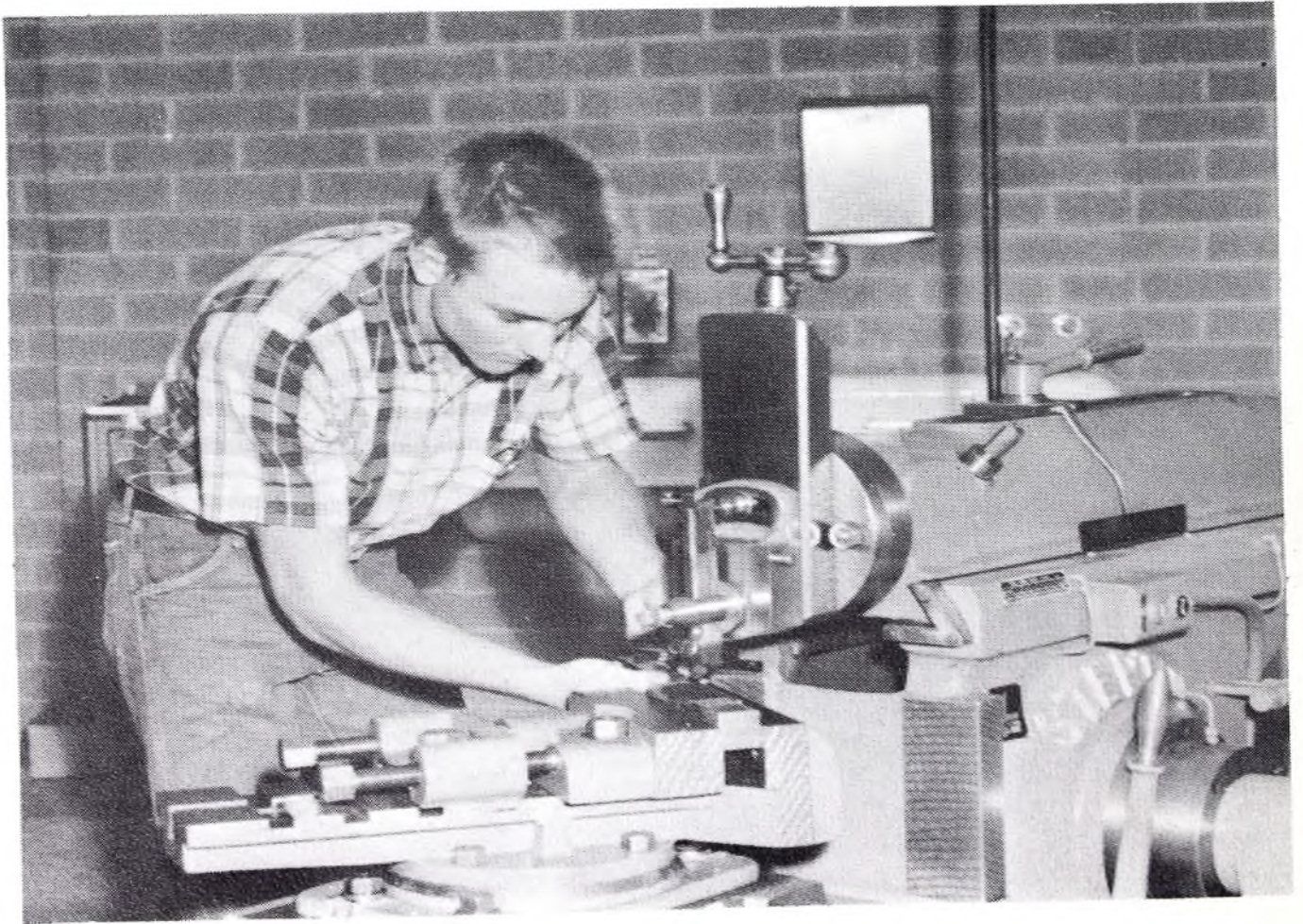
HEATING AND AIR-CONDITIONING

Course Outline — Required Courses

FIRST QUARTER	Quarter Hours Required			THIRD QUARTER	Quarter Hours Required		
	Class	Lab	Tot.		Class	Lab	Tot.
Basic Refrigeration	6	4	10	Heating Apparatus	3	7	10
Basic Electricity	5	5	10	Air Conditioning	1	4	5
Mathematics	5		5	Heat Pumps	1	4	5
Pipe Fitting and Tools	2	3	5	Controls	2	3	5
			30	Trouble Shooting	2	3	5
							30
SECOND QUARTER	Quarter Hours Required			FOURTH QUARTER	Quarter Hours Required		
Basic Refrigeration	4	6	10	Heat Load Calculations	7	3	10
Blue Print Reading	5	5	10	Heat Pumps	1	4	5
Schematic Wiring Diagrams	2	3	5	Sales, Human Relation and Job Placement	5		5
Fundamentals of Heating	4	1	5	Trouble Shooting	2	8	10
			30				30



Machine Shop



MACHINE SHOP INDUSTRIAL MACHINE TOOL PROCESSES

Background Information

Increased emphasis on precision machinery demands that the machinist be thoroughly trained in all phases of machine shop practices. The machinist plans and carries out all operations needed in production of machined products. He selects tools and materials required for each job and plans cutting and finishing operations.

The machine shop course is a program of pre-employment training designed to prepare the student for employment at entry level in the machine shops of industries. The program of instruction covers both theory and practice, and includes installation, care, and repair of machines found in machine shops; job interpretation, set-up and operation required to complete work in a manner acceptable to industry; and tool care, repair, and basic tool and die making.

Facilities

The instructor is a master craftsman in his field and is professionally trained and state certified. The machine shop occupies a modern classroom shop unit which is equipped fully with machinery and tools that are found in industry. There are facilities for both hot and cold working processes, materials testing and metallurgy. The facilities are among the most modern, up-to-date to be found in the state.

Employment Opportunities

After graduation, students find work in industries keeping mechanical equipment in good operating order, or in the production department of metalworking industries producing parts.

An important advantage of this occupation is that work can be found in all localities and in all industries. Skilled machinists are in great demand wherever tools and machines are utilized. This is a vital skill because the breakdown of one machine might place many others out of operation.

High School Courses Recommended

The student will find any related shop course helpful. A good course in general math and a course in physical science will also be helpful.

Length of course - 4 quarters.

MACHINE TOOL

Course Outline — Required Courses

	Quarter Hours Required				Quarter Hours Required			
FIRST QUARTER	Class	Lab	Tot.		Class	Lab	Tot.	
Mathematics 10	5		5		4	1	5	
Hand Tool Processes	1	4	5		3	12	15	
Machine Tool Blueprint Reading	5	5	10		3	7	10	
Basic Bench Metal	3	7	10				—	
			—				30	
			30					
SECOND QUARTER								
Communications	5		5		FOURTH QUARTER			
Measurements, Measuring Tools and Gauges	3	2	5		Milling Machines Theory	1	4	5
Lathe Operations and Setups	3	12	15		Special Problems		25	25
Lathe Operations Theory	4	1	5				—	30
			—				30	
			30					



Marketing and Management



MARKETING AND MANAGEMENT

Background Information

Marketing and Management offer exciting and rewarding career opportunities. All types of business and industries are seeking young men and women with training and knowledge which have prepared them for work from which they can advance to positions of responsibility.

This program includes both classroom and laboratory instruction designed to develop knowledge and skills required for jobs in distribution and marketing, including buying, selling, pricing, wholesaling, and retailing. A study is also made of the things affecting marketing, such as research, advertising, store displays, store locations, customers services, and government regulations. Instruction is given in credit, business record-keeping, and capital structure. More specialized training will be given the student in his chosen specialty.

Management training prepares students for supervisory or mid-management positions through courses in marketing, sales, management principles, and financial management. The study includes subject matter and learning experiences which are related directly to the job done by owners and managers in organizing and operation of a business, usually a retail or service firm, wholesale house, or unincorporated business.

Facilities

The Marketing and Management Department is equipped with modern sales, display and marketing equipment, located in a comfortable, air-conditioned laboratory. The instructor is experienced in the field of Marketing and fully certified by the State Department of Education.

Employment Opportunities

Career opportunities in retailing and wholesaling which require the maturity of judgment promoted by the one-year Marketing and Management course include:

Advertising, Apparel and Accessories, Building Materials, Farm Equipment, Financial Furnishings, Hotel and Lodging, Industrial Machinery, Motor Vehicles, Office Equipment, Real Estate, Transportation, and a variety of sales and mid-management positions.

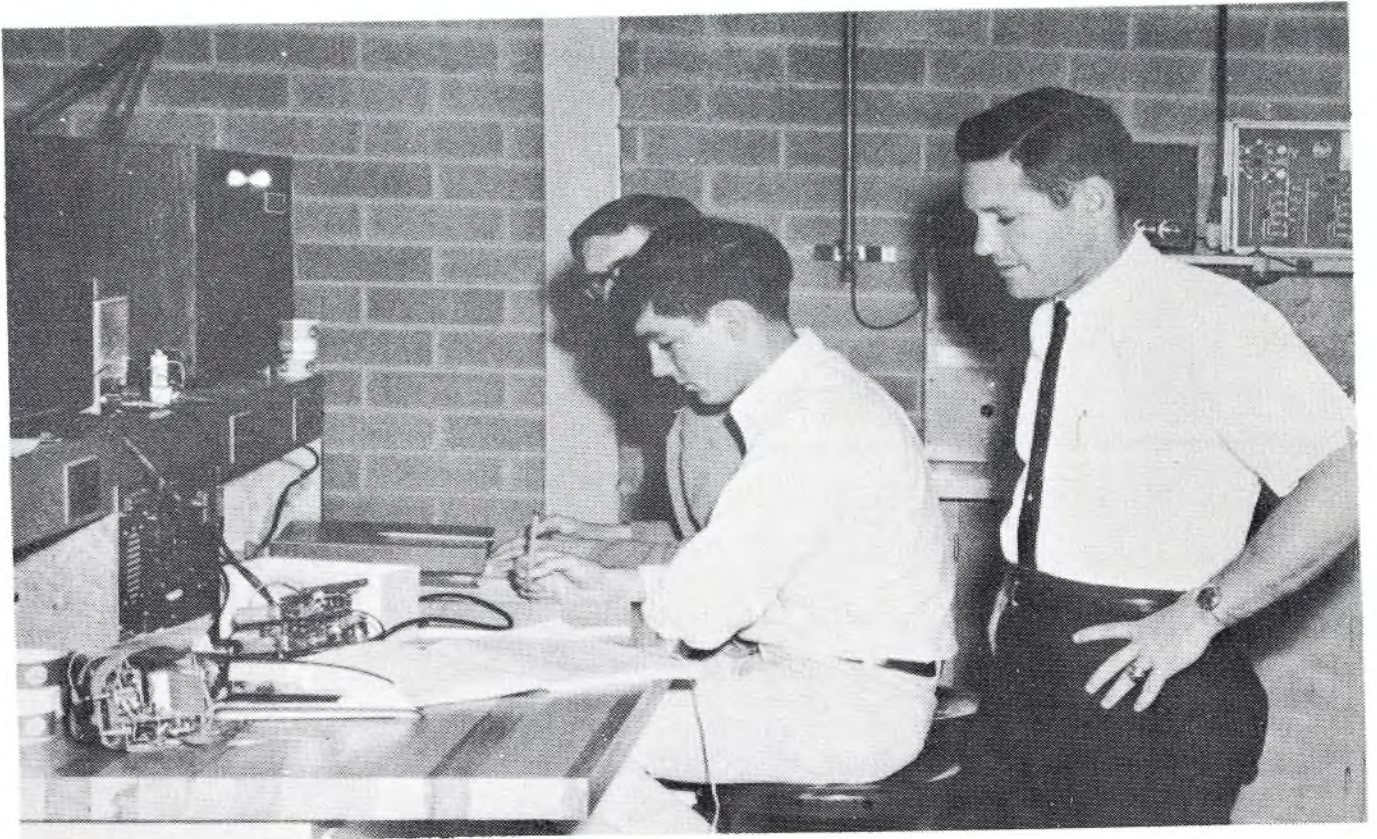
High School Courses Recommended

The student will find all high school business and Distributive Education courses to be of great value. In addition, courses in business math, Public Speaking, and sales related courses will be most helpful.

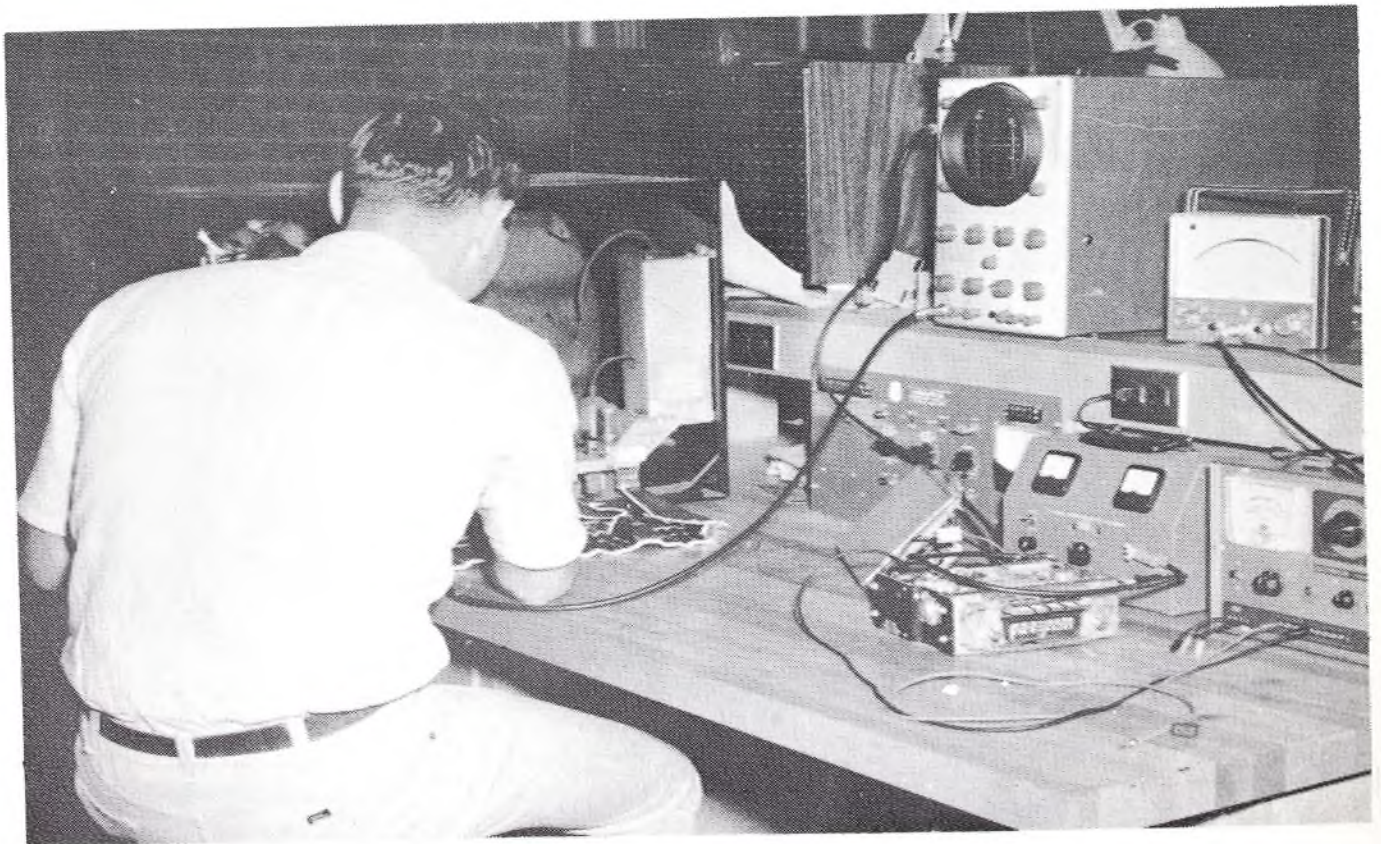
MARKETING AND MANAGEMENT

Course Outline — Required Courses

FIRST QUARTER	Quarter Hours	THIRD QUARTER	Quarter Hours
Economics	5	Mathematics 10	5
Business Law	5	Principles of Management	5
Typewriting I	5	Transportation	5
Accounting I	10	Speech	5
Human Relations in Distribution	5	Advertising Theory	5
		Advertising Lab	5
SECOND QUARTER		FOURTH QUARTER	
Economics of Distribution	5	Principles of Display	10
Salesmanship	10	Career Projects	20
Business English	5		
Principles of Marketing	10		



Radio and TV Repair



RADIO AND TELEVISION REPAIR

Background Information

Radio and television repair is a pre-employment course designed to prepare the student for employment at the entry level in the repair, servicing, and installation of radio receivers (including transistors), television receivers (including color and closed circuit), high fidelity and stereophonic sound reproduction systems, and related electronic equipment.

Facilities

The instructor is a master craftsman in the fields of radio and television and is professionally trained and state certified. The Radio and Television Repair course has the most modern equipment at its disposal. A brand new electronics classroom-laboratory unit, fully equipped, provides one of the most modern and up-to-date facilities of its kind in the state.

Employment Opportunities

The continuing growth of the radio and television industry insures trained personnel in this field excellent employment opportunities. Increases in transmission and reception of color television and electronic control appliances for radio equipment provide an expanding field for job opportunities to develop.

High School Courses Recommended

Courses in math and science will be helpful in this field of study. The prospective student is encouraged to take algebra and physics.

Length of course - 2 years

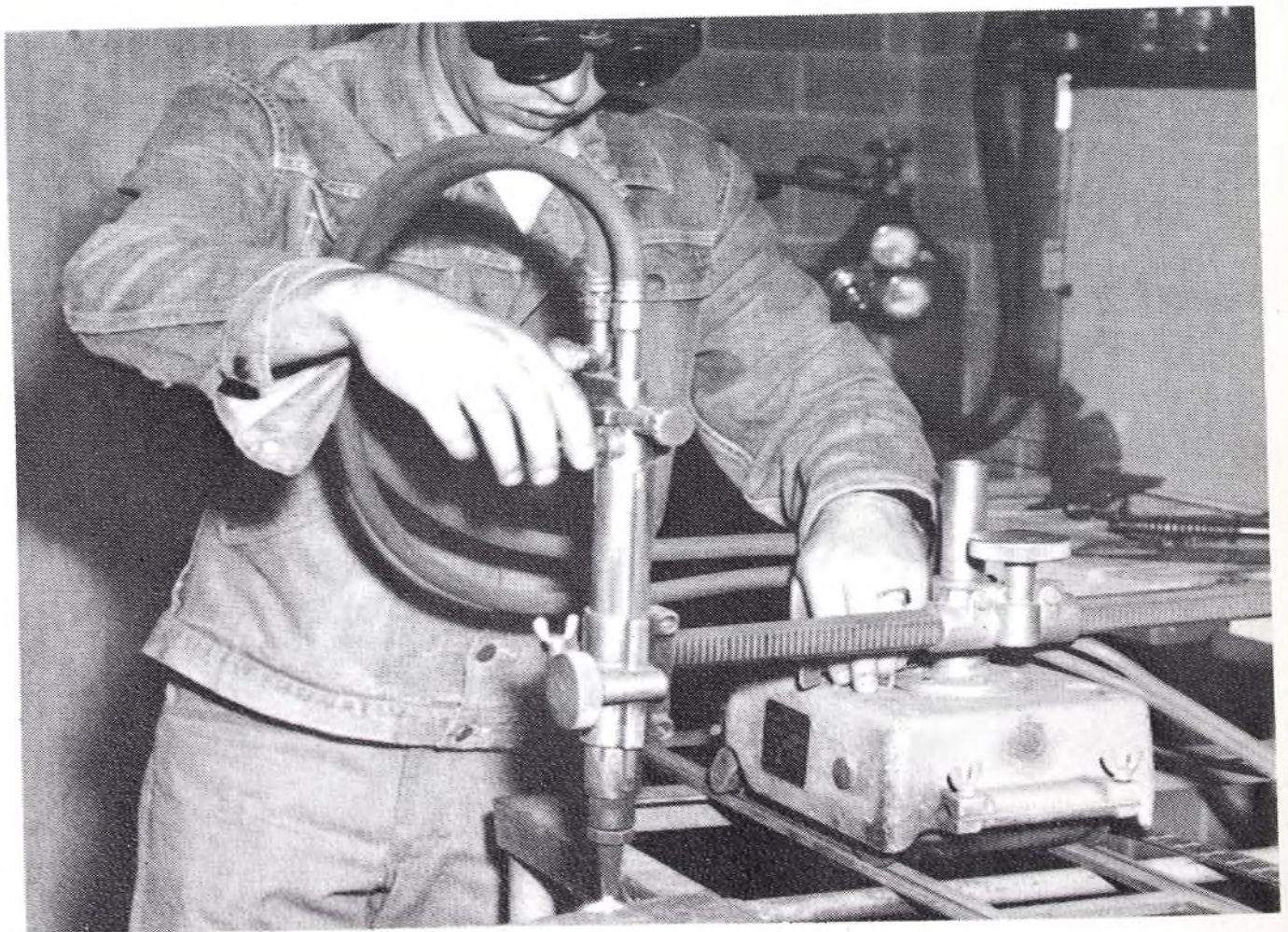
RADIO AND TELEVISION REPAIR

Course Outline — Required Courses

FIRST YEAR

FIRST QUARTER				Quarter hours required			
				Class	Lab	Tot.	
Quarter hours required							
	Class	Lab	Tot.				
Orientation	1		1	Video Detector and AGC	2	3	5
Symbols and Color Code	1		1	Video Amplifier	1	2	3
Math and Ohm's Law	3		6	D C Reinsertion	1	1	2
D C Electricity	6	4	10	Picture Tube	1	1	2
A C Electricity	8	4	12	TV Power Supply	1	1	2
			—	Inter Carrier	1	1	2
			30	Sync Circuits	2	3	5
							—
							30
SECOND QUARTER				FIFTH QUARTER			
Electron Tubes and Circuits	4	7	11	F M Modulation	1	1	2
AM and FM Receivers	5	8	13	Television Receiver Analysis and Alignment	4	6	10
Transistors	2	4	6	Servicing Television Receivers	5	10	15
			—	Remote Controls	1	2	3
			30				—
							30
THIRD QUARTER				SIXTH QUARTER			
Test Equipment for Radios	3	3	6	Color Television	5	13	18
Printed Circuits	1	2	3	Stereo Sound	1	2	3
Turntables and Record Players	1	3	4	F M Stereo Multiplexing	2	1	3
Trouble Shooting	2	11	13	Color and B W Trouble Shooting	1	5	6
Television Field	1	3	4				—
			—				30
			30				
SECOND YEAR				SEVENTH QUARTER			
FOURTH QUARTER				Color Television II	5	5	10
High frequency waves and Television Antenna	1	1	2	Special Problems	5	15	20
Tuner Circuits (Wide Band)	1	1	2				—
H F Oscillator and Mixer TV Tuner	1	1	2				30
Video I F	1	2	3				

Welding



WELDING

Background Information

The welding course is designed to prepare the student for employment at entry level in the occupational field of welding and to improve the skills of persons presently employed in the field. Instruction includes an understanding of the welding processes and their possibilities; a study of composition of various metals and the practical methods of identifying and welding them; skill in handling the equipment with confidence and a proper regard for safety; the practice of economy; preparation and execution of welds; testing of completed work; and recognizing defects and helping to correct them.

Facilities

The instructor is a master in the field and is professionally trained and state certified. The welding laboratory is equipped with oxyacetylene, arc, and heliarc welding capabilities. The equipment is the most modern available, and comprises one of the best facilities available in the area.

Employment Opportunities

Many welders are employed in the manufacturing industries such as automobile, shipping and aviation. Other graduates are employed by construction firms or repair services. Increasing metalworking industries and wider use of welding processes will continue to create positions for trained welders.

High School Courses Recommended

Any shop course will be very helpful in the welding program.

Length of course - 1 year

WELDING

FIRST QUARTER

Quarter hours required

	Class	Lab	Tot.
Welding Tools and Equipment	1	1	2
Related Math	3		3
Basic Arc Welding	2	12	14
Basic Oxyacetylene Welding	2	9	11
			30

SECOND QUARTER

Metallurgy	2	2	4
Blueprint Reading	2	2	4
Arc Welding		8	8
MIG Welding	2	5	7
TIG Welding	2	5	7
			30

THIRD QUARTER

Quarter hours required

	Class	Lab	Tot.
Metal Layout	1	2	3
Arc Welding Certification Practice		9	9
MIG Welding Certification Practice		9	9
TIG Welding Certification Practice		9	9
			30

WHAT HAPPENS TO GRADUATES OF GEORGIA'S AREA VOCATIONAL-TECHNICAL SCHOOLS?

I. What about finding a job after leaving training?

A. How long after training did students wait before finding a job?

1. Immediately—No wait	61%
2. Two weeks or less	17%
3. Two to four weeks	11%
4. One month or more	11%

B. How did students find out about their first job after graduation?

1. Own efforts	50%
2. Help of area school staff	29%
3. Help of friends	10%
4. Employment agency	2%
5. Other	9%

II. What kind of jobs did students find after leaving training?

A. Was their first job related to their training?

1. Employed in Occupation for which trained	71%
2. Employed in Occupation related to training	10%
3. Employed in Field unrelated to training	6%
4. Employed part-time	2%
5. Unemployed	2%
6. Number status unknown	9%

B. What were their weekly earnings?

1. Under \$50	8%
2. Between \$51 and \$69	36%
3. Between \$70 and \$100	38%
4. Between \$101 and \$150	16%
5. Over \$150	2%

C. How far was the job from the student's home town?

1. Home town or community	49%
2. Not more than 25 miles away from home	20%
3. 20 to 100 miles from home town	17%
4. More than 100 miles from home town	14%

D. How satisfied were students with their jobs?

1. Very satisfied	66%
2. Satisfied	31%
3. Dissatisfied	3%

III. After leaving school for work how did former students judge value of their training?

A. How did students feel the school prepared them for their job?

1. A great deal	80%
2. Some	19%
3. Little	1%

IV. Comparison of graduates' salaries by occupational areas.

	Technical* Occupations	Skilled* Occupations	Office** Occupations	Health** Occupations
Under 50	2%	4%	2%	20%
51 to 69	2%	27%	60%	55%
70 to 100	45%	44%	36%	20%
101 to 150	47%	22%	2%	3%
Over 151	4%	3%	0%	7%

*Male Only

**Female Only



