DOCUMENT RESUME

BD 106 453

CE 003 594

TITLE

Mountain-Plains Master Course List. Curriculum Areas:

Job Titles: Learning Activity Packages: Courses:

Units.

INSTITUTION

Mountain-Plains Education and Economic Development

Program, Inc., Glasgow AFB, Mont.

PUB DATE

[74]

NOTE

150p.; For related documents, see CE 003 592-597 and

CE 004 257

AVAILABLE FROM

Mountain-Plains Economic Development Program Inc.,

Box 3078, Glasgow AFB, Montana 59231

EDRS PRICE DESCRIFTORS

MF-\$0.76 HC Not Available from EDRS. PLUS POSTAGE Career Education; Course Descriptions: *Courses:

Curriculum: Family Life Education: *Guides: *Indexes (Locaters): *Occupational Information: *Vocational

Education

IDENTIFIERS

Mountain Plains Program

ABSTRACT

The document contains a master listing of all Mountain-Plains curriculum, compiled by job title, course, unit and LAP (Learning Activity Package), and arranged in numerical order by curriculum area. Preceding each curriculum area is a page of explanatory notes describing the curriculum area and including relevant job descriptions. Where a job title is supported by curriculum from a different curriculum area, a listing of support is included in the notes and further detailed in the listing. Courses using commercially prepared materials are omitted. The curriculum areas covered are mathematics skills, communication skills, office education, lodging services, food services, marketing and distribution, automotive, small engines, health education, consumer education, home management, parent involvement, carpenter, electronics assembler, electrical wireman, plumber, heating systems serviceman, refrigeration/cooling systems serviceman, appliance serviceman, radio and television serviceman, electric motor repairman, draftsman, and leadership training workshop. (BP)

Mountain Plains Eloctor

Master Course List

Curriculum Areas:

job titles
learning activity packages
courses
units



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Michael Fenenbock
Mt.-Plains E.E.D.P



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INTRODUCTION

This document contains a master listing of all Mountain-Plains Curriculum, compiled by job title, course, unit and LAP, and arranged in numerical order by curriculum area.

In some instances courses or segments of courses use commercially prepared materials so extensively that they have been partially or totally omitted.

Preceding each curriculum area listing, there is a page of explanatory notes. These notes are intended to be descriptive of the contents of the curriculum area for which they are written. An explanation of omissions is included in these notes. Where a job title is supported by curriculum from a different curriculum area, a listing of support is included in the notes and further detailed in the listing itself.

This listing of curriculum products has been arranged in this particular manner in order to satisfy specific requirements of those engaged in a marketing survey.



5

CURRICULUM AREA 11: Mathematics Skills

Mathematics Skills as used at Mountain-Plains is support to the occupational areas. It is all commercial material and therefore, not available through Mountain-Plains.

The material used is:

Individualized Learning for Adults Research for Better Schools, Inc. 1700 Market Street, Philadelphia, PA.



(2)

CURRICULUM AREA 15: Communication Skills

Communication Skills is designed to facilitate the learning of functional job skills.

This curriculum area uses a grade level approach in teaching eight courses. The grade level approach to the study of communication skills is designed to break up the study patterns in such a manner that variety in study areas is presented. Rather than an extended period of study in one course, e.g., each level presents units of each course for the entire curriculum area in a planned sequence.

Communication Skills consists of two major divisions, Basic and Advanced.

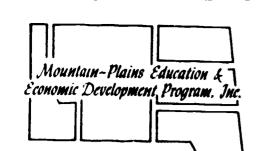
Each level (E-J) in Basic Communication Skills includes activities in structural analysis, vocabulary development, reading comprehension, structural patterns and reference skills.

Each level (K-O) in Advanced Communication Skills includes activities in spelling patterns, vocabulary development, mechanics (of language), grammar and useage. If the student is taking General Educational Development (GED) preparation, he also takes activities from literary patterns, social science and science.

The "O" level is not necessary for General Educational Development (GED), but is used for some occupational preparation areas.



3)



COMMUNICATION SKILLS

Job Title:

| | ۔ پر | Ţ | T | | | | | DATE 10.75 |
|-----|------|--------|------|--|--------|------|------|---|
| | Ž | 5 | A P | | Course | J Š | A A | |
| - | | - | - | | ၂ မီ | 1 5 | 13 | |
| . (| 03 | . 01 | | BASIC COMMUNICATION SKILLS Level E Root Words | | . 04 | . 01 | Complete Sentences Identify and Define Complete Sentences |
| 1 | | | - 01 | Recognizing Root Words | | .05 | | Alphabetizing |
| ŀ | | .02 | .01 | Compound Words Learning to Form Compound | . 05 | | . 01 | Alphabetizing Names and Titles Level G |
| | | | | Words | | .01 | | Suffixes |
| | | . 03 | .01 | Reading Compound Word Forms Understanding Compound Word | | | .01 | Adding Word Endings |
| | | | | Forms | | .02 | . 01 | Word Meanings Identifying Word Meanings |
| ľ | | .04 | .01 | Nouns Recognizing Nouns | | . 03 | .01 | Main Idea and Recall Using the Main Idea for Recall |
| | | .05 | .01 | Alphabet Alphabetizing | | | .02 | Identifying Relevant Facts Drawing Conclusions |
| 0 | 4 | 01 | | Level F Plural Words | | .04 | 01 | End Punctuation Learning to Use End Punctuation |
| ı | | | .01 | Forming Plural Words | İ | 05 | | Dictionary |
| | | 02 | .01 | Synonyms, Antonyms, Hononyms Selecting Synonyms for a Given Word | .06 | 01 | .01 | Learning to Use a Dictionary Level H |
| 1 | İ | j. | .02 | Selecting Antonyms | | 01 | 01 | Prefixes and Suffixes |
| ! | , | , | .03 | Selecting Hononyms | | | 02 | Prefixes II Suffixes |
| ł | ; | 03 | .01 | Basic Reading Structures Reading for Information and En- tertainment | | 02 | 01 | Root Words Writing Definitions for Root |
| | | | 02 | Learning the Function of Descrip- tive Words | | | | Words |
| | | 1 | 03 | Identifying Topic Sentences Formulating the Main Idea | | 03 | 61 | Who, What, Where and Why Learning to Read for Recall |
| E | RI | C ERIC | | 8 | | | | |

COMMUNICATION SKILLS

Job Title:

| Course | 5.5 | LAP | | [2 | | ٩ | DATE1-9-75 |
|------------------|-------------|------|-----------------------------------|-------|------|------|----------------------------------|
| 3 | 5 | دا | | Cours | 5 | 3 | |
| · [: | | | | | | | |
| | | . 02 | Reading to Answer Questions | . 08 | | 1 | Level J |
| 1 | | .03 | Reading to Answer Indirect | 1 | .01 | | Syllabication |
| | | | Questions | | | . 01 | Syllabilizing Words |
| 1 | | . 04 | Identifying Author Intention | | İ | | , was was us |
| , | | | | | . 02 | | Noun Plurals and Guide Words |
| | .04 | | Capitalization | | | .01 | Forming Plurals and Relating |
| | | .01 | Learning to Properly Use Capital | | I | 1 | Them to Guide Words |
| 1 | | | Letters | | | | |
| | | | | | .03 | | Directional Reading |
| | . 05 | | Reference Skills | | | . 01 | Reading for Detail |
| • | | . 01 | Learning the Various Parts of | 1 | 1 | . 02 | Listing Words into Proper Group |
| | | | Books | | | .03 | Following Directions |
| | | | | | | | J |
| 07 | | | Level I | } | .04 | | Placing Words |
| | . 01 | | The Apostrophe | | İ | . 01 | Placing Adjectives |
| | | .01 | Forming Contractions | | | . 02 | Placing Adverbs |
| , | | .02 | Forming the Posse s sive | | | .03 | Placing Pronouns |
| , | | ' | | | | | |
| | .02 | | Syllabication and Context Clues | | . 05 | | Dewey Decimal System |
| i | | .01 | Separating Words into Syllables | | | .01 | Classifying Books I |
| | | .02 | Context Clues I | İ | | .02 | Classifying Books II |
| | | .03 | Context Clues | | | | |
| | .03 | | Preparation for Technical Reading | | | ļ | ADVANCED COMMUNICATION SKILL |
| | | . 01 | Defining Similes, Metaphors, and | | | ļ | ABVANCED COMMONICATION SKILL. |
| | | | Personification | .09 | | | Level K |
| | | . 02 | Reading for Sequence | 1.02 | .01 | | Possessives and Contractions and |
| | | .03 | Reading Technical Materials | | | | Plural Nouns |
| | | | reading realificat materials | | | 01 | Properly Forming Possessives |
| | .04 | | Sut ject/Verb Agreement | | | " | of Singular Nouns |
| | | .01 | Learning Proper Subject/Verb | | | 02 | Properly Forming Contractions |
| | | | Agreement | | | 03 | Properly Forming Noun Plurals |
| | | | , ig. comen. | | | | Troperty forming Noun Flurais |
| | .05 | | The Encyclopedia | | 02 | ĺ | Prefixes and Suffixes |
| | İ | .01 | Using the Encyclopedia | | 1 | 01 | Joining Prefixes with Root Words |
| | | Ì | , <u>.</u> , | | ļ | 02 | Joining Suffixes with Root Words |
| | 1 | | | | | | deming demines with noot word. |
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COMMUNICATION SKILLS Job Title:

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| 13. | 5 | | | | <u> </u> | 5 | LAP | |
| 1 | | | | | J | | | |
| | | | | | | | | |
| | .03 | | Capitalization | 1 | 11 | | | Level M |
| | | .01 | Identifying Proper and Improper | | | .01 | | Blends |
| | | | Capitalization | | | | .01 | Spelling "ie" and "ei" Words |
| | | | | | | | | |
| İ | .04 | | The Eight Parts of Speech | | | . 02 | | Integrating Sentences into Para- |
| 1 | | .01 | Nouns, Pronouns, and Verbs | | | | | grarns |
| | | .02 | Adjectives and Adverbs | | | | .01 | Interpreting Sentences |
| | | .03 | Prepositions, Conjunctions and Interjections | | 1 | | .02 | Reading Paragraphs for the Mai |
| | i | | inter jections | | ł | | | ldea |
| 1 | .05 | | Verb Forms | | - 1 | .03 | | Properly Using Commas |
| | | . 01 | Defining and Identifying Regular | | | | . 01 | Property Using Commas |
| | | | and Irregular Verbs | | | | .02 | Using Commas |
| ' | | .02 | Subject/Verb Agreement | | | | | 3 |
| , | | | | | ļ | 04 | | Object s |
| . 10 | | | Level L | | | | .01 | Learing to Identify Objects |
| | .01 | | Prefixes and Suffixes | | ļ | | | |
| | | .01 | Adding Prefixes and Suffixes to | | ŀ | .05 | | Pronouns and Prepositions |
| | | | Root Words | | | | .01 | Properly Using Pronouns |
| | .02 | | Context Clues | | ı | | .02 | Properly Using Prepositions |
| | .02 | .01 | Using Context Clues for Word | 1 | 12 | | | Level N |
| 1 | | . 01 | Meaning | ' | ' | .01 | | Spelling Demons I and II |
| | | .02 | Context Clues Through Inference | | | | .01 | Learning to Spell Difficult Word |
| | | | | | - 1 | | | l |
| 1 | .03 | | Terminal Punctuation and Quota- | | | | . 02 | Learning to Spell Difficult Word |
| 1 | | | tion Marks | | | | | 11 |
| | | .01 | Using Terminal Punctuation | | | | | |
| | | . 02 | Using Quotation Marks | | | 02 | | Facts, Opinions, Issues and Infer- |
| | | | M. Dec. | | | | | ences |
| | .04 | | Modifiers | | | | .01 | Learning to Read for Facts, |
| | ļ | .01 | Using Adje ctives Using Adverb s | | | | 0.3 | Opinions, and Issues |
| | | .02 | Using Adveros | | | | .02 | Learning to Read for Inferences |
| | .05 | | Comparatives · | | | 03 | | Semicolons, Dashes, and Colons |
| | | .01 | Properly Using Confusing Word | | j | | .01 | Using Semicolons, Dashes and |
| | | | Pairs | | | | | Colons |
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COMMUNICATION SKILLS

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| Caurse | ي ق | A . | | Course | 5 | Š | |
| | | | | | | | |
| | .04 | | Sentence Structure | | | | |
| | | . 01 | Developing Sentences | | | | |
| | 05 | | Exact Sentence Writing | | | | |
| | | . 01 | Writing Concise Sentences | | | | |
| .13 | | | Level O | | | | |
| | .01 | | Commonly Misspelled Words | | | | |
| | | . 01 | Learning to Correctly Spell Words | | | | |
| | _ | | | | | | |
| | .02 | , 01 | Formal Vocabulary Learning Differences Between | | | | |
| | | , , , | Formal and Colloquial Language | | | | |
| | . 03 | | Troublesome Punctuation | | | | |
| 1 | | . 01 | Learning to Use Troublesome | | | | |
| į | | | Punctuation | | | | |
| | .04 | | Rules for Manuscript | | | | |
| | | . 01 | Learning How to Lay Out a Paper | | | | |
| | 05 | | Paragraphs into Compositions | | | | |
| | | .01 | Learning to Fit Paragraphs into Compositions | | | | |
| ! | , | . 02 | Learning to Write Compositions | | | | |
| | | | | | | | |
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CURRICULUM AREA 24: Office Education

Office Education contains job titles in six related phases of office work.

Keypunch Operator - covers keyboard typing, keypunch and data processing.

Clerk - covers basic typing, filing, use of adding machines and office procedures.

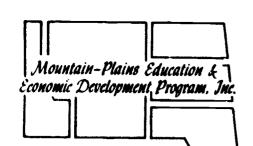
Clerk Typist - covers advanced typing skills including transcription, further use of calculators and adding machines, business writing and office procedures.

Clerk-Stenographer - covers the material covered by a Clerk Typist plus basic accounting, keypunch, shorthand and more advanced secretarial procedures.

Accounting Clerk - covers use of adding machines and calculators, filing, basic typing and basic accounting.

Bookkeeper - covers use of adding machines and calculators, filing, keypunch, basic typing, business writing and accounting.





OFFICE EDUCATION

Job Title:

Keypunch Operator

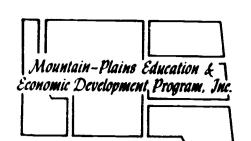
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| | | ا د | | | , 0 0 0 0 | Ş | 2_ | |
| 06 | | | Data Processing | | | . 02 | ļ | Numeric and Keyboard Exercise/ |
| | . 01 | | Introduction to Business Data | | | i | | Program Card |
| | | . 01 | Processing | | | | .01 | Number Keyboard Exercises |
| | | .01 | The Data Processing Cycle | | | | . 02 | Punching a Program Card |
| | | . 0 2 | Data Processing Operations | | | | .03 | Removing and Mounting a |
| İ | . 02 | | Manual and Mechanical Data | | | | | Program Card |
| | . 02 | | Processing | | | | | |
| - | | . 01 | Manual Data Processing | ŀ | | .03 | | Punching Practice Jobs |
| | | . 02 | Direct Entry Records For Sale | | | | .01 | Job No. 3 |
| | 1 | . 03 | Direct Entry Records For | | | | .02 | Job No. 4 |
| i | | | Purchase | | | | .03 | Job No. 5 |
| | | . 04 | Mechanical Data Processing | | | | .04 | Job No. 6 |
| | | | ed | | | | .05 | Job No. 7 |
| | . 03 | | Punched Card Data Processing | | | | .06 | Job No. 8 |
| | 1 | . 01 | The Punched Card | | | | .07 | Job No. 9 Job No. 10 |
| | | . 02 | Punched Card Machines | | | | .00 | Job No. 10 Job No. 11 |
| 1 | Ì | . 03 | Applications of Punched Card | 1 | | | .10 | Job No. 12 |
| | | | Data | | | | 310 | 30D NO. 12 |
| | | | | | | .04 | | Introduction to Related Unit |
| 1 | . 04 | | Common Language Media | | | | | Record |
| | | . 01 | Punched Tape and Edge Punched | | | | .01 | The IBM 29 Verifier |
| 1 | Į | | Cards | | | | .02 | The IBM Sorter |
| i | ļ | . 02 | Card Punching, Magnetic | | | | | 7 110 15 11 501 tel |
| | | | Recording and Scanning | | .17 | | | Keyboard Typing |
| | | | | | | .01 | • | The Alphabetic Keys |
| | . 05 | | Electronic Data Processing | | | | .01 | Home Row Keys |
| 1 | | . 01 | The Computer | | | | . 02 | H-E Pica/Elite |
| | ļ | . 02 | Components of a Computer | 1 | | | .03 | I-T Period/Left Shift |
| | | | System | | | | .04 | O-R-N |
| · | | . 03 | Programming a Computer | | | | .05 | W-U-C/Right Shift |
| , | | . 04 | Applications of Electronic Data | | | | .06 | P-G-M |
| | İ | 1 | Processing | ŀ | | | .07 | Q-Y-X Backspace |
| .10 | ļ | | Keypunch | | | | . 08 | B-F |
| 10 | . 01 | | Introduction to IBM 29 Print Card | - | | | . 09 | V Question Mark |
| 1 | . 01 | | Punch | | | | | C 10 |
| | | . 01 | Operation of Keys and Switches | | | .02 | | Speed Building |
| | | .02 | Operative Parts and Features | | 1 | | .01 | Margin Stops/Building Speed |
| | | . 03 | Additional Instructions for the | | | } | .02 | Building Typing Speed |
| | | | IBM 29 (9) | , | | | .03 | Building Typing Speed and |
| | Ì | | | | | | | Skill |
| | | | | | | | | |
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OFFICE EDUCATION

Job Title:

Keypunch Operator

| Course | ž | LAP | | Course | Unit | LAP | DATE1-3-75 |
|-----------|--------------------|---------------------------------|--|--------|------|-----|------------|
| S | .03 | | The Number Keys 1-3-7 9-5/Colon 6-2 Diagonal 8-4-0 | 00 | ້າ | 7 | |
| | .04 | .01 .02 .03 .04 .05 | The Symbol Keys and Related Spacing Rules Hyphen, Spacing Dollar, Apostrophe Number, Ampersand Percent, Underline Asterick, Fraction, Cent | | | | |
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OFFICE EDUCATION

Job Title:

Clerk

| \$ | | | | 3 | | | _DATE1-3-75 |
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| Course | Č | LAP | | Course | ž Š | ΙΑΡ | |
| | | | | | | | |
| ,.03 | | | Ten-Key Adding Machine | | 0.2 | | The Newsberg Kove |
| 1 1 | 01 | | Introduction/Addition/Subtraction | | . 03 | .01 | The Number Keys 1-3-7 |
| | | .01 | Introduction, Touch Addition | | | .01 | 9-5/Colon |
| | | | and Home Keys | | | .02 | |
| | | .02 | Touch Addition, 7-8-9 Keys | | | .03 | 6-2 Diagonal 8-4-0 |
| ' | | .03 | Touch Addition, All Ten Keys | | | . 04 | 0-4-0 |
| | | .04 | Subtraction, All Keys | | . 04 | | The Symbol Koys and |
| | | . 0 4 | Subtraction, 7th heys | | . 04 | | The Symbol Keys and |
| ' | 02 | | Multiplication | | | . 01 | Related Spacing Rules |
| | 02 | .01 | Multiplication, Whole Numbers | li | | .01 | Hyphen, Spacing Dollar, Apostrophe |
| | | . • • | and Decimals | | | .02 | · · · · · · · · · · · · · · · · · · · |
| ' | | .02 | Short-Cut Multiplication Parts | | | .03 | Number, Ampersand Percent, Underline |
| | | .02 | 1 and 2 | | | . 05 | · |
| | | .03 | Multiplication of Fractions | | | .03 | Asterick, Fraction, Cent |
| | | .03 | Manuplication of Fractions | ,18 | İ | | Production Typing |
| .08 | | | Filing | * 10 | .01 | | Typing Techniques |
| 1 1 | 01 | - | Filing Rules | | . 0 1 | .01 | Horizontal Centering |
| ' 1 | | .01 | Filing Rules 1-10 | | | .02 | Vertical Centering |
| | | .02 | Alphabetic Correspondence | | | .02 | Proofreader's Marks |
| 1 | | . 02 | Filing | | | .03 | Correcting Errors |
| ' | | .03 | Subject Correspondence Filing | | | .05 | Spreading and Squeezing |
| | [| 04 | Filing Rules 11-20 | | | .06 | Tabulation |
| | | | | | | .07 | Dividing Words |
| 17 | | İ | Keyboard Typing | | | . " | Dividing Words |
| 1 | 01 | | The Alphabetic Keys | | .02 | | Business Letters (partial) |
| | | .01 | Home Row Keys | | .02 | .01 | Personnel Letter |
| | | .02 | H-E-Pica/Elite | | | .02 | Small Envelope |
| | | .03 | I-T-Period/Left Shift | | | .03 | Business Letter |
| | | .04 | 0-R-N | | | .04 | Carbon Packs |
| · | į | 05 | W-U-C/Right Shift | | | . 05 | Business Letters/Special |
| , 1 | ļ | .06 | P-G-M | | | . • • | Features |
| | | .07 | Q-Y-X Backspace | | | .06 | Large Envelope |
| | 1 | .08 | R-F | | | . 07 | Chain Feeding Envelopes |
| . | į | .09 | V-Question Mark | | | | Production Test I |
| | [| - | | | | . 08 | Attention Line |
| | .02 | | Speed Building | | | . 09 | Subject Line |
| , | | 01 | Margin Stops/Building Speed | | | | • |
| | | 02 | Building Typing Speed | | . 04 | j | Common Business Forms |
| | ļ | 03 | Building Typing Speed and (11) | | | ŀ | (partial) |
| P | | | Skill | | | .01 | Typing A Postcard |
| | - | 1 | | | | .04 | Memos |
| FRĬ | <u> </u> | - 1 | _ | | | . 06 | Purchase Requisitions |
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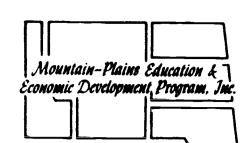
Curriculum Area: 24
OFFICE EDUCATION

Job Title:

Clerk

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|-----------------------------|------|--------------------|--|--------|---|---------------|-----|------------|
| Course | 5 | LAP | | Course | : | 5 | LAP | |
| . 21 | . 01 | 01 .02 .03 | Modern Office Procedures Mail Handling Incoming and Outgoing Mail Classes of Domestic Mail Special Domestic Mail | | | | | |
| | | .04 | Problem Situations & Shipping Services Telegraph Services | | | | | |
| | . 02 | .01 .02 .03 | Communications Effective Telephone Use Long Distance Telephone Use & Telephone Equipment Greeting Callers Travel | | | | | |
| | . 04 | .01 | Data Processing How Data is Processed Computers and Data | | | | | |
| | 05 | . 01 02 . 03 | Duplicating Methods Spirit Duplicating Mimeograph Additional Duplicating Pro- cesses | | | | | |
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OFFICE EDUCATION

Job Title:

Clerk-Typist

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| Course | Cont | LAP | | | Course | Cart | d A | _DATE1-3-75 |
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| 32 | | | Business Writing | | 04 | | | Printing Calculator |
| | .01 | | Principles of Good Business | | - 1 | .01 | | Introduction/Addition/ |
| | ļ | | Correspondence | | | | | Subtraction |
| | | . 01 | Planning the Message | | | | .01 | Names, Symbols, and Function |
| | | . 02 | Paragraph Development | | | | . 02 | Touch Addition - All Keys |
| | | . 03 | Organization and Unity | | | | . 03 | Subtraction - All Keys |
| | | . 04 | Coherance and Conciseness | | | | | , , , , , , , , , , , , , , , , , , , |
| | | . 05 | Forcefulness | | | . 02 | | Multiplication/Division |
| | | .06 | Clearness, Completeness and | | | | . 01 | Multiplication - Whole Number |
| | | | Courtesy | | | | | Fractions |
| | | . 07 | Tone | | | | . 02 | Multiplication - Addition of |
| | | . 08 | Power Take-Off Smooth Landing | | | | | Products |
| | 0.2 | | American CD in the | | i | | . 03 | Constant Multiplication - |
| | . 02 | 01 | Application of Principles | | | | | Addition |
| | | .01 | Requests and Acknowledgments | | | | . 04 | Multifactor Multiplication |
| | | .03 | Special Orders and Requests | | | | . 05 | Division of Whole Numbers |
| 1 | | . 04 | Special Replies Goodwill Letters | | | | | and Decimals |
| ; | ' | .05 | Sales Letters | | 05 | | | Flack asia O. I. da |
| 1 | 1 | .06 | Claim and Adjustment Letters | ' ' | ן כט | . 01 | | Electronic Calculator |
| | | .07 | Credit Letters | | | .01 | . 01 | Introduction/Addition/Subtraction |
| ; ; | | .08 | Collection Letters | | | | .01 | Introduction to the Machine |
| | | .09 | Business Reports | | | | " | Touch Addition - Home Row Keys |
| | | | | | | | . 03 | Touch Addition - 7,8,9 Keys |
| ,3 | | | Ten-Key Adding Machine | , | | | . 04 | Touch Addition - 0,1,2,3 Keys |
| | . 01 | | Introduction/Addition/Subtraction | | | | . 05 | Subtraction |
| | | .01 | Introduction, Touch Addition | | | | . 06 | Sum of Differences |
| | | | and Home Keys | | | | | = |
| | | .02 | Touch Addition, 7-8-9 Keys | | | . 02 | | Multiplication |
| ; ! | | .03 | Touch Addition, All Ten Keys | | | | . 01 | Multiplication - Whole Numbers |
| | | .04 | Subtraction, All Keys | | | | | and Decimals |
| | 0.0 | | AA 1.1. 11 | | | | . 02 | Multiplication - Whole Number |
| 1 | 02 | | Multiplication | | | | | and Fractions |
| • | ı | 01 | Multiplication, Whole Numbers | | | | . 03 | Multifactor Multiplication |
| | į | 0.3 | and Decimals | | | | . 04 | Accumulative Multiplication |
| | | 02 | Short-Cut Multiplication Parts | | | | . 05 | Constant Multiplication - |
| | | 03 | 1 and 2 | | | | | Addition of Products |
| | 1 | 103 | Multiplication of Fractions | 1 1 | | | . 06 | Sum of Products |
| i I | | | (13 | 1/ | | | 07 | Difference of Products |
| | | | | | | | 08 | Product of Sums |
| | (3) | | | | | | 09 | Calculating Product of |
| FR | ĬC | | • | | | | | Differences |
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OFFICE EDUCATION

Job Title:

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| <u> </u> | 5 | A J | | Cours | Ž. | ξ | |
| 1 | 0.3 | | Division | | | 0.6 | 5: 10 : 10 : 1 |
| 1 | . 03 | .01 | Division Division - Whole Numbers and | | | .06 | Fixed Decimal Point |
| | | .01 | Decimals | 1 | 00 | | Advilated to analogo |
| : | | .02 | Division - Whole Numbers and | | . 02 | . 01 | Multiplication |
| | | .02 | Fractions | | | .02 | Multiplication Decimals, Fractions and |
| | | .03 | Constant Division | | | .02 | |
| | | .04 | Sum of Quotients and Difference | | | . 03 | Percentages Multiplication - Short Cut |
| | | .04 | of Quotients | | | .03 | Method |
| 1 | . 04 | | Practical Application Problems | 1.17 | | | Keyboard Typing |
| | | . 01 | Calculating of Percentages | 1 | .01 | | The Alphabetic Keys |
| | | .02 | Calculating Amount of Percentage | | | .01 | Home Row Keys |
| : | | | of Increase & Decrease | | | .02 | H-E Pica/Elite |
| | | .03 | Calculating Amount of Discount | | | . 03 | I-T Period/Left Shift |
| | | | and Net Amount | | | .04 | O-R-N |
| . ! | | .04 | Calculating Net Amount Using | | | . 05 | W-U-C/Right Shift |
| | | | Complements and Chain Discount | | | .06 | P-G-M |
| r | | · | Equivalents | | | . 07 | Q-Y-X Backspace |
| | | .05 | Markup or Markdown Based on | | | . 08 | B-F |
| | | | Cost or Selling Price | 1 | | . 09 | V-Question Mark |
| 1 | | .06 | Calculation of Simple Interest | | | | |
| | | .07 | Truth in Lending | | .02 | 1 | Speed Building |
| | | | | | | .01 | Margin Stops/Building Speed |
| 08 | | | Filing | | | . 02 | Building Typing Speed |
| | .01 | | Filing Rules I | | | .03 | Building Typing Speed and |
| | | 01 | Filing Rules 1-10 | 1 | | | Skill |
| 1 | | .02 | Alphabetic Correspondence Filing | | | | |
| | | .03 | Subject Correspondence Filing | | .03 | | The Number Keys |
| | | .04 | Filing Rules 11-20 | | | . 01 | 1-3-7 |
| , | | | | - | | .02 | 9-5/Colon |
| 13 | | | Full Keyboard Adding Machine | 1 | | . 03 | 6-2 Di a gon a l |
| i | . 01 | | Addition/Subtraction | | | . 04 | 8-4-0 |
| | | .01 | Addition - Zeros; One and Two | | | | |
| 1 . | | | Digit Numbers | | . 04 | | The Symbol Keys and Related |
| | | . 02 | Addition - Three Digit Numbers | | 1 | | Spacing Rules |
| , l | | .03 | Addition - Four, Five and Six | | | .01 | Hyphen, Spacing |
| | | .04 | Digit Numbers Subtraction - Correction of Errors | | | . 02 | Dollar, Apostrophe |
| | | .04 | Repeat Addition | | | .03 | Number, Ampersand Percent, Underline |
| | | .03 | Repeat Addition (14) | | | . 04 | Asterick, Fraction, Cent |
| | | | | | | . • • | ASTORION, Fraction, Cont |
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OFFICE EDUCATION

Job Title:

Clerk-Typist

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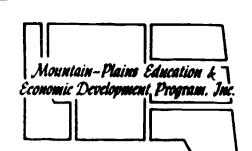
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|------|------------|------|--|------|------|-------------|------|------------------------------------|
| رز | S C | LAP | | | 8 | 2 Fig. 5 | 3 | |
| 18 | 1 | | Production Typing | | | | .05 | Alignment at Right |
| | .01 | | Typing Techniques | - 1 | | | .06 | Purchase Requisitions |
| | | .01 | Horizontal Centering | - 1 | | | . 07 | Invoices |
| | | . 02 | Vertical Centering | 1 | | | | Production Test V |
| | | . 03 | Proofreader's Marks | | | | | |
| | | . 04 | Correcting Errors | | | . 05 | | Reports |
| | | . 05 | Spreading and Squeezing | ı | | | . 01 | Typing a Theme |
| | | .06 | Tabulation | - 1 | | | . 02 | Typing an Unbound Manuscript |
| | | . 07 | Dividing Words | İ | | | . 03 | Top-Bound or Left-Bound |
| | 00 | | . | | | | | Manuscript |
| | . 02 | 01 | Business Letters Personnel Letter | | | | .04 | Bibliographies |
| | | . 01 | · · · · · · · · · · · · · · · · | | | | . 05 | Manuscript Title Page |
| ŀ | 1 | .02 | Small Envelope Business Letter | | | | .06 | Program and Speech |
| | İ | .04 | Carbon Packs | | | | | Production Test VI |
| | | .05 | Business Letters/Special | | | . 06 | | Dough Dooft Tuning |
| İ | 1 | | Features | | | . 00 | . 01 | Rough Draft Typing Letters |
| 1 | t . | .06 | Large Envelope | | | | .02 | Table (unarranged) |
| | [| . 07 | Chain Feeding Envelopes | | | | .03 | Listing |
| | | | Production Test I | | | | 04 | Manuscript |
| | 1 | .08 | Attention Line | | | | . 05 | Bank Reconciliation |
| | ļ | 09 | Subject Line | ł | | | .06 | Letter with Tabulation |
| | | . 10 | Optional Features | - 1 | | | . 07 | Report |
| | | | Production Test II | 1 | | | .08 | Memo |
| | | . 11 | Simplified Letters | | | | | |
| | | | Production Test III | 1 | . 19 | | | Machine Transcription |
| 1 | 0.5 | | Tables | | | . 01 | | Use of the Period and Question |
| 1 | .03 | . 01 | Tables | | | | | Mark |
| 1 | į | .02 | Tables Tabulated Reports | 1 | | | .01 | Use of the Period (Letters 2, |
| ! | ı | . 03 | Tabliated Reports Tables/Special Features | - [| | | . 02 | 3, and 8) Use of the Question Mark |
| | | .04 | Tabulated Reports | | | | . 02 | (Letter 12) |
| | | | Production Test IV | ł | ļ | | | (Letter 12) |
| } | | | | | | . 02 | | Use of the Comma |
| 1 | ,04 | | Common Business Forms | ŀ | | " | . 01 | Comma with a Conjunction |
| | 1 | 01 | Typing a Postcard | | j | | . 02 | Comma with Phrases |
| | | 02 | Outlines | | | | . 03 | Comma with Compound |
| lı | | 03 | Memo in Block Style | - | | | | Predicates |
| | | 04 | Memos | (15) | | | .04 | Comma with Adjectives |
| | | | | | | | . 05 | Identify Expressions |
| | | | | | | | .06 | Comma in Direct Addresses |
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OFFICE EDUCATION

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Clerk-Typist

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| | S S | ٩ | | | Cour | Unit | ₹ | |
| | | . 07 | Comma in Residence/Business | | | . 05 | | Duplicating Methods |
| | į | .08 | Comma with Quotation Marks | | | | . 01 | . • |
| | 1 | . 09 | Comma in Complex Sentences | | | | . 02 | |
| | | | , , , , , , , , , , , , , , , , , , , | | | | .03 | , , |
| | . 03 | İ | Use of the Semi-Colon | | | | | raditional Supreduring Process |
| | İ | .01 | Semi-Colon with a Conjunction | | | | | |
| | | . 02 | Semi-Colon with Subordinate | | | | | |
| | 1 | į | Clauses | | | | | |
| | 1 | .03 | Semi-Colon Intriducing | | | | | |
| | | | Enumeration | | | | | |
| | | | | | į | | | |
| | . 04 | | Use of the Colon | | 1 | | | |
| | | .01 | Colon to Introduce Lists | | i | | | |
| | | . 02 | Rewiewing Cautions in the Use | | i | | | |
| | | | of Colons | | | | | |
| | | . 03 | Colon with Quotation Marks | | | | | |
| ! ; | | | | | | | | |
| { ' | . 05 | | Quotations | | | | | |
| | | .01 | Quotations of Exact Words | | | | | |
| | | . 02 | Long Quotations | | | | | |
| 21 | | | Modern Office Procedures | | | | | |
| - | .01 | | Mail Handling | | | | | |
| | | . 01 | Incoming and Outgoing Mail | | | | | |
| | | . 02 | Classes of Domestic Mail | | | | | |
| | | . 03 | Special Domestic Mail | | | | | |
| 1 | | . 04 | Problem Situations & Shipping | | | | | |
| | ! ! | | Services | | | | | |
| | | . 05 | Telegraph Services | | | | İ | |
| | , | | | | | | ļ | |
| | .02 | | Communications | | | | | |
| | | . 01 | Fffective Telephone Use | | | | | |
| | | . 02 | Long Distance Telephone Use | | | | | |
| 1 | i . | | & Telephone Equipment | | | | | |
| 1 | İ | . 03 | Greeting Callers | | | 1 | | |
| | | 04 | Travel | | | | | |
| | . 04 | | Data Processing | | | | | |
| | | . 01 | How Data is Processed | | | | | |
| | | . 02 | Computers and Data (16) | | | | | |
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OFFICE EDUCATION

Job Title:

Clerk-Stenographer

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| Course | Cair | ď | | | 2 | | | DATE1-3-75 |
| 5 | 5 | 2 | | | Cours | Cait | 3 | |
| 01 | | | Accounting | | .02 | | | Business Writing |
| | .01 | | Classifying and Examining | | | . 01 | | Principles of Good Business |
| | | | Accounts | | | | | Correspondence |
| , | | .01 | Starting an Accounting System | | | | . 01 | Planning the Message |
| | | . 02 | Recording the Opening Entry | | | | . 02 | Paragraph Development |
| | | . 03 | Posting the Opening Entry | | | | . 03 | Organization and Unity |
| | | . 04 | Debit and Credit of Business | | | | . 04 | Coherence and Conciseness |
| | | | Transactions | | | | . 05 | Forcefulness |
| | | . 05 | Debit and Credit of Income and | | | | 06 | Clearness, Completeness |
| | | | Expense | | | | | and Courtesy |
| | | .06 | Journalizing Business Trans- | | | | , 07 | Tone |
| | | | actions | | | | . 08 | Power Take-Off Smooth |
| | | | | | | | | Landing |
| | . 02 | | Ledger, Work Sheet and Financial | | | | | |
| | 1 | | Statement | | | . 02 | | Application of Principles |
| | | .01 | Posting | | | | . 01 | Requests and Acknowledgment |
| | ! | .02 | Proving the Accuracy | | | | . 02 | Special Orders and Requests |
| ŧ | | | Project No. I | | | | . 03 | Special Replies |
| | | .03 | The Six-Column Work Sheet | | | | .04 | Goodwill Letters |
| 1 | 1 | . 04 | The Income Statement and | | | | . 05 | Sales Letters |
| 1 | | 0.5 | Balance Sheet | | | | . 06 | Claim and Adjustment Letters |
| i | | . 05 | Closing the Ledger | | | | . 07 | Credit Letters |
| | | ĺ | Project No. 2 | | | | . 08 | Collection Letters |
| | 0.3 | | Classificians Associates Adjusting | | | | . 09 | Business Reports |
| | . 03 | | Classifying Accounts, Adjusting | | | | | Tam Mass Adding Markins |
| i | | .01 | the Closing Entries Journalizing Transactions | ł | .03 | . 01 | | Ten-Key Adding Machine |
| | | .01 | Posting to Ledgers | | | .01 | . 01 | Introduction/Adding/Subtraction Introduction, Touch Addition |
| Ì | | .02 | The Checking Account | | | | ן יט | and Home Keys |
| | | .03 | Stereotronics - Part I | | | | . 02 | • |
| | | .05 | Eight-Column Work Sheet | | | | . 02 | |
| | 1 | .06 | Financial Statements | ĺ | | | .04 | i · · · · · · · · · · · · · · · · · · · |
| | | . 07 | Adjusting and Closing Entries | | | | | Subtraction, All Neys |
| | | .08 | Stereotronics - Part II | | | , 92 | | Multiplication |
| | 1 | | 31-1 20 1 2 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 | | | `` | .01 | Multiplication, Whole Numbers |
| | . 04 | | Payroll Transactions and Data | | | | - | and Decimals |
| | | | Processing | | | | . 02 | Short Cut Multiplication Parts |
| | | 01 | Payroll Records | | | | | 1 and 2 |
| | | 02 | Payroll Accounts (17) | | | | د0. | |
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OFFICE EDUCATION

Job Title:

Clerk-Stenographer

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| Course | ב ה | Š | | 3 | , iii | 3 | |
| 04 | | | Printing Calculator | | . 03 | | Division |
| ŗ | . 01 | | 'ntroduction/Addition/Subtraction | | | .01 | Division - Whole Numbers |
| | | .01 | Names, Symbols, and Functions | | 1 | | and Decimals |
| | | . 02 | Touch Addition - All Keys | | - | . 02 | Division - Whole Numbers |
| | | . 03 | Subtraction - All Keys | | 1 | | and Fractions |
| | | | | | | . 03 | Constant Division |
| | . 02 | | Multiplication/Division | | | .04 | Sum of Quotients and Differenc |
| | | .01 | Multiplication - Whole Numbers, | | | | of Quotients |
| | | | Fractions | | | | |
| | | .02 | Multiplication - Addition of | | . 04 | 1 | Practical Application Problems |
| | | 0.2 | Products | | 1 | . 01 | Calculating of Percentages |
| | | .03 | Constant Multiplication - Addition | | | . 02 | Calculating Amount and |
| ; | | . 04 | Mulifactor Multiplication Division of Whole Numbers and | | | | Percentages of Increase & |
| 1 | | . 05 | Decimals | | | | Degrease |
| | | | Decimals | | | . 03 | Calculating Amount of |
|)5 | | | Electronic Calculator | | | .04 | Discount and Net Amount |
| l ' . | .01 | <u> </u> | Introduction/Addition/Subtraction | | | . 04 | Calculating Net Amount Using |
| | | . 01 | Introduction to the Machine | | 1 | | Complements and Chain Discount Equivalents |
| | | . 02 | Touch Addition - Home Row Keys | | } | . 05 | Markup or Markdown Based |
| | | . 03 | Touch Addition - 7,8,9 Keys | | | " | On Cost or Selling Price |
| } | | . 04 | Touch Addition - 0,1,2,3 Keys | | | . 06 | Calculation of Simple Interest |
| | | . 05 | Subtraction | | | . 07 | Truth in ! ending |
| | | . 06 | Sum of Differences | | | | |
| • | | | | .08 | | | Filing |
| 1 | 02 | | Multiplication | | . 01 | | Filing Rules I |
| | ļ | .01 | Multiplication - Whole Numbers | | | . 01 | Filing Rules 1-10 |
| | i | . 02 | and Decimals Multiplication - Whole Numbers | | | . 02 | Alphabetic Correspondence |
| 1 | į , | 02 | and Fractions | | | | Filing |
| 1 | | . 03 | Multifactor Multiplication | | | 03 | Subject of Correspondence |
| | | 04 | Accumulative Multiplication | | | 04 | Filing Bules 11 20 |
| | | 05 | Constant Multiplication - | | ļ | 104 | Filing Rules 11-20 |
| | | | Addition of Products | . 10 | 1 | | Keypunch |
| | I | 06 | Sum of Products | 10 | 01 | | Introduction to IBM 29 Print |
| | | 07 | Difference of Products | | [] | | Card Punch |
| 1 | | 08 | Product of Sums | | | 01 | Operation of Keys and Switches |
| | | 09 | Calculating Product of | | | 02 | Operative Parts and Features |
| | | | Differences | | | 03 | Additional Instructions for the |
| ' | | | (18) | | 1 | | IBM 29 |
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OFFICE EDUCATION

Job Title:

Clerk-Stenographer

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| 3 | Č | ٩ | | | ğ | 5 | _3 | |
| • | . 02 | | Numeric and Keyboard Exercises/ | | | | . 15 | Lesson 16 |
| i | | | Program Card | | | | .16 | Lesson 17 |
| | | .01 | Number Keyboard Exercises | | | | . 17 | Lesson 18 |
| | | .02 | Punching a Program Card | | | | . 18 | Lesson 19 |
| | | .03 | Removing and Mounting a | | | | . 19 | Lesson 20 |
| | | | Program Card | | | | | |
| 1 1 2 | | | F. W. C. A. L. A. L. B. C. A. L. L. | | | . 02 | | Lessons 21-40 |
| 13 | | | Full Keyboard Adding Machine | | | | .01 | Lesson 21 |
| | .01 | | Addition/Subtraction | | | | . 02 | Lesson 22 |
| | | .01 | Addition - Zeros; One and Two | | | | . 03 | Lesson 23 |
| | | | Digit Numbers | | | | . 04 | Lesson 24 |
| | | , 02 | Addition - Three Digit Numbers | | | | . 05 | Lesson 25 |
| ! | | .03 | Addition - Four, Five and Six | | | | . 06 | Lesson 26 |
| | | | Digit Numbers | | | | . 07 | Lesson 27 |
| | į | .04 | Subtraction - Correction of Error | s | | | . 08 | Lesson 28 |
| | | .05 | Repeat Addition | | | | . 09 | Lesson 29 |
| į ! | | .06 | Fixed Decimal Point | | | | .10 | Lesson 30 |
| | | | | | | | .11 | Lesson 31 |
| | . 02 | í I | Multiplication | | | | ∞12 | Lesson 32 |
| | | .01 | Multiplication | | | | . 13 | Lesson 33 |
| | | .02 | Decimals, Fractions and | , | | | . 14 | Lesson 34 |
| | | | Percentages | | | | . 15 | Lesson 35 |
| | | . 03 | Multiplication - Short Cut | | | | .16 | Lesson 36 |
| | ' | | Method | | | | .17 | Lesson 37 |
| Í | | | | | | | . 18 | Lesson 38 |
| 1.15 | | | Beginning | | | | ., 19 | Lesson 39 |
| 1 | .01 | | Lessons 1-20 | | | | . 20 | Lesson 40 |
| | | .01 | Lessons 1 and 2 | | | | | |
| 1 | | .02 | Lesson 3 | | .16 | | | Shorthand Transcription |
| | | .03 | Lesson 4 | | | . 01 | 1 | Preparation |
| | | .04 | Lesson 5 | | | | . 01 | Predictation Preparation |
| | | . 05 | Lesson 6 | | | | . 02 | Dictation on the Job |
| ! | | .06 | Lesson 7 | | | | . 03 | Transcription on the Job |
| l | | . 07 | Lesson 8 | | | | . 04 | Transcription Alertness |
| | | .08 | Lesson 9 | | | | ! | |
| | | . 09 | Lesson 10 | | | . 02 | i | Speed Building |
| <u>'</u> | | ,10 | Lesson 11 | | | | . 01 | Lessons 1-10 |
| li | | ,11 | Lesson 12 | | | | , 02 | Lessons 11-20 |
| | | .12 | Lesson 13 (19) | | | | . 03 | Lessons 21-30 |
| <u> </u> | | . 13 | Lesson 14 | | | | . 04 | Lessons 31-40 |
| | | .14 | Lesson 15 | | | | | |
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OFFICE EDUCATION

Job Title:

Clerk-Stenographer

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| | | | | | | | |
| | . 03 | | Advanced Speed Building | | | . 0 | Correcting Errors |
| | | .01 | Lessons 41-50 | | | . 0 | Spreading and Squeezing |
| | | . 02 | Lessons 51-60 | | | .00 | Tabulation |
| | | .03 | Lessons 61-70 | | j | .0 | Dividing Words |
| | | .04 | Lessons 71-80 | | | į | |
| 1 | | | | | .0 | 2 | Business Letters |
| 17 | | | Keyboard Typing | | | . 0 | Personal Letter |
| | .01 | | The Alphabetic Keys | | | . 02 | Small Envelope |
| | | .01 | Home Row Keys | | | . 0: | Business Letter |
| | | . 02 | H-E Pica/Elite | | | . 04 | Carbon Packs |
| | | . 03 | I-T Period/Left Shift | | | . 0 | Business Letters/Special |
| | | . 04 | O-R-N | | - | | Features |
| | | . 05 | W-U-C/Right Shift | | | .00 | Large Envelope |
| | | .06 | P-G-M | | | . 07 | |
| | | . 07 | Q-Y-X Backspace | | | | Production Test I |
| ! | | . 08 | B-F | | | . 01 | Attention Line |
| Ì | 1 | . 09 | V-Question Mark | | | . 09 | |
| , | | | | | | . 10 | Optional Features |
| | . 02 | | Speed Building | | - 1 | | Production Test II |
| | | .01 | Margin Stops/Building Speed | | 1 | 1.1 | 1 |
| j ! | | . 02 | Building Typing Speed | | ł | ļ | Production Test III |
| | | . 03 | Building Typing Speed and Skill | | ł | | |
| | | | | | .0 | 3 | Tables |
| | . 03 | | The Number Keys | | | .0 | |
| | | .01 | 1-3-7 | | | .0 | |
| ì | | . 02 | 9-5/Colon | | | . 0: | |
| | | .03 | 6-2 Diagonal | | | .04 | • |
| | , | .04 | 8-4-0 | | | | Production IV |
| ! | . 04 | } ' | The Symbol Keys and Related | | .0 | 4 | Common Business Forms |
| 1 | | | Spacing Rules | | | .0 | |
| | | .01 | Hyphen, Spacing | | | . 0 | , , |
| | İ | . 02 | Dollar, Apostrophe | | | . 0: | |
| i | | . 03 | Number, Ampersand | | | .0 | 1 |
| | ı | . 04 | Percent, Underline | | | .0 | |
| | | . 05 | Asterick, Fraction, Cent | | | . 0 | 3 3 |
| | | | , , | | | .0 | • |
| . 18 | | | Production Typing | | | | Production Test V |
| | . 01 | | Typing Techniques (20) | | | | |
| | | . 01 | Horizontal Centering | | | | |
| | ĺ | . 02 | Vertical Centering | | | | |
| | 3 | . 03 | Proofreader's Marks | | | | |
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OFFICE EDUCATION

Job Title:

Clerk-Stenographer

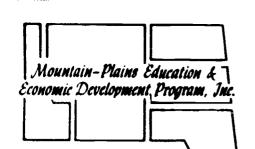
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| Course | Cont | ٩٨١ | | Course | Cair | 3 | DATE1-8-75 |
| 10 | | | | 8 | 5 | | |
| 1 , | . 05 | | Reports | | .03 | | Use of the Semi-Colon |
| 1 | .03 | .01 | Typing a Theme | | . 03 | .01 | Semi-Colon with a Conjunction |
| | | .02 | Typing an Unbound Manuscript | | | .02 | Semi-Colon with Subordinate |
| i | | .03 | Top-Bound or Left-Bound Manu- | | | ` | Clauses |
| | | , , , | script | | | . 03 | Semi-Colon Introducting Enu- |
| | | .04 | Bibliographies | | | | meration |
| | | .05 | Manuscript Title Page | | | | |
| | | .06 | Program and Speech Production | | .04 | | Use of the Colon |
| | ļ . | | Test VI | | | . 01 | Colon to Introduce Lists |
| | | 1 | | | | . 02 | Reviewing Cautions in the Use |
| | .06 | 1 | Rough Draft Typing | | | | of Colons |
| | | . 01 | Letters | | | . 03 | Colon with Quotation Marks |
| 1 | i | . 02 | Table (unarranged) | | | | |
| i | 1 | . 03 | Listing | | .05 | | Quotations |
| | : | . 04 | Manuscript | | | . 01 | Quotations of Exact Words |
| 1 | | . 05 | Bank Reconciliation | | | . 02 | Long Quotations |
| ' | + | . 06 | Letter with Tabulation | | | | |
| i | ! | .07 | Report | . 20 | | | Secretary-On-The-Job |
| | | . 08 | Memo | | .01 | 1 | Day 1 |
| | | | | | | .01 | Job 1 |
| 19 | <u> </u> | | Machine Transcription | | | . 02 | Job 2 |
| | .01 | | Use of the Period and Question | | | | |
| | | | Mark | | .02 | | Day 2 |
| ' | ! | .01 | Use of the Period (Letters 2, 3, | | 1 | .01 | Job 1 |
| | | | and 8) | | 1 | .02 | Job 2 |
| 4 | į | . 02 | Use of the Question Mark (Letter | | | . 03 | Job 3 |
| 1 | 1 | | 12) | | | .04 | Job 4 |
| | .02 | | Use of the Comma | | .03 | | Day 3 |
| | | .01 | Comma with a Conjunction | | | . 01 | Job 1 |
| | | . 02 | Comma with Phrases | | | . 02 | Job 2 |
| , | | .03 | Comma with Compound Predi- | | 1 | . 03 | Job 3 |
| ' | , | | cates | | | | |
| | | .04 | Comma with Adjectives | | | | |
| , | | . 05 | Identify Expressions | | 1.04 | | Day 4 |
| 1 | 1 | . 06 | Comma in Direct Addresses | | | .01 | Job 1 |
| | | . 07 | Comma in Residence/Business | | | . 02 | Job 2 |
| | | . 08 | Comma with Quotation Marks | | | | |
| 1 | | . 09 | Comma in Complex Senterices (21) | | .05 | | Day 5 |
| | ! | | | | | .01 | Job 1 |
| 1 | | | | | | .02 | Job 2 |
| 1 | 0 | | | | | . 03 | Job 3 |
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OFFICE EDUCATION

Job Title:

Clerk-Stenographer

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| | 5 | LAP | | Ser. | Z Z | 3 | |
| | 06 | 01 | Day 6 Job 1 | | . 02 | . 01 | Communications Effective Telephone Use |
| | 07 | . 01 | Day 7 Job 1 | | | . 02 . 03 . 04 | Long Distance Telephone Use and Telephone Equipment Greeting Callers Travel |
| | 08 | .01 | Day 8 Job 1 | | . 04 | | Data Processing How Data Is Processed |
| | 09 | . 01 . 02 | Day 9 Job 1 Job 2 | | . 05 | . 92 | Computers and Data Duplicating Methods |
| | 10 | 01 | Day 10 Job 1 | | | . 01 . 02 . 03 | Spirit Duplicating Mimeograph Additional Duplicating Pro- cesses |
| | 11 | 01 .02 | Day 11 Job 1 Job 2 | | | | Cesses |
| | 12 | . 01 | Day 12 Job 1 Job 2 | | 1 | | |
| | . 13 | . 01 | Day 13 Job 1 Job 2 | | | | |
| | 14 | 01 02 03 | Day 14 Job 1 Job 2 Job 3 | | | | |
| 21 | 01 | . 01 02 03 . 04 | Modern Office Procedures Mail Handling Incoming and Outgoing Mail Classes of Domestic Mail Special Domestic Mail Problem Situations and Shipping Services Telegraph Services | | | | |
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OFFICE EDUCATION

Job Title:

Accounting Clerk

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| 13 | | - | | 8 | | - | | | | | |
| 01 | . 01 | | Accounting Classifying and Examining Accounts | . 03 | . 01 | 1 1 | Ten-Key Adding Machine Introduction/Addition/Subtraction | | | | |
| | 1 | .01 | Starting An Accounting System | | | .01 | Introduction, Touch Addition and Home Keys | | | | |
| | | .02 | Recording the Opening Entry | | | .02 | Touch Addition, 7-8-9 Keys | | | | |
| | | . 03 | Posting the Opening Entry | | | .03 | Touch Addition, All Ten Keys | | | | |
| | | . 04 | Debit and Credit of Business | į | | .04 | Subtraction, All Keys | | | | |
| | | | Transactions | | | | • | | | | |
| | | .05 | Debit and Credit of Income and | | . 02 | | Multiplication | | | | |
| | | | Expense | | | .01 | Multiplication, Whole Numbers | | | | |
| | | .06 | Journalizing Business Trans- | | | | and Decimals | | | | |
| | | | astions | | | .02 | Short-Cut Multiplication Parts | | | | |
| | | | | | | | and 2 | | | | |
| | .02 | | Ledger, Work Sheet and Financial Statement | | | .03 | Multiplication of Fractions | | | | |
| - 1 | ! | .01 | Posting | . 04 | i | | Printing Calculator | | | | |
| _ i | ! | .02 | Proving the Accuracy | | .01 | | Introduction/Addition/Subtraction | | | | |
| | , | | Project No. 1 | | | .01 | Names, Symbols, and Function | | | | |
| , | | .03 | The Six-Column Work Sheet | | | .02 | Touch Addition - All Keys | | | | |
| | | .04 | The Income Statement and | | | .03 | Subtraction - All Keys | | | | |
| | İ | 0.5 | Balance Sheet | | 00 | | AA-JAS-13-AS (D) -1-1 | | | | |
| | | . 05 | Closing the Ledger Project No. 2 | | . 92 | .01 | Multiplication/Division | | | | |
| | İ | - | Project No. 2 | | | . • , | Multiplication - Whole Number Fractions | | | | |
| | .03 | 1 | Classifying Accounts, Adjusting | | | . 02 | Multiplication - Addition of | | | | |
| | . 0 3 | | and Closing Entries | | İ | | Products | | | | |
| | | .01 | Journalizing Transactions | | | .03 | Constant Multiplication - | | | | |
| | | . 02 | Posting to Ledgers | | | | Addition | | | | |
| | | . 03 | The Checking Account | | | .04 | Multifactor Multiplication | | | | |
| | | .04 | Stereotronics - Part 1 | 1 | | .05 | Division of Whole Numbers and | | | | |
| U | İ | ,05 | Eight-Column Work Sheet | | | | Decimals | | | | |
| | | .06 | Financial Statements | | | | | | | | |
| | | .07 | Adjusting and Closing Entries | . 05 | 1 | | Flectronic Calculator | | | | |
| | l | .08 | Stereotronics - Part !! | | .01 | 1 1 | Introduction/Addition/Subtraction | | | | |
| | | | | | | .01 | Introduction to the Machine | | | | |
| | . 04 | | Payroll Transactions and Data | . | | .02 | Touch Addition - Home Row | | | | |
| - | | | Processing | | | | Keys | | | | |
| | | .01 | Payroll Accounts | | | .03 | Touch Addition - 7,8,9 Keys | | | | |
| 7 | | . 02 | Payroll Accounts | | | .04 | Touch Addition ~ 0,1,2,3 Keys | | | | |
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OFFICE EDUCATION

Job Title:

Accounting Clerk

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| | ! | 05 | Subtraction | | | | | 5 11 12 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 |
| | ! | 06 | Sum of Differences | * | 13 | 0.1 | | Full Keyboard Adding Machine |
| İ | | | Sam St Biller effees | | | .01 | .01 | Addition/Subtraction |
| | 02 | | Multiplication |] | | | .01 | Addition - Zeros; One and Two Digit Numbers |
| | | .01 | Multiplication - Whole Numbers | | | | .02 | Addition - Three Digit Numbers |
| * | | | and Decimals | | | | .03 | Addition - Four, Five and Six |
| | | 02 | Multiplication - Whole Numbers | |] | | . 03 | Digit Numbers |
| | ; | | and Fractions | | | | . 04 | Subtraction - Correction of |
| | | . 03 | Multifactor Multiplication | İ | | | | Errors |
| | | . 04 | Accumulative Multiplication | | | | . 05 | Repeat Addition |
| | | 05 | Constant Multiplication - Addi- | | ĺ | | .06 | Fixed Decimal Point |
| | | | tion of Products | | | | | |
| | i . | 06 | Sum of Products | | ł | . 02 | | Multiplication |
| | , | 07 | Difference of Products | | İ | | . 01 | Multiplication |
| į | ' | 08 | Product of Sums | 1 | | | .02 | Decimals, Fractions and |
| , | ı | . 09 | Calculating Product of Differ- | | İ | | | Percentages |
| , | | | ences | 1 | | | . 03 | Multiplication - Short Cut |
| | | | , | | | | | Method |
| | 03 | | Division | | | | | |
| | ; ; | .01 | Division - Whole Numbers and | - 1 | 80 | | | Filing |
| | | 0.2 | Decimals | | | .01 | | Filing Rules |
| | | 02 | Division - Whole Numbers and Fractions | | | | | |
| | | 03 | Constant Division | | 17 | | | Keyboard Typing |
| | | . 04 | Sum of Quotients and Differ- | | } | . 01 | 24 | The Alphabetic Keys |
| i | | . 04 | ence of Quotients | | | | .01 | Home Row Keys |
| | | | chee or quotients | | | | . 02 . 03 | H-E-Pica/Elite I-T-Period/Left Shift |
| | .04 | | Practical Application Problems | | | | .03 | O-R-N |
| | , | 01 | Calculating of Percentages | | | | . 05 | W-U-C/Right Shift |
|][| | . 02 | Calculating Amount and Per- | | | | .06 | P-G-M |
| ' } | | | centage of Increase & Decrease | | | | . 07 | Q-Y-X Backspace |
| H | ! ! | 03 | Calculating Amount of Discount | | - 1 | | . 08 | B-F |
| [| | | and Net Amount | | 1 | | . 09 | V-Question Mark |
| | ŧ | 04 | Calculating Net Amount Using | | | | | · |
| | 1 | | Complements and Chain Dis- | | | . 02 | | Speed Building |
| | | | count Equivalents | | | | .01 | Margin Stops/Building Speed |
| | | . 05 | Markup or Markdown Based on | | | | . 02 | Building Typing Speed |
| | 1 | | Cost or Selling Price | | | | . 03 | Building Typing Speed and |
| | | 06 | Calculation of Simple Interest 24 |] | | | | Skill |
| H | | 07 | Truth in Lending | 1 | - | | | |
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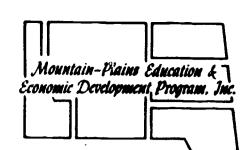
Curriculum Area: 24
OFFICE EDUCATION

Job Title:

Accounting Clerk

DATE 1-9-75

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| | 03 | | The Number Keys | | | | | | | | |
| 1 | | .01 | 1-3-7 | | | | | • | | | |
| İ | | .02 | 9-5/Colon | | | | | , | | | |
| 1 | | .03 | 6-2 Diagonal | | | | | | | | |
| 1 | | .04 | 8-4-0 | | | | | | | | |
| | .04 | | The Symbol Keys and Related | ı | | | | | | | |
| | | | Spacing Rules | | | | | | | | |
| | | .01 | Hyphen, Spacing | | | | | | | | |
| , | | .02 | Dollar, Apostrophe | | | | | | | | |
| | | .03 | Number, Ampersand | | | | | | | | |
| | 1 | .04 | Percent, Underline | | | | | | | | |
| ! | 1 | 05 | Asterick, Fraction, Cent | | | | | | | | |
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OFFICE EDUCATION

Job Title:

Bookkeeper

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| 21 | | | Accounting | | | | . 03 | Data Processing Systems: |
| | .01 | ĺ | Classifying and Examining | | | | ` | Manual and Mechanical |
| i | 1 | | Accounts | | | | . 04 | Data Processing Systems: |
| | - 1 | .01 | Starting An Accounting System | | | | | Unit Record |
| | | .02 | Recording the Opening Entry | | | | . 05 | Data Processing Systems: |
| | į | .03 | Posting the Opening Entry | | | | | Electronic |
| | 1 | .04 | Debit and Credit of Business | | | | | |
| | - 1 | [| Transactions | | | . 05 | | Special Journals |
| | | . 05 | Debit and Credit of Income and | | | | .01 | Special Journals: Purchases |
| | - | | Expense | | | | | and Cash Payments |
| | | .06 | Journalizing Business Trans- | | | | . 02 | Special Journals: Sales Cash |
| | | - | actions | | | | | Receipts |
| | . 02 | | Lodgen Monte Cheet and Pinancial | | | | . 03 | Cash Register System and |
| | . 02 | - | Ledger, Work Sheet and Financial Statement | | | | | Petty Cash |
| | | .01 | Posting | | | | | Project No. 3 |
| | ! | .02 | Proving the Accuracy | | | . 06 | | Sales Tax, Bad Debts and |
| | Ì | | Project No. 1 | | | . 00 | | Depreciation |
| ! ! | 1 | .03 | The Six-Column Work Sheet | | | | . 01 | Sales Tax and Tax and Pur- |
| | į | . 04 | The Income Statement and | | | | ' | chases Systems |
| | ĺ | | Balance Sheet | | | | . 02 | Bad Debts and Valuation of |
| | | .05 | Closing the Ledger | | | | | Accounts Receivable |
| |] | | Project No. 2 | | | | . 03 | Fixed Assets and Depreciation |
| | | | | | | | . 04 | Disposing of Fixed Assets |
| | 03 | - 1 | Classifying Accounts, Adjusting | | | | .05 | Camper's Cove-Business |
| | | | and Closing Entries | | | | | Simulation |
| | | .01 | Journalizing Transactions | | | | | |
| | | .02 | Posting to Ledgers The Chesking Assemble | | | 07 | | Notes, Partnerships and Cor- |
| 1 | | .03 | The Checking Account Stereotronics - Part 1 | | | | | porations |
| | | .05 | Eight-Column Work Sheet | | | | .01 | Notes and Interest Accrued Income and Accrued |
| | | .06 | Financial Statements | | | | . 02 | Expenses |
| 1 | | .07 | Adjusting and Closing Entries | | | | . 03 | Partnerships |
| i | | .08 | Stereotronics - Part II | | | | .04 | Corporations |
| | 1 | | | | | | | 60. po. 4 |
| | .04 | į | Payroll Transactions and Data | | . 02 | | | Business Writing |
| | | | Processing | | | . 01 | | Principles of Good Business |
| | | .01 | Payroll Records Payroll Accounts | | | ĺ | | Correspondence |
| | - | . 02 | Payroll Accounts | | | | .01 | Planning the Message |
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OFFICE EDUCATION

Job Title:

Bookkeeper

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| | | . 02 | Paragraph Development | .0 | 1 | | Electronic Calculator |
| | | .03 | Organization and Unity | | . 01 | 1 | Introduction/Addition/Subtractio |
| | | .04 | Coherence and Conciseness | | | .01 | |
| | - | .05 | Forcefulness | | | .02 | l : |
| | | . 06 | Clearness, Completeness and | | | | Keys |
| | | | Courtesy | | | . 03 | 1 |
| | | .07 | Tone | | | .04 | · · |
| | | 08 | Power Take-Off-Smooth Landing | | | . 05 | |
| | | į | | | | .06 | Sum of Differences |
| 13 | İ | | Ten-Key Adding Machine | | | | |
| 1 | .01 | | Introduction/Addition/Subtraction | | .02 | | Multiplication |
| | | .01 | Introduction, Touch Addition | | | .01 | · · · · · · · · · · · · · · · · · · · |
| | | | and Home Keys | | | | and Decimals |
| | | .02 | Touch Addition, 7-8-9 Keys | | | . 02 | 1 |
| 1 | | .03 | Touch Addition, All Ten Keys | | | | and Fractions |
| | , | .04 | Subtraction, All Keys | | | . 03 | , |
| 1 | | 1 | | | | .04 | · · · |
| | .02 | | Multiplication | | | . 05 | Constant Multiplication - Addition of Products |
| | į | .01 | Multiplication, Whole Numbers | | | 1 00 | ; |
| | ļ | | and Decimals | | | .06 | |
| | İ | 02 | Short-Cut Multiplication Parts 1 | | | 1 | |
| | | 0.3 | and 2 | | | 08 | T - T |
| | | .03 | Multiplication of Fractions | | 1 | 1.08 | ences |
| 34 | | | Duintima Calaulatan | | | | ences |
| J4 | 01 | | Printing Calculator Introduction/Addition/Subtraction | | .03 | 2 | Division |
| | UI | .01 | | | .0. | .01 | 1 |
| | | .02 | Names, Symbols, and Functions | | | .01 | Decimals |
| 1 | | 03 | Touch Addition - All Keys Subtraction - All Keys | | | . 02 | |
| | ! | (13) | Subtraction - All Reys | | | . 02 | Fractions |
| | .02 | i | Multiplication/Division | | | . 03 | |
| <u> </u> | . 02 | .01 | Multiplication - Whole Numbers, | | | . 01 | |
| . | | | Fractions | | | . • | ence of Quotients |
| . , | | .02 | Multiplication - Addition of | | | | |
| ; | | | Products | | .04 | 4 | Practical Application Problems |
| | ! ! | .03 | Constant Multiplication - | | | . 01 | • |
| | | | Addition | | | .02 | 1 |
| | | .04 | Multifactor Multiplication | | | | centage of Increase & Decrease |
| | | .05 | Division of Whole Numbers and | | | . 03 | |
| | | | Decimals (27) | | | | and Net Amount |
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Curriculum Area: 24 OFFICE EDUCATION Job Title:

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| | | . 04 | Calculating Net Amount Using | | | | .02 | H-E-Pica/Elite |
| | | | Complements and Chain Discount Equivalents | | | | .03 | I-T-Period/Left Shift O-R-N |
| | | .05 | Markup or Markdown Based on | | | | , 05 | W-U-C/Right Shift |
| | | .03 | Cost or Selling Price | | | | .05 | P-G-M |
| | | .06 | Calculation of Simple Interest | | | | .07 | Q-Y-X Backspace |
| | | . 07 | Truth in Lending | | | | . 08 | B-F |
| | | . " | ir dar irr Lending | | | | . 09 | |
|)8 | | | Filing | | | | . 03 | V Cocstion Mark |
| | . 01 | | Filing Rules | | | . 02 | | Speed Building |
| | | | | | | . • • | . 01 | Margin Stops/Building Speed |
| 10 | | | Keypunch | | | | . 02 | Building Typing Speed |
| | . 01 | | Introduction to IBM 29 Print Card | | | | . 03 | Building Typing Speed and |
| | | | Punch | | | | Ì | Skill |
| | | .01 | Operation of Keys and Switches | | | | | |
| | ' | .02 | Operative Parts and Features | | | . 03 | | The Number Keys |
| | | 03 | Additional Instructions for the | | | | .01 | 1-3-7 |
| ļ | | | IBM 29 | | | | . 02 | 9-5/Colon |
| | | | | | | | . 03 | 6-2 Diagonal |
| | .02 | | Numeric and Keyboard Exercises/ | | | | . 04 | 8-4-0 |
| | | İ | Program Card | | | | | |
| | | .01 | Number Keyboard Exercises | | | . 04 | | The Symbol Keys and Related |
| | | .02 | Punching a Program Card | | | | | Spacing Rules |
| | | .03 | Removing and Mounting a Pro- | | | | . 01 | Hyphen, Spacing |
| | | | gram Card | | | | . 02 | Dollar, Apostrophe |
| | ! | | | | | | . 03 | Number, Ampersand |
| 10 | | | Full Keyboard Adding Machine | | | | . 04 | Percent, Underline |
| | .01 | | Addition/Subtraction | | | | . 05 | Asterick, Fraction, Cent |
| ! | | .01 | Addition - Zeros; One and Two | | | ا م | | Dundretion Tuning for Book |
| li, | , | 20 | Digit Numbers | | | ، 05 | | Production Typing for Book- |
| | | .02 | Addition - Three Digit Numbers | | ĺ | | . 01 | keeping Memorandum |
| ! ; | | .03 | Addition - Four, Five and Six | | | | . 01 | Horizontal Centering |
| 1 | | , | Digit Numbers | | | | . 02 . 03 | Vertical Centering |
| | | 04 | Subtraction - Correction of | | | | .03 | Business Letter |
| | | 05 | Frons Report Addition | | | | .04 | Correcting Errors |
| | | .06 | Repeat Addition Fixed Decimal Point | | | | . 06 | Tabulation |
| | | .00 | rixed Decimal Point | | | | . 07 | Carbon Copies |
| 17 | | | Keyboard Typing (28 | | | | . 08 | Purchase Requisitions |
| ' | .01 | | The Alphabetic Keys | | | | . 09 | · |
| | | .01 | Home Row Keys | | | | | Time Care Care Care Care Care Care Care Car |
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CURRICULUM AREA 25: Lodging Services

The Lodging Services curriculum area prepares students for five positions within the Hotel-Motel field.

Maid - covers room cleaning.

Supervisory Housekeeper - includes care and maintenance of rooms plus supervisory skills including recruitment of, selection of and communications with staff, work improvement techniques, planning and scheduling, and health safety rules.

Desk Clerk - the student learns skills in use of front office procedures by operating a front desk, handling cash and credit transactions, maintaining clerical records, baiancing and checking the house bank, using accounting machines (NCR 42, Sweda 76, NCR Class 5, and Sweda Data Register) for night auditor functions. Desk Clerk job title also receives support from Curriculum Area 24: Office Education in accounting and use of ten key adding machines.

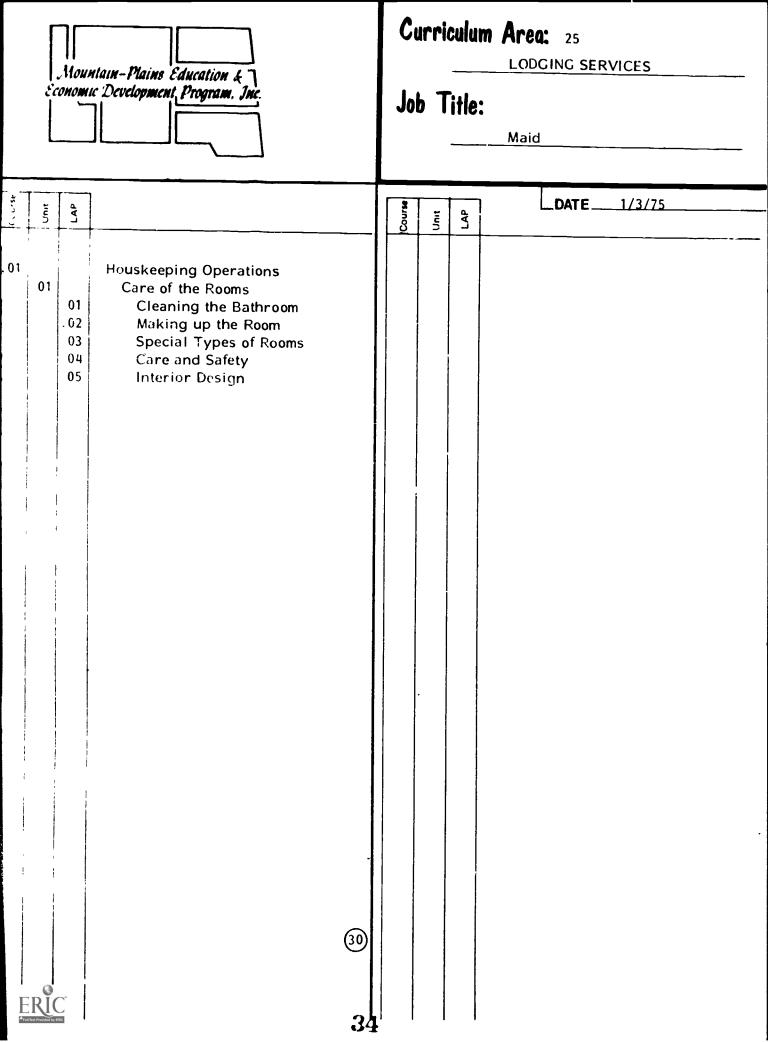
Night Auditor - included in the course are the basic policies and procedures used by a Night Auditor in hotels-motels. Students learn how to prepare the audit using machines and hand method. Experience is gained on three types of posting machines: the NCR Class 5; NCR 51; and, the Sweda Data Register. Night Auditor receives support from Curriculum Area 24; Office Education in accounting procedures and use of the ten key adding machine.

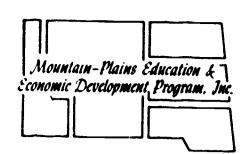
Assistant Manager Trainee - the assistant manager job title includes the same courses as Desk Clerk with the addition of three units from Curriculum Area 27:

Marketing & Distribution in purchasing and business finance and control.



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LODGING SERVICES

Job Title:

Supervisory Housekeeper

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| ر | 5 | 1-3- | | Course | 5 | 3 | |
| . 01 | | | Housekeeping Operations | | . 07 | | Health and Safety |
| , | .01 | | Care of the Rooms | | 1.0 | .01 | Sanitation |
| | | . 01 | Cleaning the Bathroom | | | .02 | |
| | | 12 | Making up the Room | . | 1 | .03 | |
| | | . (-3 | Special Types of Rooms | | | | Accident Frevention |
| | | . 04 | Care and Safety | | 1 | | |
| | | .05 | Interior Design | | | | |
| | ٥. | | West to a vide Go # | | | | |
| | 02 | 1 1 | Working with Staff | | | | |
| | | 01 | Staff Positions and Duties | | | | |
| | | .02 | Job Description | i | | | |
| | | .03 | Recruitment of Staff | | | | |
| | | . 04 | Selection of Staff | | | | |
| İ | | . 05 | Placement of Staff | | | | |
| | | . 06 | Staff Relations | | | | |
| | ì | .07 | Communication with Staff | | | | |
| | .03 | | Work Improvement Techniques | | 1 | | |
| | | . 01 | Work Simplification | | | | |
| | | . 02 | Work Sampling | | 1 | | * |
| | | . 03 | Time Standards | | | | |
| | 04 | | Organizing Planning Sahadulia | | | | |
| | 1 | . 01 | Organizing, Planning, Scheduling | | } | | |
| | | . 01 | Organizing Planning | | | | |
| | | 03 | Scheduling | | | | |
| | | US | Scieduling | | | | |
| | 05 | 1 | Housekeeping Material and | | | | |
| | İ | 1 | Equipment | | | | |
| | 1 | .01 | Cost Control | | | | |
| | 1 | . 02 | Purchasing | | | | |
| i | | .03 | Chemical Cleaners | | | | |
| | 1 | .04 | Soaps and Detergents | | | | |
| | ! | . 05 | Rug and Floor Cleaning | | ; | | |
| | Ì | İ | Machine | | | | |
| | | .06 | Linen | | | | |
| | 06 | | Floor and Carpet Care | | | | |
| | | .01 | Resilient Floors (31) | | | | |
| | 1 | . 02 | Wood, Terrazzo and Concrete | | | | |
| | ļ | . 03 | Carpets | | | | |
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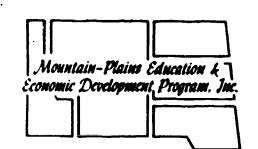
Curriculum Area: 25

LODGING SERVICES

Job Title:

Desk Clerk

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| | ! | | | | | | |
| . 02 | | | Front Desk Procedures | | | | |
| . 02 | . 01 | | Introduction to the Front Office | | | .07 | NCR Class 5 |
| | . 01 | 01 | · · · · · · | | | .08 | NCR Class 5 - Guest Trans- |
| | | .01 | Front of the House | | ĺ | | action |
| | | . 02 | Staff Make-Up and Duties | | | .09 | SWEDA Data Register |
| | | . 03 | Beds (checklist) | | | . 10 | Guest Transactions on the |
| | | .04 | Room Accommodations | İ | | 1 | SWEDA Register |
| | | | (checklist) | | | | - 9 |
| | | . 05 | Room Reservations (checklist) |] | | ! | |
| | | . 06 | Food, Bars and Meetings | | 1 | | |
| | | . 07 | Changing Face of Hotelkeeping | - | | | |
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| | . 02 | | Front Desk Responsibilities | | | | |
| | | .01 | Guest Relations | 1 | | | |
| | | . 02 | Front Desk Salesmanship | - | | 1 | |
| | | . 03 | Reservation Procedures | 1 | | | |
| | 1 | . 04 | Registration Procedures | İ | | | |
| | | . 05 | Room Procedures | | | | |
| | į | .06 | Unusual Events | | | | |
| | | . 07 | Hotel Rules and Regulations | | | | |
| | | | . | | | | |
| | . 03 | | Handling of Guest Charges and | | | | |
| | | İ | Credits | 1 | | | |
| | | . 01 | The Problem of Credit | | | | |
| | į | . 02 | Credit and Cash at Checkout | | | | |
| | | .03 | The House Bank | | | | |
| | | . 04 | Credit and Bank Cards | | | } | |
| | | . 05 | Operating Card Equipment | | | | |
| , | | .06 | Guest Charges and Credit | | | | |
| , | ! | .07 | Desk Clerk Practice Set | | | | |
| · | ; | | Desk Olerk Fractice Set | | | | |
| 1 | . 04 | | Equipment Used by Desk Clerk | | | | |
| | | . 01 | Front Desk Equipment | | | | |
| | I | . 02 | NCR 42 | 1 | | | |
| 1 | 1 | . 03 | Recording a Voucher Charge | | | | |
| | | .03 | or Credit on the NCR 42 | | | | |
| | | . 04 | Unusual Transactions on the | 1 1 | | | |
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| | | 0. | NCR 42 NCR 52 | | | | |
| | ļ | . 05 | 1 (/) | 1 | | | |
| | | .06 | Guest Transactions | | | | |
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LODGING SERVICES

Job Title:

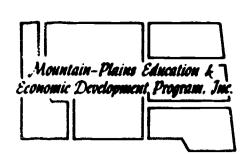
Night Auditor

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| 02 | | | Front Desk Procedures | | | | . 08 | NCR Class 5 - Guest Trans- |
| | .01 | | Introduction to the Front Office | ı | | | | action |
| | | .01 | Front of the House | l | | | .09 | SWEDA Data Register |
| | | . 02 | Staff Make-Up and Luties | ì | | | . 10 | Guest Transactions on the |
| | | . 03 | Beds (checklist) | ł | | | | SWEDA Data Register |
| | | . 04 | Room Accommodations | ļ | | | | |
| , | | . 05 | Room Reservations (checklist) | 1 | .03 | | | Night Auditing Procedures |
| , | | . 06 | Food, Bars and Meetings | 1 | | .01 | | The Hand Transcript |
| | | . 07 | Changing Face of Hotelkeeping | | | | .01 | Night Auditor Practice Set |
| | . 02 | | Front Desk Responsibilities | | | .02 | | Balancing Cashier Totals |
| | | . 01 | Guest Relations | i | | | .01 | Locating Errors |
| | | . 02 | Front Desk Salesmanship | | | | .02 | Correct Account Posting Error |
| | | . 03 | Reservation Procedures | | | | .03 | Correct Amount Posting Error |
| | | . 94 | Registration Procedures | 1 | | | . 04 | Correct Department Posting |
| | 1 | .05 | Room Procedures | | | | _ | Error |
| | | . 06 | Unusual Events | 1 | | | .05 | Credit Posting at Checkout |
| | ! | . 07 | Hotel Rules and Regulations | | | | . 06 | Correct Balance Pick-Up Error |
| | 03 | | Handling of Guest Charges and | | | | . 07 | Correct Ledger - Statement |
| 1 | | | Credits | | | | 1 1 | Alignment Error |
| | | 01 | The Problem of Credit | 1 | | | .08 | Failure to Enter Old Balance |
| | | . 02 | Credit and Cash at Checi out | | | | . 09 | Failure to Insert Ledger - |
| | | . 03 | The House Bank | 1 | | | | Statement |
| | | .04 | Credit and Bank Cards | 1 | | | .10 | Preparing the "D" Report |
| | | . 06 | Operating Card Equipment Guest Charges and Credit | | | | | Worksheet |
| | | . 07 | Desk Clerk Practice Set | 1 | | . 03 | | Preparing the Night Audit |
| | | . 0, | Desk Clerk Tractice Set | Н | | .03 | . 01 | Posting Room and Phone |
| | .04 | • | Equipment Used by Desk Clerk | - | | | | Charges |
| | | . 01 | Front Desk Equipment | | | | . 02 | Handling Inactive Accounts |
| | | 02 | NCR 42 | | | | 03 | Trial Balance "D" Report |
| | | 03 | Recording a Voucher Charge | | | | .04 | Balancing Daily Report |
| | | | or Credit on the NCR 42 | | - | | | Accounts Receivable |
| | | .04 | Unusual Transactions on the | | - | | . 05 | Preparing Daily Report |
| | | 1 | NCR 42 | | | | | Statistical Section |
| | | . 05 | NCR 52 | | | | .06 | Preparing Daily Report |
| l | | .06 | Guest Transactions NCR Class 5 | 4 | İ | | | Reference Data |
| | | . 07 | NCR Class 5 | 7 | | | .07 | Preparing Final "D" Report |
| | | | | | | | | |
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Curriculum Area: 25
LODGING SERVICES

Job Title:
Night Auditor

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| ردر | څ | Š | | | Ser. | Çait | 3 | |
| , | - 04 | . 01 . 02 . 03 | Auditing on Miscellaneous Machines NCR 52 Auditing NCR Class 5 Auditing SWEDA Data Register Auditing | | . 03 | . 01 | .01 | Touch Addition, All Ten Keys |
| 01 | . 01 | .01.02.03.04 | Accounting Classifying and Examining Accounts Starting an Accounting System Recording the Opening Entry Posting the Opening Entry Debit and Credit of Business Transactions Debit and Credit of Income and Expense Journalizing Business Trans- actions | | | . 02 | .04 | Subtraction, All Keys Multiplication Multiplication, Whole Numbers and Decimals Short-Cut Multiplication Parts 1 and 2 Multiplications |
| | 02 | .01 .02 .03 04 | Ledger, Work Sheet and Financial Statement Posting Proving the Accuracy Project No. 1 The Six-Column Work Sheet The Income Statement and Balance Sheet Closing the Ledger Project No. 2 | | | | | |
| FR | .04 CC | .01 | Payroll Transactions and Data Processing Payroll Records Payroll Accounts | 8 | | | | |



LODGING SERVICES

Job Title:

Assistant Manager Trainee

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| .01 | 1 | | Housekeeping Operations | | | .04 | 1 | Equipment Used by Desk Clerk |
| | . 01 | | Care of the Rooms | | | | .01 | Front Desk Equipment |
| . | | .01 | Cleaning the Bathroom | ' | | | .02 | NCR 42 |
| 1 | | .02 | Making up the Room | | | | . 03 | Recording a Voucher Charge |
| ! | | .03 | Special Types of Rooms | | | | | or Credit on the NCR 42 |
| 1 1 | | 04 | Care and Safety | | | | . 04 | Unusual Transactions on the |
| 1 | į | 05 | Interior Design | | | | ۱ | NCR 42 |
| | | 1 | | | | | .05 | NCR 52 |
| 02 | | 1 | Front Desk Procedures | | | | .06 | Guest Transactions |
| 1 | 01 | | Introduction to the Front Office | | | | . 07 | NCR Class 5 |
| 1 | ļ | .01 | Front of the House | | | | . 08 | NCR Class 5 - Guest Trans- |
| 1 1 | | .02 | Staff Make-Up and Duties | | | | 00 | action |
| 1 | | .03 | Beds (checklist) Room Accommodations (check- | | | | . 09 | SWEDA Data Register Guest Transactions on the |
| | | 04 | list) | | | | . 10 | |
| 1 | | . 05 | Room Reservations (checklist) | | | | | SWEDA Data Register |
| 4 | : | .06 | Food, Bars and Meeting | | . 03 | | | Night Auditing Procedures |
| | | .07 | Changing Face of Hotelkeeping | | . 03 | .01 | | The Hand Transcript |
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| 1 | . 02 | | Front Desk Responsibilities | | |] | | I Mg/It / tdattor / ractice act |
| | . 02 | . 01 | Guest Relations | | | .02 | 1 | Balancing Cashier Totals |
| | | .02 | Front Desk Salesmanship | | } | | .01 | Locating Errors |
| | | .03 | Reservation Procedures | | | | . 02 | Correct Account Posting Error |
| ı | | .04 | Registration Procedures | | ļ | | .03 | Correct Amount Posting Error |
| | | . 05 | Room Procedures | | | | . 04 | Correct Department Posting |
| | | . 06 | Unusual Events | | | | i | Error |
| , | | .07 | Hotel Rules and Regulations | | | ł | .05 | Ciclit Posting at Checkout |
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| | .03 | | Handling of Guest Charges and | | | 1 | İ | Error |
| 1 | | | Credits | | | l | . 07 | Correct Ledger - Statement |
| 1 | | . 01 | The Problem of Credit | | } | • | | Alignment Error |
| | | . 02 | Credit and Cash at Checkout | • | ļ | ļ | . 08 | 1 |
| 1 | | . 03 | The House Bank | | 1 | | . 09 | |
| | | . 04 | Credit and Bank Cards | | | ļ | | Statement |
| | | . 05 | Operating Card Equipment | ı | ŀ | | . 10 | , , |
| 1 | <u> </u> | . 06 | Guest Charges and Credit | | | | 1 | Worksheet |
| 1 | } | . 07 | Desk Clerk Practice Set 35 | | } | | 1 | |
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LODGING SERVICES

Job Title:

Assistant Mariager Trainee

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| | | | | 1 | | 1 | | |
| ! | . 03 | 1 | Preparing the Night Audit | 1) | 1 1 | | .03 | The Sive Column Mark St. |
| | | .01 | Posting Room and Phone | 1) | t i | 1 | .03 | |
| | | | Charges | 1 | 1 | 1 | 1.04 | Balance Sheet |
| | | . 02 | Handling Inactive Accounts | 1 } | 1 | 1 | . 05 | |
| | | . 03 | Trial Balance "D" Report | 1 | t l | 1 | 1.3 | Project No. 2 |
| | | 04 | Balancing Daily Report | 1) | 1 1 | 1 1 | 1 | · · · · · · · · · · · · · · · · · · · |
| | | ` | Accounts Receivable | 1 | 1 | .04 | 1 | Payrol! Transactions and Data |
| | | .05 | Preparing Daily Report Sta- | 1 | 1 | 1 | 1 | Processing |
| | | 1 | tistical Section | 1 | 1 | 1 | .01 | Payroll Records |
| | į | .06 | Preparing Daily Report Refer- | 1 | 1 | () | . 02 | Payroll Accounts |
| | İ | 1 | ence Data | 1 | 1 | 1) | 1 | · |
| | | .07 | Preparing Final "D" Report | 1 | . 03 | 1 1 | (| Ten-Key Adding Machine |
| | ار م | , ; | Audition on Minaria | 1 | 1 | . 01 | () | Introduction/Addition/Sub- |
| | .04 | 1 | Auditing on Miscellaneous Machines | 1 | 1 | 1 | ارا | traction |
| | į | 01 | | 1 | 1 | () | .01 | Introduction, Touch Addition |
| | } | .02 | NCR 52 Auditing NCR Class 5 Auditing | 1 | 1 | 1) | اما | and Home Keys |
| | | .02 | SWEDA Data Register Auditing | 1 | 1 | () | .02 | Touch Addition, 7-8-9 Keys |
| | | | 5 25.1 25.0 Register Additing | 1 | 1 | 1 } | .03 | Touch Addition, All Ten Keys Subtraction, All Keys |
| | | 1 | ı | 1 | 1 | 1 | 1.04 | Subtraction, All Keys |
| | | | SUPPORT FROM OFFICE EDUCATION | 1 | 1 | . 02 | t | Multiplication |
| | | | TO LODGING | 1 | 1 | 1 1 | .01 | Multiplication, Whole Numbers |
| _ | | | | 1 | 1 | ! } | 1 | and Decimals |
| 01 | | 1 | Accounting | 1 | 1 | ţ j | . 02 | Short-Cut Multiplication Parts |
| | .01 | 1 | Classifying and Examining Ac- | 1 | 1 | • | | 1 and 2 |
| | | | counts | 1 | 1 | 1 | .03 | Multiplication of Fractions |
| | | .01 | Starting an Accounting System | 1 | 1 | 1 | () | - |
| | | .02 | Recording the Opening Entry | 1 | 1 | () | 1 | CUPPORT PROCESS |
| · | Ì | .03 | Posting the Opening Entry Debit and Credit of Business | 1 | , 1 | 1 1 | 1 1 | SUPPORT FROM MARKETING AND |
| | İ | .04 | Transactions | 1 | 1 | | | DISTRIBUTION TO LODGING |
| | 1 | .05 | Debit and Credit of Income and | 1 | . 11 | | | Purchasing |
| | | 1 | Expense | 1 | (, , ,) | . 02 | 1 | Food and Reverage Purchasing |
| | | .06 | Journalizing Business Trans- | 1] | 1 | . 32 | .01 | Fundamental Information |
| | | 1 | actions | 1 | 1 | ļ j | .02 | Fresh Fruit and Vegetables |
| | | 1 | | 1] | 1 | () | .03 | Processed Fruits and Vege- |
| | .02 | 1 ! | Ledger, Work Sheet and Financial | 1 | 1 | 1 | 1 | tables |
| | | 1 | Statement | 1 | 1 | 1 | . 04 | Baked Goods |
| | | .01 | Posting 36 | 1 | 1 | 1 1 | 05 | Beef and Pork |
| | | .02 | Proving the Accuracy | 1 | 1 | 1 | . 06 | Alcoholic Beverages |
| | 0 | 1 | Project No. 1 | 1 | 1 | 1 | . 07 | Convenience Foods |
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Curriculum Area: 25

LODGING SERVICES

Job Title:

Assistant Manager Trainee.

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| 5 | ۲٩ | | Course | Cart | βĄ | |
| | | | | | | |
| 2 | | Business Finance and Control | | | | |
| .01 | | Fundamentals of Finance | | | 1 1 | |
| | . 01 | Financial Requirements of a | | | | |
| | | Business | | | | |
| | . 02 | Banking Services | | | | |
| | . 03 | Risk and Insurance | | | | |
| | 04 | Credit Policies | | | | |
| | . 05 | Collection Policies | | | | |
| | . 06 | Financial Records Analysis | | | | |
| | . 07 | Government Regulations | | | | |
| | | | | | | |
| . 03 | i } | Food and Beverage Control | | | | |
| | . 01 | Control of Food Sales | | | | |
| | . 02 | Beverage Control | | | | |
| | 03 | Menu Pricing | | | | |
| 1 | | | | | | |
| | | SUPPORT FROM FOOD SERVICES | 1 | | | |
| | | TO LODGING | | <u> </u> | | |
| | | | | | | |
| | | Restaurant Manager Trainee | ĺ | | | |
| .01 | | Dining Room Service | | | | |
| | .01 | Dining Room Management | ŀ | | | |
| | . 02 | Guest Treatment | ŀ | | | |
| | . 03 | Service and Supplies (JS-13) | į | | | |
| | . 04 | Catering Situations (JS-14) | | | | |
| | | Kitchen Helper | | | | |
| .01 | | Sanitation, Safety, Maintenance, | | | | |
| ı | | and Equipment Care and Use | | | | |
| İ | .01 | General Sanitation | | | | |
| | . 02 | Pot, Pan, and Dish Washing | | | | |
| | . 03 | Safety | ļ | | | |
| į | . 04 | Maintenance of Kitchen | | | | |
| | . 05 | Equipment Care and Use | | | | |
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CURRICULUM AREA 26; Food Services

Food Services offers courses leading to seven job titles in the area of food preparation.

- Restaurant Cook offers training in sanitation, safety practice and kitchen equipment maintenance, dress and personal hygiene, preparation of short orders, preparation of foods that require a longer cooking time and more complex preparation methods. It includes baking, roasting, boiling, broiling, pan frying and weighing and measuring ingredients for use in recipes.
- Institutional Cook provides training in sanitation, safety practices and kitchen equipment maintenance, dress and personal hygiene and preparation of short order. The Institutional Cook section provides technologies and skills in preparation of large quantities of foods to avoid high labor and food costs. It includes boiling, steaming, simmering, pan frying, sauteing, baking, roasting and preparation of soups, sauces and gravies.
- Kitchen Supervisor Trainee same as Restaurant and Institutional Cook with the addition of support from Curriculum Area 27: Marketing and Distribution in procedures for inventory, incoming merchandise pricing and food and beverage purchasing.
- Second Baker includes sanitation, safe reactices and kitchen equipment maintenance, dress and sonal hygiene. The baking course provides back ground information about basic baking procedures, the ingredients and procedures used in baking.
- Bakery Manager Trainee same as Second Baker with the addition of support from Curriculum Area 27: Marketing and Distribution in inventory, incoming merchandise pricing procedures, food and beverage purchasing and fundamentals of finance and support from Curriculum Area 24: Office Education in accounting and use of the ten key adding machine.
- Restaurant Manager Trainee includes sanitation, safety practices and maintenance of kitchen equipment, dress and personal hygiene, preparation of short orders, preparation of foods in quantity, selection of menus for and managing buffets and banquets.



(38)

In addition, support is received from Curriculum Area 27: Marketing & Distribution in fundamentals of finance and food and beverage control and Curriculum Area 24: Office Education in accounting and operation of a ten key adding machine.

Chef Trainee - covers the same material as Restaurant and Institutional Cook with the addition of gourmet cooking, and managing and planning menues for buffets and banquets.





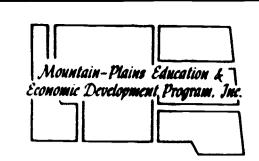


FOOD SERVICES

Job Title:

Restaurant Cook

| -, - | | , , | | | | | | DATE 1/6/75 |
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| 01 | . 01 | 01 | Kitchen Helper Sanitation, Safety, Maintenance, and Equipment Care and Use General Sanitation Pot, Pan, and Dish Washing (JS-1 & 2) | | J | | . 05 . 06 . 07 | (JS-13) Soups, Sauces, and Gravies (R/I) (JS-13) |
| | | . 03 | Safety Maintenance of Kitchen (JS-17) Equipment Care and Use (JS-17) | | | | | |
| | 02 | .01 | Employee Attitudes and Motivation Employee Attitudes Employee Motivation Employee Dress, Hygiene, and Actions | | | | | |
| 02 | .01 | . 01 . 02 . 03 . 04 . 05 . 06 | Short Order Cook Food Preparation and Serving Deep Fat Frying (JS-17) Sandwich Preparation (JS-19) Salad Preparation (JS-14) Griddle Cooking (JS-15) Egg Cookery (JS-13) Portioning and Garnishing (JS-15) | | | | | |
| 03 | .01 | .01 | Restaurant/Institutional Cook Food Preparation Weighing and Measuring (R/I) (JS-13) Boiling, Steaming, and Simmering (R/I) (JS-16) Broiling and Grilling (R) (JS-1 & 2) Pan-frying and Sauteeing (R/I) (JS-14) | | | | | |
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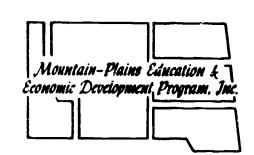


FOOD SERVICES

Job Title:

Institutional Cook

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| 75 |) | | | | 8 | 5 | 3 | |
| | 01 | 01 . 02 . 03 04 05 | Kitchen Helper Sanitation, Safety, Maintenance, and Equipment Care and Use General Sanitation Pot, Pan, and Dish Washing (JS-1 & 2) Safety Maintenance of Kitchen (JS-17) Equipment Care and Use (JS-17) | | | | .06 .07 .08 | Soups, Sauces, and Gravies (R/I) (JS-13) Combination Cooking (R/I) (JS-13) Quantity Preparation Techniques (I) (JS-1 & 2) |
| | 02 | 01 . 02 . 03 | Employee Attitudes and Motivation Employee Attitudes Employee Motivation Employee Dress, Hygiene, and Actions | | | | | |
| 3 2 | | | Short Order Cook | | | | | |
| .03 | 01 | .01 02 03 04 05 .01 .02 03 .04 | Food Preparation and Serving Deep Fat Frying (JS-17) Sandwich Preparation (JS-19) Salad Preparation (JS-14) Griddle Cooking (JS-15) Egg Cookery (JS-13) Restaurant/Institutional Cook Food Preparation Weighing and Measuring (R/I) (JS-13) Boiling, Steaming, and Simmering (R/I) (JS-16) Broiling and Grilling (R) (JS-1 & 2) Pan-frying and Sauteeing (R/I) (JS-14) Baking and Roasting (R/I) (JS-15) | | | | | • |
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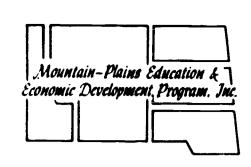


FOOD SERVICES

Job Title:

Kitchen Supervisor Trainee

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| + | : | | | 1 | | | | | | |
| 01 ¦ | | | Kitchen Helper | | | | . 06 | Soups, Sauces, and Gravies | | |
| | . 01 | | Sanitation, Safety, Maintenance, | | | | | (R/I) (JS-13) | | |
| | | | and Equipment Care and Use | | | | . 07 | Combination Cooking (R/I) | | |
| | | . 01 | General Sanitation | | | | , | (JS-13) | | |
| | | 92 | Pot, Pan, and Dish Washing | | | | . 08 | Quantity Preparation Tech- | | |
| 1 | | | (JS-1 & 2) | | | | | niques (I) (JS-1 & 2) | | |
| | 1 | . 03 | Safety | | | | | | | |
| | 1 | 04 | Maintenance of Kitchen (JS-17) | | | | | | | |
| | | . 05 | Equipment Care and Use | | | | | SUPPORT FROM MARKETING AND | | |
| 1 | | | (JS-17) | | | | | DISTRIBUTION TO FOOD SERVICES | | |
| | | | · - · · · / | | | | | | | |
| | . 02 | | Employee Attitudes and Motivation | | .04 | | | Marketing Mathematics | | |
| 1 | | . 01 | Employee Attitudes | | i | ٠ 02 | | Procedures for Inventory, In- | | |
| | | . 02 | Employee Motivation | | | | | coming Merchandise and Pricing | | |
| | | . 03 | Employee Dress, Hygiene, and | | | | . 01 | Inventory Control | | |
| | | . | Actions | | | | . 02 | Checking Incoming Mer- | | |
| ; | | . | | | | | | chandise | | |
| 02 | , | | Short Order Cook | | | | . 03 | Pricing Merchandise | | |
| | 01 | İ | Food Preparation and Serving | | | | | | | |
| | | . 01 | Deep Fat Frying (JS-17) | | .11 | | | Purchasing | | |
| | | . 02 | Sandwich Preparation (JS-19) | | | . 02 | | Food and Beverage Purchasing | | |
| | | 03 | Salad Preparation (JS-14) | | | | .01 | Fundamental Information | | |
| | | . 04 | Griddle Cooking (JS-15) | | | | . 02 | Fresh Fruit and Veget a bles | | |
| | | . 05 | Egg Cookery (JS-13) | | | | . 03 | Processed Fruits and Vege- | | |
| | | | | | | | | tables | | |
| 03 | | | Restaurant/Institutional Cook | | | | . 04 | Baked Goods | | |
| | . 01 | | Food Preparation | | | | . 05 | Beef and Pork | | |
| | | . 01 | Weighing and Measuring | | | | . 06 | Alcoholic Beverages | | |
| | | | (R/I) (JS-13) | | | | . 07 | Convenience Foods | | |
| , | | . 02 | Boiling, Steaming, and Simmer- | | | | | | | |
| | | | ing (R/I) (JS-16) | | | | | | | |
| | | . 04 | Panfrying & Sauteeing (R/I) | | | | | | | |
| | | | (JS-14) | | | | | | | |
| | | . 05 | Baking & Roasting (R/I) | | | | | | | |
| | | | (JS-15) | | | | | | | |
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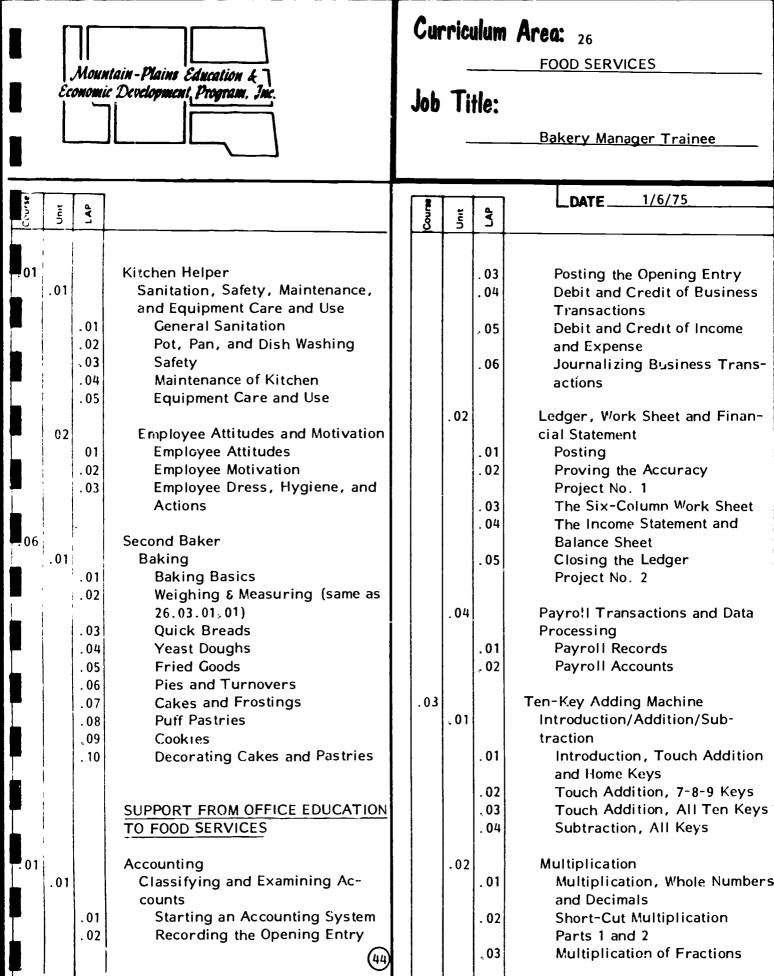


FOOD SERVICES

Job Title:

Second Baker

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| 01 | . 02 | . 01 . 02 . 03 . 04 . 05 | Kitchen Helper Sanitation, Safety, Maintenance, and Equipment Care and Use General Sanitation Pot, Pan, and Dish Washing Safety Maintenance of Kitchen Equipment Care and Use Employee Attitudes and Motivation Employee Attitudes | 2 | ñ | 1 | | |
| 0.0 | | . 02 | Employee Motivation Employee Dress, Hygiene, and Actions | | | | | |
| | . 01 | .01 .02 .03 .04 .05 .06 07 08 09 10 | Second Baker Baking Baking Basics Weighing & Measuring (Same as 26.03.01.01) Quick Breads Yeast Doughs Fried Goods Pies and Turnovers Cakes and Frostings Puff Pastries Cookies Decorating Cakes and Pastries | | | | | |
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FOOD SERVICES Job Title: Bakery Manager Trainee DATE__ 1/6/75 ະ 3 SUPPORT FROM MARKETING AND DISTRIBUTION TO FOOD SERVICES Marketing Mathematics Procedures for Inventory, Incom-02 ing Merchandise and Pricing 01 **Inventory Control** .02 Checking Incoming Merchandise .03 Pricing Merchandise .11 Purchasing Food and Beverage Purchasing . 02 Fundamental Information .01 .02 Fresh Fruit and Vegetables Processed Fruits and Vegetables . 03 12; **Business Finance and Control** Fundamentals of Finance . 01 Financial Requirements of a .01 **Business Banking Services** .02 Risk and Insurance 03 .04 **Credit Policies** Collection Policies . 05 Financial Records Analysis .06 **Government Regulations** .07 (45 49

Curriculum Area:

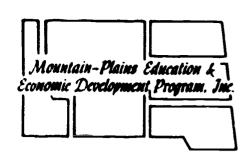
| | | Moun | tain-Plains Education & 7 | Cu | rric | ulum | Area: 26 FOOD SERVICES | | | | | |
|-----|------------------|-------------------------------------|---|--------|--|--|--|--|--|--|--|--|
| | Éco | nomia | Development Program. Inc. | Job | Job Title: Restaurant Manager Traines | | | | | | | |
| | Cair | LAP | | Course | 255 | LAP | DATE1/6/75 | | | | | |
| | .01 | 01 .02 03 .04 | Kitchen Helper Sanitation, Safety, Maintenance, and Equipment Care and Use General Sanitation Pot, Pan, and Dish Washing (JS-1 & 2) Safety Maintenance of Kitchen (JS-17) Equipment Care and Use | . 04 | . 01 | .06 | Soups, Sauces, and Gravies (R/I) (JS-13) Combination Cooking (R/I) (JS-13) Restaurant Manager Trainee Dining Room Service Dining Room Management Guest Treatment | | | | | |
| | . 02 | . 01 . 02 . 03 | (JS-17) Employee Attitudes and Motivation Employee Attitudes Employee Motivation Employee Dress, Hygiene, and Actions | | | .03 | Service and Supplies (JS-13 Catering Situations (JS-14) SUPPORT FROM OFFICE EDUCATION TO FOOD SERVICES | | | | | |
| 103 | 01 | .01 02 03 .04 .05 06 | Short Order Cook Food Preparation and Serving Deep Fat Frying (JS-17) Sandwich Preparation (JS-19) Salad Preparation (JS-14) Griddle Cooking (JS-15) Egg Cookery (JS-13) Portioning and Garnishing (JS-15) Restaurant/Instructional Cook Food Preparation Weighing and Measurit.q (R/I) (JS-13) Boiling, Steaming, and Simmering (R/I) (JS-16) Broiling and Grilling (R/I) (JS-1 & 2) Pan-frying and Sauteeing (R/I) (JS-14) Baking and Roasting (R/I) (JS-15) | . 01 | . 01 | .01 .02 .03 .04 .05 .06 | Transactions Debit and Credit of Income and Expense Journalizing Business Transactions Ledger, Work Sheet and Financial Statement Posting Proving the Accuracy Project No. 1 The Six-Column Work Sheet The Income Statement and Balance Sheet | | | | | |
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FOOD SERVICES

Job Title:

Restaurant Manager Trainee

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| | | | | | | | | |
| | .04 | | Payroll Transactions and Data | | ,12 | | | Business Finance and Control |
| | | | Processing | | 312 | .01 | | Fundamentals of Finance |
| - | | .01 | Payroll Records | | | .01 | | l |
| | | .02 | Payroll Accounts | | | | .01 | Financial Requirements of a |
| | İ | .02 | Payroli Accounts | | | | | Business |
| | | | Tan Kasa Addina Madalaa | | | | .02 | Banking Services |
| 03 | | | Ten-Key Adding Machine | | | | . 03 | Risk and Insurance |
| | 01 | | Introduction/Addition/Subtraction | | | | .04 | Credit Policies |
| _ | | .01 | Introduction, Touch Addition | | | | . 05 | Collection Policies |
| | | | and Home Keys | | | | .06 | Financial Records Analysis |
| | | .02 | Touch Addition, 7-8-9 Keys | | | | . 07 | Government Regulation |
| | | .03 | Touch Addition, All Ten Keys | | | | | ' |
| | | . 04 | Subtraction, All Keys | | | .03 | | Food and Beverage Control |
| | | | | | | | .01 | Control of Food Sales |
| | 02 | | Multiplication | | | | .02 | Beverage Control |
| | | . 01 | Multiplication, Whole Numbers | | | | .03 | Menu Pricing |
| | | | and Decimals | | | | | |
| <u> </u> | į | .02 | Short-Cut Multiplication Parts 1 | | | | | |
| | | | and 2 | | | | | |
| | | .03 | Multiplication of Fractions | | | | | |
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| | | | SUPPORT FROM MARKETING AND | | | | | |
| | | | DISTRIBUTION TO FOOD SERVICES | | | | | |
| | | | DIDTRIBUTION TO TOOD BERTTOLD | | | | | |
| 04 | | | Marketing Mathematics | | | | | |
| | . 02 | | Procedures for Inventory, Incom- | | | | | |
| . | | | ing Merchandise and Pricing | | | | | |
| | | . 01 | Inventory Control | | | | | |
| | | 02 | Checking Incoming Merchandise | | | | | |
| | | .03 | Pricing Merchandise | ļį | | | | |
| | | . 05 | Tricing Merchandise | | | | | |
| 11 | | | Purchasing | | | | | |
| • • • • | .02 | | Food and Beverage Purchasing | | | | | |
| | . 0 2 | 01 | Fundamental Information | | | | | |
| | | 1 | | | | | | |
| | i ! | .02 | Fresh Fruit and Vegetables | | | | | |
| | | .03 | Processed Fruits and Vegetables | | | | | |
| | | . 04 | Baked Goods | | | | | |
| | | .05 | Beef and Pork Alcoholic Beverages | | | | | |
| | | .06 | All contonic beverages | | | | | |
| | | 07 | Convenience Foods | | | | | |
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FOOD SERVICES

Job Title:

Chef Trainee

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| 5 | 5 | 3 | | | ğ | Š | ٩ | |
| 01 | . 01 | . 01 | Kitchen Helper Sanitation, Safety, Maintenance, and Equipment Care and Use General Sanitation | | | | .06 | Soups, Sauces, and Gravies (R/I) (JS-13) Combination Cooking (R/I) (JS-13) |
| | | . 02 03 04 . 05 | Pot, Pan, and Dish Washing (JS-1 & 2) Safetv Maintenance of Kitchen (JS-17) Equipment Care and Use (JS-17) | , | . 05 | . 01 | .01 .02 .03 | Chef Trainee Gourmet Cooking and Serving Red Meats (JS-15) Poultry and Seafoods (JS-15) Service and Supplies (JS-13) (same as 26.04.01.03) |
| 0.2 | . 02 | .01 02 03 | Employee Attitudes and Motivation Employee Attitudes Employee Motivation Employee Dress, Hygiene, and Actions Short Order Cook | | | | .04 | Catering Situations (JS-14) (same as 26.04.01.04) SUPPORT FROM MARKETING AND DISTRIBUTION TO FOOD SERVICES |
| 02 | . 01 | . 01 . 02 . 03 . 04 . 05 . 06 | Food Preparation and Serving Deep Fat Frying (JS-17) Sandwich Preparation (JS-19) Salad Preparation (JS-14) Griddle Cooking (JS-15) Egg Cookery (JS-13) Portioning and Garnishing (JS-15) | | . 04 | . 02 | .01 .02 | Marketing Mathematics Procedures for Inventory, Incoming Merchandise and Pricing Inventory Control Checking Incoming Merchandise Pricing Merchandise |
| 03 | . 01 | . 01 02 03 . 04 | Restaurant/Institutional Cook Food Preparation Weighing and Measuring (R/I) (JS-13) Boiling, Steaming, and Simmering (R/I) (JS-16) Broiling and Grilling (R) (JS-1 & 2) Pan-frying and Sauteeing (R/I) (JS-14) Baking and Roasting (R/I) (JS-15) | | v • • | . 02 | .01 .02 .03 .04 .05 .06 .07 | Purchasing Food and Beverage Purchasing Fundamental Information Fresh Fruit and Vegetables Processed Fruits and Vegetables Baked Goods Beef and Pork Alcoholic Beverages Convenience Foods Food and Peverage Control Control of Food Sales |
| <u>^</u> e | ERIO | ERIC. | (55 1=-5) | | | | .01 .02 .03 | Beverage Control |

CURRICULUM AREA 27: Marketing & Distribution

Shipping & Receiving Clerk - covers knowledge of the marketing process, wholesaling and retailing, processing merchandise for shipment, receiving checking and marking merchandise, stockkeeping, human relations skills and mathematics skills.

Checker-Cashier - covers cash register operation in addition to the skills learned by the Shipping & Receiving Clerk.

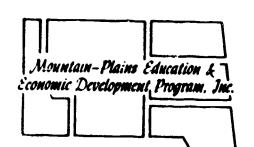
General Salesperson - in addition to the information covered under the job title Shipping & Receiving Clerk, General Salesperson receives training in cash register operations, design and construction of merchandise displays, basic selling and customer services, and knowledge of credit collection policies and procedures.

Professional Salesperson - in addition to the courses in job title General Salesperson, Professional Salesperson has advanced training in sales presentation and selling techniques, sales management skills, advertising and promotion.

Mid-Management Trainee - this is the most advanced job title under
Curriculum Area 27: Marketing & Distribution.
It includes all thirteen of the courses offered
under Curriculum Area 27. Besides the skills
necessary for Professional Salesperson,
Mid-Management Trainee includes purchasing
knowledge of business financial terms and procedures, inventory, management and supervisory
skills, techniques in training new employees,
prevention and solving of problems in human
relations.





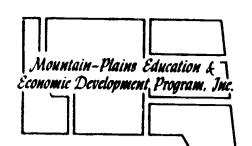


MARKETING AND DISTRIBUTION

Job Title:

Shipping and Receiving Clerk

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| . 01 | | | Marketing Operations | .03 | | | Human Relations in Marketing |
| | . 01 | | The Marketing Process | | .01 | İ | Basic Human Relations |
| | | . 01 | Definition of Marketing | | | .01 | Business Relations |
| 1 | | . 02 | The Producer | | , | 02 | Personal Traits Needed in |
| | | . 03 | The Consumer | | İ | ! | Marketing |
| ł | | | | | | 03 | Marketing Attitudes |
| Ì | 02 | | Wholesaling | 1 | - | | |
| , | | .01 | Definition of Wholesaling | | .02 | | Understanding Employer-Em- |
| | | . 02 | Wholesaling Specialists | | İ | | ployee Relations |
| | | . 03 | Services of Wholesalers | | | .01 | Employer Employee Benefits |
| | | ; | | | | .02 | Communicating With Super- |
| | . 03 | ' [| Retailing | | | | visors |
| | | . 01 | Retail Stores | | | .03 | Informa: Organizations |
| | | . 02 | Trends in Retailing | | 1 | . 04 | Emplovee Participation |
| | | | | | | . 05 | Employee Training |
| 02 | 1 | | Merchandise Distribution Procedures | | | | • |
| l i | .01 | | Shipping | . 04 | 1 | | Marketing Mathematics |
| | | . 01 | Transportation Terminology | | . 02 | | Procedures for Inventory, |
| 1 | | . 02 | Transportation Documents | | ĺ | | Incoming Merchandise and |
|] | | . 03 | Shipping Containers | | Ì | | Pricing |
| | | . 04 | Motor Carriers | | | .01 | Inventory Control |
| | | . 05 | Non-Motor Carriers | | | . 02 | Checking Incoming Merchan- |
| | 0.3 | | Described Charles | | | | dise |
| į | .02 | | Receiving, Checking, and | | | .03 | Pricing Merchandise |
| | | . 01 | Marking | | | | |
| 1 | | .01 | Receiving Department and | | | | |
| i | | . 02 | Equipment Merchandise Handling | | | | |
| | 1 | . 02 | • | | | | |
| | , | . 03 | Discrepancies and Vendor Returns | | | | |
| | | . 04 | Marking Merchandise | | | | |
| <u>'</u> | ļ | .05 | Monarch Dial-A-Pricer | | | | |
| | 1 | | Morial Cit Dial A Tricel | | | | |
| ı | . 03 | | Stockkeeping | | | | |
| | | . 01 | Functions and Physical Charac- | 1 | | | |
| | ĺ | - 1 | teristics of Stockkeeping | | | | |
| | i | . 02 | Arrangement and Protection of | | | | |
| ! | Ì | | Merchandise (50) | | | | |
| : | | . 03 | Stock Control Systems | | | | |
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MARKETING AND DISTRIBUTION

Job Title:

<u>Checker - Cashier</u>

| <u> </u> | | | | | _ | _ | |
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| | | | | | | | |
| | | | | | | | |
| .01 | | | Marketing Operation | .03 | | ! . | Human Relations in Marketing |
| Ĺ | .01 | | The Marketing Process | | .01 | | Basic Human Relations |
| | | . 01 | Definition of Marketing | | | .01 | Business Relations |
| | | .02 | The Producer | 1 | | .02 | Personal Traits Needed in |
| | | . 03 | The Consumer | | | . 0 = | Marketing |
| | | | | | ļ | .03 | , |
| | .02 | | Wholesaling | | | .03 | Marketing Attitudes |
| ł | | . 01 | Definition of Wholesaling | | .02 | | Understanding Francisco For |
| | ĺ | . 02 | Wholesaling Specialists | | 1.02 | | Understanding Employer-Em- ployee Relations |
| | | . 03 | Services of Wholesalers | | | .01 | |
| | | | Services of Wholesalers | | | .02 | Employer-Employee Benefits |
| | . 03 | | Retailing | | | 02 | Communicating With Super- visors |
| | | .01 | Retail Stores | H | | .03 | |
| l | | .02 | Trends in Retailing | | | .03 | Informal Organization |
| | ļ | . 02 | Trends in Relating | | | . 05 | Employee Participation |
| 02 | | | Merchandise Distribution Procedures | | | .03 | Employee Training |
| [** | . 01 | | Shipping | .04 | | | Marketina Mathematics |
| | | . 01 | Transportation Terminology | . • • | .01 | | Marketing Mathematics |
| | | . 02 | Transportation Documents | | .01 | | Application of Mathematics for Selling |
| | | . 03 | Shipping Containers | | | .01 | Arithmatic and Selling |
| | | .04 | Motor Carriers | | ľ | .02 | Sales Records |
| | | . 05 | Non-Motor Carriers | | | .03 | |
| | | | Horr motor Carriers | | | . 03 | Weights and Measures |
| | .02 | | Receiving, Checking, and | | .02 | | Procedures for Inventory, |
| | | | Marking | | • • | | Incoming Merchandise and |
| | | .01 | Receiving Departments and | | | | Pricing Merchandise and |
| | | | Equip m ent | | | .01 | Inventory Control |
| | | .02 | Merchandise Handling | | | . 02 | Checking Incoming Merchan- |
| | | .03 | Discrepancies and Vendor | | ! | | dise |
| | ! | | Returns | | | .03 | Pricing Merchandise |
| | | . 04 | Marking Merchandise | | | | were than a se |
| | | . 05 | Monarch Dial-A-Pricer | . 05 | | | Cash Register Operation |
| | 1 | | | | .01 | | Face of Cash Register |
| | . 03 | | Stockkeeping | | | .01 | Principle Function of Keys |
| | | 01 | Functions and Physical Charac- | | | . 02 | Home Keys and Thumb Area |
| | | | teristics of Stockkeeping | | | . 03 | Second Finger and Index |
| | | 02 | Arrangement and Protection of | | | | Finger |
| | | | Merchandise (51) | | | . 04 | Department Transaction Key |
| | | .03 | Stock Control Systems | | | . 05 | Inside the Cash Register |
| | | | · | | | | 3 |
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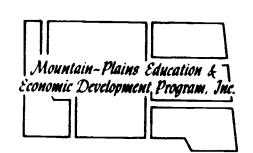
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MARKETING AND DISTRIBUTION

Job Title:

Checker - Cashier

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| <u> </u> | 5 | 13 | | | Cor | Ç | LAP | | |
| | . 02 | .01 | Operating Checkout Station Duties Performed in Check-Out Station Handling Money | | | | | | |
| | | .04 | Handling Coupons, Refunds, Rainchecks, etc. Packaging and Wrapping Mer- chandise | | | | | | |
| | . 03 | .01 .02 | Checker Cashier Qualities Tips for A Checker Cashier Shoplifting and Security for Handling Money | | | | | | |
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MARKETING AND DISTRIBUTION

Job Title:

General Salesperson

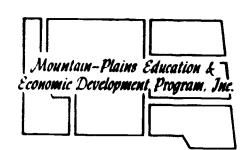
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| 01 | | | Marketing Operations | | | | |
| . 0 1 | . 01 | | Marketing Operations | . 03 | 1 | | Human Relations in Marketing |
| | . 01 | . 01 | The Marketing Process | | .01 |] | Basic Human Relations |
| | | . 02 | Definition of Marketing The Producer | | | .01 | Business Relations |
| | | . 02 | The Consumer | | l I | .02 | Persona! Traits Needed in |
| | | . 03 | The Consumer | | | | Marketing |
| | . 02 | | Wholesaling | | 1 | . 03 | Marketing Attitudes |
| | . 02 | . 01 | Definition of Wholesaling | } | | | |
| | ! ! | . 02 | Wholesaling Specialists | | .02 | | Understanding Employer-Em- |
| | | . 03 | Services of Wholesalers | | | | ployee Relations |
| | | . 03 | Sel vices of Wildlesafers | | | .01 | Employer-Employee Benefits |
| | .03 | | Retailing | | | . 02 | Communicating With Super- |
| | . • • | . 01 | Retail Stores | | | | visors |
| | | . 02 | Trends in Retailing | | | .03 | Informal Organization |
| | | | Trends in Retaining | | | .04 | Employee Participation |
| 02 | | | Merchandise Distribution Procedures | | | .05 | Employee Training |
| | . 01 | | Shipping | .04 | | | Mankating Mathematics |
| | | . 01 | Transportation Terminology | . 0 4 | .01 | | Marketing Mathematics Application of Mathematics for |
| | | . 02 | Transportation Documents | | .01 | | Selling |
| | | . 03 | Shipping Containers | | | .01 | Arithmatic and Selling |
| | | . 04 | Motor Carriers | | | . 02 | Sales Records |
| | | .05 | Non-Motor Carriers | | | .03 | Weights and Measures |
| | | | | | | . • • | Weights and Measures |
| | . 02 | | Receiving, Checking, and | | . 02 | | Procedures for Inventory, |
| | | | Marking | | | | Incoming Merchandise and |
| | | . 01 | Receiving Departments and | | ļ | | Pricing |
| | | | Equipment | | | .01 | Inventory Control |
| | | . 02 | Merchandise Handling | | | .02 | Checking Incoming Merchan- |
| | | .03 | Discrepancies and Vendor | | | | dise |
| | | \ \ \ \ \ \ \ \ \ \ \ \ \ \ \ \ \ \ \ | Returns | | | .03 | Pricing Merchandise |
| | ļ | .04 .05 | Marking Merchandise Monarch Dial-A-Pricer | | | | , |
| , | | . 05 | Monarch Diai-A-Pricer | . 05 | | | Cash Register Operation |
| | . 03 | | Stackkooning | | .01 | | Face of Cash Register |
| | . v. 3 | .01 | Stockkeeping Functions and Physical Charac- | | | . 01 | Principle Function of Keys |
| | ļ | . 01 | · | | | .02 | Home Keys and Thumb Area |
| | | . 02 | teristics of Stockkeeping Arrangement and Protection of Merchandise 53 | | | . 03 | Second Finger and Index |
| | | | Merchandise (53) | | | ا ۱٫٫٫ | Finger |
| | | . 03 | Stock Control Systems | | | .04 | Department Transaction Key |
| | İ | . • / | Stock Control by Stellis | | | .05 | Inside the Cash Register |
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MARKETING AND DISTRIBUTION

Job Title:

General Salesperson

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| | | | | | | | | | | |
| , | .02 | | Operating Check-Out Station | .08 | | | Customer Services | | | |
| | | .01 | Duties Performed in Check-Out | | .01 | | Credit | | | |
| | | | Station | | | .01 | Credit Terminology | | | |
| | | 02 | Handling Money | | | .02 | Collection Terminology | | | |
| | | 03 | Handling Coupons, Refunds, | | | | concerton renumbrogy | | | |
| | : | | Rainchecks, etc. | | . 02 | | Shopping Services | | | |
| 1 | | . 04 | Packaging and Wrapping Mer- | | | .01 | Merchandise Handling Services | | | |
| | | | chandise | | | .02 | Customer Accomodation Serv- | | | |
| | | | - | | | ` - | ices | | | |
| | .03 | | Checker-Cashier Qualities | | | .03 | Consumer Informational Serv- | | | |
| | | . 01 | Tips for a Checker-Cashier | | | | ices | | | |
| | | .02 | Shoplifting and Security for | | | .04 | Business Advisory Services | | | |
| | | | Handling Money | | | . 05 | Shopping Conveniences | | | |
| | | | | | | | ,, | | | |
| .06 | | | Visual Merchandising | | | | | | | |
| | . 01 | | General Merchandise Display | | | | | | | |
| | | .01 | Types of Displays | | | | | | | |
| | | . 02 | Basic Design Terminology | | | | | | | |
| | | .03 | Principles of Design | | | | • | | | |
| | | . 04 | Materials in Displays | | | | | | | |
| | | .05 | Evaluating Displays | | | | | | | |
| 0.7 | | | D 1 C 1 | | | | | | | |
| . 07 | 01 | | Basic Salesmanship | | | | | | | |
| | 01 | 0.1 | Steps of Sale | | | | | | | |
| 1 | | .01 | Creating a Sales Atmosphere | | | | | | | |
| | | .02 | Sales Approaches Needs and Wants | | | | | | | |
| ! | | .03 | Benefits | | | | | | | |
| | | . i | | | | | | | | |
| | | .05 .06 | Elements of a Sales Presentation | | | | | | | |
| | | .00 | Definition of Objections Handling Objections | | | | | | | |
| | | .07 | Closing the Sale | | |] | | | | |
| | | .09 | Closing the Sale Closing Techniques | | | | | | | |
| i | | . 03 | Closing rechinques | | | | | | | |
| i | 02 | | Suggested Selling | | | | | | | |
| ' | | . 01 | Definition of Suggestion Selling | | | | | | | |
| | | .02 | Techniques in Suggestion Selling | | | | | | | |
| | | .03 | Selling Big-Ticket Items (54) | | | | | | | |
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MARKETING AND DISTRIBUTION

Job Title:

Professional Salesperson

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| . 01 | i | | Marketing Operations | .03 | | | Homes Deletions : M. J. d. |
| | . 01 | 1 | The Marketing Process | . 03 | .01 | | Human Relations in Marketing |
| | | . 01 | Definition of Marketing | | .01 | | Basic Human Relations |
| | | . 02 | The Producer | | | .01 | Business Relations |
| | | . 03 | The Consumer | | | . 02 | Personal Traits Needed in |
| | | | The Consumer | | | 0.3 | Marketing |
| | . 02 | | Wholesaling | | | .03 | Marketing Attitudes |
| | | . 01 | Definition of Wholesaling | | .02 | | Hada akandi a Bara |
| | | . 02 | Wholesaling Specialists | | .02 | | Understanding Employer-Em- |
| | | . 03 | Services of Wholesalers | | | ا ۱ | ployee Relations |
| | | . 03 | Services of wholesalers | | | 01 | Employer-Employee Benefits |
| | . 03 | | Retailing | |] | . 02 | Communicating With Super- |
| | , 03 | . 01 | Retail Stores | | | .03 | visors |
| | | . 02 | Trends in Retailing | | | .03 | Informal Organization |
| | | . 02 | Trends in Retaining | | | .04 | Employee Participation |
| 02 | 1 | 1 | Merchandise Distribution Procedures | | | .05 | Employee Training |
| ٠ | . 01 | | Shipping | .04 | | | Marketing Mathematics |
| | | . 01 | Transportation Terminology | | .01 | | Application of Mathematics for |
| | | . 02 | Transportation Documents | | | | Selling |
| | | . 03 | Shipping Containers | | | .01 | Arithmatic and Selling |
| | i i | . 04 | Motor Carriers | | | .02 | Sales Records |
| | | . 05 | Non-Motor Carriers | | | .03 | Weights and Measures |
| | ! | | , , , , , , , , , , , , , , , , , , , | | Į | . • • | weights and measures |
| | .02 | | Receiving, Checking, and | | . 02 | | Procedures for Inventory, |
| | | | Marking | | | | Incoming Merchandise and |
| | | 01 | Receiving Departments and | | | | Pricing |
| | | | Equipment | | | .01 | Inventory Control |
| | | .02 | Merchandise Handling | | | . 02 | Checking Incoming Merchan- |
| | | . 03 | Discrepancies and Vendor | | | | dise |
| | | i | Returns | | | .03 | Pricing Merchandise |
| | | 04 | Marking Merchandise | | | | 3 |
| , | | . 05 | Monarch Dial-A-Pricer | .05 | | | Cash Register Operation |
| | | ŧ | | | .01 | | Face of Cash Register |
| | . 03 | | Stockkeeping | | | . 01 | Principle Function of Keys |
| | | 01 | Functions and Physical Charac- | | | . 02 | Home Keys and Thumb Area |
| | | | teristics of Stockkeeping | | | . 03 | Second Finger and Index |
| | | 02 | Arrangement and Protection of | | | | Finger |
| | | | Merchandise (55) | | | .04 | Department Transaction Key |
| | | 03 | Stock Control Systems | | | .05 | Inside the Cash Register |
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MARKETING AND DISTRIBUTION

Job Title:

Professional Salesperson

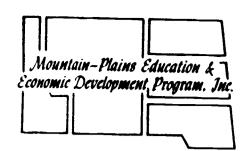
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| | į | | | | | | |
| | . 02 | | Operating Check Out Station | | | | _ |
| | .02 | .01 | Operating Check-Out Station Duties Performed in Check-Out | .08 | Į. | | Customer Services |
| | | .01 | Station | | . 01 | | Credit |
| | 1 | . 02 | Handling Money | i | | .01 | |
| ; | | . 02 | Handling Coupons, Refunds, | | | .02 | Collection Terminology |
| ' ' | ı | .03 | Rainchecks, etc. | | | | |
| . ' | ' | . 04 | , | | . 02 | 1 1 | Shopping Services |
| , | | . 04 | Packaging and Wrapping Mer- chandise | | | .01 | Merchandise Handling Services |
| | | | Chandise | | | .02 | Customer Accomodation Serv- ices |
| | .03 | | Checker-Cashier Qualities | | | .03 | Consumer Informational Serv- |
| | | . 01 | Tips for a Checker-Cashier | | | | ices |
| l | | .02 | Shoplifting and Security for | | l | . 04 | Business Advisory Services |
| ; | | | Handling Money | | | .05 | Shopping Conveniences |
| 0.0 | | | | | | | |
| 06 | 0.1 | | Visual Merchandising | .09 | | | Advanced Salesmanship |
| ' | .01 | | General Merchandise Display | | .01 | | Sales Preparation |
| , | | . 01 | Types of Displays | | | .01 | Customer Buying Motives |
| | | . 02 | Basic Design Terminology | 1 | | .02 | Customer Benefits |
| | : | .03 | Principles of Design | | | .03 | Gaining Product Knowledge |
| | | . 04 | Materials in Displays | | | | |
| i | | .03 | Evaluating Displays | | .02 | 0.4 | The Selling Process |
| . 07 | | | Basic Salesmanship | | | .01 | Opening a Sales Presentation |
| | . 01 | | Steps of Sale | | | .02 | Demonstrating the Product |
| | , , | . 01 | Creating a Sales Atmosphere | | | .03 | Obtaining Customer Participa- tion |
| | | . 02 | Sales Approaches | | | . 04 | Objections and Excuses |
| | | . 03 | Needs and Wants | | | .05 | Preparing for Objections |
| ļ | | . 04 | Benefits | | | .06 | Techniques for Closing a Sale |
| | | . 05 | Elements of a Sales Presentation | | | | recliniques for crossing a safe |
| | | .06 | Definition of Objections | | . 03 | | Special Selling Techniques |
| . ! | | . 07 | Handling Objections | | | .01 | Prospecting for Customers |
| ì | | . 08 | Closing the Sale | | | . 02 | Retail Selling |
| | | . 09 | Closing Techniques | | | . 03 | Industrial Wholesale Selling |
| | . 02 | | Suggested Selling | | .04 | | Sales Management |
| | | .01 | Definition of Suggestion Selling | | | .01 | Self Management |
| | | .02 | Techniques in Suggestion Selling | | | . 02 | Evaluating Sales Performance |
| | | . 03 | Selling Big-Ticket Items | | | .03 | Building Repeat Sales |
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MARKETING AND DISTRIBUTION

Job Title:

Professional Salesperson

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| .10 | .02 | .01 .02 .03 .04 .05 .06 | Advertising and Promotion Advertising Fundamentals Types of Advertising Advertising Media Preparing Advertising Copy Illustrated Advertising Direct Mail Advertising Evaluating Advertising Developing a Newspaper Advertisement Promotion Sales Promotion Public Relations | | Course | Unit | LAP | | | | |
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MARKETING AND DISTRIBUTION

Job Title:

Mid-Management Trainee

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| 1 | . 01 | | The Marketing Process | . •. | ' .01 | | Human Relations in Marketing |
| | | . 01 | Definition of Marketing | | .0 | .01 | Basic Human Relations Business Relations |
| • | | . 02 | The Producer | | | .02 | - asmess relations |
| | | . 03 | The Consumer | | | | Marketing |
| | | | | ! | | .03 | · · · · · · · · · · · · · · · · · · · |
| | . 02 | | Wholesaling | | | | , and a second s |
| | ! | . 01 | Definition of Wholesaling |] | . 02 | | Understanding Employer-Em- |
| | | . 02 | Wholesaling Specialists | | | | ployee Relations |
| | 1 | . 03 | Services of Wholesalers | | | .01 | Employer-Employee Benefits |
| | . 03 | | Potailing | | 1 | , 02 | Communicating With Super- |
| | . 03 | . 01 | Retailing Retail Stores | | | | visors |
| | | .02 | Trends in Retailing | | | .03 | a substitution of garinzation |
| | į I | | Trends in Retaining | | | .04 | - In the patient |
| 02 | ! F | 1 | Merchandise Distribution Procedures | | | . 05 | Employce Training |
| | . 01 | | Shipping | . 04 | | | Manufaction and Advances at |
| | | . 01 | Transportation Terminology | . 04 | . 01 | | Marketing Mathematics Application of Mathematics for |
| | | . 02 | Transportation Documents | | | | Selling |
| | | . 03 | Shipping Containers | | | .01 | Arithmatic and Selling |
| | | . 04 | Motor Carriers | | | .02 | Sales Records |
| | | . 05 | Non-Motor Carriers | | | .03 | Weights and Measures |
| | . 02 | | Description Of the | | | | |
| | . 02 | | Receiving, Checking, and Marking | | . 02 | | Procedures for Inventory, |
| | | 01 | Receiving Departments and | | ŀ | ĺ | Incoming Merchandise and |
| | | | Equipment | | ĺ | | Pricing |
| i | | 02 | Merchandise Handling | | | .01 | Inventory Control |
| | | . 03 | Discrepancies and Vendor | | | .02 | Checking Incoming Merchan- dise |
| ! | į | 1 | Returns | | | . 03 | Pricing Merchandise |
| | ļ | .04 | Marking Merchandise | | | .03 | Reserved to the second |
| | į | . 05 | Monarch Dial-A-Pricer | . 05 | | | Cash Register Operation |
| | į | | | | .01 | | Face of Cash Register |
| } | 03 | | Stockkeeping | | | .01 | Principle Function of Keys |
| | } | .01 | Functions and Physical Charac- | | | . 02 | Home Keys and Thumb Area |
| | | | teristics of Stockkeeping | | 1 | .03 | Second Finger and Index |
| | ŀ | 02 | Arrangement and Protection of | | İ | | Finger |
| | Į | 03 | Merchandise Stock Control Systems 58 | | ļ | .04 | Department Transaction Key |
| | | 03 | Stock Control Systems | | İ | .05 | Inside the Cash Register |
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MARKETING AND DISTRIBUTION

Job Title:

Mid-Management Trainee

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| | | | | | | | |
| | .02 | | Operating Check-Out Station | .08 | | | Customer Services |
| | | . 01 | Duties Performed in Check-Out | 11 | .01 | | Credit |
| | | | Station | | | .01 | Credit Terminology |
| | | . 02 | Handling Money | | | .02 | Collection Terminology |
| | ! | . 03 | Handling Coupons, Refunds, | | | | |
| | | | Rainchecks, etc. | | . 02 | 1 (| Shopping Services |
| | | .04 | Packaging and Wrapping Mer- | | | .01 | Merchandise Handling Services |
| | | | chandise | | - | .02 | Customer Accomodation Serv- ices |
| | . 03 | | Checker-Cashier Qualities | | | .03 | Consumer Informational Serv- |
| | | . 01 | Tips for a Checker-Cashier | | |] | ices |
| | | . 02 | Shoplifting and Security for | | | .04 | Business Advisory Services |
| | | | Handling Money | | | . 05 | Shopping Conveniences |
| ۰ | | | | | | | |
| 06 | 01 | | Visual Merchandising | .09 | 1 | | Advanced Salesmanship |
| | . 01 | 01 | General Merchandise Display | | .01 | | Sales Preparation |
| | | . 01 . 02 | Types of Displays | | | .01 | Customer Buying Motives |
| | | . 02 | Basic Design Terminology | | | .02 | Customer Benefits |
| | | . 03 | Principles of Design | | | .03 | Gaining Pr. duct Knowledge |
| | } | . 04 | Materials in Displays | | . 02 | | The Course D |
| | | . 03 | Evaluating Displays | | . 02 | .01 | The Selling Process |
| 07 | | | Basic Salesmanship | | | .02 | Opening a Sales Presentation |
| | 01 | | Steps of Sale | | | .03 | Demonstrating the Product Obtaining Customer Participa- |
| | | . 01 | Creating a Sales Atmosphere | | | .03 | tion |
| | 1 | . 02 | Sales Approaches | | | .04 | Objections and Excuses |
| | | 03 | Needs and Wants | | 1 | .05 | Preparing for Objections |
| | | . 64 | Benefits | | | .06 | Techniques for Closing a Sale |
| | | . 05 | Elements of a Sales Presentation | | | | |
| | | . 06 | Definition of Objections | | .03 | | Special Selling Techniques |
| | | . 07 | Handling Objections | | | .01 | Prospecting for Customers |
| | | . 08 | Closing the Sale | | | . 02 | Retail Selling |
| | | - 09 | Closing Techniques | | | .03 | Industrial Wholesale Selling |
| | 02 | | Suggested Selling | | .04 | | Sales Management |
| | | .01 | Definition of Suggestion Selling | | | .01 | Self Management |
| | | . 02 | Techniques in Suggestion Selling | | | . 02 | Evaluating Sales Performance |
| | | .03 | Selling Big-Ticket Items 59 | | | .03 | Building Repeat Sales |
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MARKETING AND DISTRIBUTION

Job Title:

Mid-Management Trainee

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| က် | 5 | LAP | | Cours | i Š | 3 | |
| .10 | . 01 | .01 .02 .03 | Advertising and Promotion Advertising Fundamentals Types of Advertising Advertising Media Preparing Advertising Copy | | .02 | .01 .02 .03 | Merchandise Control Merchandise Budgets Model Stock Plans Stock Control Systems |
| | 02 | . 04 . 05 . 06 . 07 | Illustrated Advertising Direct Mail Advertising Evaluating Advertising Developing a Newspaper Advertisement Promotion | .13 | .01 | .01 .02 | Supervisory Skills Employee Training Planning a Training Program Training and Evaluating Procedures Training Case Study |
| | 02 | . 01 . 02 | Sales Promotion Public Relations | | . 02 | . 01 . 02 | Solving Human Relation Problems Detecting Problems Obtaining the Facts |
| 11 | . 01 | .01 .02 .03 .04 .05 .06 | Purchasing Merchandise Buying Functions of Merchandise Buyer Choosing the Product Chosing the Vendor Negotiating the Price Planning a Merchandise Budget Planning a Merchandise Assort- ment Stock Turnover Pricing | | . 03 | .03 .04 .05 .06 | Decision Making Taking Action Evaluating Results Case Problem Preventing Human Relations Problems Treating People as Indivisuals Utilizing Employee Capabilities Providing Job Satisfaction Employee Participation |
| 12 | .01 | . 01 . 02 . 03 . 04 . 05 . 06 . 07 | Business Finance and Control Fundamentals of Finance Financial Requirements of a Business Banking Services Risk and Insurance Credit Policies Collection Policies Financia, Records Analysis Government Regulations 60 | | | | |

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CURRICULUM AREA 37: Automotive

Transmission Mechanic - includes shop safety procedures and equipment identification and proper use of hand tools and general shop equipment, theory, diagnosis and overhaul of manual and automatic transmissions, drivelines and differentials, use of parts and reference manuals, care, use and cleaning of parts and work areas, and minor automotive servicing (lubricating, changing oil, tire repair, etc.).

Engine Rebuilder - covers shop safety, use of shop tools and equipment, theory and construction, inspection, diagnosis, service, and overhaul of automotive engines, use of parts and reference manuals, care, use and cleaning of parts and work areas.

Light Duty Mechanic - covers shop safety, use of tools and equipment, theory, operation and repair of brake systems, suspension and steering mechanisms, electrical systems, fuel systems, emission systems, over haul of automotive engines, use of parts and reference manuals, care, use and cleaning of parts and work areas and minor automotive servicing such as lubrication and tire repair, etc. Support from Welding Support, Curriculum Area 36.

General Mechanic - covers all in Lint Duty Mechanic with the addition of tune up and transmission.

Engine/Transmission Repairman - covers shop safety procedures, theory diagnosis, repair and adjustment of electrical systems, tuning the engine, overhaul of automotive engines, use of parts and reference manuals, care, use and cleaning of parts and work areas, and minor servicing.

Tune-Up and Engine Repairman - covers shop safety practices and equipment, theory, diagnosis and repair of electrical systems, fuel systems, emission systems, tune up, overhaul of engines and minor servicing.



(61)

Brake and Front-End Mechanic - covers shop safety procedures and equipment, identification, use and care of tools and equipment, theory, operation and repair of the various brake systems, suspension and steering mechanisms. Support from Welding Support, Curriculum Area 36.

Tune-Up/Auto Air Conditioning Repairman - covers safety procedures and equipment identification, use and care of tools and equipment, theory, operation, diagnosis, and repair of electrical systems, fuel systems, emission systems and air conditioning systems, procedures for tuning an engine, and engine overhaul. Also includes use of parts and reference manuals, care, use and cleaning of parts and work areas.

NOTE: CURRICULUM AREA 36: Welding Support

The Welding course teaches the fundamentals of safety, equipment operation, flame cutting, and welding using the various welding positions and welds for both gas and arc welding.

Welding is not a job title per se, but provides support to other job titles. The job titles requiring Welding Support are as follows:

Curriculum Area 37: Automotive

Brake and Front-End Mechanic

General Mechanic Light Duty Mechanic

Curriculum Area 38: Small Engine Mechanic



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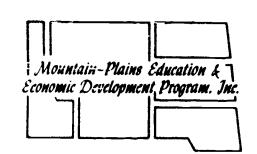
Job Title:

______Transmission Mechanic

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| 02 | . 01 | .01 .02 .03 .04 .01 .02 | Automotive Shop Safety Shop Safety Fundamentals of Shop Safety Safety with Tools First Aid Shop Safety Observation Tools and Equipment Basic Tools Hand Tool Fundamentals Hand Tool Practice Special Tools Precision Measuring Tools Fundamentals Precision Measuring Tools Practice Fasteners and Torque Wrench Shop Equipment Shop Equipment Fundamentals | | Y | .02 | .01 .02 .03 .01 .02 .03 .04 .05 .06 | Fundamentals of Standard Transmissions Fundamentals of 3 Speed Standard Fundamentals of 4 Speed Standard Fundamentals of Overdrive Standard Transmission Transmission Removal Transmission Disassembly Gears and Shafts Synchronizers Bearings and Seals Transmission Assembly Shift Forks and Linkage Trouble-Shooting Standard Transmission Fundamentals of Automatic Transmissions |
| I O | . 01 | 02 .03 .04 .01 .02 .03 .04 .05 .06 .07 | Jacks and Lifts Practice Presses and Pullers Practice Toolroom Observation Transmissions Clutches Fundamentals of Clutch Pressure Plate Clutch Removal and Replace Replace Clutch Pilot Bushing Replace Throw-Out Bearing Adjusting Clutch Linkage Self-Adjusting Clutch Touble Shooting Clutches | 7 | | . 05 | .01 .02 .03 .04 .05 .06 .07 | Fluid Couplings Planetary Gears Pumps and Valves Modulator Special Tools Laks and Fluid Towing Car Equipped with Automatic Transmission Two-Speed Automatic Diagnosis and Pressure Checks Transmission Removal Transmission Disassembly Convertor and Stator Clutch Servo By-pass Valve |

Curriculum Area: 37 _____AUTOMOTIVE Job Title: _____Transmission Mechanic

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| | | . 08 . 09 | Pumps Valva Radu | | | | . 05 | |
| | | . 10 | Valv^ Body Governor > | li | | | .06 | , |
| | | 11 | Servo Pistons | | | | . 07 | Remove and Replace Axle |
| | Ī | 12 | | | | | .08 | Replacing Axle Bearing and |
| | | .13 | Planetary Unit Transmission Reassembly | | | | | Seal |
| | | . 13 | i i ansini ssion Reassembly | | . 12 | | | Parts and Assessanies |
| | 0 6 | | Three-Speed Automatic | | . 12 | . 01 | | Parts and Accessories Reference Manuals |
| | 30 | 01 | Diagnosis and Pressure Checks | | | .01 | . 01 | Fundamentals of Reference |
| | | . 02 | Transmission Removal | | Ì | | 101 | Manuals |
| ' | | .03 | Transmission Disassembly | | į | | . 02 | |
| | | .04 | Valve Body | | | | . 02 | Neierence wandar Practice |
| | | . 05 | Intermediate Servo | li | | .02 | | Parts Manual |
| | ; | .06 | Governor | | | .02 | .01 | Fundamentals of Parts Manuals |
| - | ļ | .07 | Rear Seal and Bushing | | ł | | .02 | |
| | | 08 | Control Valve | | | | | to mailed a ractice |
| | | 09 | Front Pump | | | . 03 | | Cleaning Parts and Work Area |
| ; | ! | . 10 | Drive Train | | | | .01 | Washing Parts |
| | ! | 11 | Reverse-High Clutch | | | | .02 | Cleaning Stall |
| | i | 12 | Forward Clutch | | | | . 03 | Fundamentals of Gaskets, |
| | l | . 13 | One-Way Clutch | | | | | Sealants and Seals |
| | i | . 14 | Planetary Gears | | | | .04 | |
| | 1 | 15 | Piston | | | | | Hose |
| | , | 16 | Convertor | | | | . 05 | Fundamentals of Wire and |
| | ļ | 17 | Transmission Reassembly | | | | | Wiring |
| | 1 | | | | | | .06 | Fundamentals of Work Orders |
| | 07 | | Drive Shafts | | | | | |
| | į | . 01 | Fundamentals of Drive Shafts | | . 13 | | | Detailing and Servicing |
| ' | } | .02 | Universal Joint Diagnosis | | | .01 | | Oil Changing |
| | ! | . 03 | Removing and Replacing Uni- | | | | .01 | Changing Oil |
| | İ | | versal Joints | | | | . 02 | Changing Oil Filter |
| i | | 04 | Removing and Replacing Center | | | | | |
| ' | | | Supports | | | | | |
| ۱ | _ | | Disc. | | | | | |
| | 08 | | Differentials | | l | | | |
| | | 01 | Fundamentals of Differentials | | | | | |
| | | . 02 | Remove and Replace Differential | | | | | |
| | | 03 | Ring and Pinion Gears 64 | | | | | |
| | | .04 | Limited Siip Differentials | | | | | |
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AUTOMOTIVE

Job Title:

Engine Rebuilder

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| 0.1 | i | | Automotive Shop Safety | | | .04 | | Erigine Block |
| | . 01 | | Shop Safety | | | . 04 | | • |
| | . 01 | 0.1 | | | | | . 01 | Overhaul Engine Brock |
| • | i | .01 | Fundamentals of Shop Safety | | | | . 02 | Cam Shaft |
| | į | 02 | Safety with Tools | | | | . 03 | Crank Shaft and Pearings |
| | 1 | 03 | First Aid | | | | . 04 | Pistons |
| | i | 04 | Shop Safety Observation | | - 1 | | . 05 | Rods |
| | ! | i | | | 1 | | 06 | Timing Gears and Chains |
| 02 | 1 | | Tools and Equipment | | | | | |
| | 01 | ! | Basic Tools | | ĺ | . 05 | | Lubricating Systems |
| | ; | 01 | Hand Tool Fundamentals | | l | | . 01 | Fundamentals of Oil Pumps |
| | 1 | .02 | Hand Tool Practice | | | | . 02 | Testing Oil Pump |
| <u> </u> | | | 1,0,10 1,001,1,001,00 | | l | | .03 | Replacing Oil Pump |
| | 02 | | Special Tools | | ļ | | .03 | Replacing On Tump |
| | | 0.1 | · | | ļ | .06 | | Cooling Sustans |
| | i , l | .01 | Precision Measuring Tools | | İ | .06 | | Cooling Systems |
| | | | Fundamentals | | į | | . 01 | Fundamentals of Cooling |
| | | . 02 | Precision Measuring Tools | | | | | Systems |
| | | í | Practice | | | | . 02 | Fundamentals of Air Cooled |
| | | . 03 | Fasteners and Torque Wrench | | | | | Engines |
| 8 | : | | | | | | .03 | Thermostat Test |
| | 03 | , | Shop Equipment | | l | | . 04 | Replacing Thermostat |
| 2 | | .01 | Shop Equipment Fundamentals | | 1 | | . 05 | Flush Block and Radiator |
| | | 02 | Jacks and Lifts Practice | | | 1 | . 06 | Inspecting and Changing |
| | | 03 | Presses and Pullers Practice | | | | | Hoses |
| | İ | . 04 | Toolr∪om Observation | | | | . 07 | Inspecting Water Pumps |
| | ' ' | . • | room com observation | | | | .08 | Replacing Water Pumps |
| .09 | | | Engine Repair | | 1 | | .05 | Replacing water rumps |
| .07 | 01 | : | Fundamentals of 4-Cycle Engines | | | . 07 | • | Machine Tool Use and Care |
| | וט | 1 | · | | Ì | .07 | 0.1 | |
| | | . 01 | Fundamentals of 4-Cycle Engines | | | | . 01 | Operating Boring Bar |
| _ | | | | | ļ | | . 02 | Operating Surface Grinder |
| | 02 | i, | Engine Construction | | | | . 03 | Piston Pin Fitting |
| | i | . 01 | Fundamentals of Engine Block | | | | 04 | Cap and Rod Grinding |
| | | .02 | Engine Block Construction | | | | . 05 | Crank Shaft Grinding |
| | | 1 | | | | | .06 | Crack Finding |
| | 03 | | Valve Train | | | | . 07 | Valve Guide and Seat Re- |
| | | 01 | Fundamentals of Engine Block | | | | | placement |
| | | .02 | Inspecting Cylinder Head | | | | | · |
| | | .03 | Overhaul Over-Head Va.ve Head | | . 12 | | | Parts and Accessories |
| | | .04 | Overhaul Over-Head Cam Head | | | . 01 | | Reference Manuals |
| | | | (65) | | | • | . 01 | Fundamentals of Reference |
| | | | (6) | | | | · ٽ ' | Manuals |
| | | | | | | | . 02 | Reference Manual Practice |
| | 3 | | | | | | . 02 | Reference manual reactice |
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Curriculum Area: 37 AUTOMOTIVE Job Title: Engine Rebuilder DATE 1/7/75 LAP LAP 02. Parts Manual 01 Fundamentals of Parts Manuals 02 Parts Manuals Practice Cleaning Parts and Work Area 03 01 Washing Parts Cleaning Stall 02 Fundamentals of Gaskets, 03 Sealants and Seals 66

Mountain-Plains Education & 7
Economic Development Program, Inc.

Curriculum Area: 37

AUTOMOTIVE

Job Title:

Light Duty Mechanic

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| | į | | | | j | | |
| ו ע | | 1 | Automotive Shop Safety | | . 05 | 1 | Brake Fluids and Lines |
| _ | .01 | | Shop Safety | | | .01 | Bleeding of Brake Systems |
| | i | .01 | Fundamentals of Shop Safety | | | . 02 | Brake Fluids |
| | | . 02 | Safety with Tools | | | .03 | Hydraulic Lines, Switches |
| _ : | | . 03 | First Aid | | 1 | | and Equalizers |
| | j | .04 | Shop Safety Observation | | | | |
| | | | . | | . 07 | | Emergency Brakes |
| .02 | 0.1 | | Tools and Equipment | | | . 01 | Fundamer, tals of Emergency |
| | 01 | . | Basic Tools | | | | Brakes |
| | | .01 | Hand Tool Fundamentals | | | . 02 | Adjusting Emergency Brakes |
| _ ' | 1 | 02 | Hand Tool Practice | | | | |
| | 00 | } | Consol | .04 | 1 | | Suspension Systems |
| | 02 | | Special Tools | | .01 | | Fundamentals of Suspension |
| | ; | . 01 | Precision Measuring Tools | | | .01 | Fundamentals of Front-Ind |
| | ; | | Fundamentals | | | | Suspension |
| | | . 02 | Precision Measuring Tools | | ĺ | | |
| _ | | 1 | Practice | | . 02 | | Tire Balancing |
| | | . 03 | Fasteners and Torque Wrench | | | .01 | Fundamentals of Tire Balancin |
| | , | ļ | | | | . 02 | Static Balance (Bubble-type) |
| | .03 | | Shop Equipment | | | . 03 | Spin Balance |
| | | . 01 | Shop Equipment Fundamentals | | | . 04 | Fundamentals and Types of |
| | | . 02 | Jacks and Lifts Practice | i | | | Wheel Bearings |
| | | .03 | Presses and Pullers Practice | | 1 | . 05 | Cleaning and Inspection of |
| | | 04 | Toolroom Observation | | 1 | | Wheel Bearings |
| | | į | | | | . 06 | Replacement of Whee' Bearings |
| 03 | ! | | Brake Systems | | | | |
| | 01 | | Fundamentals of Brake Systems | .05 | | | Electrical Systems |
| - | : | 01 | • | | . 01 | ĺ | Fundamentals of Electrical |
| | | 02 | Brake Inspection | | | | Systems |
| | | | | | | . 01 | Fundamentals of Flectricity |
| | 02 | 0.1 | Master Cylinder | | | ļ | |
| | | 01 | Fundamentals of Master Cylin- | | . 02 | | Battery Servicing |
| | | 00 | ders | | | . 01 | Fundamentals of the Storage |
| - | | 02 | Overhauling Single Master | | | | Battery |
| | | | Cylinder | | | . 02 | Servicing the Storage Battery |
| | | 03 | Overhauling Dual Master | | | . 03 | Testing the Storage Battery |
| | | İ | Cylinder | | | | |
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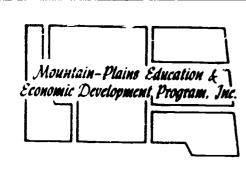
AUTOMOTIVE

Job Title:

Light Duty Mechanic

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| | 06 | | Lighting Systems | | | . 02 | _ | Servicing Emission Systems |
| | | .01 | Fundamentals of the Lighting | | | | .01 | Servicing PCV |
| | | | System | | | | .02 | Servicing the Air Pump |
| | | 02 | Turn Signals | | | | . 03 | Servicing the Air Injectors |
| 1 | | 03 | Headlights and Parking Lights | $\vdash \downarrow$ | | | .04 | Servicing Check Valve |
| | | 04 | Tail Lights and Brake Lights | | \ | | . 05 | Servicing Anti-afterburn Valve |
| | | 05 | Instrument Lights | | | | .06 | Testing Combustion Efficiency |
| 1 | | | A stampative First Syntama | | | | .07 | Test and Service Ford Systems |
| 06 | 0.1 | | Automotive Fuel Systems | | | | .08 | Test and Service Chrysler |
| | .01 | 0.1 | Fundamentals of Fuel Systems Overview of Fundamentals | | | | 0.0 | Systems Task and Samulae CM Systems |
| | , | 01 | Inspecting Fuel Systems | | | | . 09 | Test and Service GM Systems |
| | | 021 | inspecting Fuel Systems | | . 09 | | | Engine Repair |
| | 02 | ' | Fuel Pumps | . | . 09 | .01 | | Fundamentals of 4-Cycle Engines |
| | . 02 | 01 | Overview of Fundamentals | | | .01 | .01 | Fundamentals of 4-Cycle Engines |
| | | 02 | Testing a Fuel Pump | | | | ' ' ' | Engines |
| 5 | | 03 | Replacement of Fuel Pump | | | | | Engines |
| | | | reprocement of racin amp | | | . 05 | | Lubricating Systems |
| | 03 | | Fuel Lines and Filters | | | .03 | .01 | Fundamentals of Oil Pumps |
| | 03 | 01 | Overview of Fundamentals | | | | . 02 | Testing Oil Pump |
| _ | | .02 | Inspection of Fuel Filters | | | | . 03 | Replacing Oil Pump |
| | , | 03 | Replacing Fuel Filters | | | | " | represented the same |
| | . ! | | , | l I. | . 12 | | | Parts and Accessories |
| _ | 06 | ļ | Automatic Cnokes | | | .01 | | Reference Manuals |
| | , | 01 | Overview of Fundamentals | | | | .01 | Fundamentals of Reference |
| - | | 02 | Overhaul Automatic Chokes | | | | | Manuals |
| _ | , | 03 | Adjusting Automatic Electric | 1 | | | . 02 | Reference Manual Practice |
| | | | Chokes | | | | | |
| | | 04 | Adjustment of the Mechanical | | | . 02 | i | Parts Manuals |
| | | | Type | | | | .01 | Fundamentals of Parts Manuals |
| | | , | | | | | . 02 | Parts Manuals Practice |
| 707 | | | Emission Systems | | | | | |
| | 01 | | Fundamentals of Emission Systems | !!! | | . 03 | | Cleaning Parts and Work Area |
| | | 01 | Fundamentals of Emission Con- | | | | .01 | Washing Parts |
| | 1 | 1 | trol Systems | | | | . 02 | Cleaning Stall |
| | 1 | 02 | Fundamentals of Ford Systems | | | | . 03 | Fundamentals of Gaskets, |
| | i | 03 | Fundamentals of Chrysler System | S | | | | Sealants and Seals |
| | | . 04 | Fundamentals of GM Systems (68 | | | | 04 | Fundamentals of Tubing and |
| | į | | S S S S S S S S S S S S S S S S S S S | ſ | | | | Hose |
| | | | | | | | 05 | Fundamen als of Wire and Wiri |
| | | | | | | | 06 | Fundamentals of Work Orders |
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Curriculum Area: **AUTOMOTIVE** Job Title: Light Duty Mechanic 1/7/75 DATE Course ₹ Ş Detailing and Servicing .01 Oil Changing .01 Changing Oil Changing Oil Filter .02 02 Lubrication Chassis Lube (Zerks) 01 Chassis Lube (Plugs) .02 . 03 Tires Changing Tires 01 Rotating Tires 02 03 Repairing Tires 04 Minor Body Adjustments Adjusting Doors .01 Adjusting Hood .02 .03 Adjusting Trunk Lid SUPPORT FROM WELDING TO AUTOMOTIVE **Gas Welding** Safety 01 Equipment and Operation Safety .01 Bottle and Regulator Construction 02 Equipment Introduction Funda-.01; mentals Oxygen-Acetylene Welding 04 Fundamentals of Testing Welds 01 Flat Position Welding Funda-02 mentals Flat Position Welding Practice .03 06 **Bronze Welding Fundamentals** 07 **Bronze Welding Practice** (69) 73



Job Title:

General Mechanic

AUTOMOTIVE

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| | Chit | a V | | Course | Unit | LAP | _DATE1/7/75 |
| 5)1 | | | Automotive Shop Safety | | .03 | | Drum Brakes |
| | .01 | | Shop Safety | | .03 | .01 | Fundamentals of Drum Brakes |
| | , | 01 | Fundamentals of Shop Safety | | | .02 | Brake Shoe Replacement |
| | ; | 02 | Safety with Tools | | | .03 | Brake Shoe Adjustment |
| i | ; | 03 | First Aid | į | | . 04 | Fundamentals of Wheel |
| T | 1 | 04 | Shop Safety Observation | | ľ | | Cylinders |
| | | 1 | | | | . 05 | Overhauling Wheel Cylinders |
| _02 | | ' 1 1 | Tools and Equipment | | | .06 | Turning Brake Drums |
| 5 . | . 01 | , | Basic Tools | | | | |
| | ' | 01 | Hand Tool Fundamentals | | . 04 | | Disc Brakes |
| _ | | . 02 | Hand Tool Practice | | | .01 | Fundamentals of Disc Brakes |
| | | . | | | ĺ | .02 | Overhauling the Caliper |
| | 02 | | Special Tools | | | .03 | Disc Brake Pad Replacement |
| | | 01 | Precision Measuring Tools | | | 04 | Turning the Rotors |
| | | | Fundamentals | | | | |
| - | | 02 | Precision Measuring Tools | | .05 | 1 1 | Brake Fluids and Lines |
| | | 001 | Practice | | | .01 | Bleeding of Brake Systems |
| 2 | | . 03 | Fasteners and Torque Wrench | | | 02 | Brake Fluids |
| _ | .03 | | Shon Equipment | | | . 03 | Hydraulic Lines, Switches |
| | .03 | .01 | Shop Equipment Shop Equipment Fundamentals | | | | and Equalizers |
| | | .02 | Jacks and Lifts Practice | | .06 | | Power Brake |
| 1 | ۱ . ا | .03 | Presses and Pullers Practice | | . 00 | .01 | Fundamentals of Power Brakes |
| | , | 04 | Toolroom Observation | | | .02 | Repairing and Adjusting Power |
| | | | | | | | Brakes |
| _03 | | | Brake Systems | | | | |
| | 01 | | Fundamentals of Brake Systems | | . 07 | | Emergency Brakes |
| - | 1 | 01 | Basic Brake Operation | | | .01 | Fundamentals of Emergency |
| _ | ' | 02 | Brake Inspection | | | | Brakes |
| | | | , · | | | .02 | Adjusting Emergency Brakes |
| - | 02 | ' | Master Cylinder | ı | | | |
| | , | 0) | Fundamentals of Master Cylin- | . 04 | 1 | | Suspension Systems |
| 1 | i | | ders | | .01 | | Fundamentals of Suspension |
| _ | 1 | 02 | Overhauling Single Master | | | 01 | Fundamentals of Front-End |
| | | 0.3 | Cylinder | 1 | | | Suspension |
| | | .03 | Overhauling Dual Master Cylinder | | . 02 | | Tire Balancing |
| | | | (70) | | .02 | .01 | Fundamentals of Tire Balancing |
| 8 | ! | | $\mathcal{O}_{\mathbf{I}}$ | | | .02 | Static Balance (Bubble-type) |
| | , | | | | | . • • | Static buildings (bubble type) |
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Curriculum Area: 37

AUTOMOTIVE

Job Title:

General Mechanic

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| | | | | | | | i | |
| | | . 03 | Spin Balance | | 5 | | ĺ | Electrical Systems |
| | | . 04 | Fundamentals and Types of | . • | - 1 | . 01 | İ | Fundamentals of Electrical |
| | | | Wheel Bearings | | - ' | ا'` | | Systems |
| 8 | | . 0 5 | Cleaning and Inspection of | | | | . 01 | Fundamentals of Electricity |
| | | . • | Wheel Bearings | | | | | Tundamentars of Electricity |
| | | . 06 | Replacement of Wheel Bearings | | | . 02 | | Battery Servicing |
| | | | | | | | .01 | Fundamentals of the Storage |
| | 03 | | Front-End Repair | | | | | Battery |
| | | 01 | Replacing Ball Joints | | | l | . 02 | Servicing the Storage Battery |
| | | . 02 | Replacement of Tie-Rod Ends | | | | . 03 | Testing the Storage Battery |
| | | 03 | Replacement of Idler Arms | | | | | |
| 1 | | . 04 | Replacement of Control Arm | | | . 03 | - | Starting Systems |
| • | : 1 | | Bushings | | | | . 01 | Fundamentals of the Starting |
| _ | | | - | | | | | Motor |
| | 04 | ì | Front-End Alignment | | | | . 02 | Overhauling Chrysler Starter |
| | | .01 | Adjusting Toe | | | Ì | . 03 | Overhauling Delco Starter |
| | | . 02 | Adjusting Camber (shim) | | | 1 | . 04 | Overhauling Ford Starter |
| | i | . 03 | Adjusting Caster (shim) | | | | . 05 | Starting System Wiring |
| | ! | 04 | Adjusting Caster-Camber (slide) | | | | | a a . |
| | · } | . 05 | , , | | | . 04 | | Charging Systems |
| | | 0.0 | (eccentric) | | | | .01 | Fundamentals of the Charging |
| | | 0 6 | djusting Caster-Camber (eccentric and strut) | | | | 02 | System Tasting the Charging System |
| | | | (eccentric and strut) | | | | . 02 | Testing the Charging System Fundamentals of the Generator |
| | 05 | | Steering Gears | | | | .03 | Repairing the Generator |
| | . 03 | . 01 | Fundamentals of Manual Steer- | | | | . 05 | Fundamentals of the Alternator |
| | 1 | . 0 1 | ing Gears | | | | . 06 | Repairing the Alternator |
| | | . 02 | | | | | .07 | Fundamentals of the Voltage |
| ! | ì | 03 | · | | | | . , | Regulator |
| | , | | Gears | | | | .08 | Servicing the Voltage Regu- |
| | ! | ! : | | | | | | lator |
| | 06 | | Power Steering | | | | | |
| | | 01 | Fundamentals of Power Steering | | | .05 | | Ignition Systems |
| | | .02 | Overhauling Power Steering | | | | . 01 | Fundamentals of Ignition |
| | | 1 | Pumps | | | | | System |
| | : | 03 | • | | | | . 02 | Ignition Systems Components |
| | | | Control Units | | | | | |
| | | . 04 | 771 | | - - | . 06 | | Lighting Systems |
| | | 1 | Cylinders | | | | . 01 | Fundamentals of the Lighting |
| | ! | | | | | | | System |
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Job Title:

General Mechanic

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| 1 | | .02 | Turn Signals | | . 06 | | Automatic Chokes |
| | | .03 | Headlights and Parking Lights | 1 | | . 01 | Overview of Fundamentals |
| | ! | .04 | Tail Lights and Brake Lights | | | . 02 | Overhaul Automatic Chokes |
| 5 | | 05 | Instrument Lights | | | . 03 | Adjusting Automatic Electric |
| | | | | | | | Chokes |
| 06 | ì | | Automotive Fuel Systems | | | . 04 | Adjustment of the Mechanical |
| - | 01 | | Fundamentals of Fuel Systems | | | | Туре |
| _ ! | Ì | .01 | Overview of Fundamentals | | | | |
| | | .02 | Inspecting Fuel Systems | .07 | 1 | | Emission Systems |
| | | | | Ì | .01 | | Fundamentals of Emission System |
| | .02 | | Fuel Pumps | ļ | | . 01 | Fundamentals of Emission Con |
| | , | 01 | Overview of Fundamentals | | | | trol Systems |
| | | 02 | Testing a Fuel Pump | - | | . 02 | Fundamentals of Ford Systems |
| | | 03 | Replacement of Fuel Pump | | | . 03 | Fundamentals of Chrysler |
| | 1 | | | | | | Systems |
| ■ , | 03 | | Fuel Lines and Filters | | | . 04 | Fundamentals of GM Systems |
| | ; | .01 | Overview of Fundamentals | l | | | |
| | 1 | .02 | Inspection of Fuel Filters | Į. | . 02 | | Servicing Emission Systems |
| | 1 | .03 | Replacing Fuel Filters | | | . 01 | Servicing PCV |
| | | | | | ļ | . 02 | Servicing the Air Pump |
| | 04 | | Carburetors | - 1 | Ì | . 03 | Servicing the Air Injectors |
| | | .01 | Fundamentals of the Carburetor | | | . 04 | Servicing Check Valve |
| | | .02 | Overhaul of Single Barrel Car- | | | . 05 | Servicing Anti-afterburn Valv |
| | ı | | buretor | | | . 06 | Testing Combustion Efficiency |
| | 1 | .03 | Overhaul of 2 Barrel Carburetor | | | . 07 | Test and Service Ford System |
| <u>!</u> | | 04 | Overhaul of 4 Barrel Carburetor | | | . 08 | Test and Service Chrysler |
| 1 | | . 05 | Overhaul of Quadrajet Carbure- | | | | Systems |
| | ! } | | tor | | | . 09 | Test and Service GM Systems |
| <u>_</u> | | 06 | Overhaul of Thermoquad Car- | | | | |
| Ħ | | : 1 | buretor | .08 | | ļ | Tune-up |
| | | 07 | Replacement of Carburetor and | | . 01 | | Fundamentals of Tune-up |
| L | ł | | Gasket ' | | ļ | .01 | Fundamentals of Tune-up |
| | t | .08 | Adjustment of Fuel-Air Mixture | | 1 | | |
| - | , | . 09 | ldle Adjustment - Dash Pot | | . 02 | | Tune-up |
| L | | . 10 | Idle Adjustment - Mechanical | - | } | . 01 | Power Balance Test |
| I | | | Stop | | | . 02 | Cranking Vacuum Test |
| 7 | | | | | | . 03 | Testing Cylinder Leakage |
| L | .05 | | Fuel Characteristics (72 | . | | | |
| | | . 01 | Fuel Characteristics | | .03 | | Distributor Repair |
| | | | | | | . 01 | Remove and Replace Distri- butor |
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| Full Text Provide | ded by ERIC | • | · | 76 | | | ~ |

76

Job Title:

General Mechanic

| Ě | | <u>a</u> | | Г | 2 | | | DATE 1/7/75 |
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| | | | | | | | | |
| | | .02 | Testing Distributor Advance | | | | . 03 | Composite Charles and Dane t |
| | | .03 | Replacing Distributor Points | | | | .03 | |
| | | İ | and Condenser | | | | . 05 | · · · · · · · · · · · · · · · · · · · |
| | | 04 | Setting Breaker Point Dwell | | | | . 06 | Timing Gears and Chains |
| | | | Ĭ | | | | | Timing Gear's and Chairis |
| | 04 | | Adjustments and Repairs | 1 | | . 05 | | Lubricating Systems |
| | 1 | 01 | Cleaning Battery Terminals | | | | . 01 | Fundamentals of Oil Pumps |
| | | .02 | Adjusting Ignition Timing Using | | | | . 02 | Testing Oil Pump |
| | | | a Timing Light | | | | .03 | Replacing Oil Pump |
| | | .03 | Replacement of Secondary | | | | | |
| | | ١.,١ | Ignition Cables | | | . 06 | | Cooling Systems |
| | | .04 | Replacement of Spark Plugs | | | | . 01 | Fundamentals of Cooling |
| | ; | .05 | Cleaning, Gapping and Testing Spark Plugs | | Í | | | Systems |
| | | 1 | Spark rags | | | | . 02 | Fundamentals of Air Cooled |
| | .05 | | Testing Engine Operation | | | | 0.3 | Engines |
| | 1 | .01 | Testing Charging Output | | | | . 03 | Thermostat Test |
| | | 02 | Battery Load Test | | | | . 05 | Replacing Thermostat Flush Block and Radiator |
| | | 03 | Testing Cranking Voltage | | ļ | | . 06 | Inspecting and Changing Hoses |
| | ļ | 04 | Testing Ignition Coil | | | | . 07 | Inspecting Water Pumps |
| | i | 05 | Testing Secondary Cable | | | | . 08 | Replacing Water Pumps |
| | | | Resistance | | ĺ | | | 1 |
| | | | | | .10 | ļ | | Transmissions |
| 09 | | Ì | Engine Repair | | | . 01 | | Clutches |
| | .01 | 0.1 | Fundamentals of 4-Cycle Engines | | | | . 01 | Fundamentals of Clutch |
| | | 01 | Fundamentals of 4-Cycle | | İ | | . 02 | Pressure Plate |
| | | | Engines | | | | . 03 | Clutch Removal and Replace |
| | 02 | | Engine Construction | | | | . 04 | Replace Clutch Pilot Bushing |
| | | .01 | Fundamentals of Engine Block | | | | .05 | Replace Throw-Out Bearing Adjusting Clutch Linkage |
| 8 : | İ | 02 | Engine Block Construction | |] | | . 07 | Self- Adjusting Clutch |
| | | | - | | ļ | | . 08 | Trouble Shooting Clutches |
| | 03 | | Valve Train | | 1 | | | Troduce Stanting Clatenes |
| | ì | .01 | Fundamentals of Engine Block | | | .02 | | Fundamentals of Standard Trans- |
| _ | | 02 | Inspecting Cylinder Head | | | | | missions |
| | | 03 | Overhaul Over-Head Valve Head | | Ì | | .01 | Fundamentals of 3 Speed |
| | | 04 | Overhaul Over-Head Cam Head | | İ | | | Standard |
| | | | Engine Block (73) | | | | . 02 | Fundamentals of 4 Speed |
| | .04 | | ge 5,66k | | | | | Standard |
| | Ì | .01 | Overhaul Engine Block | | | | . 03 | Fundamental of Overdrive |
| | 3 | 02 | Cam Shaft | | | | | |
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Curriculum Area: 37 AUTOMOTIVE Job Title:

Ceneral Mechanic

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| X uno | Care | ٩ | | Course | Chit | 3 | _DATE1/7/75 |
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| | | | | | | | |
| | 03 | · i | Standard Transmission | .12 | 1 | | Parts and Accessories |
| _ | | .01 | Transmission Removal | l | . 01 | | Reference Manuals |
| | İ | .02 | Transmission Disassembly | | | .01 | Fundamentals of Reference |
| | 1 | .03 | Gears and Shafts | İ | | | Manuals Reference Manual Practice |
| | | .04 | Synchronizers | ł | | .02 | Reference Manual Practice |
| | į | .05 | Bearings and Seals Transmission Assembly | į | . 02 | | Parts Manuals |
| |] | .06 | Shift Forks and Linkage | | .02 | .01 | Fundamentals of Parts Manuals |
| | ı | .07 | Trouble-Shooting Standard | | | .02 | Parts Manuals Practice |
| | | .08 | Transmission | | | 1.02 | rarts warrans reactice |
| | | | 11 di 31111 3 31011 | | .03 | | Cleaning Parts and Work Area |
| | . 04 | | Fundamentals of Automatic Trans- | | | .01 | Washing Parts |
| | | | missions | | | .02 | Cleaning Stall |
| | | .01 | Fluid Couplings | | 1 | .03 | Fundamentals of Gaskets, |
| | | 02 | Planetary Gears | | | | Sealants and Seals |
| | ! | .03 | Pumps and Valves | | | .04 | Fur Jamentals of Tubing and |
| | į | .04 | Modulator | | | | Hose |
| | | . 05 | Special Tools | | | .05 | Fundamentals of Wire and |
| | { | 06 | Leaks and Fluid | | | | Wiring |
| | | 07 | Towing Car Equipped with | | | 06 | Fundamentals of Work Orders |
| | İ | | Automatic Transmission | | | | |
| | l | | | . 13 | | | Detailing and Servicing |
| | .07 | | Drive Shafts | | .01 | | Oil Changing |
| | | 01 | Fundamentals of Drive Shafts | | | .01 | Changing Oil |
| | | .02 | Universal Joint Diagnusis | | | .02 | Changing Oil Filter |
| | | .03 | Removing and Replacing | | | | Lukuisakiaa |
| | | ٠., | Universal Joints | | .02 | .01 | Lubrication Chassis Lube (Zerks) |
| | | .04 | Removing and Replacing Center Supports | | | .01 | Chassis Lube (Zerks) Chassis Lube (Plugs) |
| | | | Supports | | | 1.02 | Chassis Lube (Flugs) |
| | . 08 | | Differentials | | .03 | | Tires |
| | . 00 | 01 | Fundamentals of Differential | | . • • | .01 | Changing Tires |
| | | 02 | Remove and Replace Differential | | | .02 | Rotating Tires |
| | ļ | 03 | • | | | .03 | Repairing Tires |
| | | 04 | Limited Slip Differentials | | | | - F |
| | | 05 | · | | . 04 | | Minor Body Adjustments |
| | | 06 | - | | | 01 | Adjusting Doors |
| | | .07 | | | | .02 | Adjusting Hood |
| | | 08 | | | | .03 | Adjusting Trunk Lid |
| | | | Seal | | | | • |
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Curriculum Area: 37 **AUTOMOTIVE** Job Title: General Mechanic _DATE__ 1/8/75 3 .07 Fundamentals of Vertical and Overhead Positions Fundamentals of Welding Cast . 08 Iron Pad Weld Arc Welding Practice . 01 .02 Building Up a Pad **Butt Weld** Butt Welding Two Beveled .01 **Edges Butt Welding Thin Metal** .02 Butt Welding with Double - Vee .03 Joint

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| | | | SUPPORT FROM WELDING TO | | | |
| • | | | AUTOMOTIVE | | | |
| 0.1 | | | Gas Welding | | | |
| _ | 01 | 01 | Safety | | | |
| | | 01 | Equipment and Operation Safety | | | .02 |
| | 0.2 | | Bottle and Regulator Construction | | | |
| | | .01 | Equipment Introduction Funda- mentals | | | . 03 |
| _ | | | | | | . 03 |
| | 03 | 01 | Oxygen-Acetylene Cutting | | | |
| | | 02 | Fundamentals of Flame Cutting Flame Cutting Practice | | | |
| | | | _ | | | |
| | 04 | 01 | Oxygen-Acetylene Welding Fundamentals of Testing Welds | | | |
| | | 02 | Flat Position Welding Funda- | | | |
| | | 0.0 | mentals | | | |
| | | 03 | Flat Position Welding Practice Additional Welding Positions | | | |
| | | | Fundamentals | | | |
| | | .05 | Additional Welding Positions Practice | | | |
| | | 06 | Bronze Welding Fundamentals | | | |
| | | 07 | Bronze Welding Practice | | | |
| 02 | | | Arc Welding | | | |
| _ | 01 | | Fundamentals of Arc Welding | | | |
| | | .01 | Fundame, s of Arc Welding Skills | | | |
| | ' | 02 | Fundamen of Metals | : | | |
| | | 03 | Fundamentals of Arc Welding | | | |
| - | | . 04 | Equipment Fundamentals of Electrodes | | | |
| | | 05 | Fundamentals of Arc Welding | | | |
| | | 0 6 | Fundamentals of Flat and | | | |
| | | | Horizontal Positions (75) | | | |
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Mountain-Plains Education & Conomic Development Program, Inc.

Curriculum Area: 37

AUTOMOTIVE

Job Title:

Engine/T nsmission Repairman

| | | | | , | | | | DATE 1/7/75 |
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| | Unit | LAE | | | Cours | Ç | ₹ | _DATE1/7/75 |
| F | | | | | 8 | <u> 5</u> | 7 | |
| | ! | | | | | | | |
| 1 | į | | Automotive Shop Safety | | | . 02 | • | Turie-up |
| | .01 | | Shop Safety | | | | .01 | Power Balance Test |
| | | 01 | Fundamentals of Shop Safety | | : | | .02 | Cranking Vacuum Test |
| | | 02 | Safety with Tools | | | | . 03 | Testing Cylinder Leakage |
| | | .03 | First Aid | | | | | |
| | | 04 | Shop Safety Observation | | . 09 | | } | Engine Repair |
| | | | | | | . 01 | | Fundamentals of 4-Cycle Engines |
| .02 | | | Tools and Equipment | | | | . 01 | Fundamentals of 4-Cycle |
| | 01 | | Basic Tools | | | | | Engines |
| | 1 | .01 | Hand Tool Fundamentals | | | | 1 | |
| | | .02 | Hand Tool Practice | | | . 02 | | Engine Construction |
| | | 1 | | | | | .01 | Fundamentals of Engine Block |
| | 02 | | Special Tools | | | | . 02 | Fngine Block Construction |
| | | 01 | Precision Measuring Tools | | | | | |
| ' | | 0.0 | Fundamentals | | | , 03 | | Valve Train |
| | ľ | . 02 | Precision Measuring Tools | | | | .01 | Fundamentals of Engine Block |
| | | 02 | Practice | | | | .02 | Inspecting Cylinder Head Overhaul Over-Head Valve Head |
| | | .03 | Fasteners and Torque Wrench | | | | .03 | Overhaul Over-Head Valve Head |
| | 03 | | Shop Equipment | | | | . 04 | Overnaul Over-Head Cam Head |
| | 0.5 | .01 | Shop Equipment Fundamentals | | | . 04 | | Engine Block |
| | | 02 | Jacks and Lifts Practice | | | . 04 | .01 | Overhaul Engine Block |
| | | 03 | Presses and Pullers Practice | 1 | | | .02 | Cam Shaft |
| | | 04 | Toolroom Observation | | | | .03 | Crank Shaft and Bearings |
| | | | 700,700,111 0250,704,011 | | | | .04 | Pistons |
| . 05 | | | Electrical Systems | | | | . 05 | Rods |
| | .01 | | Fundamentals of Electrical | | | | .06 | Timing Gears and Chains |
| | | | Systems | | | | | l and and and |
| | | 01 | Fundamentals of Electricity | | | . 05 | ļ | Lubricating Systems |
| | | | · | | | | .01 | Fundamentals of Oil Pumps |
| | .02 | | Battery Servicing | | | | . 02 | Testing Oil Pump |
| | | .01 | Fundamentals of the Storage | | | | .03 | Replacing Oil Pump |
| | | | Battery | | | | | |
| | | . 02 | Servicing the Storage Battery | | | . 06 | | Cooling Systems |
| | | . 03 | Testing the Storage Battery | | | | . 01 | Fundamentals of Cooling |
| | | | | | | | | Systems |
| .08 | | | Tune-up | | | | . 02 | Fundamentals of Air Cooled |
| | . 01 | | Fundamentals of Tune-up (76) | 1 | | | | Engines |
| | | . 01 | Fundamentals of Tune-up | | | | .03 | Thermostat Test |
| | | | | | | | . 04 | Replacing Thermostat |
| | 3 | | | | | | 1 | |
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____AUTOMOTIVE

Job Title:

Engine/Transmission Repairman

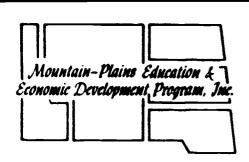
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| | | | | | | | | |
| | | 05 | Flush Block and Radiator | | | | .03 | Demonstrated Males |
| | | 06 | Inspecting and Changing Hoses | | | | .03 | |
| | | 07 | Inspecting Water Pumps | | | | .04 | |
| | | 08 | Replacing Water Pumps | | | | .05 | |
| | | | replacing water rumps | | | | .07 | |
| 0 | 1 | | Transmissions | | | | .07 | Towing Car Equipped with Automatic Transmission |
| | 01 | . 1 | Clutches | | | | | / decirate 11 ansim 351011 |
| <u> </u> | | 01 | Fundamentals of Clutch | | | .05 | ļ | Two-Speed Automatic |
| | | . 02 | Pressure Plate | | | | .01 | · · |
| | | .03 | Clutch Removal and Replace- | | | | .02 | 3 |
| | | | ment | | | | .03 | |
| | | 04 | Replacing Clutch Pilot Bushing | | | | .04 | , |
| | 1 | .05 | Replacing Throw-Out Bearing | | | | .05 | |
| ! , | ! | .06 | Adjusting Clutch Linkage | | | | .06 | |
| | ţ | .07 | Self-Adjusting Clutch | | | | .07 | By-pass Valve |
| | t | .08 | Trouble Shooting Clutches | | | | .08 | Pumps |
| 1 | 1 | | | | | | .09 | • |
| | . 02 | | Fundamentals of Standard Trans- | | | | .10 | • |
| | 1 | | missions | | | | .11 | Servo Pistons |
| ' | ļ | 01 | Fundamentals of 3 Speed | | | | .12 | Planetary Unit |
| | Ì | | Standard | | | | .13 | 1 |
| | | .02 | Fundamentals of 4 Speed | | | | | , |
| _ | 1 | | Standard | | | .06 | | Three-Speed Automatic |
| | ļ | 03 | Fundamentals of Overdrive | | | | .01 | Diagnosis and Pressure Check |
| | | | | | | | .02 | Transmission Removal |
| _ | . 03 | | Standard Transmission | | | ļ | .03 | Transmission Disassembly |
| | | .01 | Transmission Removal | | | | .04 | 1 |
| , " | | . 02 | Transmission Disassembly | | | | .05 | Intermediate Servo |
| _ | ; | .03 | | | | | .06 | 1 |
| | | 04 | Synchronizers | | | | .07 | |
| , | | .05 | Bearings and Seals | | | | .08 | |
| | | .06 | Transmission Assembly | | | | .09 | , · |
| | 1 | .07 | Shift Forks and Linkage | | 1 | | .10 | 1 |
| | | 08 | Trouble-Shooting Standard | | | | ,11 | , |
| | | | Transmission | | 1 | | .12 | · · |
| | 4. 4. | | F 1 1 CA 1 = 1 7 | | | 1 | .13 | · |
| | ()4 | | Fundamentals of Automatic Trans | | | | .14 | , · · · · · · · · · · · · · · · · · · · |
| | | | missions | | | 1 | . 15 | |
| | | 01 | Fluid Couplings (77) | | | | -16 | |
| | | . 02 | Planetary Gears | | | | . 17 | Transmission Reassembly |
| | 3 |] | | | | 1 | | |
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AUTOMOTIVE

Job Title:

Engine/Transmission Repairman

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| | 5 | LAP | | | Cours | Č. | LAP | |
| | 07 | | Drive Shafts | | .13 | | | Detailing and Servicing |
| | | .01 .02 .03 | Fundamentals of Drive Shafts Universal Joint Diagnosis Removing and Replacing Universal Joints | | | . 01 | . 01 . 02 | Oil Changing Changing Oil Changing O ⁱ l Filter |
| | | .04 | Removing and Replacing Center Supports | | | | | |
| | .08 | .01 | Differentials Fundamentals of Differentials Remove and Replace Differential ential | | | | | |
| | | .05 | Ring and Finion Gears Limited Slip Differentials Carrier and Pinion Bearings Adjusting Back-Lash | | | | | |
| | | .07 | Remove and Replace Axle Replacing Axle Bearing and Seal | | | | | |
| 2 | 01 | . 01 | Parts and Accessories Reference Manuals Fundamentals of Reference Manuals | | | | | |
| | | 02 | Reference Manual Practice | | | | | , |
| | 02 | 01. | Parts Manuals Fundamentals of Parts Manuals Parts Manuals Practice | | | | | |
| | 03 | 01 02 | Cleaning Parts and Work Area Washing Parts Cleaning Stall | | | | | |
| | | 03 04 | Fundamentals of Gaskets, Scalant and Scals Fundamentals of Tubing and | | | | | |
| | | 05 06 | Hose Fundamentals of Wire and Wir ing Fundamentals of Work Orders | | | | | |
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AUTOMOTIVE

Job Title:

Tune-Up and Engine Repairman

| | | | | 3 | | | DATE 1/8/75 |
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| | 20.0 | LAP | | Sours | 5 | 3 | |
| | . 01 | . 01 | Automotive Shop Safety Shop Safety Fundamentals of Shop Safety | | | . 03 . 04 . 05 | Overhauling Delco Starter Overhauling Ford Starter Starting System Wiring |
| | | 02 | Safety with Tools | | | | Ja. ang cyclem and ag |
| | <u>.</u> | 03 | First Aid | - | .04 | | Charging Systems |
| | . I | 04 | Shop Safety Observation | | | . 01 | Fundamentals of the Charging System |
| 02 | | · · | Tools and Equipment | | | . 02 | Testing the Charging System |
| | .01 | | Basic Tools | | | .03 | Fundamentals of the Generator |
| | • | 01 | Hand Tool Fundamentals | | | .04 | Repairing the Generator Fundamentals of the Alternator |
| | <u>'</u> | 02 | Hand Tool Practice | | | .06 | Repairing the Alternator |
| | 02 | | Special Tools | | | .07 | Fundamentals of the Voltage |
| | . 02 | 01 | Precision Measuring Tools | | | | Regulator |
| | | 01 | Fundamentals | | | . 08 | Servicing the Voltage Regula- |
| | İ | . 02 | · | | | | tor |
| : | | . 03 | Fasteners and Torque Wrench | | .05 | | Ignition Systems |
| | | į | | | | . 01 | Fundamentals of Ignition |
| 1 | 03 | ' ! : | Shop Equipment | | | | System |
| | , | 01 | Shap Equipment Fundamentals | | | .02 | Ignition Systems Components |
| | | 02 | Jacks and Lifts Practice | | 0.5 | | Limbting Cry topic |
| | ! • | 03 | Presses and Pullers Practice | | 06 | 01 | Lighting Systems Fundamentals of the Lighting |
| | | 04 | Toolroom Observation Electrical Systems | | | . 02 | System Turn Signals |
| 05 | 01 | | Fundamentals of Electrical Systems | | | .03 | Headlights and Parking Lights |
| | 01 | . 01 | Fundamentals of Electricity | | | .04 | Tail Lights and Brake Lights |
| | | . 01 | , and an entering of the same of | | | .05 | Instrument Lights |
| | 02 | .01 | Battery Servicing Fundamentals of the Storage | .06 | 1 | | Automotive Fuel Systems |
| | | | Battery | | .01 | } I | Fundamentals of Fuel Systems Overview of Fundamentals |
| | 1 | 02 | Serticing the Storage Battery | | | .01 | Inspecting Fuel Systems |
| | | 03 | Testing the Storage Battery | | | | |
| | 03 | L | Starting Systems | | 02 | 1 1 | Fuel Pumps Overview of Fundamentals |
| | | 01 | (70) | | | .02 | Testing a Fuel Pump |
| | | 42 | | | | .02 | Replacement of Fuel Pump |
| | | 02 | Overnauling Chrysler Starter | | | , 03 | replacement of Fact Famp |
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AUTOMOTIVE

Job Title:

Tune-Up and Engine Repairman

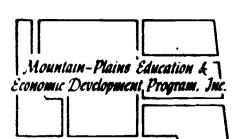
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| _ | ļ | | | | | | | |
| | 03 | l | Fuel Lines and Filters | | | | . 03 | Fundamentals of Chrysler |
| _ , | İ | .01 | Overview of Fundamentals | ł | | | | Systems |
| | 1 | 02 | Inspection of Fuel Filters | 1 | | | . 04 | Fundamentals of GM Systems |
| | | 03 | Replacing Fuet Filters | 1 | | | | , |
| | | | | | | . 02 | | Servicing Emission Systems |
| • | 94 | - [| Carburetors | Ì | İ | | . 01 | Servicing PCV |
| | ! | 01 | Fundamentals of the Carburetor | | | | . 02 | Servicing the Air Pump |
| | | C2 | Overhaul of Single Barrel Car- | | l | | . 03 | Servicing the Air Injectors |
| | | ĺ | buretor | l | | | . 04 | Servicing Check Valve |
| | 1 | 1.3 | Overhaul of 2 Barrel Carburetor | | | | . 05 | Servicing Anti-afterburn |
| i | į | 04 | Overhaul of 4 Barrel Carburetor | | | | | Valve |
| | | 05 | Overhaul of Quadrajet Carbure- | | | | . 06 | Testing combustion Efficiency |
| | 1 | | tor | | | | . 07 | Test and Service Ford Systems |
| | i | 06 | Overhaul of Thermoquad Car- | | | | 80. | Test and Service Chrysler |
| | | | buretor | | | | | Systems |
| | | 07 | Replacement of Carburetor and | | | | . 09 | Test and Service GM Systems |
| _ | | | Gasket | | | | | |
| | | 80 | Adjustment of Fuel-Air Mixture | | .08 | | | Tune-up |
| - | i | 09 | Idle Adjusment - Dash Pot | | | .01 | | Fundamentals of Tune-up |
| _ | | 10 | Idle Adjustment - Mechanical | | | | .01 | Fundamentals of Tune-up |
| | 1 | į | Stop | | | 00 | | - |
| | 05 | | Fi.el Characteristics | | | . 02 | ا م | Tune-up |
| - | ', ' | 9: | Fuel Characteristics | | | | 01 | Power Balance Test |
| | ! | ,,, | ruel Characterisings | | | | . 02 . 03 | Cranking Vacuum Test |
| - | 06 | | Automatic Chokes | | | | . 03 | Testing Cylinder Leakage |
| | *,** | 01; | Overview of Fundamentals | | | . 03 | | Distributor Repair |
| | | 02 | Overhaul Automatic Chokes | | | .03 | . 01 | Remove and Replace Distributor |
| | | 03 | Adjusting Automatic Electric | | | | .02 | Testing Distributor Advance |
| | | , | Chokes | | | | .03 | Replacing Distributor Points |
| | | ()4 | Adjustment of the Mechanical | | | | . 03 | and Condenser |
| | أمعجه | İ | Туре | | | | .04 | Setting Breaker Point Dwell |
| 55 | | | • • • • | | ! ! | | | Cetting in ear er round brown |
| 5 7. | ! | ļ | Criission Systems | | | 04 | | Adjustments and Rep. rs |
| ! | 01 | | Fundamentals of Emission Systems | |] | | .01 | Cleaning Battery Terminals |
| | | 01 | Fundamentals of Emission Con | | | | 02 | |
| | | | trol Systems | ŀ | | | | a Timing Light |
| | | 0.5 | Fundamentals of Ford Systems | i | | | . 03 | Replacement of Secondary |
| | | | (80) | | 1 | | | Ignition Cables |
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AUTOMOTIVE

Job Title:

Tune-Up and Engine Repairman

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| | ¥ | 3 | | | | | | _DATE1/8/75 |
| | Chir | 5 | | | Ž | Unit | 3 | |
| | | .04 05 | Replacement of Spark Plugs Cleaning, Gapping and Testing Spark Plugs | | . 12 | . 03 | . 01 . 02 | Parts and Accessories Cleaning Parts and Work Area Washing Parts Cleaning Stall |
| | 05 | 01 02 03 .04 | Testing Engine Operation Testing Charging Output Battery Load Test Testing Cranki , Voltage Testing Ignition Coil | | | | .03 .04 .05 | Fundamentals of Gaskets, Sealants and Seals Fundamentals of Tubing and Hose Fundamentals of Wire and |
| | | .03 | Testing Secondary Cable Re- sistance | | | | . 06 | Wiring Fundamentals of Work Orders |
| 9 | 01 | .01 | Engine Repair Fundamentals of 4-Cycle Engines Fundamentals of 4-Cycle Engines | | . 13 | . 01 | . 01 . 02 | Detailing and Servicing Oil Changing Changing Oil Changing Oil Filter |
| | .02 | 01 02 | Engine Construction Fundamentals of Engine Block Engine Block Construction | | | | | |
| | 03 | .01 .02 03 04 | Valve Train Fundamentals of Engine Block Inspecting Cylinder Head Overhaul Over-Head Valve Head Overhaul Over-Head Cam Head | | | | | |
| | .04 | .01 02 03 04 .05 | Engine Block Overhaul Engine Block Cam Snaft Crank Shaft and Bearings Pistons Rods Timing Gears and Chains | | | | | ÷ |
| | .05 | 01 02 03 | Lubricating Systems Fundamentals of Oil Pumps Testing Oil Pump Replacing Oil Pump | | | | | |
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AUTOMOTIVE

Job Title:

Brake and Front-End Mechanic

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| ·- - - | | Automatics Chan Safatu | 0 | | .03 | Protes Shop Adjustment |
| | 1 | Automotive Shop Safety | | | .03 | Brake Shoe Adjustment Fundamentals of Wheel |
| 01 | 01 | Shop Safety Fundamentals of Shop Safety | | | .04 | Cylinders |
| | 01 | | | | . 05 | Overhauling Wheel Cylinders |
| | 02 | Safety with Tools First Aid | | | .06 | Turning Brake Drums |
| | 03 | Shop Safety Observation | | | .00 | rurning brake brains |
| 1 | 04 | Shop salety Observation | | . 04 | | Disc Brakes |
|) | | Trale and Equipment | | . 04 | .01 | Fundamentals of Disc Prakes |
| | | Tools and Equipment Basic Tools | | | . 02 | Overhauling the Caliper |
| 31 | A1 ' | Hand Tool Figure damentals | | | . 03 | Disc Brake Pad Replacement |
| | 01 | Hand Tool Practice | | | .04 | Turning the Rotors |
| | 02 | Harid 1001 Fractics | | | .07 | ranning the total s |
| 02 | ı | Special Tools | | . 05 | | Brake Fluids and Lines |
| 32 | 01 | Precision Measuring Tools | | | .01 | Bleeding of Brake Systems |
| | ٠, | Fundamentals | | | .02 | Brake Fluids |
| | 02 | Precision Measuring Tools | | | .03 | Hydraulic Lines, Switches and |
| | 0.2 | Prectice | | | | Equalizers |
| | .03 | Fasteners and Torque Wrench | | | | - - |
| • | . 03 | rasteriers and rorque in even | | .06 | | Power Brake |
| 03 | | Shop Equipment | | | .01 | Fundamentals of Power Brake |
| 93 | 01 | Shop Equipment Fundamentals | İ | | . 02 | Repairing and Adjusting Powe |
| | 02 | Jacks and Life Practice | | İ | - | Brakes |
| | 03 | Presses and Pullers Practice | | | | |
| | 04 | Toolroom Observation | | . 07 | | Emergency Brakes |
| | 04 | 1001100111 003Cl 7dlio11 | ļ | | .01 | Fundamentals of Fmergency |
| } : | | Brake Systems | | | | Brakes |
| , 61. | i . | Fundamentals of Brake Systems | | | .02 | Adjusting Emergency Brakes |
| 3 | 01 | | | l | | , , , |
| | 02 | Brake Inspection | .04 | 1 | | Suspension Systems |
| | | | | .01 | | Fundamentals of Suspension |
| 02 | | Master Cylinder | | Ì | .01 | Fundamentals of Front-End |
| : | 01 | Fundamentals of Master Cylinders | | | | Suspension |
| | 02 | Overhauling Single Master Cylin- | | 1 | | · |
| | 02 | ders | | 02 | | Tire Balancing |
| | .03 | Overhauling Dual Master Cylin | | | 01 | FunJamentals of Tire Balanci |
| | 1 | ders | 1 | | .02 | Static Balance (Bubble type) |
| ! | | | | | .03 | Spin Balance |
| 03 | | Drum Brakes | | 1 | .04 | Fundamentals and Types of |
| '' | 01 | Fundamentals of Drum Brakes | | | | Wheel Bearings |
| ! | 02 | 5 1 Ch 1 D 1 1 1 1 1 1 1 1 1 | | | . 05 | Cleaning and Inspection of |
| | ~~ | Brake Snoe Replacement (82) | | 1 | | Wheel Bearings |
| ł | I | | 1 | 1 | . 06 | Replacement of Wheel Bearing |

AUTOMOTIVE

Job Title:

Brake and Front-End Mechanic

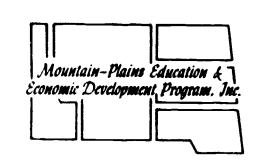
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| | | | | ۲ | 1 | | |
| | . v3 | | Front-End Repair | | . 02 | | Parts Manuals |
| | .03 | .01 | Replacing Eall Joints | | 1.02 | .01 | Fundamentals of Parts |
| | | .02 | Replacement of Tie-Rod Ends | | 1 . | . 0 | Manuals |
| | | 03 | Replacement of Idler Arms | | | .02 | Parts Manuals Practice |
| | | .04 | Replacement of Contro! Arm | | | | Taris Mariadis Tractice |
| | | | Bushings | | .03 | | Cleaning Parts and Work Area |
| | | | _ | | 1 | .01 | Washing Parts |
| 1 | . 04 | | Front-End Alignment | l | | .02 | Cleaning Stall |
| | | . 01 | Adjusting Toe | | | .03 | Fundamentals of Gaskets, |
| | | 02 | Adjusting Camber (shim) | | | | Sealants and Seals |
| | | .03 | Adjusting Caster (shim) | | | . 04 | Fundamentals of Tubing and |
| | | 04 | Adjusting Caster-Camber (slide) | | | | Hose |
| | | 05 | Adjusting Caster-Camber | | l | . 05 | Fundamentals of Wire and |
| , | | j | (eccentric) | | | | Wiring |
| | , | -06 | Adjusting Caster-Camber | | 1 | .06 | Fundamentals of Work Orders |
| ; = | | ; ' | (eccentric and strut) | | l | | |
| | ١ | | _ | .13 | 1 | | Detailing and Servicing |
| | . 05 | | Steerii g Gears | | . 02 | 1 ! | Lubrication |
| | | 01 | Fundamentals of Manual Steer- | | 1 | .01 | Chassis Lube (Zerks) |
| | | | ing Gears | | | . 02 | Chassis Lube (Plugs) |
| | | 02 | Adjusting Manual Steering | | | | . |
| | | .03 | Overhauling Manual Steering | | . 03 | 1 1 | Tires |
| | | | Gars | | | .01 | Changing Tires |
| | 0.0 | | Dawey Chamina | | | .02 | Rotating Tires |
| | . 0 6 | .01 | Power Steering Fundamentals of Power Steering | | | | • |
| | ! | 02 | Overhauling Power Steering | | 1 | | CURRORT FROM WELDING TO |
| | ! | 02 | Pumps | | | | SUPPORT FROM WELDING TO |
| | | 03 | Overhauling Power Steering | | | | AUTOMOTIVE |
| | | 0.5 | Control Units | G1 | . 1 | | Gas Welding |
| | | 04 | Overhauling Power Steering | | .01 | 1 1 | Safety |
| | | | Cylinders | | | .01 | Equipment and Operation |
| | | | 3 , 2 | | | ' | Safety |
| 12 | | | Parts and Accessories | | | | |
| | 01 | | Reference Manuals | | . 02 | | Bottle and Regulator Construction |
| | | . 01 | Fundamentals of Reference | | | .01 | Equipment Introduction Funda |
| | | 1 | Manuals | | | | mentals |
| H | | .02 | Reference Manual Practice (83) | | | | |
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AUTOMOTIVE

Job Title:

Brake and Front-End Mechanic

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| | | | | | | | | |
| | .03 | ! | Oxygen-Acetylene Cutting | | | . 05 | | l ap Weld |
| | ' | .01 | Flame Cutting Fundamentals | | | | .01 | Lap Welding |
| | , , | 02 | Flame Cutting Practice | 1 | | | . 02 | Overhead and Vertical Lap |
| ' | | ŀ | | | | | | Welding |
| | 04 | 01 | Oxygen-Acetylene Welding | | | | | |
| | , | 01 | Fundamentals of Testing Welds | | | | | |
| | | 02 | Flat Position Welding Funda- mentals | | | | | |
| , | | .03 | Flat Position Welding Practice | | | | | |
| | | 04 | Additional Welding Positions | | | | | |
| | | | Fundamentals | | | | İ | |
| _ | | 05 | Additional Welding Positions | | | | | |
| | | | Practice | | | | . [| |
| | | 06 | | | | | | |
| | | 07 | • | li | | | | |
| | | | - | | | | | |
| .02 | | | Arc Welding | | | | | |
| | 01 | | Fundamentals of Arc Welding | | | | | |
| | | 01 | Fundamentals of Arc Welding | | | | | |
| | | | Skills | | | | | |
| 8 | | 02 | Fundamentals of Metals | | | | | |
| | | 03 | | | | | | |
| İ' | | 04 | Equipment 5 | 1 | | | | . |
| | | 05 | Fundamentals of Electrodes Fundamentals of Arc Welding | | | | | ** |
| 8 | | 06 | | | | | | |
| _ | | 1711 | zontal Positions | | | | <u> </u> | |
| | | 07 | Fundamentals of Vertical and | | | } | | <u> </u> |
| | | 1 | Overhead 7 sition | | | | | |
| | | | | | | | | |
| | 03 | | . Pad Weld | | | | | |
| | | 01 | Arc Welding Practice | | | | | |
| | | 02 | Building Up a Pad | | | | | |
| 5 | 0.3 | ; | | 1 | | | | |
| 1 | 03 | | Butt Weld | 1 | 1 | | | |
| | į | 01 | Butt Welding Two Beveled Edges | | | | | |
| | | 03 | Butt Welding Thin Metal Butt Wolding with Double Vee | l | | | | |
| | | ", | Joint Westing With Double Vee | | | 1 | | |
| E | 1 | | 3,,,,, | | | | | |
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AUTOMOTIVE

Job Title:

Tune-up/Auto Air Conditioning Repairman

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| | AP | | | Course | Chit | d A | DATE 1/8/75 |
| <u> </u> | | | | 8 | בֿ | 7 | |
| 01 | | Automotive Shop Safety | | | | . 03 | Overhauling Delco Starter |
| . 01 | İ | Shop Safety | | | ' | . 04 | Overhauling Ford Starter |
| | 01 | Fundamentals of Shop Safety | | | | . 05 | Starting System Wiring |
| | .02 | Safety with Tools | | | | | |
| . ! | 03 | First Aid | 1 | | . 04 | | Charging Systems |
| | .04 | Shop Safety Observation | | | | .01 | Fundamentals of the Charging System |
| .01 | | Tools and Equipment | | | | . 02 | Testing the Charging System |
| . 01 | | Basic Tools | | | | .03 | Fundamentals of the Generator |
| · · | .01 | Hand Tool Fundamentals | • | | | .04 | Repairing the Generator |
| _ | .02 | Hand Tool Practice | | | | . 05 | Fundamentals of the Alternator |
| | | | | | | .06 | Repairing the Alternator |
| . 02 | | Special Tools | | | | .07 | Fundamentals of the oltage |
| | .01 | Precision Measuring Tools | | | | | Regulator |
| | | Fundamentals | | | ļ | .08 | Servicing the Voltage Regula- |
| | .02 | Precision Measuring Tools | | | | | tor |
| _ | - | Practice | | | | | |
| | 03 | Fasteners and Torque Wrench | | | . 05 | 1 | Ignition Systems |
| ■ | , | | | | | . 01 | Fundamentals of Ignition |
| 03 | | Shop Equipment | | | | | System |
| | .01 | Shop Equipment Fundamentals | | | ' | . 02 | Ignition Systems Components |
| | 02 | Jacks and Lifts Practice | | | | | |
| | .03 | Presses and Pullers Practice | | | .06 | : ! | Lighting Systems |
| | . 04 | Toolroom Observation | | | <u>'</u> | .01 | Fundamentals of the Lighting |
| | ŀ | Standard Contains | | | | | System |
| .05 | 1 | Electrical Systems | | | ·] | .02 | Turn Signals |
| _01 | 0.1 | Fundamentals of Electrical Systems | | | | . 03 | Headlights and Parking Lights |
| - | 01 | Fundamentals of Electricity | | | | .04 | Tail Lights and Brake Lights |
| * | | Pattern Complete | | | | . 05 | Instrument Lights |
| 02, | , | Battery Servicing | | .06 | | | Automotive Fuel Content |
| | 01 | Fundamentals of the Storage | ١. | .06 | .01 | | Automotive Fuel Systems |
| | 02 | Battery Servicing the Storage Battery | 1 | | .01 | | Fundamentals of Fuel Systems |
| | 02 | Testing the Storage Battery | | | | .01 | Overview of Fundamentals |
| _ | U | resume the storage pattery | | | | . 0 2 | Inspecting Fuel Systems |
| . 03 | | Starting Systems | | | 02 | ! | Fuel Pumps |
| | 01 | Fundamentals of the Starting | | : | | .01 | Overview of Fundamentals |
| _ | | Motor (85) | | | | 02 | Testing a Fuel Pump |
| | .02 | Overhauling Chrysler Starter | | | ! | . 03 | Replacement of Fuel Pump |
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AUTOMOTIVE

Job Title:

Tune-up/Auto Air Conditioning Repairman

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| 1 | į | | | | | | | |
| • | 03; | İ | Fue. Lines and Filters | | į | | . 03 | Fundamentals of Chrysler |
| 1 | į | .01 | Overview of Fundamentals | | | | | Systems |
| 1 | [| .02 | Inspection of Fuel Filters | | | | .04 | Fundamentals of GM Systems |
| , | 1 | 03 | Replacing Fuel Filters | | 1 | | | · |
| | į | | | | | . 02 | | Servicing Emission Systems |
| | 04 | | Carburetors | | | | .01 | Servicing PCV |
| • | | 01 | Fundamentals of the Carburetor | | | | .02 | Servicing the Air Pump |
| | | 02 | Overhaul of Single Barrel Car- | | | | . 03 | Servicing the Air Injectors |
| 1 | | | buretor | | | | .04 | Servicing Check Valve |
| 1 | | 03 | Overhaul of 2 Barrel Carburetor | | | | . 05 | Servicing Anti-afterburn |
| | ; | 04 | Overhaul of 4 Barrel Carburetor | | | | | Valve |
| | | 05 | Overhaul of Quadrajet Carbure- | | | | . 06 | Testing Combustion Efficiency |
| | | j | tor | | | | . 07 | Test and Service Ford Systems |
| | ! | 06 | Overhaul of Thermoquad Car- | | | | .08 | Test and Service Chrysler |
| t | i | į | buretor | | | | | Systems |
| | | 07 | Replacement of Carburetor and | 1 | 1 | | . 09 | Test and Service GM Systems |
| | | Ì | Gasket | | | | | |
| | | .08 | Adjustment of Fuel-Air Mixtur | | 30. | | | Tune-up |
| | | 09 | ldle Adjusment - Dash Pot | | i | .01 | | Fundamentals of Tune-up |
| • | | 10 | Idle Adjustment - Mechanical | | | | ,01 | Fundamentals of Tune-up |
| <u>'</u> | | | Stop | | | | | |
| 1 | ! | | | | | . 02 | | Tune-up |
| | 05 | | Fuel Characteristics | | | | 01 | Power Balance Test |
| | | .01 | Fuel Characteristics | | | | .02 | Cranking Vacuum Test |
| | , | | _ | | | | .03 | Testing Cylinder Leakage |
| • | 06 | | Automatic Chokes | | | | | |
| | | .01 | Overview of Fundamentals | | | 03 | : | Distributor Repair |
| | | .02 | Overhaul Automatic Chokes | | 1 | 1 | 01 | Remove and Replace Distributo |
| | | 03 | Adjusting Automatic Electric | | | | 02 | Testing Distributor Advance |
| | | | Chokes | | | | .03 | Replacing Distributor Points |
| , | | 0.4 | Adjustment of the Mechanical | | | | | and Condenser |
| ı | | | Туре | | | | 04 | Setting Breaker Point Dwell |
| , | , | ; | Emusian Swatams | | | .04 | | Adjustments and Densins |
| · .7 | 0.1 | | Emission Systems Fundamentals of Emission Systems | | | .04 | 01 | Adjustments and Repairs |
| | 01 | 01 | Fundamentals of Emission Con | | | | .02 | Cleaning Battery Terminals Adjusting Ignition Timing Usin |
| | | 01 | trol Systems | | | | .02 | a Timing Light |
| | | .02 | Fundamentals of Ford Systems | | | | .03 | |
| | | .02 | 1 | | | | .03 | Ignition Cables |
| | | | (86) | | |] | | ignition cables |
| | | | | | | | | |
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AUTOMOTIVE

Job Title:

Tune-up/Auto Air Conditioning Repairman

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| | 5 | 2 | | | Cours | ž | ځ | |
| , | | | | | | | | |
| ! | | . 04 | Replacement of Spark Plugs | | | .06 | | Diagnosis Procedures |
| i | 1 | .05 | Cleaning, Gapping and Testing | | | . 00 | .01 | Fundamentals of Diagnosis |
| 1 | | | Spark Plugs | | | | .01 | System Inspection |
| i | | 1 | | | | | . 02 | Soap-Solution Leak Test |
| | 05 | | Testing Engine Operation | | | | .03 | Halide Leak Test |
| | 1 | .01 | Testing Charging Output | | | | . 05 | Manifold and Gage Test |
| | İ | 02 | Battery Load Test | | | | | marmora and ough rest |
| | | . 03 | Testing Cranking Voltage | | | . 07 | | Servicing |
| | | 04 | Testing Ignition Coil | | | | .01 | Purging the Air-Conditioning |
| | | . 05 | Testing Secondary Cable Re- | | | | | System |
| | i | | sistance | | | | . 02 | Evacuating the Air-Conditioning |
| | ; | | | | | | | System |
| G | _ | i I | Engine Repair | | | | . 03 | Charging the Air-Conditioning |
| | 01 | ! | Fundamentals of 4-Cycle Engines | | | | | System (System Orf) |
| | | 01 ! | Fundamentals of 4-Cycle | | | | . 04 | Charging the Air-Conditioning |
| | | i | Engines | | | | | System (System Running) |
| _ | | 1 | | | | | .05 | Replacing Hose and Fittings |
| 1 | | | Auto Air Conditioning | | | | | |
| | 01, | | fety | | .12 | | | Parts and Accessories |
| | | 01 | Safety Precautions | | | .01 | | Reference Manuals |
| | .02 | i | Theory of Openstics | | | | . 01 | Fundamentals of Reference |
| | . 02 | 01 | Theory of Operation | | | | | Manuals |
| | i | .02 | Fundamentals of Refrigeration Fundamentals of Refrigerants | | | | . 02 | Reference Manual Practice |
| | i | .06 | Leaks and Fluid | | | 0.2 | | Parts Manuals |
| | i | . ••• | LCAKS AND TIMIU | | | . 02 | . 01 | Fundamentals of Parts Manuals |
| | 03 | | Compressors | | | | .01 | Parts Manuals Practice |
| | , | 01 | Fundamentals of Compressors | | | | .02 | raits mailuais Fractice |
| | | . 02 | Refrigeration Oil | | | . 03 | | Cleaning Parts and Work Area |
| | , | 03 - | Magnetic Clutch | | | . 03 | .01 | Washing Parts |
| | ; | | | | | | . 02 | Cleaning Stall |
| | 04 | | Evaporators | | | | 03 | Fundamentals of Gaskets, |
| | | 01 | Fundamentals of Evaporators | | | | "3 | Sealants and Seals |
| | • | 02 | Evaporator Pressure Regulator | | | | . 04 | Fundamentals of Tubing and |
| | ; | Ì | · | | | | | Hose |
| , | 05 | | Controls and Accessories | | | | 05 | Fundamentals of Wire and |
| 1 | | 01 | Automatic Temperature Control | | | | | Wiring |
| | | . 02 | Vacuum Controls | | | | . 06 | Fundamentals Work Orders |
| , | | 03 | Electrical Wiring | | | | | |
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CURRICULUM AREA 38: Small Engines

Small Engine Mechanic includes a general course in basic principles of operation and repair of two-cycle, four-cycle and rotary engines, lubrication, electrical, cooling and fuel systems, small engine repair and four specialized courses in particular small engines; Chainsaws, Snowmobiles, Motorcycles, and Outboard Engines. The Small Engines job title also includes Welding Support (gas and arc), Curriculum Area 36.

NOTE: Curriculum Area 36: Welding Support

The Welding course teaches the fundamentals of safety, equipment operation, flame cutting, and welding using the various welding positions and welds for both gas and arc welding.

Welding is not a job title per se, but provides support to other job titles. The job titles requiring Welding Support are as follows:

Curriculum Area 37: Automotive

Brake and Front-End Mechanic

General Mechanic Light Duty Mechanic

Curriculum Area 38: Small Engines



Mountain-Plains Education & 7
Economic Development, Program, Inc.

Curriculum Area:

SMALL ENGINES

Job Title:

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| | ! | i | | 1 | | | |
| 01 | ŗ | | Basic Small Engines | | | .04 | Purpose of Each Cycle |
| | 01 | | Shop Improvement and Safety | | İ | .05 | |
| | ĺ | 01 | Shop and Tool Safety | | | | Engine Engine |
| | i | . 02 | Shop Maintenance, Cleanliness, |] | | .06 | · · · · · · · · · · · · · · · · · · · |
| | | | and Organization | | } | .00 | , are are tarte by Stein in a |
| | 1 | | and organization | 1 | | 0.7 | 4-Cycle Engine |
| | . 02 | 1 | Shop Manuals and David David | | | .07 | Bearing Types Used in the |
| | . 02 | . 01 | Shop Manuals and Parts Books | | | | 4-Cycle Engine |
| | : | . 01 | Importance of Service Manuals, | | | .08 | 4-Cycle Engine Disassembly |
| | | | Parts Books and Flat Rate Man- | | | | and Reassembly |
| | ı | | uals | | | | |
| | ı | 02 | Organization of Service Manuals | | .07 | | 2-Cycle Theory |
| | ı | .03 | Use of Service Manuals | 1 | | .01 | 2 Stroke Operation |
| | | , 04 | Organization of Parts Books | | | .02 | Parts Identification of the 2- |
| | | ↓05 | Use of Parts Books | [] | | | Cycle Engine |
| | | .06 | The Flat Rate Manual | | | .03 | Parts Functions of the 2-Cycle |
| | | | | | | | Engine |
| | 03 | 1 | Work Orders | | | .04 | Reed of Leaf Valves |
| | | 01 | Fundamentals and Use of Work | | | .05 | Transfer Ports |
| | | | Orders | li | ! | .06 | Rotary Valve |
| | | | 37,00.0 | | • | .67 | |
| | 04 | : { | Measuring Tools | | | .08 | Cross-Flow Scavange Engine |
| | | 01 | | | | 1.00 | Loop-Scavange Engine |
| | | 0 | Precision Measuring Tool Funda- mentals | | 00 | | |
| | | 02 | | | .08 | | Basic Electricity |
| | | 102 | Precision Measuring Tool Prac- | . | | .01 | Parts of the Atom |
| | | 1 | tice | | | .02 | Insulators |
| | ٥. | 1 | | | İ | .03 | Conductors |
| 4 | 05 | ١ | Engine Design and Terminology | | ĺ | .04 | Electrical Current |
| | | .01 | Identify Engine Designs | | | .05 | Voltage |
| | | 02 | Identify Cylinder Arrangements | | | .06 | Amperage |
| | | .03 | Identify Value Arrangements | | | .07 | Resistance |
| | | 04 | Vocabulary You Should Know | | | .08 | Ohm's Law |
| | | | | | | .09 | Magnetism |
| ١, | 06 | | 4-Cycle Theory | | | .10 | Electromagnetism |
| | | 01 | Parts Identification of 4-Cycle | | | .11 | Coll Construction and Function |
| | | ļ | Engines | | | .12 | Condensor Construction and |
| | | 02 | Parts Functions of 4-Cycle | | | | Function |
| | | | - | | | | i directori |
| | | 03 | The 4-Cycles of Operation (89) | | | ı | |
| | • | | File 4 Cycles of Operation | | | | |
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SMALL ENGINES

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| 4 | | Course | S S | LAP | house Self-11 for |
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| | İ | | | | |
| . 09 | Ignition Systems | | | , , | C |
| . 01 | Magneto System | | | .13 | Governor Types |
| 02 | Battery Ignition System | | | .14 | Removing the Carburetor |
| 03 | Capacitor Discharge System | | | .15 | Overhauling the Carburetor |
| ı | | | | . 10 | Installing the Carburetor |
| 10: | Electrical Testing | | 13 | | Cooling Systems |
| . 01 | Coil Continuity Test (Secondary) | | | .01 | Components of Water Cooled |
| . 02 | Coil Continuity Test (Primary) | | | | Systems |
| . 03 | Coil Polarity Test | | | . 02 | Components of Air Cooled |
| . 04 | Coil Index Test | | | | Systems |
| . 05 | Coll Firing Test | | | . 03 | Two Types of Air Cooling |
| 06 | Condensor Test (Capacity) | | | | Systems |
| .07 | Condensor Test (Series Resis- | | İ | | , |
| | tance) | | .14 | | Special Tools |
| 08 | Condensor Test (Leakage) | | | . 01 | Special Tool Use |
| | | | | | • |
| 11 | Lubrication Systems | | | | |
| 01 | Simple Splash | | . 15 | | Troubleshooting |
| 02 | Constant Level Splash | | | .01 | Troubleshooting Procedure |
| . 03 | Barrel Pump | | | | - |
| . 04 | Ejection Pump , | | .16 | | Engine Overhaul |
| 05 | Full Pressure Pump | | | .01 | Removing the Cylinder Head |
| .06 | Mist | | | 02 | Removing the Valves |
| 13 | F -1 C A - m - | | | .03 | Inspection of Valves and Re- |
| 12 | Fuel System | | | | lated Parts |
| 01 | Fuel System Parts Identification | | | . 04 | Repairing the Valve Guides |
| . 02 | Suction Feed System | | | .05 | Lapping the Valves |
| 03 | Gravity Feed System | | | .06 | Adjusting the Valve-Tappet |
| 04 | Fuel Pump Feed System | | | _ | Clearance |
| 06 | Pressurized Tank Feed System Simple Carburetor | | | .07 | Installing the Cylinder Head |
| 07 | Float Type Carburetor | | } | .08 | Servicing the Carburetor |
| 08 | Diaphragm Type Carburetor | | | | |
| . 09 | Idle System | | .17 | | Maintenance |
| .10 | High Speed System | | | .01 | Servicing the Dry Filter Type |
| .11 | Carburetor Adjustment | | | 02 | Air Cleaners |
| .12 | | | | . 02 | Servicing the Oiled Filter Type |
| | Fuel Pump Types (90) | | | | Air Cleaner |
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SMALL ENGINES

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| İ | i | | | | | | |
| | · | .03 | Servicing the Oil Bath Type of | | | | |
| | | .03 | Air Cleaner | | | .02 | Part Identification of Chainsaws |
| İ | ' | . 04 | Clean and Inspect the Cooling | | .02 | | Chain Care and Maintenance |
| | ; | | System | | " | .01 | Parts of Chain |
| | | . 05 | Clean and Inspect the Fu TSystem | ١ | ļ | .02 | Sharpening, Lubrication and |
| ļ | 1 | .06 | Spark Plug Service Service and Test a Lead-Acid | | | | adjustment |
| | İ | .07 | Storage Battery | | 000 | | Chair Damair |
| | i I | . 08 | Servicing the Carburetor | | .03 | .01 | Chain Repair and Replacement |
| | | - | 3 | | İ | ." | Chain Repair and Replacement |
| | . 18 | 1 | Care in Off Season or Storage | | .04 | | Bar Repair |
| | | . 01 | Storage and Care | | | ,01 | Bar Maintenance and Repair |
| | ŀ | . 02 | Preparing Engine for Storage | | | | • |
| | Ì | . 03 | Returning Engine to Service After Storage | | .05 | 1 1 | Troubleshooting |
| Ì | | | c. otorage | | | .01 | Problems Typical to Chainsaw |
| 1 | 19 | } | Power Transfer | | | | Operation , |
| | : | . 01 | Drive Types and Clutches | .03 | 3 | | Snowmobile |
| į. | . 1 | . 02 | Manual Transmission | | .0: | | Terminology |
| : | | | _ <u> </u> | | | .01 | Word Identification and Defini- |
| | . 20 | - 1 | Lawn Mower Service | ' | | | tions |
| • | | .01 | Clean Cooling System Drain and Refill Crankcase | | | .02 | Part Identification of Snowmo- |
| | : | . 02 | Sharpen and Balance Blade | | | | biles |
| | | 04 | Engine Tune-Up | | .02 | | Chassis, Brakes and Steering |
| + | 1 | .05 | Service Manual Starters | | 1.02 | .01 | Chassis, Brakes and Steering Chassis Repair |
| 1 | ļ | | | | ļ | .02 | Brake Types and Repair |
| i | . 21 | 1 | Rotary Engine Theory | | | .03 | |
| ! | | .01 | Parts Identification and Termi* | | | | · |
| 1 | | 0.2 | nology | | .03 |) [| Tracks |
| İ | į | .02 | Cycle of Op Intion Methods of Lubrication and | | ł | .01 | Track Types and Construction |
| i | ; | .03 | Cooling | | | .02 | Track Replacement |
| ļ | 1 | 1 | | | | .03 | Track Repair and Maintenar |
| 2 | 1 | | Chainsaw | | .04 | | Suspension |
| | 01 | | Terminology | | | .01 | Boggie Wheel Suspension |
| | Ì | .01 | Word Identification and Defini- | | | .02 | , |
| | Ì | | f ons (91) | | | | justment |
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| | | | | 1 | | | |
| | | .03 | Slide Rail Suspension | | | . 02 | Parts Identification of Outboard |
| ' | | . 04 | Slide Rail Suspension Adjustment | 1 | | . 02 | Engines |
| | | . 05 | Suspension Lubrication | - | - | | Liighies |
| İ | | | · · | | .02 | | Lower Units |
| | 05 | | Troubleshooting | | | .01 | Theory of Operation |
| | | .01 | Problems Typical to Snowmobile | | | . 02 | Lower Motor Cover |
| , | | | Operation | | | .03 | Exhaust Housing |
| | | | | | | . 04 | Steering Bracket |
| 04 | | | Motorcycles | | | . 05 | Swivel and Stern Bracket |
| | 01 | | Terminology | | | | |
| | | .01 | Word Id itification and Defini- | | 03 | | Gear Case |
| | | | tions | Ì | | .01 | Theory of Operation |
| | | 02 | Part Identification of Motorcycles | | | .02 | Driveshaft and Gearshift Mech- |
| | | | | | | | anism |
| | 02 | | Controls | | | . 03 | Water Pump |
| | | 01 | Adjust Front and Rear Brakes | | | | |
| , | | 02 | Adjust Carburetor Linkage | 1 | .04 | | Propeller Service |
| | | 03 | Adjust Clutch Linkage | | | .01 | Propeller Pitch and Diameter |
| | 0.3 | | T | ` | | . 02 | Slip Hub and Shear Pin |
| | 03 | | Tire and Wheel Repair | | | .03 | · Propeller Replacement |
| | | .01 | Front Tire Repair | | | | |
| | | .02 | Rear Tire Repair | l | .05 | | Troubleshooting |
| | | .03 | Wheel Alignment and Repair | İ | | . 01 | Problems Typical to Outboard |
| | 04 | | Brakes | | | | Motors . |
| ' | | .01 | Internal Expanding Brake Repair | 1 | | | |
| | | .02 | Disc Brake Repair and Adjust- | | | | |
| | | . 02 | ment | | | | |
| ; | | | | | | | |
| | 05 | | Troubleshooting | l l | | | |
| | | 01 | Problems Typical to Motorcycle | | | | |
| () | | | Operation | | | 1 | * |
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| 05 | | i | Outboard Engines | | | | |
|] · . | 01 | | ïerminology | | | | |
| | | .01 | Word Identification and Defini- | | | | |
| | | • | tions (92) | | | | |
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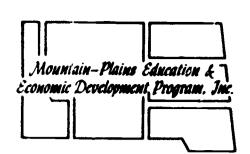
CURRICULUM AREA 51: Health Education

Presents basic concepts of selection and use of clinical facilities for health maintenance. Basic first aid techniques are covered to equip the student to handle minor accidents and illness and to determine when medical attention is necessary.

This area does not have job titles per se. It belongs to the section of Mountain-Plains curriculum which deals with life skills.







HEALTH EDUCATION

Job Title:

Health Education

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| ! | | | | | | |
| 1 | | Introduction to Health Education | | . 02 | j | Home Care of the III |
| .01 | | Health Information | 1 | | .01 | Maintaining Health |
| | 01 | | | | . 02 | Precautions When III |
| - | .02 | GAP: Health Information | | | . 03 | Symptoms Symptoms |
| | | | | | . 34 | Special Diets |
| . 02 | | First Aid | 1 | | . 05 | Taking a Temperature |
| , | 01 | Definition, Responsibilities | | | | |
| í š | _ | and General Directions | | . 03 | | Family Life Education |
| | . 02 | | 1 | | .01 | Female Reproductive System |
| | 03 | | | | . 02 | Male Reproductive System |
| | .04 | · • | 1 | | .03 | Family Planning and Per- |
| | .05 | • | | | | manent Forms of Birth Control |
| , | .06 | | | | -04 | GAP: Family Planning |
| ļ | . 07 | Kinds and Treatment of Bleed- | | | | |
| ł | - | ing | | . 04 | i i | Dental Hygiene |
| 1 | .08 | 9 | | | .01 | Teeth and Dental Floss |
| | . 09 | Preventing Infection | | | | |
| | ,10 | Head Injuries Nosebleeds | | | | |
| t | .11 | Frostbite | 1 | | | |
| , | .12 | | | | | |
| | .14 | , , , , | | | | |
| | . 15 | 1 | | | | |
| ; | . 13 | First Ald Supplies | | 1 | | |
| 2 | | Family Health | | 1 | | |
| 01 | | Major Health Problems | | 1 | | |
| | .01 | Introduction to Communicable | | | | |
| | | Diseases | | | | |
| ! | . 02 | Diseases Prevented by Immuni- | | | | |
| i | | zation | | | | |
| 1 | . 03 | Strep and Staph Infection | | | | |
| ľ | 04 | | | | | |
| ļ | .05 | Venereal Disease | | | | |
| ļ | .06 | GAP: Venereal Disease | | | | |
| | . 07 | Heart Disease | | | | |
| | .08 | Cancer | | | | |
| | .09 | Diabetes | | | | |
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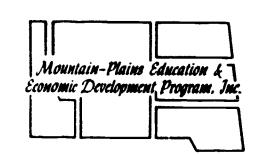
CURRICULUM AREA 61: Consumer Education

Covers principles of effective money management including budgeting, housing, car buying, credit, consumer awareness and insurance.

This area does not have job titles per se. It belongs to the section of Mountain-Plains curriculum which deals with life skills.







CONSUMER EDUCATION

Job Title:

Consumer Education

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| | | | C | | | | | | | | |
| 01 | . 01 | | Consumer Education | | | | i | | | | |
| | .01 | . 01 | Managing Your Money Principles of Money Management | | | | | İ | | | |
| | | . 02 | GAP: Budgeting Your Money | | | | | | | | |
| | | , 03 | Banking Services | | | | | | | | |
| | | , 03 | Summing Ser vices | | | | | | | | |
| | . 02 | | A Place to Live | | | | | | | | |
| | | . 01 | The Right House For You | | | | | | | | |
| | | . 02 | The Renting Option | | | | | | | | |
| | | . 03 | A Home of Your Own | | | | | | | | |
| | ^ 2 | | Con Busine | | | | | | | | |
| | , 03 | . 01 | Car Buying Special Consideration of Car | | | | | | | | |
| | | . 01 | Buying | | | | | | | | |
| | | . 02 | Used Car Buying | | | | | | | | |
| | | . 03 | New Car Buying | | | | | | | | |
| | i | : | | | | | | | | | |
| | . 04 | | Shopping With Credit | | | | | | | | |
| | | . 01 | Understanding Credit | | | | | | | | |
| | | . 02 | The Credit System In Review | | | | | | | | |
| | . 05 | | Consumer Awareness | | | | | į | | | |
| | . 03 | . 01 | Consumer Fraud and Deception | | | | | | | | |
| | , | . 02 | Label Reading and Unit Pricing | | | | | | | | 4 |
| | | ,03 | Food Buying Techniques | | | | | | | | |
| | 06 | | Insurances | | | | | | | | |
| | | . 01 | Buying Health Insurance | 1 | | | | | | | |
| | i | . 02 | Buying Life Insurance | | | | | | | | |
| | ! : | . 03 | Buying Car Insurance | | | | | | | | |
| | | . 04 | Buying Homeowners Insurance | | | | | | | | |
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CURRICULUM AREA 63: Home Management

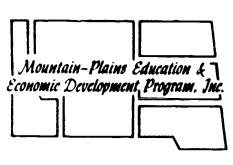
Covers information designed to help the student utilize effective practices in nutrition, grooming and clothing, and home care.

This area does not have job titles per se. It belongs to the section of Mountain-Plains curriculum which deals with life skills.





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HOME MANAGEMENT

Job Title:

Home Management

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| ! 31 · | | | Home Management | | | | | | | | |
| | 01 | - 1 | Understanding Nutrition , | | | | | | | | |
| , • | | 01 | You Are What You Eat | | | | | | | | |
| | | 02 | Feeding Your Body | | | | | | | | |
| , , , i | | .03 | Vitamins and Minerals | | | | | | | | |
| ; | | . 04 | The Carbohydrate Conspiracy | | | | | | | | |
| ; | 02 | ĺ | Nutrition and Your Health | | | | | | | | |
| | 02 | . 01 | Breaking the Cycle of Mal- | | | | | | | | |
| | | | nutrition | | | | | | | | |
| | ! | 02 | Vitamin and Mineral Deficiencies | | | | | , | | | |
| i + ! , | | . 03 | Diet and Disease | | | | | | | | |
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| | 03 | 0.1 | Grooming and Impressions As Others See You | | | ĺ | | | | | |
| ! ! | | . 01 | Personal Grooming | | | | • | | | | |
| | 1 | . 03 | Interviewing For A Job | | | | | | | | |
| · ! | | | | | | | | | | | |
| | 04 | | Clothing and Dress | | | 1 | | | | | |
| | ! | . 01 | Establishing Your Style of Dress | | | | | | | | |
| | ļ | . 02 | Making the Most of Your Ward- | | | | | | | | |
| | | .03 | robe The Principles of Dress | | | | | | | | |
| | ! | .03 | The Finciples of Dress | | | | | | | | |
| | 05 | | Home Care and Utilization | | | | | | | | |
| | | 01 | Creating Your Own Environment | | | | | | | | |
| | | 02 | Organizing Your Home Life | | | l | | | | | |
| | | 03 | Cleanup and Maintenance | | | | | | | | |
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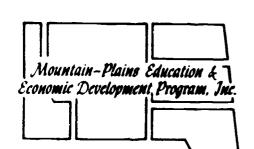
CURRICULUM AREA 66: Parent Involvement

Includes five courses dealing with child management. The first course covers general information on self image, communication and discipline techniques. The other courses deal with the various age levels and characteristics and needs of children in these levels.

This area does not have job titles per se. It belongs to the section of Mountain-Plains curriculum which deals with life skills.



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PARENT INVOLVEMENT

Job Title:

Parent Involvement

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| | | | | | | | | |
| . 31 | , | | Interaction With Children | | Ì | .02 | | The Child's Potential |
| 01 | .01 | | Self-Image | | Ì | .02 | .01 | Ways Children Learn |
| · • | | . 01 | The Development of Self-Image | | | | .02 | GAP: Ways Children Learn |
| 1 | | 02 | How Adults Can Help | | | | .03 | Value of Play |
| : | | . 03 | GAP: Adult Expectations and | | | | .04 | Developing Speech Habits |
| ! | | | Self-Image | | ł | : | . 05 | Encouraging Creativity |
| | | .04 | GAP: Communication with | | } | | .06 | GAP: Encouraging Creativity |
| | ĺ | | Children | | } | | .07 | Learning to Get Along With |
| | | | | | | | | Others |
| | .02 | | Self-Control | | İ | | .08 | Preparing Your Child For |
| | • | 01 | Discipline = Self-Control | | | | | School |
| | | 02 | GAP. Applying Self-Control | | | | ļ | |
| ! ! | į | | Training Techniques | | | .03 | | Handling Behavior |
| |] | | | | l | | .01 | Common Behavior Problems |
|) 2 ! | | | Infant and Toddler | | | | .02 | GAP: Guiding the Child's |
| . ! | .01 | 0.1 | Growth and Development | | | | | Behavior |
| 1 | į | 01 02 | Infant Growth and Development Toddler Growth and Develop- | | 04 | | | Middle-Age Child |
| | į | 02 | ment | . | 07 | .01 | | Middle Childhood |
| . | 1 | | merit | | | . • • | .01 | Physical Characteristics |
| * | 02 | İ | Care of the Infant and Toddler | | | | .02 | Social-Emotional Characteristic |
| | | . 01 | Physical Care of the Baby | | | | .03 | Feelings of Security and Ade- |
| | | . 02 | Feeding of the Baby | | | | | quacy |
| 1 1 | | . 03 | Clothing of the Baby | | | | .04 | Understanding Self and Others |
| | | | j | i | | | .05 | Self-Discipline |
| 1 | . 03 | | Developing the Baby's Potential | | | | .06 | GAP. Group Discussion |
| | | . 01 | Learning in the Home | | I | | | |
| 1 | | 02 | Learning During First Ten | | | ,02 | 1 1 | Later Childhood |
| ! ! | | _ | Months | | İ | | .01 | Physical Characteristics |
| , | | 03 | Learning During Ten to Eighteen | | | | .02 | Mental Characteristics Social-Emotional Characteristic |
| | | ٥,, | Months GAP: L earning Activity Demon- | | İ | | .03 | GAP: Growth and Development |
| 1 | | .04 | stration | | Ì | | . 04 | Discussion |
| , 1 | | | 3ti a ti 011 | | | | .05 | Developmental Characteristics |
| 03 | | | Pre School Child | li | Ì | | " | in Later Childhood |
| | 0.1 | | Child Growth and Development | | | | 06 | GAP Group Discussion |
| | | 01 | Developmental Patterns | | | | | • • • • • • • • |
| | | . 02 | GAP. Developmental Behavior | . | 05 | | | Adolescence |
| | | .03 | Forces Affecting Development | | | .01 | | Growth and Development |
| | | | (100) | | | | .01 | Physical Characteristics |
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Curriculum Area: PARENT INVOLVEMENT Job Title: Parent Involvement _DATE __1/8/75 LAP 3 Ç 02 Mental Characteristics .03 Social-Emotional Characteristics .02 Developmental Tasks and Adult Guidance . 01 Completing Growth From Childhood to Adulthood .02 GAP: Completing Growth From Childhood to Adulthood Discussion \bigcirc

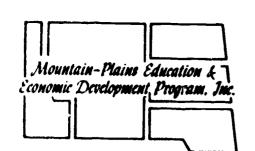
105

CURRICULUM AREA 70: Carpenter

The Carpenter job title includes two courses, Rough-In and Final. Rough-In is designed to provide information on skills and procedures included in the task of structure framing and forming. Framing tasks include floors, walls, ceiling and roofs. Finish refers to the construction of interior and exterior wall coverings, installation of windows and trim, and hanging of doors.







CARPENTER

Job Title:

CARPENTER

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| . 01 | 100 | | Rough-in | | | . 23 | Install Screeds for Flat Work |
| | .01 | | Excavation Layout-Concrete and | | 1 | . 24 | Describe Advantages and Dis- |
| | ļ | .01 | Forms Place Corner Stakes for a | | | | advantages of Tamping Concrete |
| | 1 | . 0 1 | Building Site | | • | . 25 | Describe Marking and Edging |
| | į | .02 | Set Up and Level the Transit | ļ | | | of Flatwork |
| ! | | .03 | Determine the Elevations of | | | . 26 | Describe the Function of Expan- |
| , | | | Three Points | | | 37 | sion Materials in Concrete Work |
| | | . 04 | Set Up Batter Boards | ł | | . 27 | Identify Rebar by Number and |
| ŀ | | . 95 | Determine and Label the Depth | ŀ | | . 28 | Diameter Given a Print Order the Re- |
| | | | Down from Four Points Given a | 1 |] | .20 | quired Reinforcing Steel |
| | | | Blueprint | | | | dan ca Kennor cing Steel |
| | | . 06 | Determine the Cubic Yards of | | .02 | | Floor and Wall Framing |
| İ | | | Dirt to be Removed from Site | | Ī | .01 | Identify All Parts of a Floor |
| | 1 | . 07 | Determine the Cubic Yards of | | | | Section |
| | | | Concrete Required for Three | | | .02 | Install Mud Sill |
| 1 | | | Specific Jobs | | | .03 | Install and Layout Box Sill and |
| | | . 08 | Identify Types of Concrete and | | - | | Rim Joist |
| ! | | . 09 | Their Use List Do's and Don'ts When Placing | j | } | 04 | Describe Two Types of Girders |
| 1 | | . 09 | Concrete in a Form | | | | Listing Advantages and Disad- |
| , 1 | | 10 | Use and Purpose of Additives | | | | vantages |
| | | . 11 | Curing Concrete | } | | .05 | Given Plans Identify the Loca- |
| | | .12 | Lay Out Footing Lines | | | | tion and Spacing of Girder Post |
| | j | .13 | Sketch Method of Anchoring to | | | 06 | Install Floor Joist |
| 1 | | | Concrete | | | 08 | Install Solid Bridging |
| | | 14 | Calculate the Cubic Yards Re- | | İ | 09 | lrætall Herringbone Bridging Install Stairwell |
| . 1 | | | quired for a Specific Structure | | | 10 | Straighten and Brace Floor |
| 1 | | .15 | Set Foundation Forms | | | | Framing |
| | ŀ | .16 | Install Bulkheads | | | 11 | Install Sub Floor |
| | ŀ | .17 | Set Reinforcing Steel | | | 12 | Order Materials for a Floor |
| ' | ŀ | . 18 | Calculate Yards of Foundation | | | | Given a Blueprint |
| . 1 | İ | .19 | Describe Method of Cu ing Foun- |] | | 13 | Identify All Members of a Wall |
| | | . 20 | dations Describe Three Types of Forming | | | | Section |
| | Ī | 21 | Install Forms for a Slab | | | 14 | Given a Plan Determine the |
| . | Ì | 22 | Install Council for a China | | | | Size of Header Required |
| | Ì | | install Forms for a Step | | | | |
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CARPENTER

Job Title:

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| | ļ | | | | | | | |
| | | . 15 | Determine the Height of Header | | | | . 06 | Construct a Roof Truss Either |
| | | 16 | Given a Plan | 11 | | | | Real or by Scale as Determined |
| | İ | 10 | Determine the Length and | | | | | by the instructor |
| | | . 17 | Spacing of Studs from a Plan Layout Location of All Plates | | | | .07 | Install Gable Studs |
| | | 18 | Install and Layout Plates | | | | . 08 | Install Roof Sheathing |
| | ı | 19 | Install Studs | | | | . 09 | Install Felt Paper |
| | | 20 | Using Diagonal Method Square | | | | . 10 . 11 | Install Inter-Lock Shingles |
| | | 20 | Wall Section | | ı | | 12 | Install Wood Shingles |
| | | . 21 | Using Spirit Level Plumb Wall | | | | . 12 | Install 3 Tab Shingles Order the Materials Required for |
| | | | Section | ! | | | . 13 | a Roof Section Given a Blueprint |
| | | . 22 | Sheath Walls | | | | | a Roof Section Given a Blueprint |
| | | . 23 | Order the Materials Required for | . 02 | , | | | Finish |
| | | | Wall Section on a Set of Drawings | | - 1 | 01 | | Machine Processes/Component |
| | | . 24 | Sketch a Rough Opening | | | | | Cabinet Construction |
| | | | | | | | .01 | Band Saw Operations |
| | . 03 | | Ceiling | | ١ | | . 02 | Thickness Planer Operations |
| | | 01 | Bill of Materials | | | | . 03 | Jointer Operations |
| | | . 02 | Layout for Ceiling Joist | | ĺ | | . 04 | Basic Sander Operations |
| | | . 03 | Install Ceiling Joist | | | | .05 | Radial Saw Operations |
| | | .04 | Install Backing | | | | .06 | Circular Saw Operations |
| ! | | . 05 | Construct Access Openings | | 1 | | .07 | Drill Press Operations |
| | | 06 | Describe Method of Ruilding a | | - | | | |
| ' | | 37 | Support Beam Sketch a Strong Back | | ŀ | 02 | | Exterior Wall Coverings and |
| | | .37 | Shelcit a Strong back | | | | | Cornice |
| | 04 | | Roof | | | | . 01 . 02 | Install Horizontal Siding |
| | | . 01 | Identify on a Sketch Span, Run, | | | | . 02 | Determine Length of Vertical Siding in the Cable |
| | | : | Rise and Overhang | | | | .03 | Install Vertical Siding |
| | | . 02 | From a Sketch, Identify the Fol- | | | i | .04 | Caulk Siding |
| | | | lowing Cuis on a Rafter Plumb- | | | | .05 | Compute Materials List |
| ' | | | cut, Seat Cut, Tail Cut and Side | | | | .06 | Sketch Two Cornice Details |
| | ! | | Cut | | | | . 07 | Install Facia |
| , | | 03 | Layout a Common Rafter | | | | .08 | Install Vent Louvers in the |
| | | . 04 | Cut and Install Common Rafter | | | | | Cornice |
| | | . 05 | Layout and Cut a Hip or Valley | | | | .09 | Install Look Outs and Ribbon |
| | | | Rafter (104) | | | | | |
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Job Title:

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| | | | | | | | |
| | . 03 | | Windows and Trim | .03 | | | General Procedures and Practices |
| | | . 01 | Identify Window Types | | | | for Building Trades and Services |
| | | . 02 | Order Windows | | .01 | | Safety |
| | | . 03 | Install Window | | | .01 | Personal Safety |
| | | . 04 | Install Large Window in Frame | | | .02 | Safety in the Work Environment |
| | i | . 05 | Trim a Window | | | | |
| | | . 06 | Insulate Around Window | | .02 | | Hand Tools |
| 1 | | | | | | .01 | Wrench Type Tools |
| | .04 | | Interior Coverings | | | .02 | Hammers |
| | ! | . 01 | Install Sheetrock | | | .03 | Cutting Tools |
| | | . 02 | Install Sheetrock Metal Trim | | | | |
| | | . 03 | Install Acoustical Tile | | 03 | | Measurement |
| | | . 04 | Install Wall Paneling | | | 01 | Basic Measurement and Toler- |
| | | . 05 | Install Tile or Linoleum | | | | ance |
| i | | . 06 | Install Base | | | 02 | Non-Precision Instruments |
| | | . 07 | Install Cove Mold | | | 03 | Precision Instruments |
| i | | . 08 | Install Panel Moidings | | | | |
| į | | . 09 | Name Parts of a Stair | | ŀ | ŀ | |
| į | | . 10 . 11 | Cut Stair Jack | | | | SUPPORT FROM DRAFTSMAN |
| | | 1 1 | Install Treads and Risers | | } | | TO CARPENTER |
| | | .12 | Install Handrail Install Closet Shelf and Rod | 02 | | | Div 1 to 11 |
| | | . 14 | Install Insulation | 102 | 02 | | Blueprint Reading |
| | | . 15 | Install Plastic Laminate | | 102 | | Introduction to Building Trades |
| | | | mistan Flastic Lammate | | | 01 | Blueprint Reading Introduction |
| | . 05 | | Doors and Jambs | . 1 | | 02 | |
| | , | 01 | Order Required Materials for a | | | 03 | The Working Drawing Placement of Views |
| | | [] | Typical Door Installation | | | 04 | Dimensioning a Working |
| | | .02 | Install Door Jamb | | 1 | | Drawing |
| | | 03 | Hang Interior Door | | | 05 | Invisible Edges |
| | | 04 | Hang Exterior Door | | | 06 | Circles and Arcs |
| | | 05 | Install Lock | | | 07 | Views in Section |
| | | 06 | Install Bi-fold Doors | | | 08 | Tools for Sketching |
| 1 | | 07 | Install Stiding Doors | | | 09 | Sketching Straight Lines |
| | | .08 | Identify the Members of a Typical | | | 10 | Sketching Circles, Arcs, Ir- |
| | | | Door Section | | | | regular Shapes |
| | | 09 | Trim Door | - | | 11 | Making a Working Sketch |
| | | 10 | Install Weatherstrip | | | 12 | Isometric Sketching |
| | | 11 | Threshold | | İ | | -·· - |
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CARPENTER

Job Title:

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| esunso) | Unit | .13 .14 .15 .16 .17 .18 .19 .20 .21 .22 .23 | Sketching Angles in Isometric Dimensioning an Isometric Sketch Sketching Circles and Arcs in Isometrics Sketching an Irregular Shape in Isometric Oblique Projection Structural Members of a Frame Structure Roof Framing Members Frame Buildings Doors, Windows and Exterior Walls Framing Plans and Elevations Rough Openings, Roofs and Roof Framing Plans, Elevations and Sections Details and Sections Piers and Floors | Course | חטונ | .14 .15 .16 .17 .18 .19 .20 .21 .22 .23 | Interpreting the Floor Plan (Review) Roof Frame Plan Details - Cornice Details - Walls Details - Windows and Doors Details - Dormer and Louvers Details - Stairs Details - Fireplace Details - Cabinets Interpreting the Detail Drawings (Review) Quantity and Material Lists |
| | .03 | . 26 . 27 . 28 . 01 . 02 . 03 . 04 . 05 . 06 . 07 . 08 . 09 . 10 . 11 | Windows, Lintels and Doors Wall Plates, Roofs and Rafters Blueprint Reading for Carpentry Specifications Dimensions Scale and the Working Drawings Elevation Drawings Wall Sections - Elevators Interpreting the Elevation Drawings (Review) The Plot Plan Foundation Drawings Plan Symbols and Indications Schedules Interpreting the Basement Plan (Review) Floor Frame Plan The Floor Plan | | | | |
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CURRICULUM AREA 71: Electronics Assembler

Covers identification of components used and plans for assembly of an electronic device and practical application of assembly skills, e.g. diagram interpretation and component identification skills.



Mountain-Plains Education & TENNOMIC Development, Program, Inc.

Curriculum Area: 71

ELECTRONICS ASSEMBLER

Job Title:

ELECTRONICS ASSEMBLER

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| | 1 | | | | | | |
| 01 | | | Preparation for Electronic Assembly | | .03 | | Tools and Equipment |
| | . 01 | | Component Identification | ŀ | | .01 | Tools for Mechanical Assembly |
| | | . 01 | Resistor Identification | | | .02 | Tools for Electrical Assembly |
| | i | . 02 | Electronic Color Code | | | . 03 | Tools for Microelectronic Assem- |
| | İ | . 03 | Resistor Wattage | | ł | | bly |
| | 1 | . 04 | Capacitor Identification | | | .04 | Heat Sink |
| | 1 | 05 | Determining Capacitance | | | | |
| | 1 | . 06 | Inductor Identification | | .04 | | Soldering and Desoldering |
| | | . 07 | Relay Identification | | | . 01 | Soldering Techniques |
| | | .08 | Miscellaneous Component Identi- | | | .02 | Wire Splices |
| | | | fication | | ļ | . 03 | Terminal Connections |
| | | . 09 | Semiconductor Identification | | [| . 04 | Soldering Practice |
| | 1 | .10 | Semiconductor Diode Identifica- | | | . 05 | Desoldering |
| | | | tion | ĺ | | .06 | Visual Inspection of Soldering |
| | } ! | . 11 | Semiconductor Rectifier Identifi- | | | . 07 | Soldering Components on a |
| | | _ | cation | | | | Circuit Board |
| | | .12 | Transistor Identification | | | .08 | Desoldering Components from a |
| | | . 13 | Transistor Element Identification | | | | Circuit Board |
| | | . 14 | Transistor Case Identification | | | | |
| | | 15 | Integrated Circuit Identification | | .05 | | Wire Harness Fabrication |
| | | . 16 | Electron Tube Identification | | | .01 | Conductor Size and Types |
| | | 17 | Tube Socket Identification | | | .02 | Wire Stripping |
| | ; | . 18 | Terminal Identification | | | .03 | Solderless Terminal Lugs |
| | i | . 19 | Switch Identification | | | .04 | Spot Tying |
| | ļ 1 | . 20 | Printed Circuit Board Construc- | | | .05 | Cable Lacing |
| | | 21 | tion | | | .06 | Fabricating a Wire Harness |
| | | , 21 | Hardware Identification | | | . C7 | Wire Harness Protection |
| | .02 | | Diagrama | | | .08 | Cable Connectors |
| | .02 | . 01 | Diagrams Schematic Drawing | | | .09 | Jib-Board Wire Harness Fabri- |
| i | i i | .02 | Schematic Drawing Schematic Sketching | | | | cation |
| | | .03 | Block Diagram | | | | |
| | | .04 | Symbolic Diagram | | .06 | | Evaluation and Inspection |
| | | .05 | Layout Diagram | | | .01 | Visual Inspection |
| | | .06 | Layout Diagram Layout Diagram Sketching | | | 02 | Solder Connection Pull Test |
| | | 07 | Wiring Diagram Sketching | | | 03 | Ohmmeter |
| | | '' | withing Diagram Sketching | | | 04 | Ohmmeter Construction |
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ELECTRONICS ASSEMBLER

Job Title:

ELECTRONICS ASSEMBLER

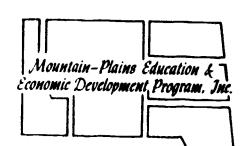
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| | 1, i | . 06 | Voltmeter | 1 | | .06 | 1 | Assembling a Superhetrodyne Re- |
| | 1 . | 07 | Oscilloscope | ١ | | 1 | 1 | ceiver |
| | · | 08 | Component Substitution Boxes | 1 | | | .01 | Building a Superhetrodyne Re- |
| | 1 | . 09 | Assembly Workstation | ۱ | | 1 | 1 | ceiver |
| 0.5 | j | | | ۱ | | Ì | . 02 | Building a Short-wave Band and |
| 02 | ۱,۰۱ | | Electronic Assembly | ١ | |) | 1 | BFO |
| ĺ | 01 | | Assembling a Detector | ۱ | |) | ! | |
| i 1 | Ì | 01 | Building a Radio Signal Detector | 1 | | | 1 | ļ |
| |) | . 02 | Building a Tuned Circuit for | ١١ | | | 1 | ļ |
| Ì | · • | _ | Radio Signals | 1 | | Ì | 1] | ļ |
| | 1 | 03 | Building a Vacuum Tube Signal | 1 | ļ | 1 | 1 | · |
| 1 | İ | | Detector | 1 | | | 1 | |
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| | 02 | | Assembling a Regenerative Receive | | - 1 | 1 | ! | · |
| | · \ | 01 | Building a Vacuum Tube Amplifie | r | 1 | 1 | , | · |
| i | ļ | . 02 | Building a Detector Amplifier | ! | | 1 | ' | |
| 1 | ļ | 03 | Building a Regenerative Detector | 1 | | | 1 | 1 |
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| | . 03 | | Assembling a Radio Power Supply | 1 | | Ì | ' | 1 |
| i | 1 | ,01 | Transformer Coupling | ' | | | ' | |
| , | j | . 02 | Building a Radio Power Supply | 1 | | | ۱ | |
| | 04 | | Assombling on Audin A 116 | \ | 1 | Ì | ' | 1 |
| | 04 | 01 | Assembling an Audio Amplifier | 1 | 1 | | ' | 1 |
| | ı | , ! | Building Audio Amplifiers | 1 | - | | 1 | • |
| | | . 02 | Building a Detector Circuit | | | | ۱ | I |
| | 0.5 | 1 | Assembling a Padia Frances Ass | | } | | ۱ } | 1 |
| | -05 | | Assembling a Radio Frequency Am | | |) | ' | |
| : | | | plifier | | | } | ' | 1 |
| | 1 | 0.1 | Building an RF Amplifier | | | | , | l |
| ; | | .01 | Building an RF Amplifier Building an Oscillator Circuit | | | | 1 | 1 |
| | 1 | . 02 | building an Oscillator Circuit | | } | | ' | 1 |
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| | | . 02 | Building a Detector Circuit | | | | 1 | , |
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| | 05 | | Assembling a Radio Frequency Am- | | | ļ | 1 | ! |
| | | 1 | plifier (109) | | | | 1 | 1 |
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| | | . 02 | Building an Oscillator Circuit | | | Ì | | 1 |
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CURRICULUM AREA 72: Electrical Wireman

Electrical Wireman contains information and procedures for electrical installations that are generally hidden within the structure as well as for completing the requirements for the trim out stage, e.g., fixtures, appliances and control devices. Procedures presented and information provides are those used for criterion by the National Electric Codes.







ELECTRICAL WIREMAN

Job Title:

ELECTRICAL WIREMAN

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| i | | | | | 1 | 1 | | | |
| 01 | | | Electrical Wiring Rough-In | | 1 | .05 | Installing Service Entrance | | |
| 1. | 01 | | Outlet and Switch Boxes | |] | | Panel | | |
| | | .01 | Laying Out Outlet Boxes on a | 1 | | .06 | Installing Service Entrance | | |
| 1 | | | Plan | | | | and the contract of the contra | | |
| | | .02 | Determining Types of Outlet | | .04 | | Signal and Low Voltage Systems | | |
| | | 02 | Boxes | 1 | 1 | .01 | Laying Out Signal Circuits on | | |
| l | | .03 | Installing Pilot Lights | Ì | | | a Plan | | |
| İ | | .04 | Installing Outlet Boxes | | | .02 | Determining Type of Signal Sys- | | |
| | | . 05 | Laying Out Switch Boxes on a Plan | | | | tem | | |
| | | .06 | · | | | . 03 | Installing Dimmer Controls | | |
| | | 07 | Grounding Outlet Boxes | | | .04 | Installing Signal Systems | | |
| | | .08 | Installing Switch Boxes Laying Out Junction Boxes on a | | | .05 | Laying Out Low-Voltage Circuits | | |
| | | , 50 | Plan | | | | on a Plan | | |
| 1 | i | . 09 | Determining the Size of Junction | | l | .06 | 3 Installing Low-Voltage Wiring | | |
| i | 1 | | Boxes | 1 | | | Systems | | |
| ì | | .10 | Installing Junction Boxes | .02 | 1 | | Floatnical Wining Tuin, O. A. | | |
| | | | | 1.02 | .01 | | Electrical Wiring Trim-Out Outlets | | |
| | 02 | ļ | Wiring | İ | | .01 | Determining the Type of Outlet | | |
| ì | | .01 | Laying Out Circuits on a Plan | | | ' | to be Installed | | |
| ı | | .02 | Calculating Circuit Capacity | | | .02 | Installing Split Circuit Recep- | | |
| | | .03 | Installing Ground Fault Circuit | | | | tacles | | |
| 1 | į | | Interrupters | | | .03 | Installing Duplex Outlets | | |
| | | . 04 | Installing Lighting Circuits | | | .04 | Installing Special Purpose Out- | | |
| 1 | ! | .05 | Installing Special Appliance Cir- | | | | lets | | |
| i | į | 0.0 | cuits | | | | | | |
| į | - | .06 | Installing Individual Appliance | | . 02 | | Fixtures | | |
| i | į | . 07 | Circuits | | | .01 | Determining the Type of Fixture | | |
| 1 h | | .08 | Installing Surface EMT Installing Armored Cable | | | | to be Installed | | |
| | i | | mataring Armorea Caple | | | .02 | Installing Baseboard Heaters | | |
| | 03 | | Service Entrance | | | . 03 | Installing Incandescent Fixtures | | |
| | - | .01 | Laying Out Service Entrance on | | | .04 | Installing Fluorescent Fixtures | | |
| | | | a Plan | 1 | | .05 | Installing Recessed Fixtures | | |
| | . | .02 | Determining Type/Size of Service | | .03 | | Switches | | |
| | - 1 | | Entrance Panel | | | .01 | Determining Type of Switch to | | |
| |]. | .03 | Determining Size of Service En- | | | [" | be Installed | | |
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ELECTRICAL WIREMAN

Job Title:

ELECTRICAL WIREMAN

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| , | 1 | . 02 | Installing Automatic Door | 1 | . 02 | | Voltage |
| i | 1 | | Switches | 1 | | .01 | Electromotive Force and Voltage |
| I | 1 | .03 | Installing Single-Pole Switches | 1 | | . 02 | The Battery |
| 1 | 1 | 04 | Installing Three-Way and Four- | 1 | [, | . 03 | Measuring Voltage |
| | , i | | Way Switches | 1 | 1 | | 1 |
| į | 1 | | Appliance | 1 | .03 | | Resistance |
| 1 | .04 | | Appliances | 1 | | .01 | Characteristics of Resistance |
| i | 1 | . 01 | Determining Types of Appliances | 1 | 1 | . 02 | Resistors |
| į | 1 | . 02 | to be Installed | ١ | j . | . 03 | Resistor Codes and Values |
| i | | 03 | Installing Garbage Disposals | 1 | | . 04 | The Ohmmeter |
| ì | | 03 | Installing Exhaust Fans | 1 | 1 | | Marian Caracter and Caracter an |
| 1 | 1 | 04 | Installing Electric Heaters Installing Electric Ranges | 1 | . 04 | | Measuring Voltage and Current in |
| į | 1 | .05 | Installing Electric Ranges Installing Electric Clothes Dryers | ۱ | 1 | | Series Circuits |
| 1 | 1 | . 07 | Installing Electric Clothes Dryers Installing Electric Water Heaters | 1 | 1 | . 01 | Measuring Current in a Series |
| ı | 1 | "" | | 1 | 1 | . 02 | Circuit Measuring Voltage in a Series |
| | 05 | | Miscellaneous | ١ | 1 | . 02 | Measuring Voltage in a Series Circuit |
| i | ! | . 01 | Determining Types of Miscellan- | 1 | 1 | . 03 | Measuring DC Voltage with a |
| 1 | | | eous Devices to be Installed | 1 | 1 | 3 | Measuring DC Voltage with a Multimeter |
| ļ | i i | . 02 | Determining Types of Circuit | ١ . | 1 | | aremiceei |
| i. | | - | Breakers to be Installed | ١ , | .05 | | Relationships of Current, Voltage |
| ł | | . 03 | Installing Humidistats | ١ ١ | 1 | | and Resistance |
| 1 | | . 04 | Installing Circuit Breakers | ١ | 1 | . 01 | Relationship of Current to Voltage |
| ; | 1 | . 05 | Installing Thermostat Controls | ١ . | 1 | | and Resistance |
| | 1 | ! | and Relays | ١ [| 1 | . 02 | The Ohm's Law Formula |
| | ;) | .06 | Installing Thermocouples | 1 . | 1 | . 03 | Power |
| i | <u> </u> | | | ۱ | 1 | . 04 | Internal Resistance |
| 1 | 1 | | CHOPODE TECHNICA | ١ | 1 | . 05 | Troubleshooting Series Circuits . |
| ì | 1 | į [| SUPPORT FROM RADIO & TELEVISION | ١ | | 1 | |
| ١ | 1 | | SERVICEMAN TO ELECTRICAL WIRE- | ١ ١ | .06 | | Parallel Circuits |
| ١ | 1 | | MAN | ١ إ ١ | 1 | . 01 | Voltage and Current |
| n • | • | | DC Cinquite | 1 . | 1 | . 02 | Resistance and Power |
| 01 | 10.1 | | DC Circuits | ۱ | 1 | 03 | Troubleshooting Parallel Circuits |
| j | .01 | 101 | Current The Electron | 1 | 1 | . 04 | Variational Analysis |
| i | 1 | . 01 | The Electron Electron Movement | ۱ ۱ | 10-1 | | Sonion Denattat Charach |
| l | 1 | . 02 | Command Flanc | ١ ١ | . 07 | 0. | Series Parallel Circuits |
| | 1 | . 04 | Measurement of Current | ١ . | 1 | . 01 | Complex Circuits |
| , | . 1 | . 05 | The Ammeter | ۱ ا | 1 | . 02 | Voltage Reference Voltage Dividers |
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ELECTRICAL WIREMAN

Job Title:

ELECTRICAL WIREMAN

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| | .08 | | Magnetism and Electromagnetics | Ш | | ĺ | | SUPPORT FROM DRAFTSMAN TO |
| | | .01 | Magnetism | | | | | ELECTRICAL WIREMAN |
| | | . 02 | Electromagnetism | j | | | | |
| | 1 | . 03 | Electromagnetic Induction | . | 02 | | | Blueprint Reading |
| | | . 04 | Induction, Inductance and Induc- | | | .02 | | Introduction to Building Trades |
| | | i | tors | | | | | Blueprint Reading |
| | 1 | i | | i | | | .01 | Introduction |
| | 09 | | Mutual Induction and RL Circuits | | | | .02 | The Working Drawing |
| | | . 01 | Mutual Induction | | | | .03 | Placement of Views |
| | | . 02 | RL Circuits | | | | .04 | Dimensioning a Working |
| | | 03 | RL Time Constant | | j | | | Drawing |
| | | | | | | | .05 | Invisible Edges |
| | 10 | | · Capacitance | | | | .06 | Circles and Arcs |
| | i | .01 | The Capacitor | | | | .07 | Views in Sections |
| | 1 | . 02 | Capacitance | | | | .08 | Tools for Sketching |
| | | . 03 | Capacitance Calculations | | | | .09 | Sketching Straight Lines |
| | | . 04 | RC Time Constant | | | | .10 | Sketching Straight Emes Sketching Circles, Arcs, Ir- |
| | i , | i | | | | | | regular Shapes |
| U 2 | į | | AC Circuits | | | | .11 | Making a Working Sketch |
| | (:1 | | Introduction to AC | | - 1 | | .12 | Isometric Sketching |
| ' | : | . 01 | Generating AC Voltage | | j | | .13 | Sketching Angles in Isometric |
| | i | 02 | AC and DC Generators | | | | .14 | Dimensioning an Isometric |
| | 1 | 1 | | | | | | Sketch |
| | 02 | 1 | Relationships | | į | | . 15 | Sketching Circles and Arcs in |
| | 1 | . 01 | I · luctive Reactance | | l | | . 13 | Isometric |
| | ſ | . 02 | Inductive Phase Relationships | П | | | . 16 | Sketching an Irregular Shape |
| | | . 03 | Capacitive Reactance | П | ł | | . , , | in Isometric |
| | | . 04 | Voltage and Impedance | | | | .17 | Oblique Projection |
| | | . 05 | Power in AC Circuits | | 1 | | .18 | Structural Members of a Frame |
| | • | | | | - 1 | | . 10 | Structure |
| | .03 | | The Transformer | | | | .19 | Roof Framing Members |
| | | . 01 | Transformer Operation and Con- | | 1 | | . 20 | Frame Buildings |
| | | | struction | | | | .21 | Doors, Windows and Exterior |
| | 1 | . 02 | Transformer Theory | | - | | . 2 1 | Walls |
| | | .03 | Turns Ratio and Power | | - 1 | | . 22 | |
| | | . 04 | Practical Transformer | i] | ŀ | | | Framing Plans and Elevations |
| | | . 04 | | | | | . 23 | Rough Openings, Roofs and |
| | | | (13) | | | | | Roof Framing |
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ELECTRICAL WIREMAN

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| | | . 24 | Flans, Elevations and Sections Details and Sections | | | | |
| | | 26 | Piers and Floors | | | | |
| ! | | 27 28 | Windows, Lintels and Doors | | | | |
| | į | 20 | Wall Plates, Roofs, and Rafters | | | | |
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CURRICULUM AREA 73: Plumber

Plumber covers plumbing rough-in and finish installations. Rough-In includes installing, revising and repairing drainage and ventilation systems for general residential/commercial structures including connections to sewer systems. Finish involves installing, servicing and repairing supply lines and fixtures commonly found in residential/commercial structures.

A course is also included covering general industrial safety practices, general care and use of hand tools and care and use of basic precision instruments.





Mountain-Plains Education & Economic Development Program, Inc.

Curriculum Area:

PLUMBER

73

Job Title:

PLUMBER

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| . · | | | | | | | | |
| 01 | | | Drainage and Vent Systems | | | | .08 | Loop or Circuit Vent |
| | 01 | | Pipes and Fittings Assembly | | | | . 09 | Storm Drain Nomenclature and |
| | | . 01 | Soil Pipe Nomenclature and | | | | | Function |
| | ! | | Cutting | | | | . 10 | The House Drain |
| | i \$ | 02 | Joining Soil Pipe and Fittings | 11 | | | . 11 | Location of Cleanouts |
| | ([| 03 | Soil Pipe Bends, Wyes, and Com- | | | ľ | . 12 | Floor and Area Drains |
| | i | | binations | 1 | | ľ | . 13 | |
| | | . 04 | Soil Pipe Tees and Cirsets | [] | | | ا د ا | Clearing Stoppage in Drains |
| | 1 , | 05 | Miscellaneous Soil Pipe Fittings | .02 | | | ļ | Supply Pining Sustans |
| | | . 06 | Pipe Hanger Applications | " " " | .0 | , | | Supply Piping Systems |
| | | . 07 | Plastic Pipe Nomenclature and | 1 | 0 | - 1 | .01 | Pipe Fittings |
| | : | | Cutting | 1 | | ľ | ا '' | Pipe Nipple Nomenclature, |
| | ! ! | 08 | Plastic Angle Fittings | | | | 0. | Function and Construction |
| | | . 09 | Plastic Branch Fittings | ١ | | ŀ | .02 | Angle Fitting Nomenclature, |
| į | | 10 | Miscellaneous Plastic Fittings | | | | ,, | Function and Assembly |
| 1 | i | . 11 | Pipe Nomenclature, Function | [] | | ŀ | .03 | Branch Fitting Nomenclature, |
| | | | and Threading | ! | | | _ | Function and Assembly |
| ! | | 12 | Pipe Measurement, Layout and | | | ŀ | 04 | Union Nomenclature, Function |
| , | į | | Assembly | | | | _ | and Assembly |
| | 1 | 13 | Drainage Angle Fitting Nomen- | | | ŀ | 05 | Miscellaneous Pipe Fittings |
| l | | | clature, Function and Assembly | | 1 | | | 0.11 |
| Ì | ļ | .14 | Drainage Tee Nomenclature, | | .02 | | , | Cold Water Supply |
| | | | Function and Assembly | | | ŀ | 01 | Copper Pipe Nomenclature and |
| | | . 15 | Drainage Wye Nomenclature, | 1 | | | _ | Cutting |
| | | | Function and Assembly | 1 | | - 1 | 02 | Swagging Copper Tubing |
| | | | - anstron and machinery | 1 | | - 1 | 03 | Sweating Copper Tubing |
| | 02 | | Planning, Layout and Assembly | | | - 1 | 04 | Copper Sweat Angle Fittings |
| | - | 01 | Sewer Construction | | | - 1 | 05 | Copper Sweat Branch Fittings |
| | · | 02 | Obtaining Grades of Pipe with a | | | ŀ | 06 | Miscellaneous Copper Sweat |
| | 1 | 1 | Level | | | | _ | Fittings |
| | | 03 | Determining the Amount of Dis- | | | ł | 07 | Valve Nomenclature, Function |
| i | | | charge a Drainage System Will | | | | | and Service |
| | İ | | Accomodate | | | ł | 08 | Meter, Curb Cocks, and |
| : | 1 | .04 | Soil Stack Layout and Assembly | | | | | Strainers |
| 1 | | .05 | Waste and Vent Layout and As- | | | ŀ | 09 | Service Piping and Water Main |
| i | | | sembly | | | | | Nomenclature |
| i | | . 06 | Trap Nomenclature and Function | | | - 1 | 10 | Water and Hydrostatic Pressure |
| | | .07 | Continuous and Wet Vent | | | - 1 | 11 | Friction Loss Calculation |
| | | | Continuous and wet Vent | Ì | | } | 12 | Water Sources and Solvency |
| | | | | | | | | |
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Curriculum Area: 73 PLUMBER Job Title: PLUMBER

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| 1 | .03 | . 01 | Hot Water Suppl | | . 02 | 1 | Hand Tools |
| | ! | | Copper Pir . Flaring and Assembly | | | .01 | Wrench Type Tools |
| | - | . 02 | Flare and Compression Fittings | | | .02 | |
| | | . 03 | British Thermal Units and Expan | | | .03 | Cutting Tools |
| | | | sion of Water | | .03 | | Measurement |
| | , | . 04 | Convection, Conduction and Ra- | | 1.03 | .01 | Basic Measurement and Toler- |
| | • | | diation | | | 101 | ance |
| | | . 05 | Hot Water Heaters and Storage | | | .02 | Non-Precision Instruments |
| | | 1 | Tanks | | | .03 | Precision Instruments |
| | | 06 | Thermostats and Pressure Relief | | | 1 | r cersion matruments |
| | | İ | Valves | | 1 | | |
| 1 | i | . 07 | Water Heater Installation | | | | SUPPORT FROM DRAFTING TO |
| 1 | ļ | 08 | Water Heater Servicing | | ! | i | PLUMBER |
| | . 94 | | | | | | |
| 1 | . 04 | .01 | Fixtures | .02 | | | Blueprint Reading |
| | | 02 | Trap and Faucet Connections | | . 02 | | Introduction of Building Trades to |
| | | 03 | Faucet Nomenclature and Cepair | | | | Blueprint Reading |
| † | | 03 | Tub Waste Nomenclature, Func- tion and Installation | | | . 01 | Introduction |
| | ! | .04 | Sink Strainer and Overflow | | | . 02 | The Working Drawing |
| | | | Nomenclature and Installation | | | .03 | Placement of Views |
| i | 1 | 05 | Fixture Supports | | | . 04 | Dimensioning a Working Drawing |
| | | .06 | Installing Kitchen Sink | | 1 | .05 | Invisible Edges |
| | i | 07 | Garbage Disposal Installation | | | . 07 | Circles and Arcs Views in Section |
| • | ! i | .08 | Installing Vanity Sink | 1 | | .08 | Tools for Sketching |
| 1 | | .09 | Installing Wall Hung Sink | | | . 09 | Sketching Straight Lines |
| | | 10 | Installing Bathtub | | | . 10 | Sketching Straight Efficies Sketching Circles, Arcs, Irreg- |
| | ļ | 11 | Instailing Shower Cabinet | | | ' ' | ular Shapes |
| | | .12 | Installing Free Standing Toilet | 1 | | .11 | Making a Working Sketch |
| | <u> </u> | 13 | Installing Wall Hung Toilet | | | . 12 | Isometric Sketching |
| | | .14 | Installing and Service Water | | | . 13 | Sketching Angles Isometric |
| | | | Softeners | |] | . 14 | Dimensioning an Isometric Sketch |
| กร | | | Constal D | | i į | . 15 | Sketching Circles and Arcs in |
| 5 | | | General Procedures and Practices for | | | | Isometric |
| | .01 | | Building Trades and Services | | | . 16 | Sketching an Irregular Shape in |
| | · · · | 01 | Safety Personal Safety | | | | Isometric |
| | | 02 | Safety in the Work Environment | | | . 17 | Oblique Projection |
| | | | safety in the work Environment | | | . 18 | Structural Members of a Frame |
| 1 | 3 | | Í | | | | Structure |
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PLUMBER

Job Title:

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| | | . 19 | Roof Framing Members | | 1 1 | . | . بسور سو |
| | | . 20 | Frame Buildings | | 1 1 | 19 | Four-Fixture Bath |
| | | 21 | Doors, Windows and Exterior | | 1 1 | 20 | Two Bathrooms: Back to Back |
| | | | Walls | 1 | | 21 | Bathroom and Kitchen Fixtures |
| i | | . 22 | Framing Plans and Elevations | | | , | into One Stack |
| , | | . 23 | Rough Openings, Roofs and Roof | | 1 1 | 22 | The Wall-Hung Toilet |
| ! | | 3 | Framing | | 1 | 23 | Men's Toilet Room - Slab on |
| ! | | . 24 | Plans, Elevations and Sections | | | ۱ ۱ | Grade |
| į | | . 25 | Details and Sections | | : 1 | 24 | Visualizing the House |
| | | . 26 | Piers and Floors | 1 | 1 ! | 25 | Sewage Disposal System |
| | | 27 | Windows, Lintels and Poors | | 1 1 | 26 | The House Drain |
| - | | . 28 | Wall Plates, Roofs and Rafters | | 1 1 | 27 | The Waste Stack and Vent Piping |
| | | | mon i rates, mons and Raiters | | 1 1 | 28 | The Soil Stack and Vent Piping |
| | 04 | | Blueprint Reading for Plumbing | | | 29 | Hot and Cold Water Piping in the |
| | | .01 | Introduction to Pipe Drawings | | | 30 | Basement |
| | | .02 | Reading the Architect's Scale | 1 | | 30 | Water Piping to Kitchen and |
| 1 | | 03 | Laundry Tray and Floor Drain in | | | 31 | Laundry and to the Bathroom |
| 1 | 1 | | Basement Plan | | | 31 | Gas Piping |
| 1 | ļ | .04 | Kitchen Floor Plans | | | 32 | Plot Plans and the Engineer's Scale |
| ; ! | ! | 05 | Bathroom Floor Plans | | | 33 | Scale An Overall Picture of the |
| i I | | 96 | Rough-In for Kitchen Sink | | 1 | در | |
| | | . 07 | Rough-In for Lavatory | | <u> </u> | 34 | Building Elevations and the Plumbing |
| • | | .08 | Rough-In for Water Closet Combi- | | 1 1 | J | Installation |
| | | İ | nation | | | 35 | The House Drain |
| 1 | | .09 | Rough-In for Bathtub with Shower | | 1 [| 36 | Soil Stack, Waste and Vent |
| | | .10 | Fundamentals of Isometric | | | ~ | Piping |
| | | | Drawing | | | 37 | Hot and Cold Water Piping |
| ļ | ļ | . 11 | Aids to Drawing Isometric Pipe | | | 38 | Gas Piping |
| 1 | | 1 | Diagrams | | | 39 | Continued Practice in Blueprint |
| | j | . 12 | Dimensioning Isometric Drawings | | | - | Reading |
| İ | | 13 | Waste and Vent for Kitchen Sink | | | | |
| | | 14 | Waste and Vent for Two Lavatories | | | - 1 | |
| ; | | 15 | Three Lavatories to a Single Stack | | | | , |
| ļ | | 16 | Soil Stack, Waste and Venc Piping | | | Ì | j |
| | | | for Water Closet and Lavatory | | | - | |
| | | 17 | Three-Fixture Bath on One Wall | |] | } | |
| - 1 | | 18 | Bathroom Fixtures on Opposite | | | | |
| | | | Wall (18) | | | | |
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CURRICULUM AREA 74: Heating Systems Serviceman

Course .01 contains the methods of heating residential buildings by gas or oil fired hot air furnaces and hydronic boilers. The heating systems serviceman will be able to describe, explain, troubleshoot, adjust, repair or replace, and rewire the components of these heating systems.

Support is received from Curriculum Area 79: Draftsman in blueprint reading.

NOTE: Curriculum Area 76: Appliance Serviceman is a prerequisite to this curriculum area.



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Mountain-Plains Education & 7 Economic Development Program, Inc.

Curriculum Area: 74

HEATING SYSTEMS SERVICEMAN

Job Title:

HEATING SYSTEMS SERVICEMAN

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| . 01 | 1 | | Heating Systems and Servicing | | | ļ | .02 | Oil Flue Gas Analysis |
| ļ. | . 01 | | Heating Systems Fundamentals | | | ĺ | .03 | Troubleshooting Oil Heating |
| | | . 01 | Heat Energy | | | | | System Safety Controls |
| l | ! | . 02 | Transfer of Heat | | | | 04 | Oil Furnace Schematic Wiring |
| 1 | | .03 | Air Flow and Static Pressure | | | | i i | Diagrams |
| | 1 | . 04 | Blowers, Motors and Filters | | | | .05 | Servicing Hydronic Distribution |
| , | ! | .05 | Basic Furnace Controls | | | | 1 1 | Systems |
| | : | .06 | Gas Furnaces | | | | 06 | Servicing Hydronic Heating |
| | | . 07 | Gas Furnace Schematic Wiring | | | | | Systems Controls |
| | ļ | 00 | Diagram | | | | | |
| | • | . 08 | Series, Parallel, and Series- | | , | | | |
| , | | . 09 | Parallel Heating Circuits The Forced Air Gas Furnace | | | | | SUPPORT FROM DRAFTSMAN TO |
| | | .03 | The Forced Air Gas Furnace | | | | | HEATING SYSTEMS SERVICEMAN |
| | 02 | | Gas Heating Systems and Servicing | | .02 | | | Riverint Pending |
| | | .01 | Blower Speed Adjustment | ľ | . 02 | 02 | | Blueprint Reading Introduction to Building Trades |
| | | 02 | Ventilation and Combustion Air | | | | | Blueprint Reading |
| | | . 03 | Gas Furnace Fundamentals | | | | 01 | Introduction |
| i | | .04 | Gas Power Burners | | | | 02 | The Working Drawing |
| | | .05 | Basic Gas Control Adjustments | | | | 03 | Placement of Views |
| | | . 06 | Flue Gas Analysis | | | | 04 | Dimensioning a Working Drawing |
| | | .07 | Airflow Patterns | - | | | 05 | Invisible Edges |
| | | .08 | Furnace Types | 1 | | | 06 | Circles and Arcs |
| | | . 09 | Static Pressure and Air Velocity | | | | 07 | Views in Section |
| | | . 10 | Servicing Gas Controls | | | | 08 | Tools for Sketching |
| | | .11 | Air Distribution System | | | | 09 | Sketching Straight Lines |
| | ! | .12 | Forced Air Duct System | | | | 10 | Sketching Circles, Arcs, Irreg- |
| | | 14 | Balancing a Forced Air System | | | | | ular Shapes |
| ١. | | .15 | Flame Safety Devices Remote Mounted Thermostat | | | | 11 | Making a Working Sketch |
| | | .16 | Temperature Control | | | | 12 | Isometric Sketching |
| | | 17 | Relative Humidity | 1 | | | 13 | Sketching Angles in Isometric |
| , |] | ,18 | Water Heater Service | | | | 14 | Dimensioning an Isometric |
| | i | | water fleater service | | | | 15 | Sketch |
| | . 03 | 1 | Oil Heating Systems and Servicing | | | | ' | Sketching Circles and Arcs in Isometric |
| | İ | .01 | Oil Combustion and Draft Regula- | - | | j | 16 | Sketching an Irregular Shape in |
| | | į | tion | İ | | | . | Isometric |
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HEATING SYSTEMS SERVICEMAN

Job Title:

HEATING SYSTEMS SERVICEMAN

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| | 1 | .17 | Oblique Projection | | | . 20 | Gutters, Downspouts and Venti- |
| | | .18 | Structural Members of a Frame | | | " | lators |
| | ł | | Structure | | | . 21 | Metal Decking |
| | | .19 | Roof Framing Members | | | . 22 | Vee Belt Guard-Removable |
| | , | . 20 | Frame Building | | | | Cover-Junction Box |
| | ļ | 21 | Doors, Windows, and Exterior | | | . 23 | Warm-Air Heating Systems |
| | | | Walls | | | . 24 | Heating Plans |
| | | . 22 | Framing Plans and Elevations | | | . 25 | Project Home-Residential Home |
| | | . 23 | Rough Openings, Roofs and Roof | | | . 26 | Ventilation Systems |
| | | 3" | Framing | ĺ | | . 27 | Industrial Ventilation System |
| | | . 24 | Plans, Elevations and Sections | 1 | 1 | . 28 | Multizone Ventilation Systems |
| | | . 25 | Details and Sections Piers and Floors | | | . 29 | Air-Conditioning Systems |
| | | 27 | | | | . 30 | A Multiduct Air-Conditioning |
| | | . 28 | Windows, Lintels and Doors Wall Plates, Roofs and Rafters | | | | System |
| | | . 20 | wan riales, Roots and Railers | | | 31 | A Motel Air-Conditioning System |
| | . 05 | | Blueprint Reading for Sheet Metal | | | . 32 | Exhaust Systems |
| | - | . 01 | Inch Rules and Fractional Divi- | | | . 33 | Grinding Exhaust-Sash and Door |
| | | | sions | | 1 | | 5 |
| | | . 02 | Inch Rule and Decimal Divisions | | | | |
| | | .03 | Architectual Scale | | | | |
| | | 04 | The Protractor | | | | |
| | | 05 | The Dividers | | | | |
| | | .06 | Competency Test | | } | | |
| | | 07 | Orthographic Projection | | | | |
| | | .08 | Architectural Drawings | | | | |
| | | . 09 | Sheet Metal Drawing | | | | |
| | | .10 | Architectural Drafting Symbols | | | | |
| | | .11 | Plumbing Symbols | | | | |
| | | . 12 | Electrical Symbols Welding Symbols | | ļ | | · |
| | | .14 | Sheet Metal Symbols | | | | |
| | - | .15 | Shop Methods | | | | |
| | 1 | .16 | Material | | | | |
| | | .17 | Estimating Methods | | | | |
| | 1 | .18 | Sheet Metal Fittings | | | | |
| | . 1 | .19 | | | | | |
| | | | Rooting and Flashing (12) | | | | |
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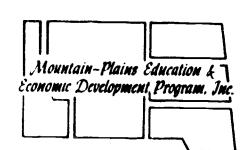
CURRICULUM AREA 75: Refrigeration/Cooling Systems Serviceman

The Refrigeration/Cooling Systems Serviceman Course includes the fundamentals of refrigeration, the operation of multiple evaporator units and domestic air conditioning units. Students will be trained to trouble—shoot refrigeration systems and all the component parts using the necessary tools and equipment and make any necessary repairs or replacements by evacuating, charging, leak testing and being able to braze, solder, silver—solder or flare the copper pipe and fitting or other parts that may be joined or repaired in this manner. Serviceman will service new or existing units but his training will not include major installations.

NOTE. Curriculum Area 76 Appliance Serviceman is a prerequisite to this curriculum area.



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REFRIGERATION/COOLING SYSTEMS SERVICEMAN

Job Title:

Refrigeration/Cooling Systems Serviceman

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| , C. | 5 | LAP | | | Series Care | ₹ | |
| 01 | . 01 | . 01 | Refrigeration/Cooling Systems Refrigeration System Heat and Temperature Simple Refrigerator | | | .10 | Schematic Wiring Simple Multiple Evaporator System |
| | | . 03 | Major Refrigeration Components | | . 05 | | Residential/Commercial Refrigera- |
| | 02 | | Evacuating, Charging and Leak Testing Refrigeration Systems | | | .01 | tion Systems Solenoid and Pressure Valves The Heat Exchanger |
| | | 01 | Evacuating of the Refrigeration Systems Changing the Refrigeration | | | .03 | Central Cooling Systems Instal- lation and Controls |
| | | | Charging the Refrigeration System | | | . 04 | Remote Mounted Thermostat |
| | | . 03 | Checking Refrigeration System for Leaks | | . 06 | | Troubleshooting an Air Condition- ing Unit with Electrical Malfunc- tions |
| | . 03 | | Fundamentals of Refrigeration and Controls | | | .01 | Troubleshooting Central Air Conditioning |
| | | .01 | Fundamentals of a Cooling System | 1 1 | | | - |
| 1 | | .02 | The Capillary Tube System | | | | |
| | | .03 | Automatic Expansions Valve | | | | |
| | | .05 | Thermostatic Expansion Valve Control Systems (Thermostats) | | | | |
| | . ()4 | | Domestic Refrigeration and Controls | | | | • |
| | | 01 | Parts Ordering | | | | |
| | | .02 | Brazing, Silver Soldering, Sol- dering and Flaring | | | | |
| | | .03 | Heat Pump | | ŀ | | |
| | | .04 | Hermetic Compressor | | | | |
| | | .05 | Testing Hermetic Compressor Electrical Parts | | | | |
| | | .06 | Testing Hermetic Compressor and Component Parts | | | | |
| İ | | .07 | Installing Service Valves | | | | |
| | | .08 | Hermetic System Troubleshooting | | | | |
| | | | and Compressor Replacement | | | | |
| | | .09 | Procedures Adding Oil-Filter Dryer | | | | |
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CURRICULUM AREA 76: Appliance Serviceman

Covers information and skills needed to repair heater type and motor operated household appliances. Much of the troubleshooting and repair is on actual malfunctioning appliances. Emphasis is on the operation, identification of components, service and repair of the major motor operated appliances. Support is received from Curriculum Area 77: Radio & Television Serviceman on circuitry, and from Curriculum Area 78: Electric Motor Repairman on electric motor fundamentals, and from Curriculum Area 75: Refrigeration/Cooling Systems Serviceman.

Appliance Serviceman is a prerequisite to Curriculum Area 74: Heating Systems Serviceman, and Curriculum Area 75: Refrigeration/Cooling Systems Serviceman, and Curriculum Area 78: Electric Motor Repairman.



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Mountain-Plains Education & TEconomic Development, Program, Inc.

Curriculum Area: 76

APPLIANCE SERVICEMAN

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| . 01 | | | Heater-Type Appliances | | | | .05 | Omeration of G. W. e. a. |
| | . 01 | | Irons | | | | .05 | Operation of Gas Water Heaters |
| | , | . 01 | Operation of an Electric Iron | | | | .06 | Disassembly of Gas Water |
| | | . 02 | | П | | | .07 | Heaters |
| | | . 03 | Disassembly of an Electric Iron | | | | .07 | Diagnosis of Malfunctions in a |
| | | . 03 | Diagnosis of Malfunctions in an Electric Iron | | | | 00 | Gas Water Heater |
| | | .04 | - · · · · · | | | | .08 | Repair, Service and Reassembly |
| 1 | | . 04 | Repair, Service and Reassembly of an Electric Iron | | | | | of Gas Water Heaters |
| | | . 05 | Ordering from a Parts Catalog | • | | . 05 | | Electric Description |
| | | | ordering from a rarts Catalog | | | . 05 | . 01 | Electric Ranges |
| | 02 | | Roasters | | | | .01 | Operation of Electric Ranges |
| ! | UZ | . 01 | Operation of Roaster | | | | .02 | Disassembly of Electric Ranges |
| . ! | | . 02 | Disassembly of Roaster | | | | . 03 | Diagnosis of Malfunctions in |
| İ | | .03 | · · · · · · · · · · · · · · · · · · · | | | | .04 | Electric Ranges |
| | | . 03 | Diagnosis of Malfunctions in a Roaster | | ł | | .04 | Repair, Service and Reassembly |
| ; | | .04 | | Ц | | | | of Electric Ranges |
| ĺ | | . 04 | Repair, Service and Reassembly of a Roaster | | | . 06 | ı | Con Borrer |
| İ | | | or a Roaster | | | . 00 | .01 | Gas Ranges |
| | 03 | | Space Heaters | | | | .02 | Operation of Gas Ranges |
| i | | . 01 | Operation of Electric Space | | | | .03 | Disassembly of Gas Ranges |
| ; | | | Heaters | | | | . 03 | Diagnosis of Malfunctions in Gas Ranges |
| | | .02 | Disassembly of Electric Space | Н | l | | .04 | Repair, Service and Reassembly |
| | | | Heaters | | | | . • • | of Gas Ranges |
| | | .03 | Diagnosis of Malfunctions in an | | 1 | | | or das Kariges |
| | | | Electric Space Heater | , 0 | 02 | į | j | Motor-Operated Appliances |
| ! | | .04 | Repair, Service and Reassembly | | | .01 | | Mixers and Blenders |
| | | | of Electric Space Heaters | | | | .01 | Operation of Electric Food Mixers |
| | į | | | | j | | 02 | Disassembly of Electric Food |
| | 04 | 1 | Water Heaters | | | | - 1 | Mixers |
| | ļ | .01 | Operation of Electric Water | | ļ | | .03 | Diagnosis of Malfunctions in |
| j | | | Heaters | | | | l | Electric Food Mixers |
| | | .02 | Disassembly of Electric Water | | | | 04 | Repair, Service and Reassembly |
| ļ | ! | - | Heaters | | j | | | of Electric Food Mixers |
| | | . 03 | Diagnosis of Malfunctions in an | | | j | 05 | Operation of Electric Blenders |
| | | | Electric Water Heater | | | ļ | 06 | Disassembly of Electric Blenders |
| | ļ | . 04 | Repair, Service and Reassembly | | | | .07 | Diagnosis of Malfunctions in |
| | | | of Electric Water Heaters (125) | | | i | | Electric Blenders |
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| | 00 | | | | | |
| | . 08 | Repair, Service and Reassembly | | . 05 | | Clothes Dryers |
| | | of Electric Blenders | | | .01 | Operation of Electric Clothes |
| 02 | | Vacuum Cleaners and Floor | | | .02 | Dryer |
| V. | | Polishers | | | .02 | Disassembly of Electric Clothes Dryer |
| | 01 | Operation of Electric Vacuum | | | .03 | Diagnosis of Malfunctions in |
| | | Cleaners | | İ | | Electric Clothes Dryers |
| i | . 02 | Disassembly of Electric Vacuum | | ! | 04 | Repair and Reassembly of |
| | | Cleaners | | | } | Electric Clothes Dryer |
| | . 03 | Diagnosis of Malfunctions in | | l | 05 | Operation of Gas Clothes Dryer |
| | | Electric Vacuum Cleaners | | ĺ | 06 | Disassembly of Gas Clothes |
| | . 04 | Repair and Reassembly of | | | | Dryer |
| | 05 | Electric Vacuum Cleaners | | | 07 | Diagnosis of Malfunctions in |
| | . 05 | Operation of Electric Floor | | | | Gas Clothes Dryers |
| | . 06 | Polishers Disassembly of Electric Floor | | | 08 | Repair and Reassembly of Gas |
| , | . 00 | Polishers | | | | Clothes Dryers |
| ļ | . 07 | Diagnosis of Malfunctions in | | û6 | | Dishwashers |
| | | Electric Floor Polishers | | | 01 | Operation of Electric Dish- |
| İ | . 08 | Repair and Reassembly of | | | | washers |
| | | Electric Floor Polishers | | | 02 | Disassembly of Electric Dish- |
| | | | 1 | | | washers |
| 03 | | Washing Machines | | | 03 | Diagnosis of Malfunctions in |
| | .01 | Operation of Electric Washing | | | | Electric Dishwashers |
| 4 | . 02 | Machines | | | 04 | Repair and Reassembly of Elec- |
| Į, | .02 | Disassembly of Electric Washing Machines | | : | | tric Dishwashers |
| | . 03 | Diagnosis of Malfunctions in | | 07 | | Compactor |
| | | Electric Washing Machine | | | 01 | Operation of Compactor |
| | . 04 | Repair, Service and Reassembly | | | 02 | Disassembly of Compactor |
| | | of Electric Washing Machine | | ١ | 03 | Diagnosis of Malfunctions in |
| | | | | | | Compactor |
| 04 | | Garbage Disposals | | • | 04 | Repair and Reassembly of |
| | .01 | Operation of Garbage Disposals | | | | Compactor |
| | .02 | Disassembly of Garbage Disposals | | | | |
| | .03 | Diagnosis of Malfunctions of | | | | |
| | .04 | Garbage Disposals Repair and Reassembly of | | | | |
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| | | | SUPPORT FROM REFRIGERATION/ | | | . 03 | Current Flow |
| | | | COOLING SYSTEMS TO APPLIANCE SERVICEMAN | | | .04 | Measurement of Current |
| | | | SERVICEMAN | | | .05 | The Ammeter |
| 01 | 1 | | Refrigeration/Cooling Systems | | . 02 | | Voltage |
| | 01 | | Refrigeration System | | | .01 | Electromotive Force and Voltage |
| | | . 01 | Heat and Temperature | | | .02 | The Battery |
| | 1 | . 02 | Simple Refrigerator | | l | . 03 | Measuring Voltage |
| | 1 | . 03 | Major Refrigeration Components | | . 03 | | Resistance |
| | . 02 | | Evacuating, Charging and Leak | | | .01 | Characteristics of Resistance |
| | . 02 | | Testing Refrigeration Systems | | İ | . 02 | Resistors |
| | | . 01 | Evacuating of the Refrigeration | | ļ | .03 | Resistor Codes and Values |
| | | | Systems | | | 04 | The Ohmmeter |
| | | . 02 | Charging the Refrigeration | | . 04 | | Measuring Voltage and Current in |
| | } | | System | 1 | . 04 | | Series Circuits |
| | | . 03 | Checking Refrigeration System | | | .01 | Measuring Current in a Series |
| | | | for Leaks | | | | Circuit |
| | 03 | | Fundamentals of Refrigeration and | | | .02 | Measuring Voltage in a Series |
| | 03 | | Fundamentals of Refrigeration and Controls | li | | | Circuit |
| | ! | . 01 | Fundamentals of a Cooling System | | | .03 | Measuring DC Voltage with a |
| | 1 | . 02 | The Capillary Tube System | | | | Multimeter |
| | | . 03 | Automatic Expansions Valve | | | 1 | |
| | | . 04 | Thermostatic Expansion Valve | | .05 | 1 | Relationships of Current, Voltage |
| | . | . 05 | Control Systems (Thermostats) | | | .01 | and Resistance Relationship of Current to Voltage |
| | ! | | | | | 01 | and Resistance |
| | | | | | | .02 | The Ohm's Law Formula |
| | | | | | | .03 | Power |
| | | | SUPPORT FROM RADIO & TELEVISION | | | .04 | Internal Resistance |
| | ! | | SERVICEMAN TO APPLIANCE SERV- | | | . 05 | Troubleshooting Series Circuits |
| | | | ICEMAN | | | | |
| 01 | • | | DC Circuits | | .06 | , | Parallel Circuits |
| | 01 | | Current | | | .01 | Voltage and Current Resistance and Power |
| | Ī | 01 | | | | .02 | Resistance and Power |
| | | 02 | The Electron Electron Movement | | | | |
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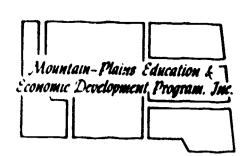
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| | | . 03 | Troubleshooting Parallel Circuits | | | | .05 | Power in AC Circuits |
| | İ | . 04 | Variational Analysis | | | .03 | | The Tree of Commen |
| | 07 | | Series Parallel Circuits | | | .03 | .01 | The Transformer Transformer Operation and |
| | . (// | . 01 | Complex Circuits | | | | | Construction |
| | | . 02 | Voltage Reference | | | | .02 | Transformer Theory |
| | | . 03 | Voltage Dividers | | | | .03 | Turns Ratio and Power |
| | ' ' | | 3 - 1 - 1 - 1 - 1 - 1 - 1 - 1 - 1 - 1 - | | | | .04 | Practical Transformer |
| | .08 | | Magnetism and Electromagnetics | | | | | |
| | } | . 01 | Magnetism | | | | | ** |
| | | . 02 | Electromagnetism | | | | | SUPPORT FROM ELECTRIC MOTOR |
| | - | .03 | Electromagnetic Induction | | ļ | | | REPAIRMAN TO APPLIANCE SERV- |
| | | . 04 | Induction, Inductance and Induc- | | | | | ICEMAN |
| | | | tors | .0 | , | | | Electric Meter Develo |
| | . 09 | | Mutual Induction and RL Circuits | .0 | '' | .01 | | Electric Motor Repair Electric Motor Fundamentals |
| | . 03 | . 01 | Mutual Induction and RL Circuits Mutual Induction | | Í | .01 | .01 | Electric motor Fundamentals Electromagnet |
| | , | 02 | RL Circuits | | | | .02 | The Moving Coil |
| | | .03 | RL Time Constant | | Ì | | .03 | Electric Motor Operational Theory |
| | | | NE TIME CONSTANT | | | | .04 | Motor Construction |
| | .10 | | Capacitance | | | | .05 | Types of Motors |
| | | . 01 | The Capacitor | | | | | • • |
| | 1 | . 02 | Capacitance | | | | | |
| | | .03 | Capacitance Calculations | | ١ | | | |
| | | .04 | RC Time Constant | | - 1 | | | |
| 02 | | | AC Cinavia | | l | | | |
| 02 | . 01 | | AC Circuits Introduction to AC | | ł | | · | |
| | . 01 | . 01 | Generating AC Voltage | | | | | |
| | | .02 | AC and DC Generators | | | | | |
| | | | | | | | | |
| | . 02 | | Relationships | | | | | |
| | | ,01 | Inductive Reactance | | - | | | |
| | | . 02 | Inductive Phase Relationships | | ŀ | | | |
| | | .03 | Capacitive Reactance | | | | | |
| | | ,04 | Voltage and Impedance | | | | | |
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CURRICULUM ARLA 77: Radio & Television Serviceman

The first half of the curriculum area covers theory and application of circuitry both AC and DC, basic radio theory and assembly. The second half presents theory and troubleshooting procedures for black and white and color televisions. Practical application of troubleshooting procedures is included for each section.







RADIO AND TELEVISION SERVICEMAN

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| 01 | | DC Circuits | | .06 | | Parallel Circuits |
| 01 | | Current | | | .01 | Voltage and Current |
| | 01 | The Electron | | | .02 | Resistance and Power |
| | 02 | Electron Movement | | | . 03 | Troubleshooting Parallel Circuits |
| 1 | . 03 | Current Flow | 1 | | . 04 | Variational Analysis |
| ! | 04 | Measurement of Current | 1 | | | |
| 1 | .05 | The Ammeter | 1 | . 07 | | Series Parallel Circuits |
| . مد د | 1 1 | · | 1 | | .01 | Complex Circuits |
| . 0 2 | ! ! | Voltage | 1 | | .02 | Voltage Reference |
| | .01 | Electromotive Force and Voltage | 1 | | .03 | Voltage Dividers |
| 1 | 02 | The Battery | 1 | | | |
| ‡ | . 03 | Measuring Voltage | 1 | .08 | | Magnetism and Electromagnetics |
| 03 | | Dogistan | 1 | | .01 | Magnetism |
| U 3 | 01 | Resistance | 1 | | .02 | Electromagnetism |
| | .02 | Characteristics of Resistance | 1 | } | .03 | Electromagnetic Induction |
| | 02 | Resistors | 1 | | .04 | Induction, Inductance and In- |
| | 04 | Resistor Codes and Values | 1 | | 1 1 | ductors |
| j h | 04 | The Oh mme ter | 1 | | | Market A. C. C. C. C. C. C. C. C. C. C. C. C. C. |
| 04 | ! | Measuring Vallage as 10 | 1 | .09 | ا ۱ | Mutual Induction and RL Circuits |
| | | Measuring Voltage and Current in Series Circuits | 1 | | .01 | Mutual Induction |
| | 01 | | 1 | 1 | .02 | RL Circuits |
| | | Measuring Current in a Series Circuit | | 1 | .03 | RL Time Constant |
| | 02 | Measuring Voltage in a Series | 1 | . 10 | | Capacitance |
| 1 | 100 | Circuit | 1 | | .01 | The Capacitor |
| 1 | 03 | Measuring DC Voltage with a | 1 | | . 02 | Capacitance |
| • | | Multimeter | 1 | | .03 | Capacitance Calculations |
| .05 | ; ; | Polationshipper | 1 | | .04 | RC Time Constant |
| 440 | ' | Relationships of Current, Voltage | 1 | 1 | | AC Cimerite |
| : | 01 | and Resistance | .02 | 10.1 | 1 | AC Circuits |
| } | | Relationship of Current to Voltage and Resistance | 1 | .01 | .01 | Indroduction to AC |
| | .02 | The Ohm's Law Formula | 1 | | .01 | Generating AC Voltage AC and DC Generators |
| ļ | * | ···· orim a Law Formula | 1 | | VZ | AC and DC Generators |
| | 03 | Power | | .02 | | Relationships |
| | 04 | Internal Resistance | ! | | .01 | Inductive Reactance |
| | 05 | Troubleshooting Series Circuits | 1 | | .02 | Inductive Phase Relationships |
| | | (130) | ١ | | .03 | Capacitive Reactance |
| | | \smile | 1 | | .04 | Voltage and Impedance |
| 0 | 1 | | 1 | | .05 | Power in AC Circuits |
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RADIO AND TELEVISION SERVICEMAN Job Title:

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| 1 | .03 | | The Tree of | | | اما | 5.5 |
| | . 0 3 | . 01 | The Transformer | | | .02 | Radio Transmission |
| | | . 01 | Transformer Operation and Con- | | i | .03 | Signal Characteristics |
| | | . 02 | struction | | | 04 | Constructing Long-Wire Re- |
| | | 03 | Transformer Theory | | | | ceiving Antenna |
| l | l | 04 | Turns Ratio and Power | li | | | |
| į | | 04 | Practical Transformer | | 02 | | Crystal Detectors |
| | 04 | | Dowon Counting | | Ì | 01 | Functions of Radio Receivers |
| | 04 | . 01 | Power Supplies | | | 02 | Crystal Diode Rectifiers |
| ļ | | 02 | Semiconductor Rectifier | | | 03 | Detector Circuits |
| | | 02 | Power Supply Filters | | | 04 | Building a Radio Signal Detector |
| | . 05 | | Commutations | | | 05 | Tuned Circuits |
| | . 05 | | Computations | | | 06 | Building a Tuned Circuit for |
| | | .01 | Vectors | | 1 | _ | Radio Signals |
| | | 02 | Rectangular and Polar Notation | | | 07 | Vacuum Tube Diodes |
| | .06 | | Samina Daniakina Barata da | | | 08 | Building a Vacuum Tube Signal |
| ľ | . 00 | 01 | Series Resistive Reactive Circuits | | | | Detector |
| | | 01 | Variational Analysis of Series RL Circuits | | | | |
| | | . 32 | RL Filter Circuits | | 03 | . | Regenerative Receivers |
| ļ | | 03 | Series RC Circuits | | | 01 | Vacuum Tube Triodes |
| 1 | į | .04 | Series RC Circuits | | | 02 | Building a Vacuum Tube Ampli- |
| | | . 04 | Series REC Circuits | | | 0. | fier |
| } | .07 | | Series Resonance | | · | 03 | Detector-Amplifiers |
| Ī | | 01 | Series Resonance | | | 05 | Building a Detector-Amplifier |
| | | .02 | Current Behavior and Resonance | | | 06 | Regenerative Feedback |
| | | | Current behavior and Resonance | | | 100 | Building a Regenerative Detector- Amplifier |
| | 08 | | Parallel Resistive Reactive Circuits | | | | Vilibitie |
| | | .01 | Parallel RL Circuits | | 04 | | The Radio Power Supply Section |
| | | 02 | Variational Analysis of Parallel | | | 01 | Permanently Soldered Electrical |
| | | | RL Circuits | | | ا `` ا | Connections |
| | | 03 | Parallel RC and RLC Circuits | 1 | | 02 | Transformers |
| | İ | 04 | Parallel Resonance | | | 03 | Transformer Coupler |
| | | 05 | Practical RL Circuits | | | 04 | Radio Power Supplies |
| | j | | | | | 05 | Building and Radio Power Supply |
| 3 | | | Basic Radio Theory and Component | | | - | |
| | | | Assembly | | .05 | | The Radio-Audio Section |
| | 01 | | Introduction to Radio | | - | 01 | Vacuum Tube Amplifiers |
| | | 01 | Introduction to Radio Soldering Techniques | | | 02 | Building Audio Amplifiers |
| | | | | | | | <u> </u> |
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RADIC AND TELEVISION SERVICEMAN

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| | į | .03 | Audio-Amplifier Functions | | | .05 | The Sound I-F Section |
| į | | 04 | Testing the Audio-Amplifier | | ĺ | .06 | Sound Troubles |
| | | 05 | Detector Circuit Functions | | | .07 | Isolating Sound Troubles |
| , | : | 06 | Building a Detector Circuit | | | .08 | Diagnosing Sound Troubles |
| | | | | | İ | | 3 |
| | 90 | | The Radio RF Section | | .03 | | Television Video Section Troubles |
| | | 01 | Radio RF Section Function | | İ | .01 | Television Picture Tubes |
| | | .02 | Building an RF Amplifier | | | .02 | Normal Sound - No Video |
| 1 | | 03 | Oscillator Functions | | | .03 | Symptoms of Normal Sound but |
| | | .04 | Testing an Oscillator Circuit | | | | No Video |
| 1 | | 1 | | | | .04 | Diagnosing Normal Sound-No |
| . 4 | 07 | 1 | Superheterodyne Receivers | | | | Video |
| ; | | .01 | Converter Circuit Functions | | ł | .05 | Troubleshooting Video Failures |
| , | 1 | 02 | Building a Superheterodyne Re- | | ŀ | .06 | No Sound, No Video, Raster |
| | 1 | _ | ceiver | | ŀ | | Normal |
| | | .03 | Receiver Alignment | | ļ | .07 | Symptoms of No Sound, No Video, |
| | | 04 | Aligning a Superheterodyne Re- | | 1 | | Raster Nor mal |
| | | 0.5 | ceiver | | | .08 | Diagnosing No Sound, No Video, |
| | | 05 | Short-Wave Signals | | | | Raster Normal |
| | | 06 | Building a Short-Wave Band and | | | .09 | Picture I-F Problems |
| | | | BFO | | | .10 | I-F Amplifier Troubles |
| 7 1 | | 1 | Televisia persia | | | .11 | A Defective I-F Amplifier |
| 04 | /\ 1 | | Television Repair | | 1 | . 12 | Diagnosing I-F Amplifier |
| | 01 : | ! | Introduction to/and Block Diagrams of Television | | • | 1.3 | Troubles |
| | 1 | 01 : | | | | .13 | Tuner Troubles |
| | | .02 | | | | .15 | Identifying Tuner Problems A Defective Tuner |
| , | , | . 02 | | | | .16 | |
| , | 1 | .03 | grams Block Diagram of B/W Set | | | . 10 | Diagnosing Tuner Troubles |
| | , | 04 | Terminology of Block Diagrams | | .04 | | Television AGC Troubles |
| ' | | J , | of B/W Set | | . • • | . 01 | Automatic Gain Control |
| | ŧ | 1 | 5. 5 / 11 5ct | 1 | | .02 | AGC Problems |
| | .02 | 1 | Television Audio Section Troubles | | | .03 | Symptoms of Automatic Gain |
| | i i | .01 | Audio Section Failures | | | | Control Problems |
| | | . 02 | Black and White Trouble | | | .04 | Diagnosing AGC Troubles |
| | | 03 | Sound Video and Raster Symptom | | | .05 | Audio and Video Stage Problems |
| | | .04 | Black/White Audio Section Prob- | | | .06 | Symptoms of Audio and Video |
| 1 | , | • | lenis (132) | | | | Stage Troubles |
| | - | , | | | | | |
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RADIO AND TELEVISION SERVICEMAN

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| | | | | | | | , |
| | | .07 | Diagnosing Audio/Video Section | | | . 18 | Symptoms of Audio/Video/Sweep |
| | | | Failures | | | } | Section Troubles |
| | | . 08 | Diagnosing Audio Section Fail- | | | .19 | Diagnosing Sweep Section |
| | 1 | 00 | ures | | | | Troubles |
| | ŧ | . 09 | Diagnosing Video Section Fail- | | | . 20 | Diagnosing Audio/Video/Sweep |
| | | 10 | ures | | | | Section Troubles |
| | | '' | Troubleshooting with an Oscillo- | | | | |
| | İ | .11 | scope | | .06 | | Television High Voltage and Power |
| | | ' ' | Viewing TV Wavefor m s on an Os- cilloscope | | | ٨. | Supply Troubles |
| | | | cilioscope | | | .01 | Loss of the Raster |
| | .05 | | Television Sweep Section Troubles | | | .02 | High Voltage Failure |
| | | 01 | The Sync Section | | | .03 | Symptoms of High Voltage Failure |
| | | .02 | Sync Separator Failure | | | .04 | Diagnosing High Voltage Failure |
| | | .03 | Symptoms of Sync Separator | | 1 | .03 | Low-Voltage Power-Supply Troubles |
| | <u> </u> | | Troubles | | | .06 | Low-Voltage Failure |
| | | .04 | Diagnosing Sync Separator | ŀ | | 07 | Symptoms of Low-Voltage Failure |
| | | | Troubles | | | 08 | Diagnosing Low-Voltage Failure |
| | | .05 | Televison Sync Problems | | | 09 | Television Set Adjustments |
| | | 06 | Loss of Vertical Sync | | | 10 | Television Control Troubles |
| | İ | 07 | Symptoms of Vertical Sync | | | 11 | Diagnosing Television Control |
| | | | Troubles | | | | Troubles |
| | | 08 | Diagnosing Vertical Sync | | } | 12 | Audio/Video/Sweep/Power |
| | | | Troubles | | | | Supply Circuit Troubles |
| | | 09 | The Horizontal Sync | Ì | | 13 | Symptoms of Audio/Video/Sweep/ |
| | | 10 | Loss of Horizontal Sync | | 1 | | Power Supply Circuit Troubles |
| | | 11 | Symptoms of Horizontal Sync | | | 14 | Diagnosing Audio/Power Supply |
| | | | Troubles | | | | Troubles |
| | | 12 | Diagnosing Horizontal Sync | | | 15 | Diagnosing Video/Power Supply |
| | | 1,, | Troubles | | | | Troubles |
| | | 13 | Picture Sweep Failure | | | 16 | Diagnosing Sweep/Power Supply |
| | | 15 | Loss of Vertical Sweep | | 1 | | Troubles |
| | | 13 | Symptoms of Vertical Sweep Troubles | | 07 | | |
| | | 16 | | | 107 | | Introduction to Color Television |
| | 1 | 1'" | Diagnosing Vertical Sweep Troubles | | | 01 | The Color Television System |
| | | 17 | Audio/Vidoo/Swoon Section | | | 02 03 | Color Mixing |
| | |]'' | Troubles (133) | | | 3 | Adjusting Color Television Con- trols |
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RADIO AND TELEVISION SERVICEMAN

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| | | | | | { | Ì | |
| | | . 04 | The Color Set Block Diagram | | | .05 | Diagnosing Chroma Section |
| | | . 05 | Color Section Circuitry | | | | Trouble |
| | | .06 | Observing Color Patterns | | | .06 | Diagnosing Color Section |
| ! | | . 07 | Residual Magnetism | | İ | | Failures |
| | | .08 | Degaussing the Set | | | .07 | Troubleshooting Color Problems |
| | | . 09 | Degaussing Procedures | | | . 08 | Loss of One Color |
| | | . 10 | Diagnosing Need for Degaussing | | | . 09 | Sy: toms of Loss of One Color |
| | } | .11 | Adjusting Picture-Tube Purity | | | . 10 | Diagnosing Loss of One Color |
| | | .12 | Purity Setup | | | .11 | Conditions Causing Loss of Color |
| | ĺ | . 13 | Purity Adjustment Procedures | | | . 12 | Loss of Color |
| | | .14 | Diagnosing Need for Purity Ad- | | | . 13 | Symptoms of No Color |
| | | | justment | | ł | . 14 | Diagnosing Loss of Color |
| | | . 15 | Static Convergence | | } | . 15 | Conditions Causing One Exces- |
| | | . 16 | Static Convergence Adjustments | | | | sive Color |
| | | . 17 | Static Convergence Procedures | | | .16 | One Excessive Color |
| | ŀ | . 18 | Diagnosing Need for Static Con- | | | . 17 | Symptoms of One Excessive Color |
| | ! | 10 | vergence | | | .18 | Diagnosing One Excessive Color |
| | ŀ | . 19 | Dynamic Convergence | | | . 19 | No Color Sync |
| | i | . 20 | Dynamic Convergence Adjust- | | | . 20 | Symptoms of No Color Sync |
| | ! | 21 | ments | | ļ | . 21 | Diagnosing No Color Sync |
| | Ì | 22 | Dynamic Convergence Procedures | | | | |
| | 1 | . 22 | Diagnosing Need for Dynamic Convergence | | . 09 | | Television Troubleshooting Sum- |
| | ! | 23 | Adjusting the Gray-Scale | | 1 | | mary |
| | ţ | 24 | Gray-Scale Controls | | Ì | .01 | Special Receiver Features |
| 1 | | 25 | Procedures for Adjusting the | | | 02 | Identifying Special Receiver Features |
| | Ī | - / | Gray-Scale | | | .03 | reatures Troubleshooting Summary |
| | | 26 | Diagnosing Need for Adjusting | | | .04 | Localizing TV Troubles |
| | | | the Gray-Scale | | | 05 | Symptoms Indicating Location of |
| | ļ | 27 | Color Television Setup | | | [] | TV Troubles |
| | | 28 | Color Setup Procedures | | | .06 | Diagnosing Three Television Sets |
| ' | | 29 | Performing Color Setup | | | i | 2.125.1.25.1.3 |
| | | | | | | | |
| 10 | 8 | ĺ | Television Color Section Troubles | |] | | |
| | - 4 | 01 | Identifying Color Troubles | | | | |
| | | 02 | Symptoms of Color Troubles | | | | |
| | | 03 | Identifying Color Section Blocks | | | | |
| | - | 04 | Symptoms of Color Section Failure | | | | |
| | | | (134) | | | | |
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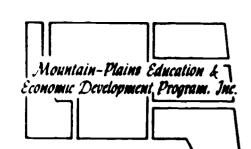
CURRICULUM AREA 78: Electric Motor Repairman

Curriculum Area 78 deals with the theory and repair of various kinds of electric motors. It provides practical information for servicing, diagnosing, ordering, repairing and replacing components for AC/DC motors and generators.

NOTE: Curriculum Area 76: Appliance Serviceman is a prerequisite to this curriculum area.



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ELFCTRIC MOTOR REPAIRMAN

Job Title:

Electric Motor Repairman

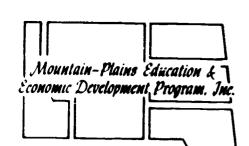
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| i | | | | | | |
| 11 , | 1 | Electric Motor Repair | | | .02 | Repulsion Motor Construction |
| .01 | ĺ | Electric Motor Fundamentals | | | . 03 | Troubleshooting Repulsion |
| 1 | 01 | Electromagnet | | | | Motors |
| | 02 | The Moving Coil | | | . 04 | Repairing Repulsion Motors |
| | 03 | Electric Motor Operational | | | | |
| | | Theory | | .06 | | Polyphase Motors |
| | 04 | Motor Construction | | | . 01 | Operation of the Polyphase |
| , i | . 05 | Types of Motors | | | | Motor |
| | | | | 1 | . 02 | Polyphase Motor Construction |
| 02 | | Rewinding | 2 | | . 03 | Troubleshooting Polyphase |
| 1 1 | 01 | Taking Data for the Motor | | | | Motors |
| ; ; | 02 | Stripping the Stator and Wind- | | | . 04 | Repairing Polyphase Motors |
| | | ings | | | | |
| | 03 | Insulating Stator and Windings | | . 07 | | Direct-Current Motors and |
| | 04 | Winding Stator Coils | | | | Generators |
| , | . 05 | Winding Field Colls | | 1 | . 01 | Operation of the Direct-Current |
| 4 | 96 | Baking and Varnishing | | | | Motor |
| <i>(</i>)) | | Contia Dhaga Inglissation Adams | | | . 02 | Direct-Current Motor Con- |
| 03 | 01 | Split-Phase Induction Motors Work Order | | | | struction |
| 1 | 02 | Operation of the Split-Phase | | | . 03 | Troubleshooting Direct-Current |
| | 02 | Induction Motor | | | . 04 | Motors |
| | 03 | Split-Phase Induction Motor | | | . 05 | Repairing Direct-Current Motors Operation of the Generator |
| | | Construction | | | .06 | Generator Construction |
| | . 04 | Troubleshooting Split-Phase | | | . 07 | Troubleshooting Generators |
| | | Induction Motors | | | .08 | Repairing Generators |
| | 05 | Repairing Split-Phase Induction | |] | | rispan ing cicile, ators |
| | | Motors | | .08 | | Universal and Shaded Pole Motors |
| | | | | 1 | .01 | Operation of the Universal Motor |
| 04 | | Capacitor Motors | | | . 02 | Universal Motor Construction |
| , | 01 | Operation of the Capacitor Motor | | | . 03 | Troubleshooting Universal |
| | 02 | Capacitor Motor Construction | | | | Motors |
| | 03 | Troubleshooting Capacitor | | ł | ,04 | Repairing Universal Motors |
| | İ | Motors | | | . 05 | Operation of the Shaded Pole |
| | 04 | Repairing Capacitor Motors | | | | Metor |
| | | | | | . 06 | Shaded Pole Motor Construction |
| 05 | } | Repulsion Motors | | | . 07 | Troubleshooting Shaded Pole |
| | 01 | Operation of the Repulsion (136) | | | | Motors |
| | | Motor | | | . 08 | Repairing Shaded Pole Motors |
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CURRICULUM AREA 79: Draftsman

The Draftsman Curriculum Area contains two courses. Course .01 is the basic drawing course which covers the fundamentals of mechanical drawing. It includes lettering, sketching, instrument useage, geometric construction, dimensioning, and multi-view projection. The second course, Blueprint Reading, is designed for support to Curriculum Area 70: Carpenter, Curriculum Area 73: Plumber, and Curriculum Area 74: Heating Systems Serviceman. Blueprint reading is designed to introduce the student to the techniques for obtaining information from blueprints.







DRAFTSMAN

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| 01 | | | | | | | |
| 01 | . 01 | | Basic Drawing | | | .08 | Draw an Equilateral Triangle |
| | . 01 | . 01 | Mechanical Drawing | | | .09 | Using the Triangle Method |
| į | | . • | Identify Drawing Leads and Line Weights | | | .03 | Draw a Square Using the Tri- angle Method |
| Ì | | . 02 | Mounting Paper on a Drawing | | ŀ | .10 | Draw a Square Using the Com- |
| | | | Board | | | | pass Method |
| | | . 03 | Drawing Horizontal Lines | | 1 | .11 | Inscribe a Square in a Given |
| : | | . 04 | Drawing Vertical Lines | | | | Circle Using the Triangle Method |
| | | . 05 | Using the Engineer's Scale | | | .12 | Inscribe a Square in a Given |
| | | .06 | Centering Two-View Drawings | | | | Circle |
| | | . 07 | Centering Three-View Drawings | | 1 | . 13 | Circumscribe a Square About a |
| 1 | İ | 08 | Inking Techniques | | | | Given Circle Using the Triangle |
| 1 | 1 | 09 10 | Precedence of Lines | | | 14 | Method |
| ; | - | 10 | Apply Basic Mechanical Drawing Techniques | | | ' " | Circumscribe a Square About a Given Circle Using the Compass |
| | | | rechniques | | | | Method |
| | 02 | | Lettering | | İ | .15 | Inscribe a Pentagon in a Given |
| İ | | . 1 | Free Hand Lettering | | | | Circle Using the Divider Method |
| | į | .02 | Use of AMES Lettering Instrument | | | .16 | Inscribe a Pentagon Using Geo- |
| | ł | . 03 | Lettering Using Mechanical Let- | | | | metric Construction |
| ı | 1 | | tering Instruments | | | .17 | Inscribe a Hexagon in a Given |
| | | | | | | | Circle Using the Compass |
| | 03 | 01 | Geometric Construction | | | .18 | Method |
| | | . 02 | Divide a Line into Equal Parts Bisecting a Line | | | . 10 | Circumscribe a Hexagon About a Given Circle Using the Triangle |
| ! | | .03 | Enlarge a Drawing Using the | | | | Method |
| 1 | | | Diagonal Method | | | .19 | Construct a Hexagon with One |
| i | 1 | 04 | Bisect a Given Angle Using the | | ŀ | | Side Given |
| | | i | Geometric Construction Method | | ļ | . 20 | Circumscribe an Octagon About a |
| | : | 05 | Copy a Given Angle to a New Lo- | | | | Given Circle |
| | : | | cation Using the Geometric Con- | | İ | . 21 | Inscribe an Octagon in a Given |
| 1 | Ì | | struction Method | | | | Circle |
| 1 | | .06 | Construct a Triangle with Three | | | . 22 | Inscribe an Octagon in a Given |
| | | | Given Sides Using the Geometric | | | .23 | Square |
| | | . 07 | Construction Method | | | . 23 | Lay Off a Given Arc on a Given Line |
| | | .07 | Draw an Equilateral Triangle Using the Compass Method | | | . 24 | Draw a Circle Through Three |
| | | | (38) | | | [-] | Given Points |
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| | 25 | | | | | |
| | . 25 | Draw a Line Tangent to a Given | 1 | | .03 | Drawing a Multiview Projection |
| İ | . 26 | Circle at a Point On the Circle | | | | of a Bearing Cap |
| | . 20 | Draw an Arc Tangent to a Given Arc and Line | | | .04 | Drawing a Multiview Projection |
| i | :. 27 | Draw an Arc Tangent to Two In- | | | | of a Wedge Base |
| | | tersecting Lines | ' | .06 | | Dimensioning |
| • | . 28 | Draw an Arc Tangent to Two | | | 01 | Draw and Dimension a Safety Key |
| ; | | Given Arcs | | | .02 | Draw and Dimension a Door |
| | . 29 | Draw an Ellipse Using the Tram- | | | | Bearing |
| | | mel Method | | | 03 | Draw and Dimension a Centering |
| | . 30 | Draw an Ellipse Using the Con- | | | | Wedge |
| ļ | 21 | centric Circle Method | | ļ | 04 | Draw and Dimension a Holder |
| | . 31 | Drawing an Ellipse Using Com- | | ļ _i | | Clip |
| | . 32 | pass Method Draw Two Objects Applying the | | 07 | | Section Viv |
| ! | 32 | Technique of Geometric Construct | | .07 | 01 | Section Views |
| ! | | tion | | | '' | Draw the Various Section Views of Cylindrical Objects |
| į į | ; | | | | 02 | Draw the Various Section Views |
| . 04 | | Sketching and Shape Description | | | - | of Machined Objects |
| 1 | . 01 | Add Missing Lines to Given | | | 03 | Draw the Various Section Views |
| | | Problems | | j | | of a Control Arm |
| | . 02 | Add Missing Views to Given | | | 04 | Draw the Various Section Views |
| ì | . 03 | Problems | | | | of a Tool Frame |
| | . 03 | Draw Top, Front and Right End Views of Various Objects | | | 05 | Draw the Various Section Views |
| ļ | 04 | Construct an Isometric Drawing | | | 06 | of a Lift Bracket |
| | - ' | of Rectilinear Objects | | | ~ 0 | Draw the Various Section Views of a Discharge Lock Housing |
| | .05 | Construct an Isometric Drawing | | | 07 | Draw the Indicated Section View |
| | | of Cylindrical Objects | | | - | of a Stabilizer Bracket |
| | .06 | Construct an Isometric Drawing | | | 08 | Draw the Various Section Views |
| | | of Objects with Major Holes and/ | | | | of a Slotted Disc |
| 1 | | or Curves | | _ | ' | |
| 0= | | Manufacture Doc 2 - 22 | | .09 | | Auxiliary Views |
| .05 | 01 | Multiview Projection | | } | 01 | Sketching Auxiliary Views of |
| | . 01 | Drawing a Multiview Projection of a Guide Base | | | 02 | Geometric Construction Objects |
| | . 02 | Drawing a Multiview Projection of | | | 02 | Drawing Auxiliary View of Geo- |
| | " | a Holder Base | | | | metric Construction Objects |
| | | (39) | | | | |
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| ; | i İ | | | 1 | | | |
| į | | 03 | Drawing Auxiliary Views of | 1 | | .04 | Prepare Assembly Working |
| | ì | 04 | Machined Objects | | | | Drawing of Assigned Object |
| , | | 04 | Drawing Auxiliary and Front Views of a Cable Bracket | | | .05 | Prepare Elevation and Lay Out |
| | 1 | ' i | views of a Caple Bracket | | | .06 | Drawing of Assigned Object Prepare Bill of Materials |
| | 11 | | Pictorial Drawings | | | . 55 | r repare bill of materials |
| : | | . 01 | Draw Isometric Working Drawings | , | 1 | | |
| ; | | | of a Machined Object | | | | SUPPORT FROM DRAFTSMAN TO |
| | i | .02 | Draw a Cavalier Working Draw- | ' | | | CARPENTER |
| į | | | ing of a Machined Object | | | | |
| | | . 03 | Draw a Cabinet Working Drawing | .02 | | | Blueprint Reading |
| 1 | | | of a Machined Object | | .02 | | Introduction to Building Trades |
| 1 | | . 04 | Draw a One-Point Perspective of | | | | Blueprint Reading |
| | | | a Machined Object | | | 01 | Introduction |
| 1 | 12 | | Interceptions and Davidonments | | | .02 | The Working Drawing |
| , | 13 | . 01 | Intersections and Developments Lay Out and Construct a Prism | | | 03 | Placement of Views |
| | | .01 | Lay Out and Construct a Prism Lay Out and Construct a Square | | | 04 | Dimensioning a Working Drawing |
| | | . 02 | Pipe Intersection | | | 05 | Invisible Edges Circles and Arcs |
|) : | İ | . 03 | Lay Out and Construct a Rectan- | | | 07 | Views in Section |
| | | | gular Pipe Off-Set | | | 08 | Tools for Sketching |
| | j | . 04 | Lay Out and Construct an Octa- | | 1 | 09 | Sketching Straight Lines |
| ! | | | gonal Stack Intersecting a Roof | | | 10 | Sketching Circles, Arcs, Irreg- |
| ļ | 1 | | Flange | | | | ular Shapes |
| ; | | . 05 | Lay Out and Construct a Round | | | 11 | Making a Working Sketch |
| ! | } | | Pipe Joint | | | 12 | Isometric Sketching |
| , | 1 | .06 | Lay Out and Construct a Funnel | | | 13 | Sketching Angles in Isometric |
| ì | • | . 07 | Lay Out and Construct a Transi- | | | 14 | Dimensioning an Isometric Sketch |
| ; | - ! | | tion Piece with Square Ends | | 1 | 15 | Sketching Circles and Arcs in |
| - | | | | | | | Isometric, |
| i | 14 | | Working Drawings | | | 17 | Oblique Projection |
| ; | | . 01 | Prepare Detail Drawings of As- | | | 18 | Structural Members of a Frame |
| í | į | | signed Object | | | , , | Structure |
| ' | 1 | . 02 | Prepare Unit Assembly Drawing | | 1 | 19 | Roof Framing Members |
| | | 0.2 | of Assigned Object | | | 20 | Frame Buildings |
| | } | . 03 | Prepare Exploded View Drawing | | | 21 | Doors, Windows and Exterior |
| 1 | j | . | of Assigned Object | | | | Walls |
| | | | (140) | | | | |
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| O . | . 22 . 23 . 24 . 25 . 26 . 27 . 28 | Framing Plans and Elevations Rough Openings, Roofs and Roof Framing Plans, Elevations and Sections Details and Sections Piers and Floors Windows, Lintels and Doors Wall Plates, Roofs and Rafters Blueprint Reading for Carpentry Specifications Dimensions Scale and the Working Drawings Elevation Drawings Wall Sections - Elevators Interpreting the Elevation Drawings (Review) The Plot Plan Foundation Drawings Plan Symbols and Indications Schedules Interpreting the Basement Plan (Review) Floor Frame Plan The Floor Plan Interpreting the Floor Plan (Review) Roof Frame Plan Details - Cornice Details - Walls Details - Windows and Doors Details - Stairs Details - Fireplace Details - Cabinets Interpreting the Detail Drawings (Review) Quantity and Material Lists | . 02 | .02 | .01 .02 .03 .04 .05 .06 .07 .08 .09 .10 .11 .12 .13 .14 .15 .16 .17 .18 | SUPPORT FROM DRAFTSMAN TO ELECTRICAL WIREMAN Blueprint Reading Introduction to Building Trades Blueprint Reading Introduction The Working Drawing Placement of Views Dimensioning a Working Drawing Invisible Edges Circles and Arcs Views in Sections Tools for Sketching Sketching Straight Lines Sketching Circles, Arcs, Irregular Shapes Making a Working Sketch Isometric Sketching Sketching Angles in Isometric Dimensioning an Isometric Sketch Sketching Circles and Arcs in Isometric Sketching an Irregular Shape in Isometric Oblique Projection Structural Members of a Frame Structure Roof Framing Members Frame Buildings Doors, Windows and Exterior Walls Framing Plans and Elevations Rough Openings, Roofs and Roof Framing |
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| | | . 24 | Plans, Elevations and Sections | | | .19 | Roof Framing Members |
| | | . 25 | Details and Sections | | | . 20 | Frame Buildings |
| | | . 26 | Piers and Floors | | | . 21 | Doors, Windows and Exterior |
| | 1 | . 27 | Windows, Lintels and Doors | | | | Walls |
| i | 1 | . 28 | Wall Plates, Roofs, and Rafters | | | . 22 | Framing Plans and Elevations |
| 1 | | į | | | | . 23 | Rough Openings, Roofs and Roof |
| | | } | | |] . | | Framing |
| li | 1 | 1 | SUPPORT FROM DRAFTING TO | | | . 24 | Plans, Elevations and Sections |
| | , 1 | - | PLUMBER | | | . 25 | Details and Sections |
| | | | | | | . 26 | Piers and Floors |
| 02 | | | Blueprint Reading | | | . 27 | Windows, Lintels and Doors |
| | .02 | | Introduction of Building Trades to | | | . 28 | Wall Plates, Roofs and Rafters |
| | . ! | | Blueprint Reading | | | | Division to the Complete of |
| | | . 01 | Introduction | | .04 | 0.1 | Blueprint Reading for Plumbing |
| | | .02 | The Working Drawing | | | .01 | Introduction to Pipe Drawings |
| | | 03 | Placement of Views | | | .02 | Reading the Architect's Scale |
| | | .04 | Dimensioning a Working Drawing | | | .03 | Laundry Tray and Floor Drain in Basement Plan |
| | } | 05 | Invisible Edges | | | .04 | Kitchen Floor Plans |
| ĺi | | .06 | Circles and Arcs | | | .04 | Bathroom Floor Plans |
| | | .07 | Views in Section | | | .06 | Rough-In for Kitchen Sink |
| : | | .08 | Tools for Sketching | | | .07 | Rough-In for Lavatory |
| | | .09 | Sketching Straight Lines | | | .08 | Rough-In for Water Closet Combi- |
| | | .10 | Sketching Circles, Arcs, Irreg- | İ | | . 00 | nation |
| | 1 | | ular Shapes | | | . 09 | Rough-In for Bathtub with Shower |
| | | .11 | Making a Working Sketch | i (| | .10 | Fundamentals of Isometric |
| | į | . 12 | Isometric Sketching | İ | | | Drawing |
| | | . 13 | Sketching Angles Isometric Dimensioning an Isometric Ske tch | | | .11 | Aids to Drawing Isometric Pipe |
| | | . 15 | Sketching Circles and Arcs in | | | | Diagrams |
| | | . ; , | Isometric | | - | .12 | Dimensioning Isometric Drawings |
| | | .16 | Sketching an Irregular Shape in | | | .13 | Waste and Jent for Kitchen Sink |
| | ļ | , , , | Isometric | | | .14 | Waste and Vent for Two Lavatories |
| | | .17 | Oblique Projection | | | .15 | Three Lavatories to a Single Stack |
| | | . 18 | Structural Members of a Frame | | | . 16 | Soil Stack, Waste and Vent Piping |
| | ľ | | Structure | | | | for Water Closet and Lavatory |
| | | ļ | | | | . 17 | Three-Fixture Bath on One Wall |
| | . | | (142) | ! | | . 18 | Bathroom Fixtures on Opposite |
| | | | \smile_1 | İ | | | Wall |
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| Cont | 5 3 19 20 21 22 23 24 25 26 27 28 29 30 31 32 | Four-Fixture Bath Two Bathrooms: Back to Back Bathroom and Kitchen Fixtures into One Stack The Wall-Hung Toilet Men's Toilet Room - Slab on Grade Visualizing the House Sewage Disposal System The House Drain The Waste Stack and Vent Piping The Soil Stack and Vent Piping Hot and Cold Water Piping in the Basement Water Piping to Kitchen and Laundry and to the Bathroom Gas Piping Plot Plans and the Engineer's | .02 | 02 | 01 02 03 04 05 06 07 08 09 10 | SUPPORT FROM DRAFTSMAN TO HEATING SYSTEMS SERVICEMAN Blueprint Reading Introduction to Building Trades Blueprint Reading Introduction The Working Drawing Placement of Views Dimensioning a W rking Drawing Invisible Edges Circles and Arcs Views in Section Tools for Sketching Sketching Straight Lines Sketching Circles, Arcs, Irregular Shapes Making a Working Sketch |
| | 33 34 35 36 37 | Scale An Overall Picture of the Building Elevations and the Plumbing Installation The House Drain Soil Stack, Waste and Vent Piping Hot and Cold Water Piping Gas Piping | | | 12 13 14 15 | Isometric Sketching Sketching Angles in Isometric Dimensioning an Isometric Sketch Sketching Circles and Arcs in Isometric Sketching an Irregular Shape in Isometric |
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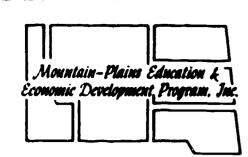
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| | 17 | Oblique Projection | | ļ , | . 20 | Gutters, Downspouts and Venti- |
| | . 18 | Structural Members of a Frame | | ļ , | 1 | lators |
| | | Structure | | 1 | . 21 | Metal Decking |
| | . 19 | Roof Framing Members | | 1 | . 22 | Vee Belt Guard-Removable ❖ |
| 1 ; | . 20 | Frame Building | | 1 | | Cover-Junction Box |
| 1 | . 21 | Doors, Windows, and Exterior | | | . 23 | Warm-Air Heating Systems |
| | | Walls | | 1 | . 24 | Heating Plans |
| | . 22 | Framing Plans and Elevations | 1 | , (| . 25 | Project Home-Residential Home |
| | . 23 | Rough Openings, Roofs and Roof | | , | . 26 | Ventilation Systems |
| | 94 | Framing Plans Flovations and Sections | | | . 27 | Industrial Ventilation System Multizona Ventilation Systems |
| | 24 | Plans, Elevations and Sections Details and Sections | | 1 . | . 28 | Multizone Ventilation Systems |
| | 26 | Piers and Floors | | | . 30 | Air-Conditioning Systems A Multiduct Air-Conditioning |
| 1 | . 27 | Windows, Lintels and Doors | | | 1.30 | System |
| ! | 28 | Wall Plates, Roofs and Rafters | · | ļ , | .31 | A Motel Air-Conditioning System |
| 1 | | miss indicates | | , | . 31 | Exhaust Systems |
| .05 | ; | Blueprint Reading for Sheet Metal | | , | . 33 | Grinding Exhaust-Sash and Door |
| . | .01 | Inch Rules and Fractional Divi- | | | 1 | 3 |
| 1 | | sions | · . | | | 1 |
| 1 | . 02 | Inch Rule and Decimal Divisions | | 1 | | · · |
| | .03 | Architectual Scale | 1 | [] | | i i |
| i ! | .04 | The Protractor | · [| | | · · |
| | .05 | The Dividers | | | | l l |
| | .06 | Competency Test | 1 | , | | l l |
| , (| .07 | Orthographic Projection | | ' | | i i |
| 1 | 80. | Architectural Drawings | | , | | Ţ |
| 1 | 1.09 | Sheet Metal Drawing | | , | | ļ. |
| ! | . 10 | Architectural Drafting Symbols | | , | | i i |
| | 1.11 | <i>3</i> , | | ' | | ĺ |
| | 12 13 | Electrical Symbols Welding Symbols | 1 | ! | | l l |
| | . 13 | Sheet Metal Symbols | | 1 | | i i |
| | 1.14 | Shop Methods | | | | |
| 1 | .15 | Material | | | | 1 |
| | . 17 | Lstimating Methods | | ļ , | | ! |
| | 18 | Sheet Metal Fittings | | , | | 1 |
| | 19 | Roofing and Flashing | | 1 | | 1 |
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GURRICULUM AREA 81; Leadership Fraining Workshop

Contains two consecutive workshops designed to familiarize the students with the social structure of communities, provide a reference for parliamentary procedure and develop the skills and knowledge necessary for the exercise of an active leadership role in organized community action. Members in the course as used in Mountain-Plains are recruited from elect student leaders. They, therefore, have a pre-existing group on which to practice their leadership techniques.







LEADERSHIP TRAINING WORKSHOP

Job Title:

Leadership Training Workshop

| Leadership Training Building, Exercising and Expressing Leadership in Groups Organizing the People in Your Neighburhood OAP: Leading a Meeting OAP: Leadership Traits and Abilities OZ GAP: Group Techniques OAP: Leadership Traits and Abilities OZ GAP. Writing an Agenda Abilities OZ GAP: Making a Motion OX GAP: Kinds and Orders of Motions OX GAP: Amock Meeting OX GAP: Kinds and Orders of Motions OX GAP: Amock Meeting OX GAP: The Social Setting of Community Action Process OX GAP: Designing a Plan of Action OX GAP: Designing a Plan of Acti | منتحد شعفا حاك |
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| Developing Group Skill Building, Exercising and Expressing Leadership in Groups Organizing the People in Your Neight-whood OZAP: Organizing the People in Your Neighborhood Leading a Meeting OAP: Leadership Traits and Abilities OAP: Leadership Traits and Abilities OAP: Leadership Traits and Abilities OAP: Making a Motion OA | '5 |
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