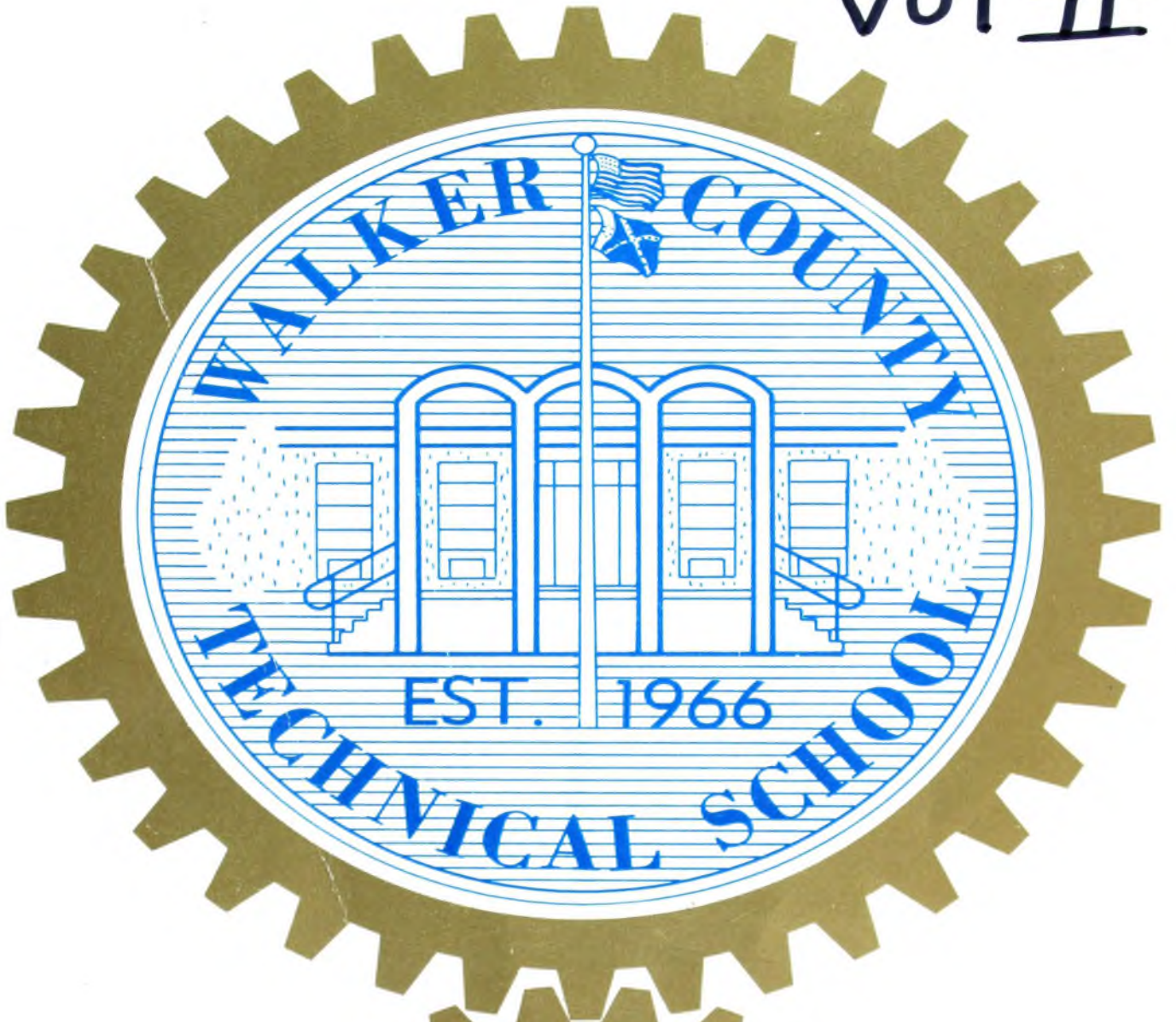
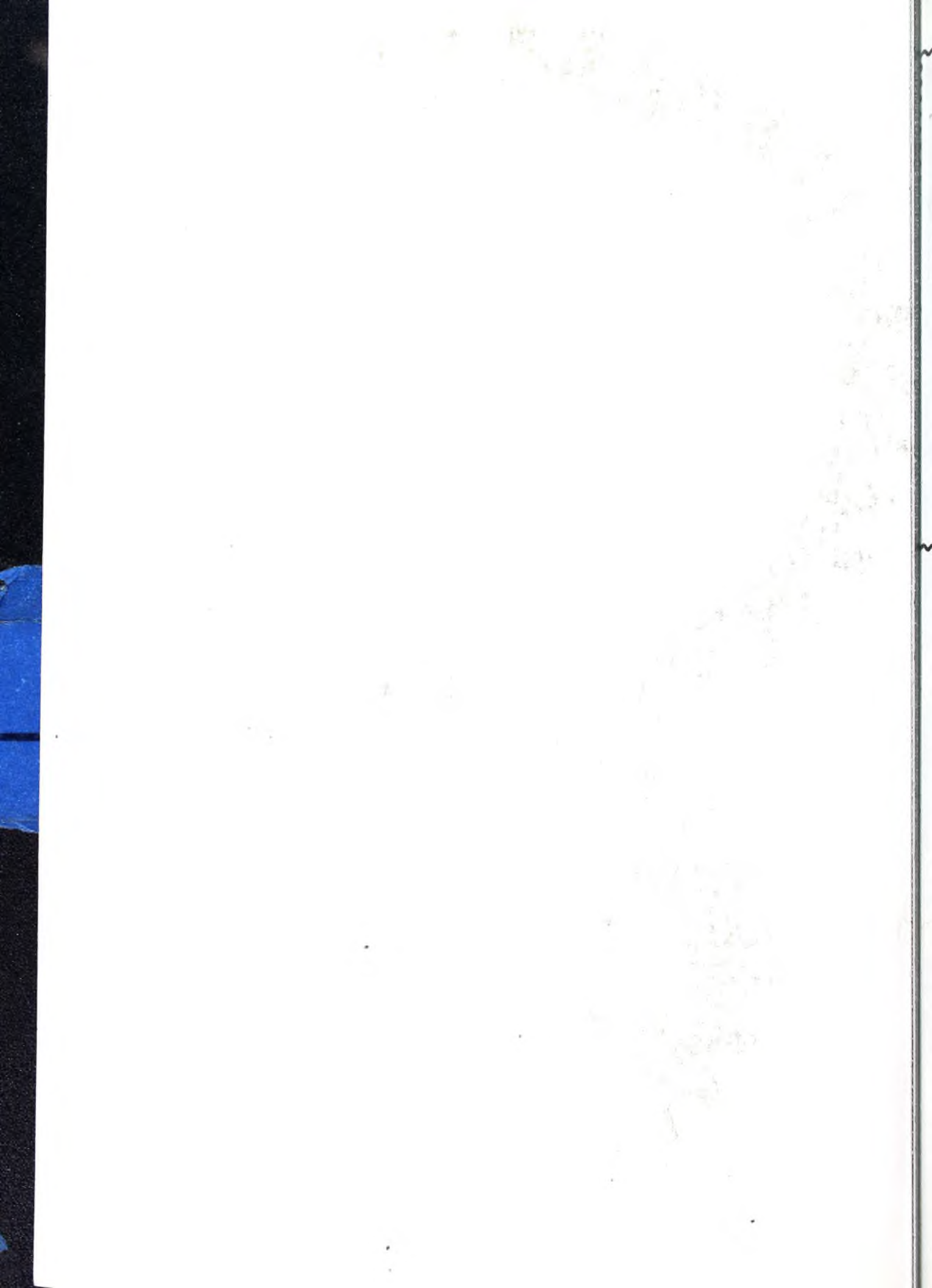


VOL II



WALKER TECH BULLETIN

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 all people of our area.
3. To help those people who are 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 needed 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.



Director's Message



Education today is in a constant state of change because of the changes taking place in our technology. It has been said that technology is much further advanced than man. One reason we are not even more advanced today is that man hasn't been able to think as fast as technology has advanced.

Our schools must keep pace with industry. The industrial society in which we live today is demanding more highly trained craftsmen and technicians. The demands of industry have prompted the establishment of Georgia's area vocational-technical schools. Industry, through expanding technologies, has created new occupations for which there must be trained personnel.

The curriculum at Walker Tech is designed to fill the needs of youth and adults and prepare them for employment in the area served by the school.

Not only are we obligated to teach an occupation, but we must teach students to take pride in their work. While reading this catalog, choose your career wisely. We would like to be a factor in helping you choose your field of work.

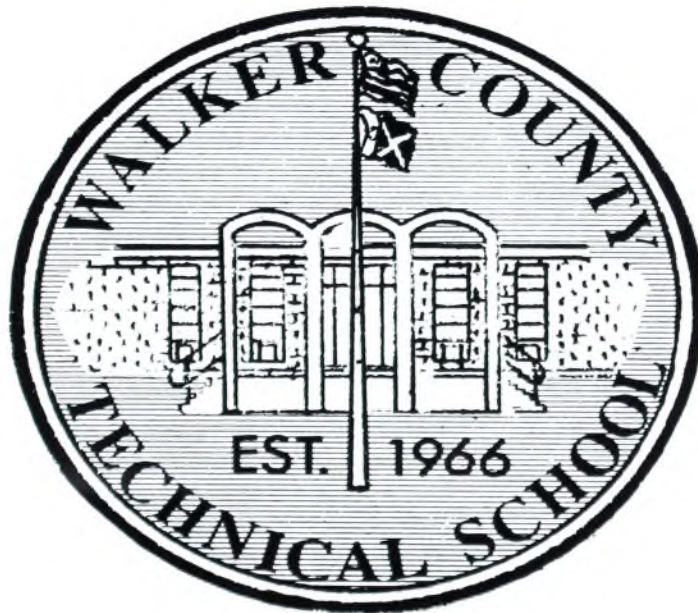
Sincerely,

A handwritten signature in cursive script that reads "Larry Little".

Larry Little
Director

WALKER COUNTY AREA TECHNICAL SCHOOL

Established 1966



Bulletin Volume II

ROCK SPRING, GEORGIA 30739

764-1016

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General Information

The School Facility and Equipment

The Walker County Technical School, serving five counties, is a part of the public school system of Georgia and Walker County. The 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 eleven different course offerings. School personnel, with the cooperation of technical advisory committees, evaluate each training program to insure that 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 day in the classroom for related subject matter and theory; and one-half in the laboratory for practical application.

Accreditation

Walker Tech has been accepted as an affiliated institution with the Committee on Occupational Education of the Southern Association of Colleges and Schools. Steps are now being taken to become fully accredited.

Evening Classes

Evening classes are held from 6:30 p.m. to 10:30 p.m. Monday through Thursday night. The following evening courses are offered: Electronics Technology, Drafting and Design Technology, Radio and TV Repair, Machine Tool, Heating and Air Conditioning, Automobile Mechanics, Welding, Appliance Servicing, Blueprint Reading, GED Preparation, Business Education, Data Processing, and Marketing and Management.

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 newspaper. The Tech Rebels play softball in the local city league. Also Walker Tech has an active student council elected by the student body.





Cost

Since Walker County Tech is a tax-supported unit of the Walker County and Georgia State Department of Education, there will be no tuition charge for bona fide residents of Georgia. 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	\$20.00*
Automobile Mechanics	20.00*
Business Education	20.00*
Data Processing	20.00*
Drafting & Design Technology	20.00*
Electronics Technology	20.00*
Marketing & Management	15.00*
Heating & Air Conditioning	20.00*
Machine Tool	20.00*
Radio and TV Repair	20.00*
Welding	20.00**

* per quarter

** per month

ALL FEES MUST BE PAID BEFORE A STUDENT IS FULLY ENROLLED.

Financial Aid

There are numerous sources of financial aid at Walker Tech. Several scholarships and student loans are available. Other sources of financial aid include the following: Social Security, Vocational Rehabilitation, Manpower Development and Training Act (MDTA) Referral program.

Veterans Information

All full-time day classes are approved for qualified veterans who wish to attend under the Veterans Readjustment Benefits Act.

General Educational Development Test Program

Walker Tech has been designated as the GED test center for Northwest Georgia. By passing the GED, it is possible to obtain a high school equivalency certificate in lieu of the high school diploma.

Courses in GED preparation are offered in both the day and evening division.



High School Senior Cooperative Program

The full time senior co-op program 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:

<u>Course</u>	<u>Units</u>
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. The student must have the approval of his high school principal before entering the senior year program.

Admission Requirements

Age

A minimum age of 16 is required for all courses.

Education

A sound educational background is a basic part of the preparation needed by students who plan to enter Walker Tech.

Entrance Test

The applicant must take the General Aptitude Test Battery.

Interview

An interview with the Coordinator 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 \$10.00 check or money order. The \$10.00 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. Have a transcript of your school record sent to Walker County Technical School.
3. Report to the school at your appointed time to take the Entrance Test.
4. Appear for a personal interview with the Coordinator of Student Personnel Services after the above information has been received.

Counseling

The school has a complete guidance and counseling program designed to assist each student in fulfilling his goals.

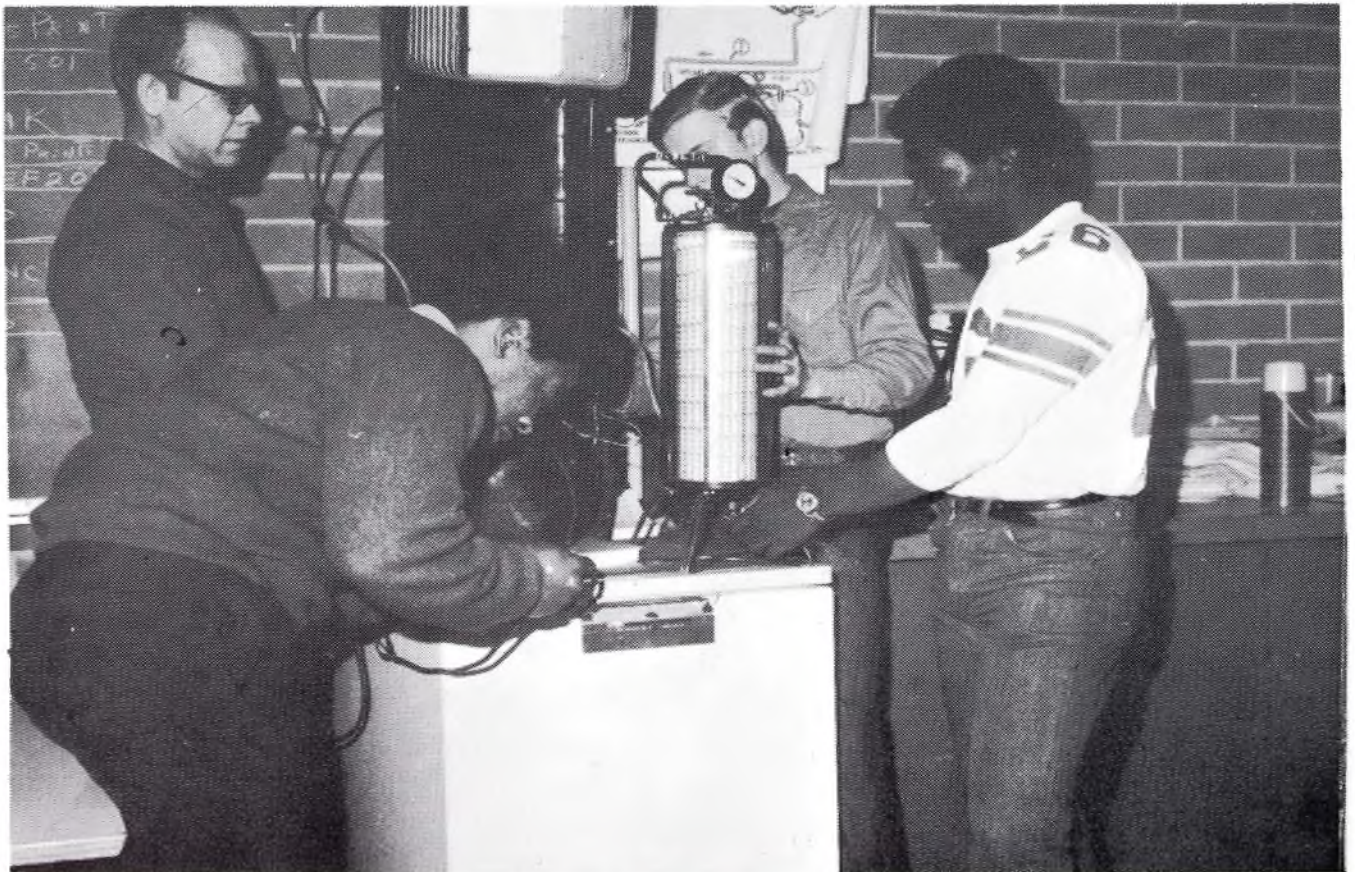
Job Placement

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.

***Course
Offerings***



Appliance Servicing



APPLIANCE SERVICING

Course Description

The appliance serviceman must be able to install, maintain and service all major home appliances, which includes washing machines, clothes dryers, water heaters, ranges, dishwashers, refrigerators, freezers, and window air conditioners. In order to service the modern appliance, one must be able to read cycle charts, wiring schematics, to use hand tools and test equipment and to understand house wiring.

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 employing 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.

Length of Course—Four Quarters

Entrance Dates—Quarterly

Cost—Supply Fee \$20.00 per quarter—Books \$40.00 for the entire course

COURSE OUTLINE

	Quarter Hours Credit
<u>First Quarter</u>	
MA 101 Basic Math5
ELEC 102 House wiring	10
ELAS 103 Basic Electricity	10
BPAS 101 Blueprint Reading5
	30
<u>Second Quarter</u>	
REF 212 Basic Refrigeration	10
COM 101 Communication Skills5
ELAS 203 Major Heating Appliances	15
	30
<u>Third Quarter</u>	
REF 313 Domestic Refrigeration	10
BUS 501 Consumer Finance5
ELAS 321 Major Laundry Appliances	15
	30
<u>Fourth Quarter</u>	
ELAS 412 Applied Electricity	10
ELAS 402 Shop Techniques	10
ELAS 403 Trouble Shooting	10
	30

APPLIANCE SERVICING

DESCRIPTION OF COURSES

- Math 101** —BASIC MATHEMATICS is designed to enable the student to reestablish the fundamentals of mathematics and to develop other mathematical skills that may be required to perform certain tasks in his specific trade area.
- Elec 102** —HOUSE WIRING presents methods of installations and pertinent code requirements for wiring the modern home. Skills in blueprint reading, wiring, lighting, and appliance circuits, service entrance installations and circuit troubleshooting are major parts of the course.
- Elec 103** —BASIC ELECTRICITY relates electrical fundamentals to modern applications of electricity. The course includes electric motors, familiarization with hand and power tools, wire splicing and soldering techniques are also stressed.
- BPAS 101** —BLUEPRINT READING develops the necessary skills to interpret conventional trade drawings, plus a thorough understanding of abbreviations and symbols.
- Com 101** —COMMUNICATION SKILLS is organized to develop the student's ability in written communications, and to increase comprehension and study skills.
- Ref 212** —BASIC REFRIGERATION consists of refrigeration theory, tools and material, refrigeration compression and piping procedures.
- Elas 203** —MAJOR HEATING APPLIANCES includes instruction in the repair of dryers, ranges, hot water heaters, and electrical heaters.
- Ref 313** —DOMESTIC REFRIGERATION provides the information required to troubleshoot and service domestic refrigeration appliances. Units of instruction includes electric motors, circuits and controls, refrigerants, domestic hermetic systems, refrigerator and freezer cabinets, and window unit air conditioners.
- Bus 501** —CONSUMER FINANCE is a course designed to help the students become better informed consumers. Budgeting, credit, and taxes are included in the course.
- Elas 321** —MAJOR LAUNDRY APPLIANCES includes the repair, installation and maintenance of clothes washers, electric clothes dryers, gas dryers, combination washer-dryers, dishwashers, and garbage disposals.
- Elas 402** —SHOP TECHNIQUES include the following: soldering wire cutting, appliance cords, wiring of appliance plugs, coil splicing and replacement.
- Elas 403** —TROUBLE SHOOTING consists of diagnosing appliance malfunctions.
- Elas 412** —APPLIED ELECTRICITY—Students apply theory to the repair of electrical appliances.



Automotive Mechanics



AUTOMOTIVE MECHANICS

Course Description

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 diagnosis 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.

Employment Opportunities

Employment opportunities are considered excellent. There will be a demand for good auto mechanics throughout the 1970's.

Length of Course—Four Quarters

Entrance Dates—Quarterly

Cost—Supply Fee \$20.00 per quarter—Books \$40.00 for the entire course

COURSE OUTLINE

	Quarter Hours Credit
<u>First Quarter</u>	
Com 101 Communication Skills5
Amch 104 Automotive Engines	20
Amch 101 Automotive fuel Systems5
	<u>30</u>
<u>Second Quarter</u>	
Ma 101 Mathematics5
Elec 201 Basic Electricity5
Amch 204 Transmissions	20
	<u>30</u>
<u>Third Quarter</u>	
Amch 312 Automotive Brakes	15
Amch 302 Automotive Electricity	15
	<u>30</u>
<u>Fourth Quarter</u>	
Amch 401 Wheel Balancing	10
Amch 402 Auto Air Conditioning	10
Amch 412 Front End Alignment	10
	<u>30</u>

AUTOMOTIVE MECHANICS

DESCRIPTION OF COURSES

- Com 101** –COMMUNICATION SKILLS is organized to develop the student's ability in written communications, and to increase comprehension and study skills.
- Amch 101** –AUTOMOTIVE FUEL SYSTEM consists of components such as fuel tanks, lines, pumps, gauges and carburetors. The students are taught how to diagnose, adjust and service the fuel system.
- Amch 104** –AUTOMOTIVE ENGINES presents the basic fundamentals of internal combustion engines. The course consists of engine principles and construction, engine overhaul and troubleshooting.
- Ma 101** –MATHEMATICS deals with the fundamentals of math in relation to the automotive field.
- Elec 201** –BASIC ELECTRICITY is a presentation of the fundamentals of electricity as it applies to auto mechanics.
- Amch 204** –TRANSMISSIONS is a presentation of troubleshooting, removal, replacement and adjustment of automatic and manual transmissions.
- Amch 302** –AUTOMOTIVE ELECTRICITY consists of diagnosing, adjusting and repairing electrical components of the car.
- Amch 312** –AUTOMOTIVE BRAKES gives the student an understanding of fundamentals of brakes, making him thoroughly familiar with automobile brake systems and enabling him to perform complete brake system overhaul.
- Amch 401** –WHEEL BALANCING consists in the correct techniques of balancing the wheels of an automobile.
- Amch 402** –AUTOMOTIVE AIR CONDITIONING is designed to familiarize the student with the basic fundamentals of air conditioning. Specific attention will be devoted to the various components in the air conditioning system, their function, installation and repair.
- Amch 412** –FRONT END ALIGNMENT introduces the student to the principles and problems, and use of equipment in front end alignment.



Unit Record Data Processing



UNIT RECORD DATA PROCESSING

Course Description

The purpose of this one year program is to prepare the student who plans on a data processing career. The unit record equipment and the role it plays is the heart of this program. The machines which are included in the course of instruction are the Key punch, the sorter, the calculator, the collator, the reproducing punch and the accounting machine. The student will take related courses in accounting and mathematics.

Forms design, card design, coding methods that relate to common business procedures are taught to insure the student's capabilities to perform effectively in data processing.

Employment Opportunities

The use of electronic data processing equipment is expected to continue to increase very rapidly throughout the 1970's, thus creating a demand for computer operators and programers. Graduates of Walker Tech's data processing program are qualified for the following positions: (1) Punched card equipment operator, (2) Punched card equipment programer, (3) Computer programer, (4) Systems analyst.

Length of Course—Four Quarters

Entrance Dates—Fall Quarter (Only)

Cost—Supply Fee \$20.00 per quarter—Books—Approximately \$75.00 for the entire course

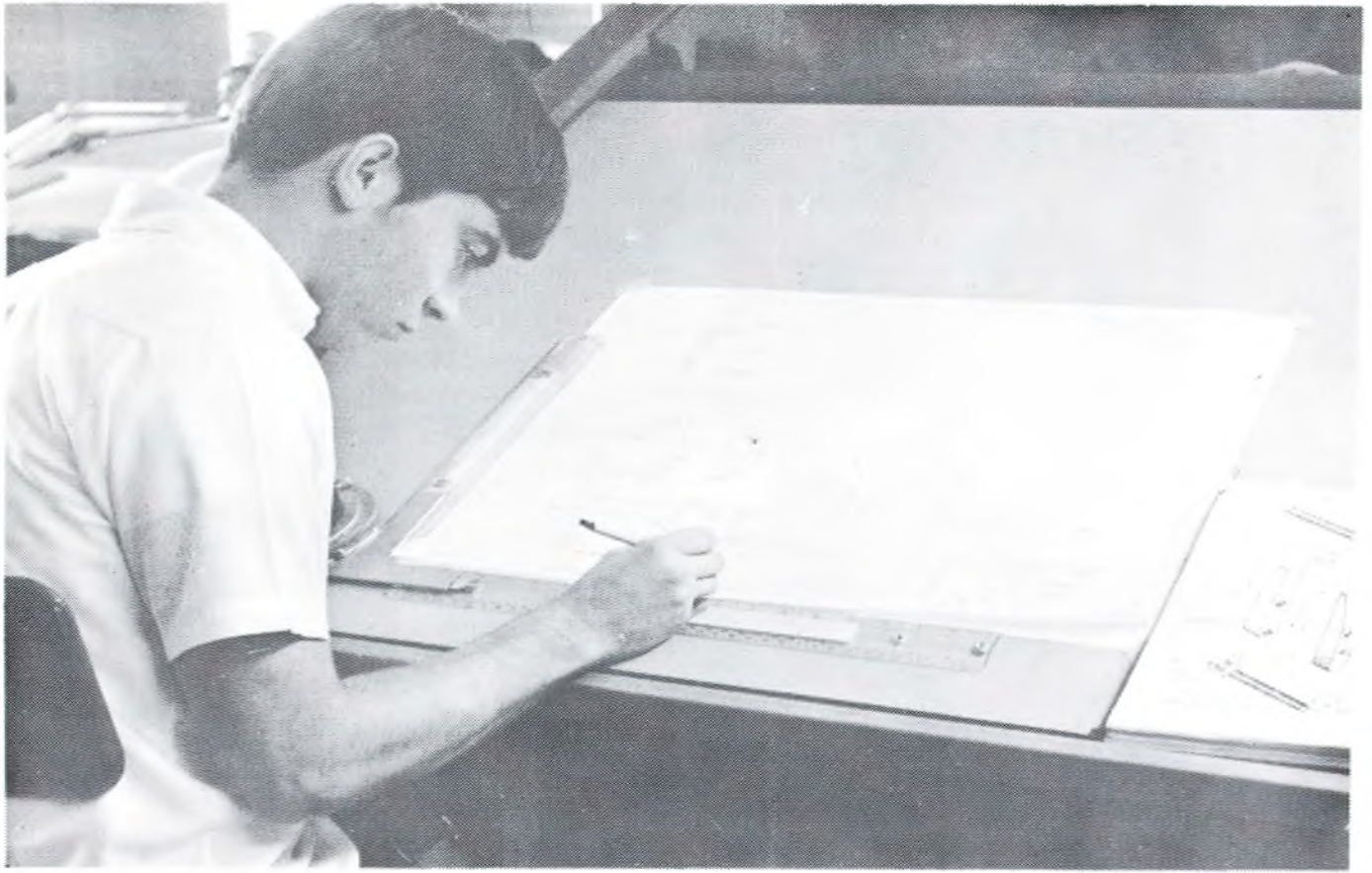
COURSE OUTLINE

	Quarter Hours Credit
<u>First Quarter</u>	
Acct III Accounting I	10
DP 114 Punched Card Data Processing	10
Ma 113 Business Math5
Bus 116 Business Machines5
	<u>30</u>
<u>Second Quarter</u>	
Acct 121 Accounting II	10
DP 125 Punched Card Data Processing	10
Ma 122 Math of Finance5
Com 123 Communication Skills5
	<u>30</u>
<u>Third Quarter</u>	
Acct 131 Accounting III	10
DP 135 Punched Card Data Processing5
DP 106 Introduction to Computer Programing	10
Com 133 Technical Report Writing5
	<u>30</u>
<u>Fourth Quarter</u>	
DP 141 Systems & Procedures	15
DP 142 Field Project or COBOL PROG.	15
	<u>30</u>

DATA PROCESSING

DESCRIPTION OF COURSES

- Acct 111** —ACCOUNTING I consists of the following units: Basic accounting theory and principles, Accounting statements, General ledger, Financial statements, Payroll records and Taxes.
- Ma 113** —BUSINESS MATHEMATICS consists of basic fundamentals of mathematics, fractions, percentages, interests, payroll taxes, statistics and graphs.
- DP 114** —PUNCHED CARD DATA PROCESSING is a basic course in unit record data processing. It is an introduction to the field of unit record equipment and consists of punch card principles and machine features and operations.
- Bus 116** —BUSINESS MACHINES is a basic course on the rotary calculator, full keyboard adding machine, printing calculator, ten-key adding machine, and posting machine to introduce correct machine operation and the use of verification procedures necessary for accurate work.
- Acct 121** —ACCOUNTING II offers to the student an elementary understanding of the accounting theory, its various systems and its relationship to automated data processing and its machinery as tools expediting the accounting functions. This course goes beyond the accounting I level by stressing a wider and deeper scope of understanding.
- Ma 122** —MATH OF FINANCE provides the basic skills needed for computation and the development of the ability for efficient, logical, and symbolic thinking.
- Com 123** —COMMUNICATION SKILLS is organized to develop the students ability in written communications, and to increase comprehension and study skills.
- DP 125** —PUNCHED CARD DATA PROCESSING is designed to acquaint the students with these sections: Operating principles, Single Card Operations, Selection, Multiple card Operations, Checking Operations, Typical applications, and operating suggestions.
- Acct 131** —ACCOUNTING III consists of the basic concept of the cost accounting function within the manufacturing organization. Material costs, labor costs, manufacturing overhead and marketing costs that enter into the cost accounting system are covered.
- DP 135** —PUNCHED CARD DATA PROCESSING is a continuation of the study of machines necessary for the processing of punched card data.
- DP 106** —INTRODUCTION TO COMPUTER PROGRAMMING is a basic course in the functions, logic, and programming methods of modern digital computers.
- Com 133** —TECHNICAL REPORT WRITING is designed to teach data processing students appropriate ways to communicate with other technical persons and with the public.
- DP 141** —SYSTEMS AND PROCEDURES is designed to guide the student through the stages of a system which includes analysis of present information flow, system specifications and equipment selection and implementation of the system.
- DP 142** —FIELD PROJECT enables the students to apply the principles of data processing by working on their own projects. COBOL introduces students to the language COBOL which is used in most business data processing operations.



Drafting and Design Technology



Drafting and Design Technology

Course Description

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, draftsman translate the ideas, rough sketches, specifications and calculations of engineers, architects, and designers into working plans which are used by skilled craftsman in making a product.

Employment Opportunities

Employment of draftsmen is expected to rise rapidly as a result of the increasingly complex design problems of modern products and processes. As the engineering and scientific occupations grow, more draftsmen will be needed.

Length of Course—Seven Quarters

Entrance Dates—Quarterly

Cost—Supply Fee \$20.00 per quarter—Books \$30.00 for the entire course

COURSE OUTLINE		Quarter Hours Credit
<u>First Quarter</u>		
Ma 101 Technical Math I5	
Bus 501 Consumer Finance5	
DDT 104 Engineering Drawing I	20	
	30	
<u>Second Quarter</u>		
Ma 211 Technical Math II5	
Phys 101 Mechanics5	
DDT 214 Engineering Drawing II	20	
	30	
<u>Third Quarter</u>		
Com 101 Communication Skills5	
Elec 101 Basic Electricity I5	
DDT 441 Descriptive Geometry5	
DDT 323 Engineering Drawing III	15	
	30	
<u>Fourth Quarter</u>		
Mech 102 Machine Shop	10	
Elec 221 Basic Electricity II5	
DDT 443 Engineering Design I	15	
	30	
<u>Fifth Quarter</u>		
Com 221 Communication Skills II5	
Mech 101 Statics5	
DDT 544 Engineering Design II	20	
	30	
<u>Sixth Quarter</u>		
Mech 212 Statics and Strength of Materials I5	
Surv 101 Basic Surveying	10	
DDT 653 Engineering Design III	15	
	30	
<u>Seventh Quarter</u>		
Mech 321 Statics and Strength of Materials II	10	
DDT 764 Engineering Design IV	20	
	30	

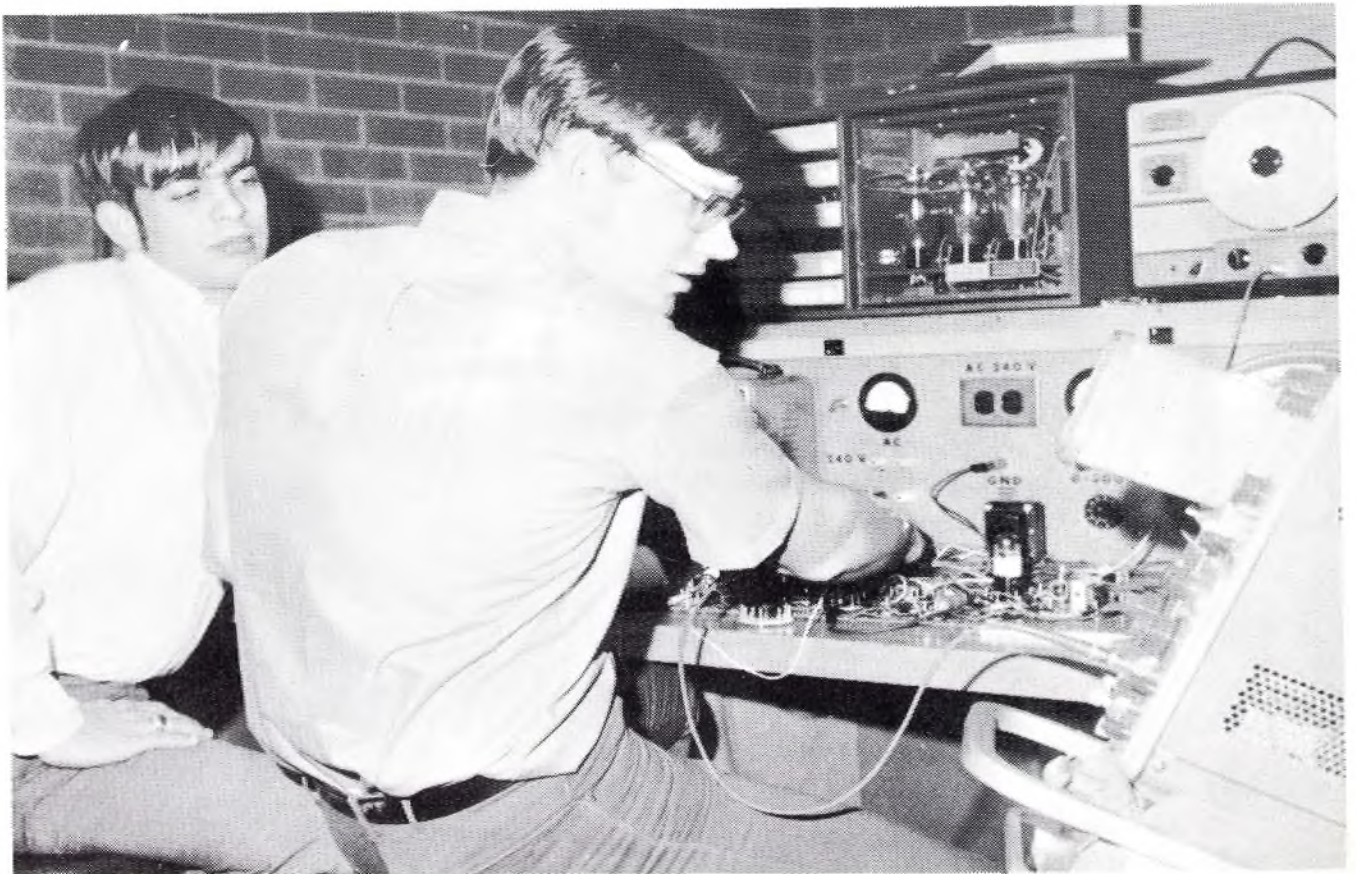
Drafting and Design Technology

DESCRIPTION OF COURSES

- Ma 101D** –TECHNICAL MATH I begins with a review of arithmetic and progresses through elementary algebra and trigonometry.
- Bus 501** –CONSUMER FINANCE is a course designed to help the students become better informed consumers.
- DDT 104** –ENGINEERING DRAWING is a beginning course for students who have little or no previous experience in drafting. The student will be introduced to the field of graphic representation.
- Ma 211** –TECHNICAL MATH II is a continuation of Math 101D involving algebra, slide rule and trigonometry.
- Phys 101** –MECHANICS is the study of mechanics and vector forces.
- DDT 214** –ENGINEERING DRAWING II is a continuation of DDT 104. The student gains further skill in methods of graphic representation and a better working knowledge of standards used in industry.
- Com 101** –COMMUNICATION SKILLS is organized to develop the student's ability in written communications, and to increase comprehension and study skills.
- Elec 101** –BASIC ELECTRICITY is the study of the fundamental concepts of electricity.
- DDT 323** –ENGINEERING DRAWING III is a continuation of Engineering Drawing I and II.
- DDT 441** –DESCRIPTIVE GEOMETRY enhances the student's ability to visualize and measure objects when viewed in directions of sight other than basic orthographic views.
- Mech 102** –MACHINE SHOP is an introduction to basic machine shop operations and set ups.
- Elec 221** –BASIC ELECTRICITY II is a continuation of the basic concepts of electricity.
- DDT 443** –ENGINEERING DESIGN I is a course of study which begins an introduction to several specialized fields of drafting.
- Com 221** –COMMUNICATION SKILLS II utilizes the fundamentals of Communication Skills I to introduce the aspects of preparing reports and communicating with groups. Emphasis is placed on techniques for collecting and presenting technical data.
- Mech 101** –STATICS is the study of forces and their effects as found in structures and machines under conditions of equilibrium.
- DDT 544** –ENGINEERING DESIGN II is a continuation of Engineering Design I.
- Mech 212** –STATICS AND STRENGTH OF MATERIALS is a continuation of Mech 101 and includes a study of internal effects resulting from the application of various types of loads.
- SURV 101** –BASIC SURVEYING is a course which includes survey theory, leveling, taping, precision and checks, curves, and mapping.
- DDT 653** –ENGINEERING DESIGN III offers the student the opportunity to spend his entire time in the area of specialization he has selected.
- Mech 321** –STATICS AND STRENGTH OF MATERIALS II is an extension of Mech 101 and Mech 212.
- DDT 764** –ENGINEERING DESIGN IV is an extension of DDT 653.



Electronic Technology



ELECTRONIC TECHNOLOGY

Course Description

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 at Cape Kennedy.

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 1970's. Employment security, and opportunity for advancement are available in the electronics industry.

Length of Course—Seven Quarters

Entrance Date—Fall Quarter (Only)

Cost—Supply Fee—\$20.00 per quarter—Books—\$75.00

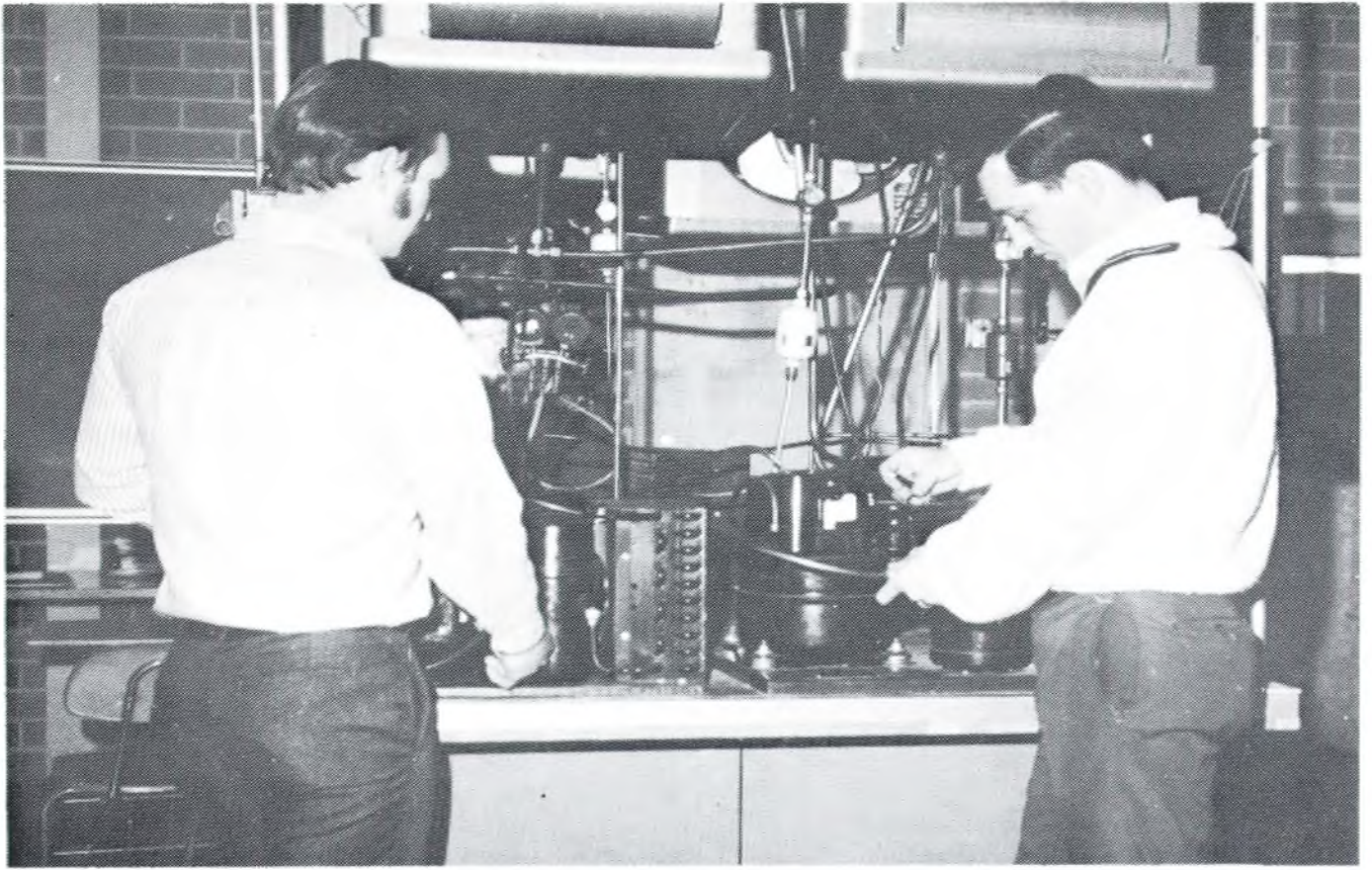
COURSE OUTLINE

	Quarter Hours Credit
<u>First Quarter</u>	
Ma 101 Technical Math5
Elet 101 Shop Practice5
Com 101 Communication Skills5
Elet 113 Basic Electricity and DC Circuits	15
	<u>30</u>
<u>Second Quarter</u>	
Ma 211 Technical Math II5
Elet 211 Electronic Devices5
Elet 234 AC Circuits	20
	<u>30</u>
<u>Third Quarter</u>	
Com 221 Technical Report Writing5
Phy 111 Physics I5
Elet 311 Circuit Analysis5
Elet 323 Basic Electronics	15
	<u>30</u>
<u>Fourth Quarter</u>	
Bus 501 Consumer Finance5
Elet 411 Pulse Circuits5
Elet 412 Communication Circuits	10
Elet 422 Semiconductor Analysis	10
	<u>30</u>
<u>Fifth Quarter</u>	
Phy 311 Physics II5
Elet 513 Industrial Electronics	15
Elet 522 Introduction to Computers	10
	<u>30</u>
<u>Sixth Quarter</u>	
Elet 611 Transmission Fundamentals5
Elet 612 Communication Systems	10
Elet 623 Computers II	15
	<u>30</u>
<u>Seventh Quarter</u>	
Elet 761 Fluid Power	10
Elet 751 Instrumentation	10
Elet 741 Hydraulics and Pneumatics	10
	<u>30</u>

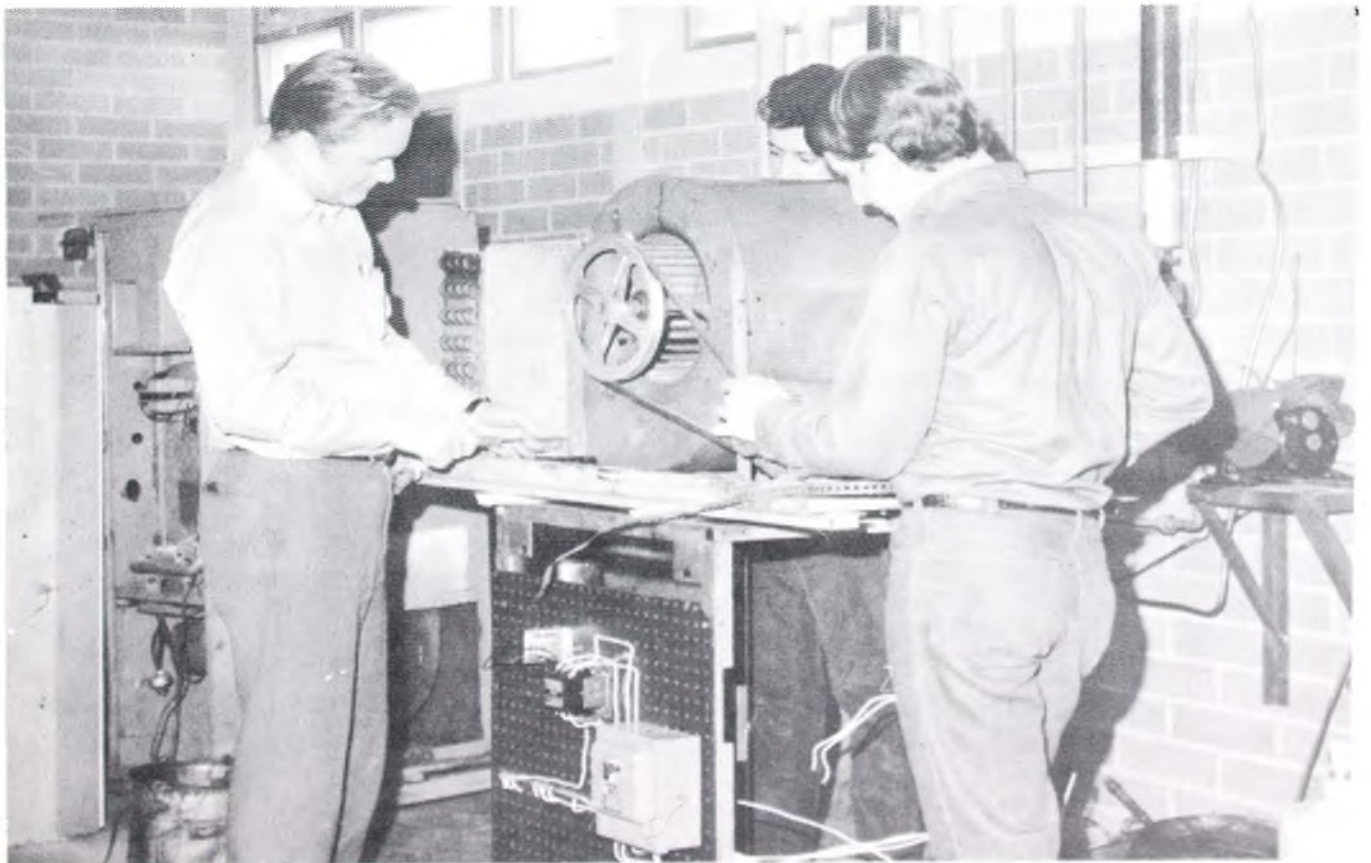
ELECTRONIC TECHNOLOGY

DESCRIPTION OF COURSES

- Ma 101** –TECHNICAL MATH I begins with a review of arithmetic and progresses through elementary algebra and trigonometry.
- Elet 101** –SHOP PRACTICE emphasizes the proper use of the basic tools of the electronic technician and stresses safety precautions.
- Com 101** –COMMUNICATION SKILLS is organized to develop the student's skills in the effective use of oral and written communications.
- Elet 113** –BASIC ELECTRICITY AND DC CIRCUITS presents fundamentals needed in the study of all electronics. Beginning with electron theory, the course progresses through magnetic fundamentals.
- Ma 211** –TECHNICAL MATH II is a continuation of technical math I.
- Elet 211** –ELECTRONIC DEVICES is designed to enable the student to learn the proper operating techniques for using laboratory apparatus and electronics test equipment.
- Elet 234** –AC CIRCUITS is a study of alternating current circuits which analyze the behavior of alternating current components.
- Com 221** –TECHNICAL REPORT WRITING utilizes the fundamentals of Communication Skills I to introduce and communicating with groups. Emphasis is placed on techniques for collecting and presenting technical data.
- Phy 111** –PHYSICS is a study of mechanics and vector forces.
- Elet 311** –CIRCUIT ANALYSIS covers application and operation of vacuum tube and semiconductor devices in electronic circuits.
- Elet 323** –BASIC ELECTRONICS is a continuation of circuit analysis on vacuum tube and semiconductor circuits.
- Bus 501** –CONSUMER FINANCE is a course designed to help the students become better informed consumers.
- Elet 441** –PULSE CIRCUITS is a study of number systems, computer logic, circuit design and construction and memory devices.
- Elet 412** –COMMUNICATION CIRCUITS is a study of electronic circuits incorporated in communication receivers and transmitters. These circuits include radio frequency amplifiers, detectors, and modulators.
- Elet 422** –SEMICONDUCTOR ANALYSIS is an analysis of transistor circuits, network theorems and equivalent circuits are used to evaluate total circuits performance and to design reliable circuits.
- Phy 311** –PHYSICS II is a continuation of physics I.
- Elet 513** –INDUSTRIAL ELECTRONICS covers circuit theory, components, systems and devices used in electronic control systems. A study is made of servomechanisms, switching devices, and power supplies.
- Elet 522** –INTRODUCTION TO COMPUTERS is a study of electronic circuits used extensively in computers, industrial controls, radar systems and guided missiles.
- Elet 611** –TRANSMISSION FUNDAMENTALS is a course which studies generation and transmission of electrical energy at radio frequencies.
- Elet 612** –COMMUNICATION SYSTEMS is the study of a complete system which includes sonar, radar, telemetry and multiplex systems.
- Elet 623** –COMPUTERS II covers the operation of modern digital and analog computers and emphasizes their usage.
- Elet 741** –HYDRAULICS AND PNEUMATICS is a study of control principles, valve operation and general types of control systems.
- Elet 751** –INSTRUMENTATION is an introduction to the field of instrumentation, covering the installation, maintenance and trouble shooting of process measuring instruments.
- Elet 761** –FLUID POWER is a study of the generation, control and application of smooth, effective power of pumped or compressed fluids when this power is used to provide force and motion to mechanisms.



Heating and Air Conditioning



HEATING & AIR CONDITIONING

Course Description

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 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.

Employment Opportunities

The air conditioning, refrigeration, and heating industry offers bright futures for thousands of men in the 1970's. Perhaps no other industry is destined for such rapid growth in the 70's.

Length of Course—Four Quarters

Entrance Dates—Quarterly

Cost—Supply Fee—\$20.00 per quarter—Books—\$25.00 for the entire course

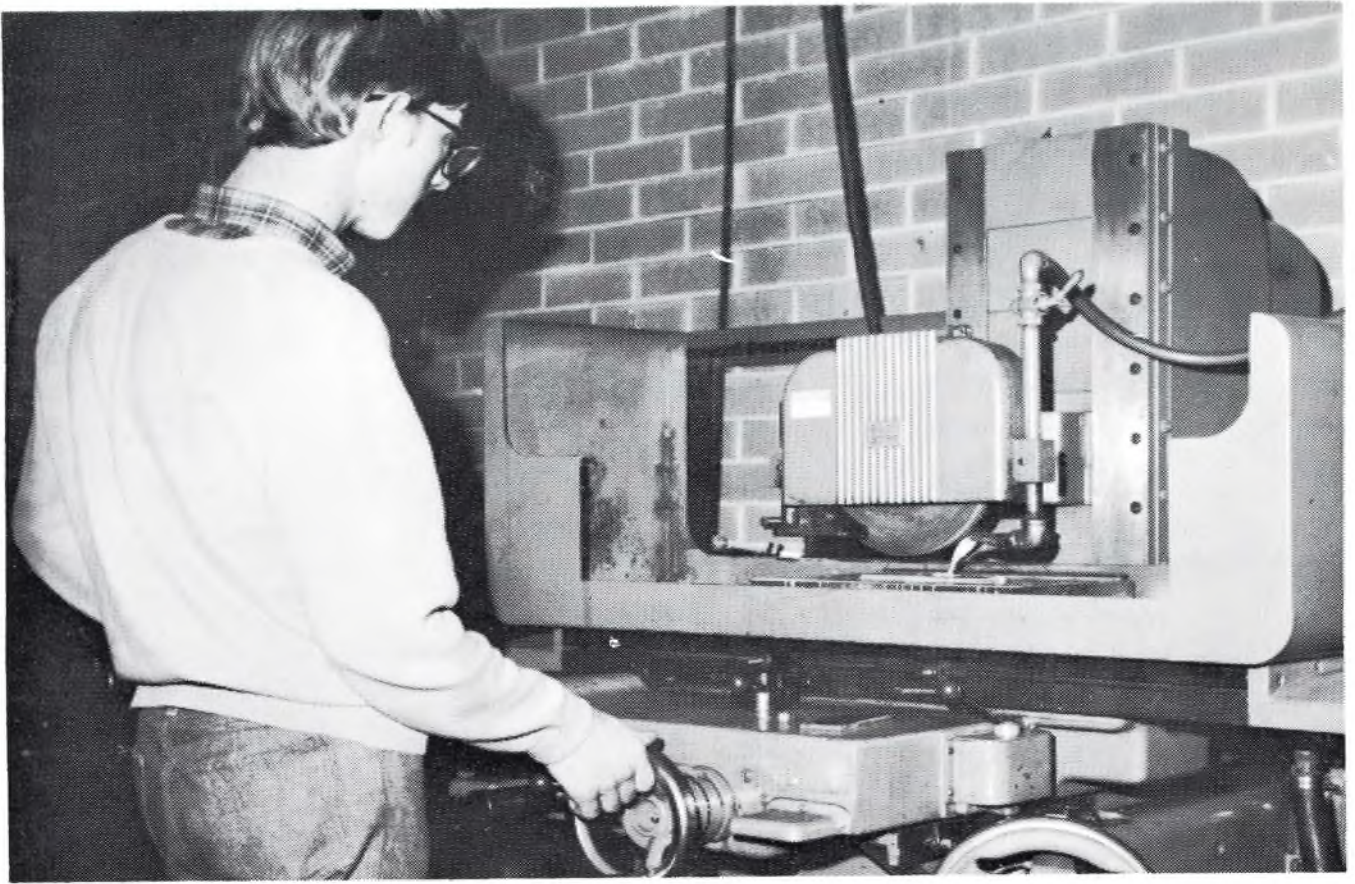
COURSE OUTLINE

	Quarter Hours Credit
<u>First Quarter</u>	
Ma 101 Basic Math5
Ref 101 Basic Refrigeration5
Ref 102 Principles and Practices of Refrigeration	10
Ref 111 Cycle Components5
Com 101 Communication Skills5
	<u>30</u>
<u>Second Quarter</u>	
BLPR 201 Blueprint Reading5
Elet 202 Basic Electricity	10
Elet 223 Electric Motors and Controls	15
	<u>30</u>
<u>Third Quarter</u>	
HA 301 Heating Fundamentals5
HA 311 Oil Heating5
HA 321 Gas Heating5
HA 331 Piping and Venting5
Acon 331 Air Conditioning Fundamentals5
Bus 501 Consumer Finance5
	<u>30</u>
<u>Fourth Quarter</u>	
Acon 232 Residential Air Conditioning5
Acon 233 Air Conditioning Systems Repair	15
Acon 234 Heat Pumps5
Acon 201 Human Relations5
	<u>30</u>

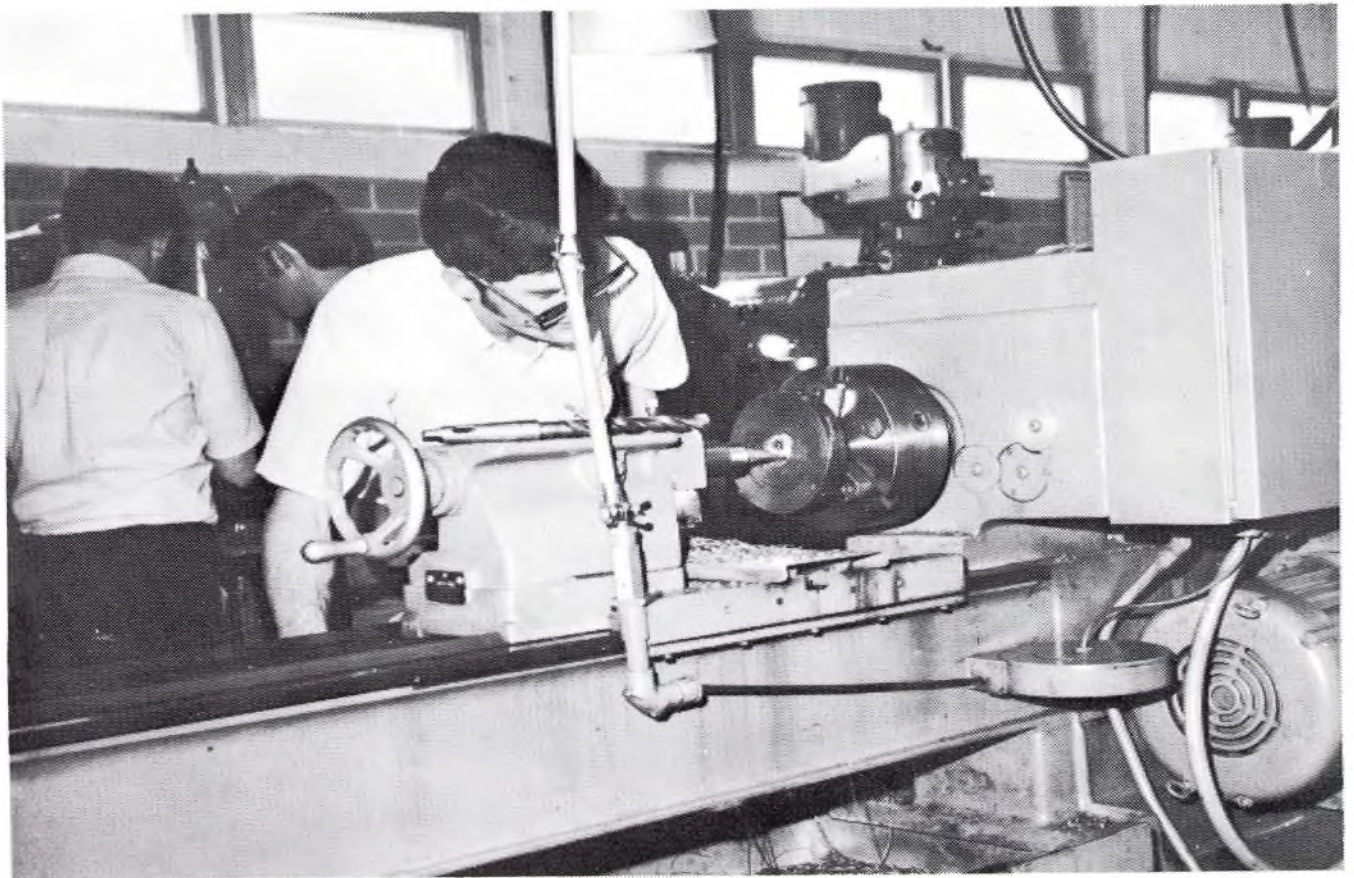
HEATING & AIR CONDITIONING

DESCRIPTION OF COURSES

- Ma 101** –BASIC MATH enables the student to re-establish the fundamentals of mathematics.
- Ref 101** –BASIC REFRIGERATION covers the knowledge of basic refrigeration fundamentals for entry and advancement into refrigeration.
- Ref 102** –PRINCIPLES AND PRACTICES OF REFRIGERATION enables students to develop skills and knowledge of materials, devices and practices common to general area of mechanical refrigeration.
- Ref 111** –CYCLE COMPONENTS includes the study of the major components of the refrigeration system which include compressors, condensers, evaporators and metering devices.
- Com 101** –COMMUNICATION SKILLS is designed to develop effective communication necessary in the world of work.
- BLPR 201** –BLUEPRINT READING emphasizes the understanding of a drawing and its translation into thought and/or material items.
- Elet 202** –BASIC ELECTRICITY relates electrical fundamentals to modern applications of electricity. Experience with testing devices, hand power tools, wire splicing and soldering techniques is stressed.
- Elet 223** –ELECTRIC MOTORS AND CONTROLS is the study of the design, application, and repair of electric motors and controls used by the refrigeration and air conditioning industry.
- HA 301** –HEATING FUNDAMENTALS is a theoretical approach to heating (the combination of combustion of gases and fuels with proper air circulation and humidity conditions to provide comfort).
- Ha 311** –OIL HEATING provides the basic knowledge and laboratory experience in diagnosing, servicing, and determining operational efficiency of oil burning equipment.
- HA 321** –GAS HEATING introduces the student to the procedures for safety, lighting, testing, repairing and adjusting gas burning equipment.
- HA 331** –PIPING AND VENTING is a study of the national and local standards of pipe fitting and venting.
- Acon 331** –AIR CONDITIONING FUNDAMENTALS is an introduction to the installation and service of air conditioning units.
- Acon 341** –RESIDENTIAL AIR CONDITIONING is an analysis of the design and assembly of the various units used for residential comfort cooling.
- Acon 233** –AIR CONDITIONING SYSTEMS REPAIR is a study of the diagnosing and repairing of air conditioning systems.
- Acon 201** –HUMAN RELATIONS assists the student in developing attitudes and techniques that would help him to get a job, keep a job, and advance on the job.
- Acon 234** –HEAT PUMPS is a study of the theory and mechanical practices of the heating cycle of the compression refrigerating system.



Machine Tool



MACHINE TOOL

Course Description

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.

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.

Length of Course—Four Quarters

Entrance Dates—Quarterly

Cost—Supply Fee—\$20.00 per quarter—Books—\$25.00 for the entire course

COURSE OUTLINE

	Quarter Hours Credit
<u>First Quarter</u>	
Ma 101 Mathematics5
MDR 101 Blueprint Reading5
MT 104 Basic Machine Tool Practice	20
	<u>30</u>
<u>Second Quarter</u>	
MT 214 Milling Machine Operations	20
MDR 211 Blueprint Reading5
Com 101 Communication Skills5
	<u>30</u>
<u>Third Quarter</u>	
Ma 211 Mathematics5
Bus 501 Consumer Finance5
MT 324 Advanced Machine Tool	20
	<u>30</u>
<u>Fourth Quarter</u>	
MT 436 Special Problems	25
MT 446 Heat Treatment5
	<u>30</u>

MACHINE TOOL

DESCRIPTION OF COURSES

- Ma 101 & 211** —MATHEMATICS enables the student to re-establish the fundamentals of mathematics and to develop mathematical skills required of a machinist.
- MDR 101 & 211** —BLUEPRINT READING develops the necessary skills in visualization plus a thorough understanding of the symbols and other representations which commonly appear on machine trade blueprints.
- MT 104** —BASIC MACHINE TOOL PROCESSES is a course designed for students who have had little or no experience in the machine trade. The student will be instructed in basic machine shop operations and set ups, which include measuring tool precision, bench tools, drill press and lathes.
- MT 214** —MILLING MACHINE OPERATIONS consists of the study of various operations that are common to milling machine practice.
- Com 101** —COMMUNICATION SKILLS is organized to develop the student's ability in written and oral communications, and to increase comprehension and study skills.
- Bus 501** —CONSUMER FINANCE is a course designed to help the students become better informed consumers. Budgeting, credit, and taxes are included in the course.
- MT 324** —ADVANCED MACHINE TOOL is designed for students who are ready to go into advanced machine tool processes and operations. Accuracy will be stressed in all machining operations.
- MT 436** —SPECIAL PROBLEMS is designed to permit students to complete advanced machine tool projects.
- MT 446** —HEAT TREATMENT is an introduction to various processes involving heating and cooling of the solid metal by which the properties of the metal are altered. The processes include hardening, tempering, normalizing, annealing, and quenching.



Marketing and Management



MARKETING AND MANAGEMENT

Course Description

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 factors 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 speciality.

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.

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.

Length of Course—Four Quarters

Entrance Dates—Quarterly

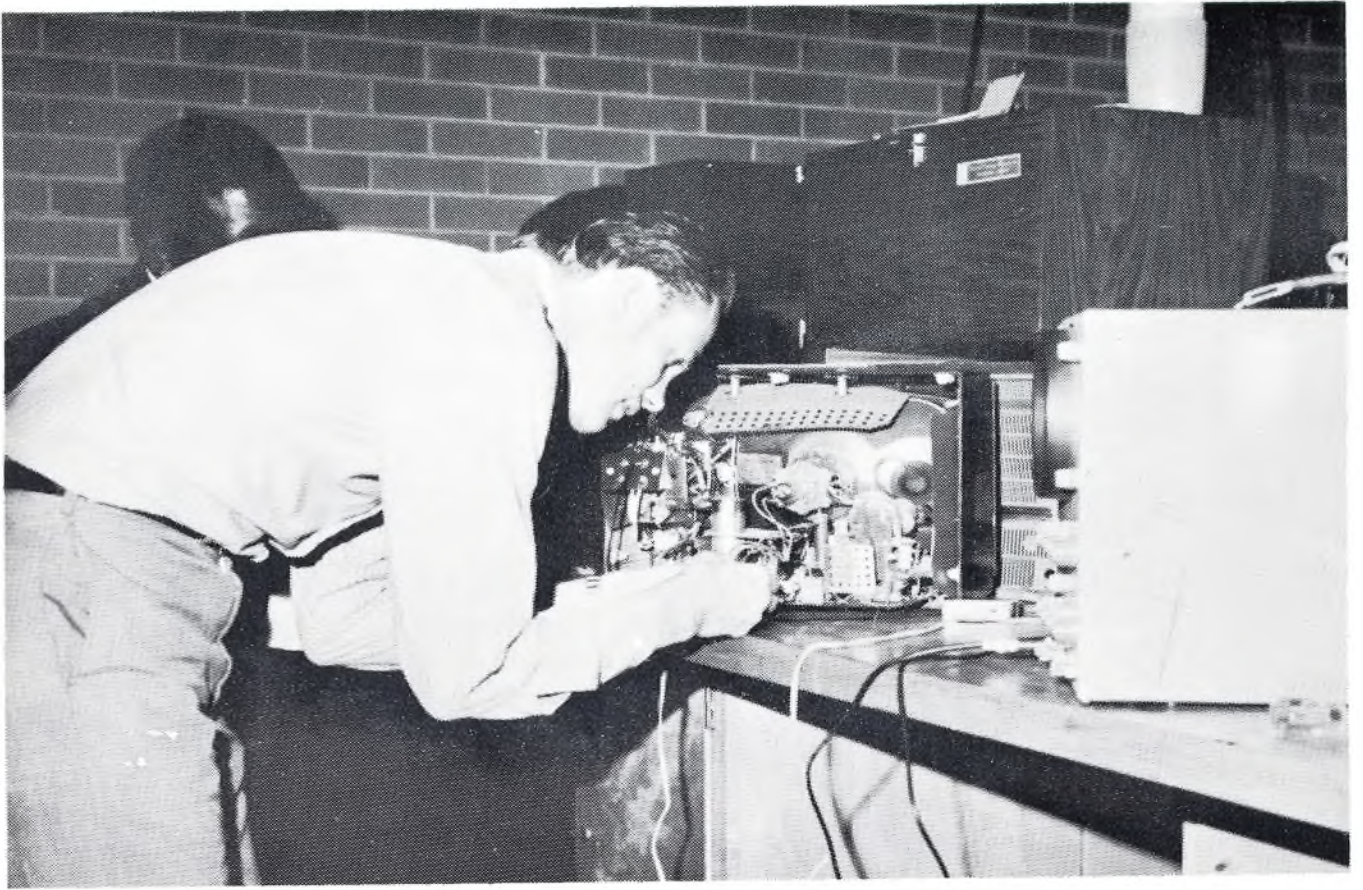
Cost—Supply Fee \$15.00 per quarter—Books Approximately \$100.00 for the entire course

COURSE OUTLINE		Quarter Hours Credit
<u>First Quarter</u>		
MKT 120 Economics5
MKT 114 Merchandising Principles5
MKT 101 Merchandising Math5
MKT 119 Public Relations for Marketing5
MKT 102 Fundamentals of Selling		10
		30
<u>Second Quarter</u>		
MKT 220 Economics5
MKT 214 Merchandising Principles5
MKT 201 Merchandising Math5
MKT 219 Public Relations for Marketing5
MKT 202 Fundamentals of Selling		10
		30
<u>Third Quarter</u>		
MKT 301 Principles of Marketing, Advertising & Sales Promotion5
MKT 381 Mathematics5
Eng 114 Business English5
Bus 119 Business Psychology5
MKT 402 Display and Lab		10
		30
<u>Fourth Quarter</u>		
MKT 401 Retailing Principles and Practices		10
Bus 117 Business Law5
MGT 311 Personnel Management5
Ma 113 Business Mathematics5
Bus 112 Accounting5
		30

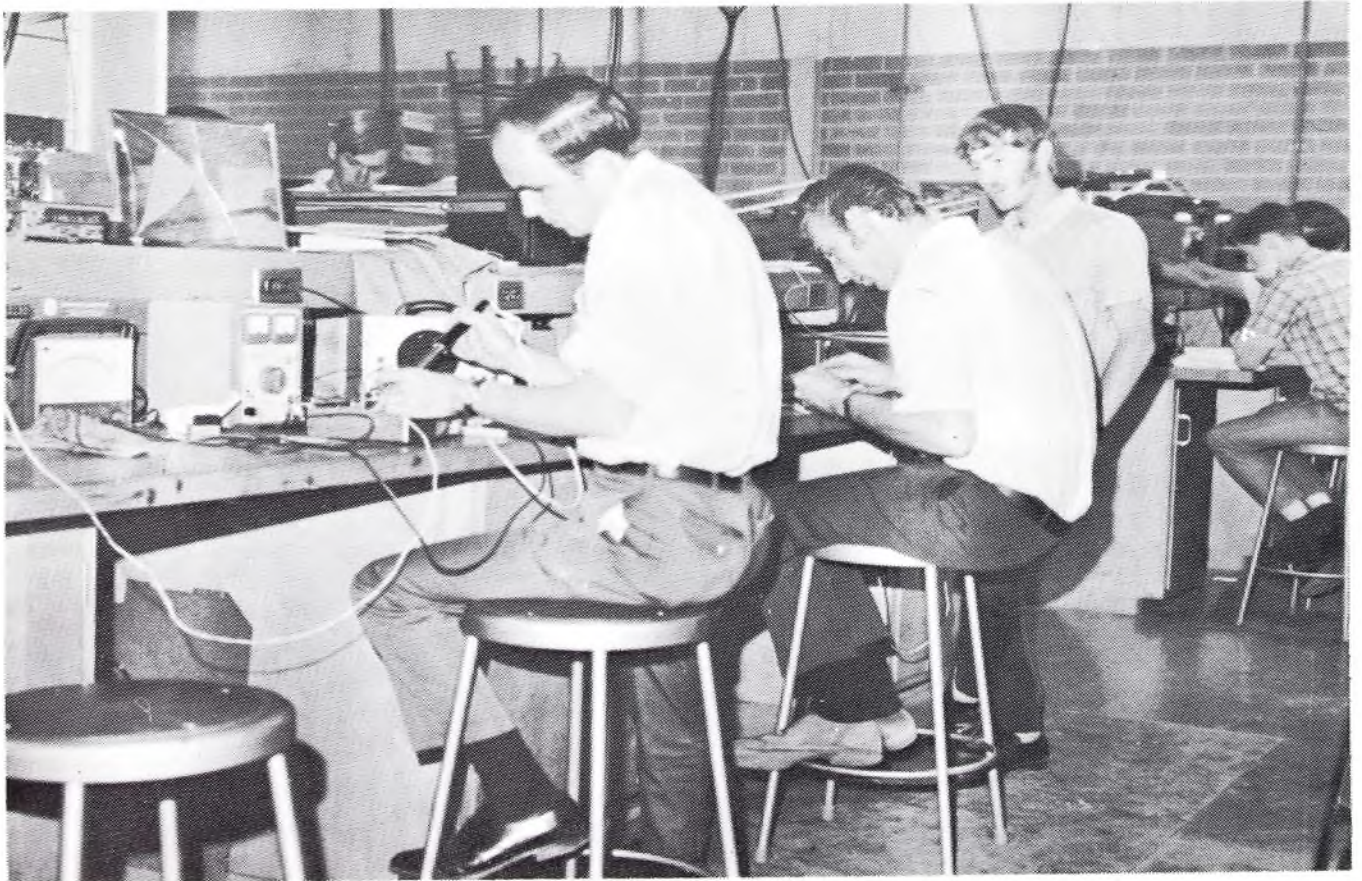
MARKETING AND MANAGEMENT

DESCRIPTION OF COURSES

- MKT 120 & 220** –ECONOMICS is designed to develop the ability to apply economics analysis to the solution of business problems. The organization of a business firm, the character of the demand and supply for its products, cost and prices, and the relationship existing between the individual enterprise and the economics as a whole are included.
- MKT 114 & 214** –MERCHANDISING PRINCIPLES includes the planning and activities involved in marketing goods and services at the right place, price and time.
- MKT 101 & 201** –MERCHANDISING MATH emphasizes the mathematical skills that are needed in the merchandising of goods and services.
- MKT 102 & 202** –FUNDAMENTALS OF SELLING covers the various phases of salesmanship. These include buying habits of the consumer, buying motives, the pre-approach, approach, presentation and demonstration, and closing the sale.
- MKT 119 & 219** –PUBLIC RELATIONS is a study of the principles and practices in the relationship of an organization to its public, governmental units, employees, and customers.
- MKT 301** –PRINCIPLES OF MARKETING, ADVERTISING, AND SALES PROMOTION is an integrated, analytical approach to marketing and an introduction to the basic principles of advertising and sales promotion.
- MKT 381** –MATHEMATICS covers the fundamental operations of mathematics.
- Eng 114** –BUSINESS ENGLISH is designed to help the student become more versatile in his field of endeavor and to prepare the student for communicating satisfactorily in the business world.
- Bus 119** –BUSINESS PSYCHOLOGY is a summary course of modern psychology to help the student in the orientation to human problems he will encounter and the personal adjustments he will need to make in order to become a more efficient worker and leader.
- MKT 402** –DISPLAY FUNDAMENTALS is designed to provide basic techniques needed to display merchandise effectively. Emphasis is placed on types of displays, materials, colors, composition, development of ideas and budgets.
- MKT 401** –RETAILING PRINCIPLES AND PRACTICES introduces the student to the nature of retailing. The curriculum includes careers in retailing, retail operations, retail organization, buying, receiving and pricing.
- Bus 112** –ACCOUNTING I is a basic course which introduces the student to the nature of accounting and its concepts, and gives him an overall understanding and working knowledge of the accounting procedure.



Radio and Television Repair



RADIO AND TELEVISION REPAIR

Course Description

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.

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.

Length of Course—Seven Quarters

Entrance Dates—Quarterly

Cost—Supply Fee—\$20.00 per quarter—Books—\$75.00 for the entire course

COURSE OUTLINE

	Quarter Hours Credit
<u>First Quarter</u>	
RTV 102 Direct Current Fundamentals	10
RTV 112 A. C. Fundamentals	10
RTV 101 Shop Practices5
Ma 101 Basic Mathematics	<u>.5</u>
	30
<u>Second Quarter</u>	
RTV 222 Vacuum Tubes and Circuit Analysis	10
RTV 223 Semiconductor Circuit Analysis	15
RTV 321 Hi-Fi and Stereo Amplifiers	<u>.5</u>
	30
<u>Third Quarter</u>	
RTV 322 Trouble Shooting Procedures	10
RTV 323 Am and FM Circuits	15
Com 101 Communication Skills	<u>.5</u>
	30
<u>Fourth Quarter</u>	
RTV 411 Color TV Servicing5
RTV 412 Monochrome Television	10
RTV 422 Test Equipment	10
Sosc 301 Human Relations	<u>.5</u>
	30
<u>Fifth Quarter</u>	
RTV 526 Color TV and Transistor Circuits	30
<u>Sixth Quarter</u>	
RTV 526 Color TV and Transistor Circuits	15
RTV 613 Closed Circuit TV	<u>15</u>
	30
<u>Seventh Quarter</u>	
RTV 623 Antennas and Distribution Systems	15
RTV 723 FM Multiplexing for Stereo	<u>15</u>
	30

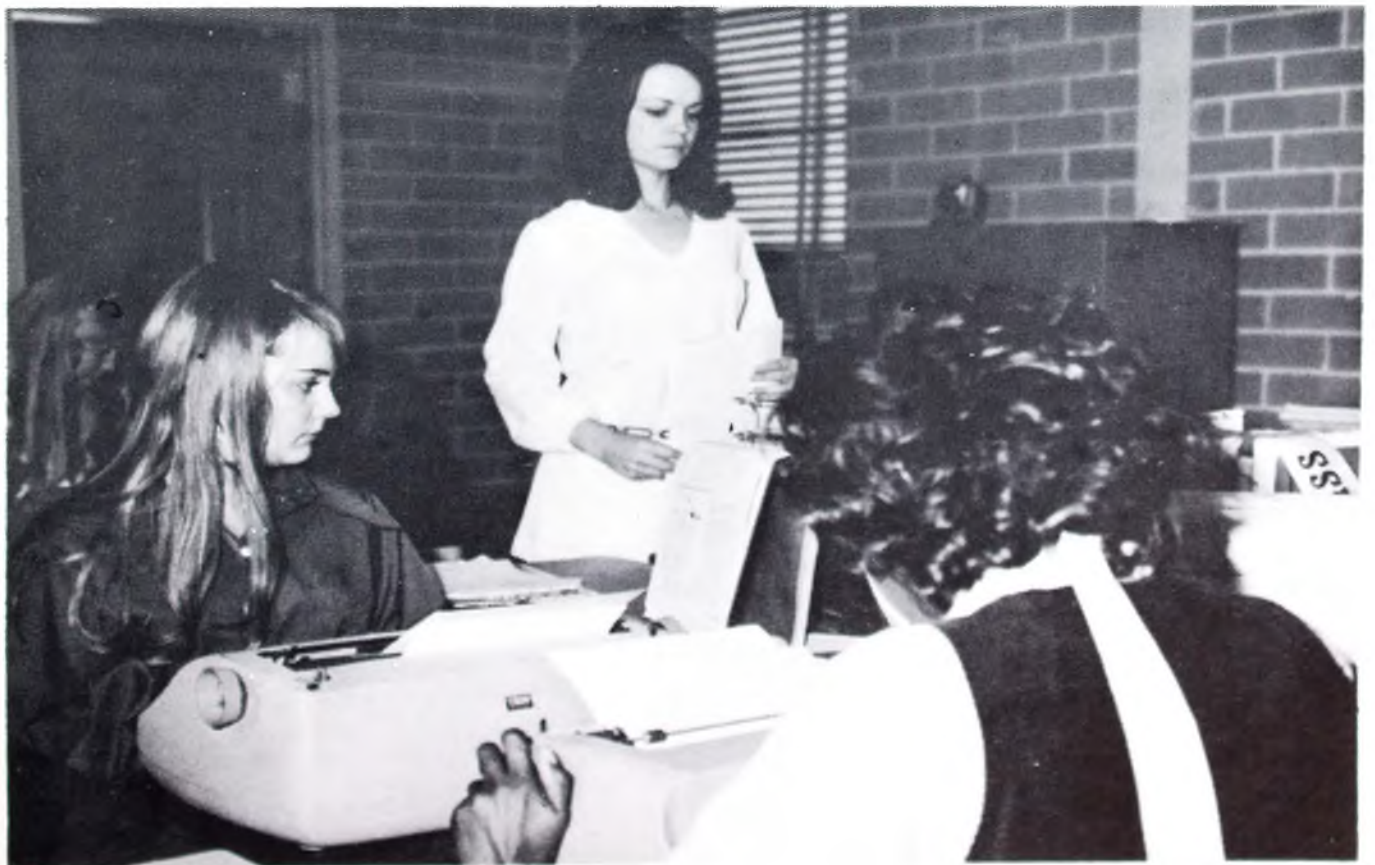
RADIO AND TELEVISION REPAIR

DESCRIPTION OF COURSES

- Ma 101** –BASIC MATHEMATICS begins with a review of the fundamentals of arithmetic. It includes measurement and solution of simple formulas.
- RTV 101** –SHOP PRACTICES emphasizes the proper use of the basic tools of the radio and television technician.
- RTV 102** –DIRECT CURRENT FUNDAMENTALS presents fundamentals needed in the study of all electronics. Beginning with the electron theory, the course progresses through magnetic fundamentals.
- RTV 112** –A. C. FUNDAMENTALS provides a thorough coverage of A. C. fundamentals. Sufficient time is devoted to laboratory work to insure practical knowledge and skills in A. C. circuitry.
- RTV 222** –VACUUM TUBES AND CIRCUIT ANALYSIS is a study and construction of circuits and the operation and application of most types of vacuum tubes.
- RTV 223** –SEMICONDUCTOR CIRCUIT ANALYSIS is an analysis of transistor circuits.
- RTV 321** –HI-FI AND STEREO AMPLIFIERS is the study of high quality audio or sound producing systems.
- Sosc 301** –HUMAN RELATIONS assists the student in developing attitudes and techniques that would help him to get a job, keep a job, and advance on the job.
- RTV 422** –TEST EQUIPMENT is designed to acquaint students with electronic measuring devices/such as volt meter, ammeter, oscilloscopes and signal generators.
- RTV 526** –COLOR TV AND TRANSISTOR CIRCUITS is a continuation of RTV 511.
- RTV 612** –CLOSED CIRCUIT TV is designed to acquaint the student with the operation and maintenance of closed circuit television equipment.
- RTV 623** –ANTENNA SYSTEMS is designed to teach students theory of wave reception on all commercial frequencies. Antenna design and installation is stressed.
- RTV 322** –TROUBLE SHOOTING PROCEDURES is designed to give the student the manipulative practice needed to understand the operation of test equipment and to trouble shoot. He must be able to check, diagnose, and replace defective components with a minimum of time.
- RTV 323** –AM AND FM CIRCUITS is designed to cover theory of wave propagation and reception in the AM and FM radio signals.
- Com 101** –COMMUNICATION SKILLS is organized to develop the student's ability in written communication and to increase comprehension and study skills.
- RTV 411** –COLOR TELEVISION SERVICING presents the fundamentals of color television and develops skill in trouble shooting receivers.
- RTV 412** –MONOCHROME TELEVISION is a study of the fundamentals of black and white television.
- RTV 723** –FM MULTIPLEXING FOR STEREO is designed to teach students the theory of frequency modulation.



Secretarial and Stenography



SECRETARIAL & STENOGRAPHY

Course Description

The Stenography/Secretarial curriculum is designed to develop the necessary skills in typing, dictation, transcription, and office procedures for employment in the business world. Stenographers take dictation from one and then transcribe their notes on a typewriter. Secretaries, in addition to their stenographic work, handle a variety of business details on their own initiative. Secretaries often handle tasks such as scheduling appointments for their employers, taking care of correspondence and handling private or confidential records.

Employment Outlook

Employment opportunities for workers that have stenographic skills are expected to be very good through the 1970's. Openings for stenographers and secretaries are expected to total more than 230,000 annually.

Length of Course—Four Quarters

Entrance Dates—Fall Quarter (Only)

Cost—Supply Fee—\$20.00 per quarter—Books—Approximately \$100.00 for the entire course

COURSE OUTLINE

	Quarter Hours Credit
<u>First Quarter</u>	
Bus 101 Shorthand or	10
Bus 111 Stenoscript	10
Eng 114 Business English I5
Ma 113 Business Mathematics5
Bus 110 Typewriting I5
Com 101 Communication Skills5
	<u>30</u>
<u>Second Quarter</u>	
Bus 201 Shorthand or	10
Bus 211 Stenoscript	10
Eng 214 Business English II5
Bus 210 Typewriting II5
Bus 119 Business Psychology5
Bus 314 Personal Appearance and Personality Development5
	<u>30</u>
<u>Third Quarter</u>	
Bus 301 Shorthand or	10
Bus 311 Stenoscript	10
Bus 310 Typewriting III5
Acct 111 Accounting I5
Bus 115 Office Practice5
Bus 105 Machine Shorthand5
	<u>30</u>
<u>Fourth Quarter</u>	
Bus 401 Shorthand or	10
Bus 411 Stenoscript	10
Bus 410 Typewriting IV5
Bus 215 Medical Office Practice5
Bus 216 Legal Office Practice5
Bus 501 Consumer Finance5
	<u>30</u>

SECRETARIAL & STENOGRAPHY

DESCRIPTION OF COURSES

- Bus 101** –SHORTHAND I presents the basic principles of shorthand.
- Bus 111** –STENOSCRIPT is a presentation and introduction to the complete theory of ABC shorthand placing emphasis on brief forms, word beginnings and endings, principles, spelling and punctuation, business vocabulary building, and grammar checkups. Correct reading and writing techniques are emphasized and students are introduced to dictation and transcription.
- Bus 114** –BUSINESS ENGLISH is a basic English course principally dealing with parts of speech, sentence structure, capitalization, using words effectively, and forms of business letters.
- Bus 110** –TYPEWRITING I is a beginning course for students. The keyboard is introduced and drilled while the basic theory of typewriting is taught and reinforced. Special attention is devoted to the learning of proper techniques.
- Ma 113** –BUSINESS MATHEMATICS is a fundamental course for the business student which introduces some of the more common arithmetical computations used in the business world today. Basic mathematical processes are learned, practiced and then applied to such areas as percentage, interest, insurance, payroll, tax areas and financial statements.
- Com 101** –COMMUNICATION SKILLS is organized to develop the students' verbal skills, comprehension and study habits.
- Bus 201 & 301** –SHORTHAND II AND III is an extension of shorthand I.
- Bus 211 & 311** –STENOSCRIPT II AND III is a continuation of stenoscrypt I.
- Eng 214** –BUSINESS ENGLISH II provides the student with a comprehensive program tailored to develop the communication competence needed to enter and to progress in the business world. Different types of business letters are covered by instruction.
- Bus 210** –TYPEWRITING II develops the advancement of correct techniques, all forms of business correspondence, intricate tabulation, rough drafts and manuscripts.
- Bus 119** –BUSINESS PSYCHOLOGY is a summary course of modern psychology to assist the student in the orientation to human problems he will encounter and the personal adjustments he will need to make in order to become a more efficient worker and a more effective leader.
- Bus 314** –PERSONAL APPEARANCE AND PERSONALITY DEVELOPMENT has been designed specifically to help the secretarial student to make the most of her potentialities by learning to become a more attractive, more appealing and more interesting individual.
- Bus 310 & 410** –TYPEWRITING III AND IV consists of the mastery of advanced and complex typing skills.
- Acct 111** –ACCOUNTING I is a basic course concentrating on one elementary accounting system. Collecting, summarizing, analyzing and reporting information are stressed.
- Bus 115** –OFFICE PRACTICE is a course designed for refining skills, knowledge and personal traits for office workers.
- Bus 105** –MACHINE SHORTHAND introduces the student to the stenograph and stenotype machines.
- Bus 215** –MEDICAL OFFICE PRACTICE introduces the student to techniques and skills required of a medical office worker.
- Bus 216** –LEGAL OFFICE PRACTICE consists of skills, techniques and knowledge necessary for employment in a legal office.
- Bus 501** –CONSUMER FINANCE is a course designed to help the students become better informed consumers. Budgeting, credit, and taxes are included in the course.



Welding



WELDING

Course Description

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.

Employment Opportunities

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

Length of Course—3 Quarters

Entrance Dates—Quarterly

Cost—Supply Fee \$15.00 per month—Books—\$25.00

COURSE OUTLINE

	Quarter Hours Credit
<u>First Quarter</u>	
WDR 101 Blueprint Reading5
WLD 104 Arc Welding	20
WLD 101 Oxyacetylene Welding5
	<u>30</u>
<u>Second Quarter</u>	
WLD 202 Metallic Inert Gas Welding	10
WLD 212 Advanced Arc Welding	10
Com 101 Communication Skills5
Ma 101 Mathematics5
	<u>30</u>
<u>Third Quarter</u>	
WLD 312 Pipe Welding	10
WLD 321 Tungsten Inert Gas Welding	10
WLD 331 Weld Testing	10
	<u>30</u>

WELDING

DESCRIPTION OF COURSES

- WLD 101** –OXYACETYLENE WELDING includes study of lighting and adjusting torch; welding positions: flat, vertical, horizontal, and overhead.
- WLD 104 & 212** –ARC WELDING is widely used in construction of many products, steamships, tanks, locomotives, automobiles, aircraft and missiles. Learning the essentials of arc welding requires a knowledge of metals, electrodes, power source, and welding techniques.
- WDR 101** –WELDING BLUEPRINT READING develops the necessary skill to interpret conventional trade drawings, plus a thorough understanding of abbreviations and symbols.
- WLD 202** –MIG WELDING (Metallic Inert Gas) uses a continuous consumable wire electrode molten welded puddle completely covered with a shield of gas. The welding can be either automatic or semiautomatic.
- Com 101** –COMMUNICATION SKILLS is organized to develop the student's ability in written and oral communication and to increase comprehension and study skills.
- Ma 101** –MATHEMATICS enables the students to re-establish the fundamentals of mathematics and to develop other mathematical skills that may be required to perform tasks as a welder.
- WLD 312** –PIPE WELDING is designed to give the students practice in joining pipe sections. Pipelines may be constructed by rolling the pipe under the arc so as to permit the operator to weld always in a flat position, called roll-welding, or in the fixed position either horizontal or vertical.
- WLD 321** –TUNGSTEN INERT WELDING was developed primarily to weld corrosion resistant and other difficult weld metals, including aluminum, magnesium, stainless steel and other exotic metals.
- WLD 331** –WELD TESTING is designed to show the students what may happen if defects in welding are not eliminated.

