

DOCUMENT RESUME

ED 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 MF-\$0.76 HC Not Available from EDRS. PLUS POSTAGE

DESCRIPTORS 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)

FEB 20 1975

Mountain Plains

Master Course List

ED 003584

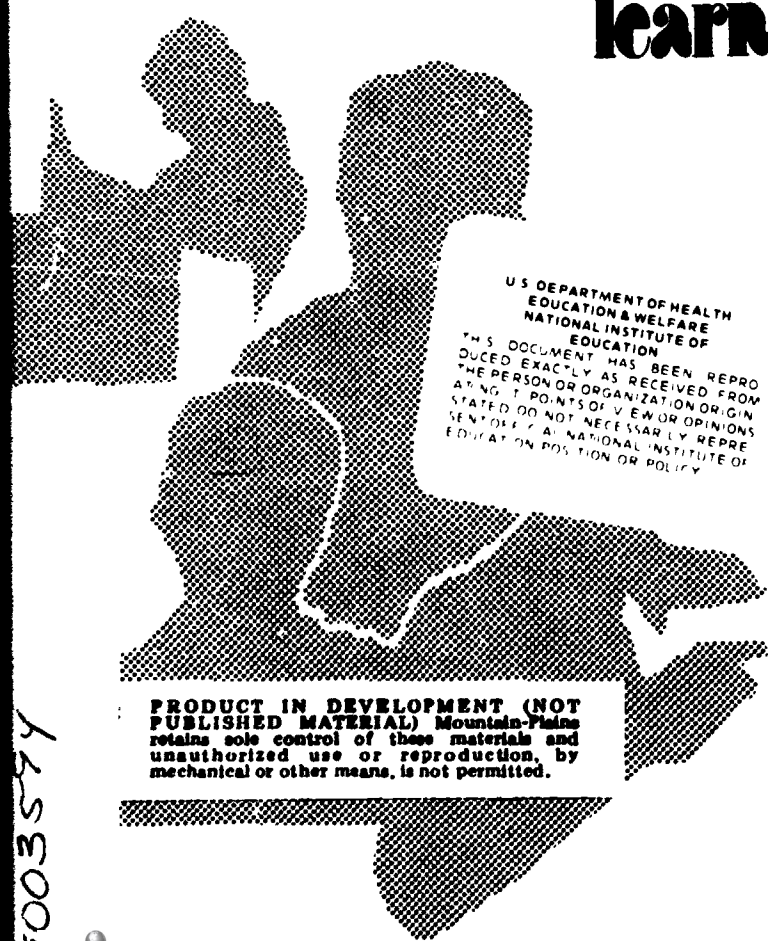
Curriculum Areas:

job titles

learning activity packages

courses

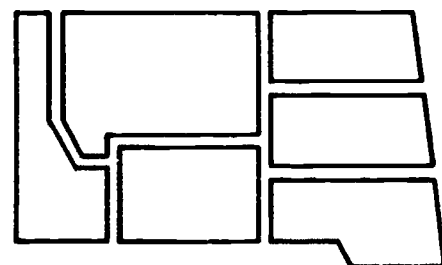
units



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MOUNTAIN
PLAINS EDUCATION
ECONOMIC
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ED003584



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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.

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.

CURRICULUM AREA 15: Communication Skills

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

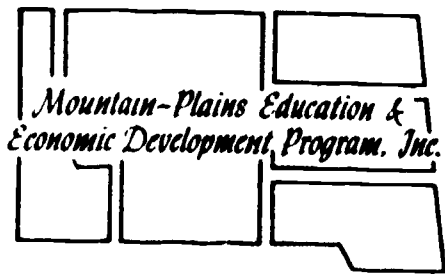
This curriculum area uses a grade level approach in teaching eight courses. The grade level approach to the study of communication skills is designed to break up the study patterns in such a manner that variety in study areas is presented. Rather than an extended period of study in one course, e.g.,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



Curriculum Area: 15

COMMUNICATION SKILLS

Job Title:

DATE 1-9-75

Course	Unit	LAP	
			<u>BASIC COMMUNICATION SKILLS</u>
.03			Level E
	.01		Root Words
		.01	Recognizing Root Words
	.02		Compound Words
		.01	Learning to Form Compound Words
	.03		Reading Compound Word Forms
		.01	Understanding Compound Word Forms
	.04		Nouns
		.01	Recognizing Nouns
	.05		Alphabet
		.01	Alphabetizing
.04			Level F
	.01		Plural Words
		.01	Forming Plural Words
	.02		Synonyms, Antonyms, Homonyms
		.01	Selecting Synonyms for a Given Word
		.02	Selecting Antonyms
		.03	Selecting Homonyms
	.03		Basic Reading Structures
		.01	Reading for Information and Entertainment
		.02	Learning the Function of Descriptive Words
		.03	Identifying Topic Sentences
		.04	Formulating the Main Idea

Course	Unit	LAP	
	.04		Complete Sentences
		.01	Identify and Define Complete Sentences
	.05		Alphabetizing
		.01	Alphabetizing Names and Titles
	.05		Level G
		.01	Suffixes
		.01	Adding Word Endings
	.02		Word Meanings
		.01	Identifying Word Meanings
	.03		Main Idea and Recall
		.01	Using the Main Idea for Recall
		.02	Identifying Relevant Facts
		.03	Drawing Conclusions
	.04		End Punctuation
		.01	Learning to Use End Punctuation
	.05		Dictionary
		.01	Learning to Use a Dictionary
	.06		Level H
		.01	Prefixes and Suffixes
		.01	Prefixes I
		.02	Prefixes II
		.03	Suffixes
	.02		Root Words
		.01	Writing Definitions for Root Words
	.03		Who, What, Where and Why
		.01	Learning to Read for Recall

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Job Title:

DATE 1-9-75

Course	Unit	LAP
	.02	Reading to Answer Questions
	.03	Reading to Answer Indirect Questions
	.04	Identifying Author Intention
.04		Capitalization
	.01	Learning to Properly Use Capital Letters
.05		Reference Skills
	.01	Learning the Various Parts of Books
07		Level I
	.01	The Apostrophe
	.01	Forming Contractions
	.02	Forming the Possessive
	.02	Syllabication and Context Clues
	.01	Separating Words into Syllables
	.02	Context Clues I
	.03	Context Clues II
	.03	Preparation for Technical Reading
	.01	Defining Similes, Metaphors, and Personification
	.02	Reading for Sequence
	.03	Reading Technical Materials
	.04	Subject/Verb Agreement
	.01	Learning Proper Subject/Verb Agreement
	.05	The Encyclopedia
	.01	Using the Encyclopedia

Course	Unit	LAP
.08		Level J
	.01	Syllabication
	.01	Syllabilizing Words
	.02	Noun Plurals and Guide Words
	.01	Forming Plurals and Relating Them to Guide Words
	.03	Directional Reading
	.01	Reading for Detail
	.02	Listing Words into Proper Groups
	.03	Following Directions
	.04	Placing Words
	.01	Placing Adjectives
	.02	Placing Adverbs
	.03	Placing Pronouns
	.05	Dewey Decimal System
	.01	Classifying Books I
	.02	Classifying Books II
		ADVANCED COMMUNICATION SKILLS
.09		Level K
	.01	Possessives and Contractions and Plural Nouns
	.01	Properly Forming Possessives of Singular Nouns
	.02	Properly Forming Contractions
	.03	Properly Forming Noun Plurals
	.02	Prefixes and Suffixes
	.01	Joining Prefixes with Root Words
	.02	Joining Suffixes with Root Words

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Job Title:

DATE 1-9-75

Course	Unit	LAP	
.03			Capitalization
	.01		Identifying Proper and Improper Capitalization
.04			The Eight Parts of Speech
	.01		Nouns, Pronouns, and Verbs
	.02		Adjectives and Adverbs
	.03		Prepositions, Conjunctions and Interjections
.05			Verb Forms
	.01		Defining and Identifying Regular and Irregular Verbs
	.02		Subject/Verb Agreement
.10			Level L
	.01		Prefixes and Suffixes
	.01		Adding Prefixes and Suffixes to Root Words
	.02		Context Clues
	.01		Using Context Clues for Word Meaning
	.02		Context Clues Through Inference
	.03		Terminal Punctuation and Quotation Marks
	.01		Using Terminal Punctuation
	.02		Using Quotation Marks
	.04		Modifiers
	.01		Using Adjectives
	.02		Using Adverbs
	.05		Comparatives
	.01		Properly Using Confusing Word Pairs

Course	Unit	LAP	
.11			Level M
	.01		Blends
	.01		Spelling "ie" and "ei" Words
	.02		Integrating Sentences into Paragraphs
	.01		Interpreting Sentences
	.02		Reading Paragraphs for the Main Idea
	.03		Properly Using Commas
	.01		Properly Using Commas
	.02		Using Commas
	.04		Objects
	.01		Learning to Identify Objects
	.05		Pronouns and Prepositions
	.01		Properly Using Pronouns
	.02		Properly Using Prepositions
.12			Level N
	.01		Spelling Demons I and II
	.01		Learning to Spell Difficult Words I
	.02		Learning to Spell Difficult Words II
	.02		Facts, Opinions, Issues and Inferences
	.01		Learning to Read for Facts, Opinions, and Issues
	.02		Learning to Read for Inferences
	.03		Semicolons, Dashes, and Colons
	.01		Using Semicolons, Dashes and Colons

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Curriculum Area: 15

COMMUNICATION SKILLS

Job Title:

DATE 1-9-75

Course	Unit	LAP
.04		
	.01	
		Sentence Structure Developing Sentences
.05		
	.01	
		Exact Sentence Writing Writing Concise Sentences
.13		
	.01	
		Level O Commonly Misspelled Words Learning to Correctly Spell Words
.02		
	.01	
		Formal Vocabulary Learning Differences Between Formal and Colloquial Language
.03		
	.01	
		Troublesome Punctuation Learning to Use Troublesome Punctuation
.04		
	.01	
		Rules for Manuscript Learning How to Lay Out a Paper
.05		
	.01	
		Paragraphs into Compositions 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.

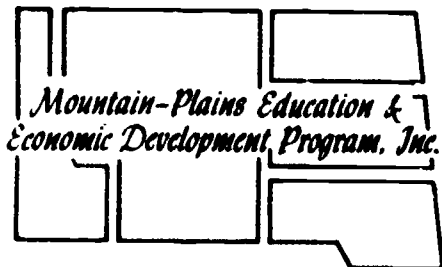
Clerk - covers basic typing, filing, use of adding machines and office procedures.

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.



Curriculum Area: 24

OFFICE EDUCATION

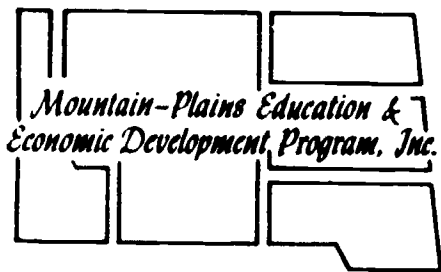
Job Title:

Keypunch Operator

DATE 1-3-75

Course	Unit	LAP	
06			Data Processing
	.01		Introduction to Business Data Processing
		.01	The Data Processing Cycle
		.02	Data Processing Operations
	.02		Manual and Mechanical Data Processing
		.01	Manual Data Processing
		.02	Direct Entry Records For Sale
		.03	Direct Entry Records For Purchase
		.04	Mechanical Data Processing
	.03		Punched Card Data Processing
		.01	The Punched Card
		.02	Punched Card Machines
		.03	Applications of Punched Card Data
	.04		Common Language Media
		.01	Punched Tape and Edge Punched Cards
		.02	Card Punching, Magnetic Recording and Scanning
	.05		Electronic Data Processing
		.01	The Computer
		.02	Components of a Computer System
		.03	Programming a Computer
		.04	Applications of Electronic Data Processing
	.10		Keypunch
		.01	Introduction to IBM 29 Print Card Punch
		.01	Operation of Keys and Switches
		.02	Operative Parts and Features
		.03	Additional Instructions for the IBM 29

Course	Unit	LAP	
	.02		Numeric and Keyboard Exercise/ Program Card
		.01	Number Keyboard Exercises
		.02	Punching a Program Card
		.03	Removing and Mounting a Program Card
	.03		Punching Practice Jobs
		.01	Job No. 3
		.02	Job No. 4
		.03	Job No. 5
		.04	Job No. 6
		.05	Job No. 7
		.06	Job No. 8
		.07	Job No. 9
		.08	Job No. 10
		.09	Job No. 11
		.10	Job No. 12
	.04		Introduction to Related Unit Record
		.01	The IBM 29 Verifier
		.02	The IBM Sorter
	.17		Keyboard Typing
		.01	The Alphabetic Keys
		.01	Home Row Keys
		.02	H-E Pica/Elite
		.03	I-T Period/Left Shift
		.04	O-R-N
		.05	W-U-C/Right Shift
		.06	P-G-M
		.07	Q-Y-X Backspace
		.08	B-F
		.09	V Question Mark
	.02		Speed Building
		.01	Margin Stops/Building Speed
		.02	Building Typing Speed
		.03	Building Typing Speed and Skill



Curriculum Area: 24

OFFICE EDUCATION

Job Title:

Clerk

DATE 1-3-75

Course	Unit	LAP		
.03	.01	.01	Ten-Key Adding Machine	
			Introduction/Addition/Subtraction	
			Introduction, Touch Addition and Home Keys	
			Touch Addition, 7-8-9 Keys	
	.02	.03	.04	Touch Addition, All Ten Keys
				Subtraction, All Keys
				Multiplication
	.01	.02	.03	Multiplication, Whole Numbers and Decimals
				Short-Cut Multiplication Parts 1 and 2
				Multiplication of Fractions
	.08	.01	.02	Filing
				Filing Rules
Filing Rules 1-10				
Alphabetic Correspondence Filing				
Subject Correspondence Filing				
.04	.03	.04	Filing Rules 11-20	
			Keyboard Typing	
17	.01	.02	The Alphabetic Keys	
			Home Row Keys	
			H-E-Pica/Elite	
			I-T-Period/Left Shift	
			O-R-N	
			W-U-C/Right Shift	
			P-G-M	
			Q-Y-X Backspace	
			B-F	
			V-Question Mark	
.02	.01	.02	Speed Building	
			Margin Stops/Building Speed	
			Building Typing Speed	
			Building Typing Speed and Skill	

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Course	Unit	LAP				
.03	.01	.02	The Number Keys			
			1-3-7			
			9-5/Colon			
			6-2 Diagonal			
	.04	.03	.04	8-4-0		
				The Symbol Keys and Related Spacing Rules		
				Hyphen, Spacing		
	.02	.03	.04	Dollar, Apostrophe		
				Number, Ampersand		
				Percent, Underline		
	.05	.04	.05	Asterick, Fraction, Cent		
				Production Typing		
.18	.01	.07	Typing Techniques			
			Horizontal Centering			
			Vertical Centering			
			Proofreader's Marks			
			Correcting Errors			
			Spreading and Squeezing			
			Tabulation			
			Dividing Words			
			.02	.01	.02	Business Letters (partial)
						Personnel Letter
Small Envelope						
Business Letter						
Carbon Packs						
Business Letters/Special Features						
Large Envelope						
Chain Feeding Envelopes						
Production Test I						
Attention Line						
Subject Line						
.04	.01	.06	Common Business Forms (partial)			
			Typing A Postcard			
			Memos			
			Purchase Requisitions			

Curriculum Area: 24

OFFICE EDUCATION

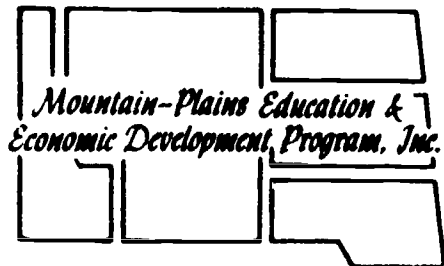
Job Title:

Clerk

DATE 1/3/75

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

Course	Unit	LAP



Curriculum Area: 24

OFFICE EDUCATION

Job Title:

Clerk-Typist

DATE 1-3-75

Course	Unit	LAP	
02	.01	Business Writing	
		Principles of Good Business Correspondence	
		.01 Planning the Message	
		.02 Paragraph Development	
		.03 Organization and Unity	
		.04 Coherence and Conciseness	
		.05 Forcefulness	
		.06 Clearness, Completeness and Courtesy	
	.07 Tone		
	.08 Power Take-Off Smooth Landing		
	.02	Application of Principles	
		.01 Requests and Acknowledgments	
		.02 Special Orders and Requests	
		.03 Special Replies	
		.04 Goodwill Letters	
		.05 Sales Letters	
		.06 Claim and Adjustment Letters	
		.07 Credit Letters	
		.08 Collection Letters	
	.09 Business Reports		
	03	.01	Ten-Key Adding Machine
			Introduction/Addition/Subtraction
			.01 Introduction, Touch Addition and Home Keys
.02 Touch Addition, 7-8-9 Keys			
.02	.01	Multiplication	
		.01 Multiplication, Whole Numbers and Decimals	
		.02 Short-Cut Multiplication Parts 1 and 2	
.03	.03	Multiplication of Fractions	

Course	Unit	LAP	
.04	.01	Printing Calculator	
		Introduction/Addition/Subtraction	
		.01 Names, Symbols, and Functions	
	.02 Touch Addition - All Keys		
	.03 Subtraction - All Keys		
	.02	.01	Multiplication/Division
			Multiplication - Whole Numbers and Fractions
			.02 Multiplication - Addition of Products
			.03 Constant Multiplication - Addition
			.04 Multifactor Multiplication
	.05	.01	Division of Whole Numbers and Decimals
			Electronic Calculator
			Introduction/Addition/Subtraction
			.01 Introduction to the Machine
			.02 Touch Addition - Home Row Keys
			.03 Touch Addition - 7, 8, 9 Keys
			.04 Touch Addition - 0, 1, 2, 3 Keys
			.05 Subtraction
			.06 Sum of Differences
	.02	.01	Multiplication
			Multiplication - Whole Numbers and Decimals
			.02 Multiplication - Whole Numbers and Fractions
			.03 Multifactor Multiplication
.04 Accumulative Multiplication			
.05 Constant Multiplication - Addition of Products			
.06 Sum of Products			
.07 Difference of Products			
.08 Product of Sums			
.09 Calculating Product of Differences			

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Job Title:

Clerk-Typist

DATE 1-3-75

Course	Unit	LAP	
.03		Division	
	.01	Division - Whole Numbers and Decimals	
	.02	Division - Whole Numbers and Fractions	
	.03	Constant Division	
	.04	Sum of Quotients and Difference of Quotients	
	.04		Practical Application Problems
		.01	Calculating of Percentages
.02		Calculating Amount of Percentage of Increase & Decrease	
.03		Calculating Amount of Discount and Net Amount	
.04		Calculating Net Amount Using Complements and Chain Discount Equivalents	
.05		Markup or Markdown Based on Cost or Selling Price	
.06		Calculation of Simple Interest	
08		Filing	
	.01	Filing Rules I	
	.01	Filing Rules 1-10	
	.02	Alphabetic Correspondence Filing	
	.03	Subject Correspondence Filing	
	.04	Filing Rules 11-20	
	13		Full Keyboard Adding Machine
.01		Addition/Subtraction	
.01		Addition - Zeros; One and Two Digit Numbers	
.02		Addition - Three Digit Numbers	
.03		Addition - Four, Five and Six Digit Numbers	
.04		Subtraction - Correction of Errors	
	.05	Repeat Addition	

(14)

Course	Unit	LAP	
		Fixed Decimal Point	
	.02	Multiplication	
	.01	Multiplication	
	.02	Decimals, Fractions and Percentages	
	.03	Multiplication - Short Cut Method	
	.17		Keyboard Typing
.01		The Alphabetic Keys	
.01		Home Row Keys	
.02		H-E Pica/Elite	
.03		I-T Period/Left Shift	
.04		O-R-N	
.05		W-U-C/Right Shift	
.06		P-G-M	
.07		Q-Y-X Backspace	
.08		B-F	
.09	V-Question Mark		
	.02	Speed Building	
	.01	Margin Stops/Building Speed	
	.02	Building Typing Speed	
	.03	Building Typing Speed and Skill	
	.03		The Number Keys
		.01	1-3-7
.02		9-5/Colon	
.03		6-2 Diagonal	
	.04	8-4-0	
	.04		The Symbol Keys and Related Spacing Rules
		.01	Hyphen, Spacing
		.02	Dollar, Apostrophe
		.03	Number, Ampersand
.04		Percent, Underline	
.05	Asterick, Fraction, Cent		

Job Title:

Clerk-Typist

DATE 1-3-75

Course	Unit	LAP	
18	.01	Production Typing	
		Typing Techniques	
		.01 Horizontal Centering	
		.02 Vertical Centering	
		.03 Proofreader's Marks	
		.04 Correcting Errors	
		.05 Spreading and Squeezing	
	.02	.06	Tabulation
			.07 Dividing Words
			Business Letters
			.01 Personnel Letter
			.02 Small Envelope
			.03 Business Letter
			.04 Carbon Packs
		.05	Business Letters/Special Features
			.06 Large Envelope
			.07 Chain Feeding Envelopes
			Production Test I
	.08	Attention Line	
		.09 Subject Line	
		.10 Optional Features	
		Production Test II	
		.11 Simplified Letters	
		Production Test III	
		.03	.01
	.02 Tabulated Reports		
	.03 Tables/Special Features		
	.04 Tabulated Reports		
	Production Test IV		
	.04	.01	Common Business Forms
			.02 Typing a Postcard
			.03 Outlines
			.04 Memo in Block Style
Memos			

Course	Unit	LAP		
		.05 Alignment at Right		
		.06 Purchase Requisitions		
		.07 Invoices		
		Production Test V		
		.05	.01	Reports
				.02 Typing a Theme
				.03 Typing an Unbound Manuscript
	.04 Top-Bound or Left-Bound Manuscript			
	.05 Bibliographies			
	.06 Manuscript Title Page			
	Program and Speech			
	Production Test VI			
	.06		Rough Draft Typing	
			.01 Letters	
			.02 Table (unarranged)	
		.03 Listing		
		.04 Manuscript		
		.05 Bank Reconciliation		
		.06 Letter with Tabulation		
		.07 Report		
	.19	.01	Memo	
			Machine Transcription	
			.01 Use of the Period and Question Mark	
			.01 Use of the Period (Letters 2, 3, and 8)	
			.02 Use of the Question Mark (Letter 12)	
			.02 Use of the Comma	
	.02	.01	Comma with a Conjunction	
			.02 Comma with Phrases	
			.03 Comma with Compound Predicates	
			.04 Comma with Adjectives	
			.05 Identify Expressions	
			.06 Comma in Direct Addresses	



Job Title:

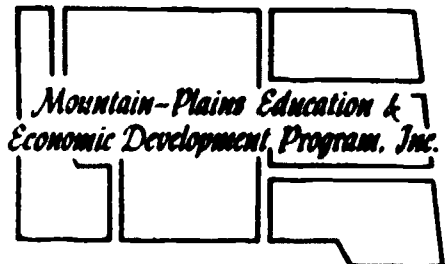
Clerk-Typist

DATE 1-3-75

Unit	LAP	
.07		Comma in Residence/Business
.08		Comma with Quotation Marks
.09		Comma in Complex Sentences
.03		Use of the Semi-Colon
.01		Semi-Colon with a Conjunction
.02		Semi-Colon with Subordinate Clauses
.03		Semi-Colon Intriducing Enumeration
.04		Use of the Colon
.01		Colon to Introduce Lists
.02		Rewiewing Cautions in the Use 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
.04		Problem Situations & Shipping Services
.05		Telegraph Services
.02		Communications
.01		Effective Telephone Use
.02		Long Distance Telephone Use & Telephone Equipment
.03		Greeting Callers
.04		Travel
.04		Data Processing
.01		How Data is Processed
.02		Computers and Data

Course	Unit	LAP	
	.05		Duplicating Methods
		.01	Spirit Duplicating
		.02	Mimeograph
		.03	Additional Duplicating Process





Curriculum Area: 24

OFFICE EDUCATION

Job Title:

Clerk-Stenographer

DATE 1-3-75

Course	Unit	LAP
.01		
	.01	
		.01
		.02
		.03
		.04
		.05
		.06
	.02	
		.01
		.02
		.03
		.04
		.05
	.03	
		.01
		.02
		.03
		.04
		.05
		.06
		.07
		.08
	.04	
		.01
		.02

Course	Unit	LAP
.02		
	.01	
		.01
		.02
		.03
		.04
		.05
		.06
		.07
		.08
	.02	
		.01
		.02
		.03
		.04
		.05
		.06
		.07
		.08
		.09
	.03	
		.01
		.02
		.03
		.04
	.02	
		.01
		.02
		.03

Job Title:

Clerk-Stenographer

DATE 1-3-75

Course	Unit	LAP		
04	.01	Printing Calculator		
		Introduction/Addition/Subtraction Names, Symbols, and Functions		
		Touch Addition - All Keys		
		.02	Subtraction - All Keys	
		.03		
	.02		Multiplication/Division	
			Multiplication - Whole Numbers, Fractions	
			Multiplication - Addition of Products	
			Constant Multiplication - Addition	
			Multifactor Multiplication	
		.05	Division of Whole Numbers and Decimals	
		05	.01	Electronic Calculator
				Introduction/Addition/Subtraction
				Introduction to the Machine
				Touch Addition - Home Row Keys
Touch Addition - 7, 8, 9 Keys				
Touch Addition - 0, 1, 2, 3 Keys				
	.05	Subtraction		
	.06	Sum of Differences		
	.02	Multiplication		
		Multiplication - Whole Numbers and Decimals		
		Multiplication - Whole Numbers and Fractions		
		Multifactor Multiplication		
		Accumulative Multiplication		
		Constant Multiplication - Addition of Products		
		Sum of Products		
		Difference of Products		
		Product of Sums		
Calculating Product of Differences				

Course	Unit	LAP	
	.03	Division	
		Division - Whole Numbers and Decimals	
		Division - Whole Numbers and Fractions	
		Constant Division	
		.04	Sum of Quotients and Difference of Quotients
		.04	Practical Application Problems
		.01	Calculating of Percentages
			Calculating Amount and Percentages of Increase & Decrease
			Calculating Amount of Discount and Net Amount
			Calculating Net Amount Using Complements and Chain Discount Equivalents
			Markup or Markdown Based On Cost or Selling Price
			Calculation of Simple Interest
			Truth in Lending
		.08	Filing
			Filing Rules I
Filing Rules 1-10			
Alphabetic Correspondence Filing			
	.03	Subject of Correspondence Filing	
	.04	Filing Rules 11-20	
	.10	Keypunch	
		Introduction to IBM 29 Print Card Punch	
		Operation of Keys and Switches	
		Operative Parts and Features	
		Additional Instructions for the IBM 29	



Job Title:

Clerk-Stenographer

DATE 1-8-75

Course	Unit	LAP	
13	.02		Numeric and Keyboard Exercises/ Program Card
		.01	Number Keyboard Exercises
		.02	Punching a Program Card
		.03	Removing and Mounting a Program Card
			Full Keyboard Adding Machine
		.01	Addition/Subtraction
		.01	Addition - Zeros; One and Two Digit Numbers
		.02	Addition - Three Digit Numbers
		.03	Addition - Four, Five and Six Digit Numbers
		.04	Subtraction - Correction of Errors
		.05	Repeat Addition
		.06	Fixed Decimal Point
		.02	Multiplication
		.01	Multiplication
	.02	Decimals, Fractions and Percentages	
	.03	Multiplication - Short Cut Method	
15	.01		Beginning Lessons 1-20
		.01	Lessons 1 and 2
		.02	Lesson 3
		.03	Lesson 4
		.04	Lesson 5
		.05	Lesson 6
		.06	Lesson 7
		.07	Lesson 8
		.08	Lesson 9
		.09	Lesson 10
		.10	Lesson 11
		.11	Lesson 12
		.12	Lesson 13
		.13	Lesson 14
		.14	Lesson 15

Course	Unit	LAP	
		.15	Lesson 16
		.16	Lesson 17
		.17	Lesson 18
		.18	Lesson 19
		.19	Lesson 20
		.02	Lessons 21-40
		.01	Lesson 21
		.02	Lesson 22
		.03	Lesson 23
		.04	Lesson 24
		.05	Lesson 25
		.06	Lesson 26
		.07	Lesson 27
		.08	Lesson 28
		.09	Lesson 29
		.10	Lesson 30
		.11	Lesson 31
		.12	Lesson 32
		.13	Lesson 33
		.14	Lesson 34
	.15	Lesson 35	
	.16	Lesson 36	
	.17	Lesson 37	
	.18	Lesson 38	
	.19	Lesson 39	
	.20	Lesson 40	
16	.01		Shorthand Transcription Preparation
		.01	Prediction Preparation
		.02	Dictation on the Job
		.03	Transcription on the Job
		.04	Transcription Alertness
		.02	Speed Building
		.01	Lessons 1-10
		.02	Lessons 11-20
	.03	Lessons 21-30	
	.04	Lessons 31-40	



Job Title:

Clerk-Stenographer

DATE 1-8-75

Unit	LAP	
.03		Advanced Speed Building
.01		Lessons 41-50
.02		Lessons 51-60
.03		Lessons 61-70
.04		Lessons 71-80
17		Keyboard Typing
.01		The Alphabetic Keys
.01		Home Row Keys
.02		H-E Pica/Elite
.03		I-T Period/Left Shift
.04		O-R-N
.05		W-U-C/Right Shift
.06		P-G-M
.07		Q-Y-X Backspace
.08		B-F
.09		V-Question Mark
.02		Speed Building
.01		Margin Stops/Building Speed
.02		Building Typing Speed
.03		Building Typing Speed and Skill
.03		The Number Keys
.01		1-3-7
.02		9-5/Colon
.03		6-2 Diagonal
.04		8-4-0
.04		The Symbol Keys and Related Spacing Rules
.01		Hyphen, Spacing
.02		Dollar, Apostrophe
.03		Number, Ampersand
.04		Percent, Underline
.05		Asterick, Fraction, Cent
18		Production Typing
.01		Typing Techniques
.01		Horizontal Centering
.02		Vertical Centering
.03		Proofreader's Marks

Course	Unit	LAP	
		.04	Correcting Errors
		.05	Spreading and Squeezing
		.06	Tabulation
		.07	Dividing Words
	.02		Business Letters
	.01		Personal Letter
	.02		Small Envelope
	.03		Business Letter
	.04		Carbon Packs
	.05		Business Letters/Special Features
	.06		Large Envelope
	.07		Chain Feeding Envelopes
	.08		Production Test I
	.08		Attention Line
	.09		Subject Line
	.10		Optional Features
	.11		Production Test II
	.11		Simplified Letters
	.11		Production Test III
	.03		Tables
	.01		Tables
	.02		Tabulated Reports
	.03		Tables/Special Features
	.04		Tabulated Reports
	.04		Production IV
	.04		Common Business Forms
	.01		Typing a Postcard
	.02		Outlines
	.03		Memo in Block Style
	.04		Memos
	.05		Alignment at Right
	.06		Purchase Requisition
	.07		Invoices
	.07		Production Test V

Job Title:

Clerk-Stenographer

DATE 1-8-75

Course	Unit	LAP
19	.05	Reports
	.01	Typing a Theme
	.02	Typing an Unbound Manuscript
	.03	Top-Bound or Left-Bound Manuscript
	.04	Bibliographies
	.05	Manuscript Title Page
	.06	Program and Speech Production Test VI
	.06	Rough Draft Typing
	.01	Letters
	.02	Table (unarranged)
	.03	Listing
	.04	Manuscript
	.05	Bank Reconciliation
	.06	Letter with Tabulation
	.07	Report
	.08	Memo
	.01	Machine Transcription
	.01	Use of the Period and Question Mark
	.01	Use of the Period (Letters 2, 3, and 8)
.02	Use of the Question Mark (Letter 12)	
.02	Use of the Comma	
.01	Comma with a Conjunction	
.02	Comma with Phrases	
.03	Comma with Compound Predicates	
.04	Comma with Adjectives	
.05	Identify Expressions	
.06	Comma in Direct Addresses	
.07	Comma in Residence/Business	
.08	Comma with Quotation Marks	
.09	Comma in Complex Sentences (21)	

Course	Unit	LAP
	.03	Use of the Semi-Colon
	.01	Semi-Colon with a Conjunction
	.02	Semi-Colon with Subordinate Clauses
	.03	Semi-Colon Introducing Enumeration
	.04	Use of the Colon
	.01	Colon to Introduce Lists
	.02	Reviewing Cautions in the Use of Colons
	.03	Colon with Quotation Marks
	.05	Quotations
	.01	Quotations of Exact Words
	.02	Long Quotations
	.20	Secretary-On-The-Job
	.01	Day 1
	.01	Job 1
	.02	Job 2
	.02	Day 2
	.01	Job 1
	.02	Job 2
	.03	Job 3
	.04	Job 4
.03	Day 3	
.01	Job 1	
.02	Job 2	
.03	Job 3	
.04	Day 4	
.01	Job 1	
.02	Job 2	
.05	Day 5	
.01	Job 1	
.02	Job 2	
.03	Job 3	

Job Title:

Clerk-Stenographer

DATE 1-9-75

Unit	LAP
06	
	01
07	
	.01
08	
	.01
09	
	.01
	.02
10	
	01
11	
	01
	.02
12	
	.01
	.02
13	
	.01
	02
14	
	01
	02
	03
21	
01	
	.01
	02
	03
	.04
	.05

Course	Unit	LAP
	.02	
		.01
		.02
		.03
		.04
	.04	
		.01
		.02
	.05	
		.01
		.02
		.03

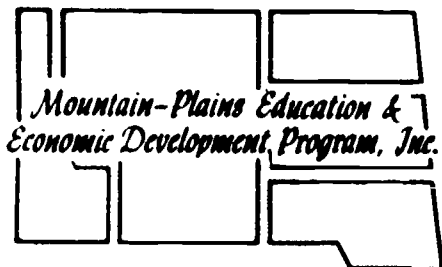
Communications
 Effective Telephone Use
 Long Distance Telephone Use
 and Telephone Equipment
 Greeting Callers
 Travel

Data Processing
 How Data Is Processed
 Computers and Data

Duplicating Methods
 Spirit Duplicating
 Mimeograph
 Additional Duplicating Processes

Modern Office Procedures
 Mail Handling
 Incoming and Outgoing Mail
 Classes of Domestic Mail
 Special Domestic Mail
 Problem Situations and Shipping
 Services
 Telegraph Services

22



Curriculum Area: 24

OFFICE EDUCATION

Job Title:

Accounting Clerk

Course	Unit	LAP	DATE
01			1-9-75
	.01	Accounting	
		Classifying and Examining Accounts	
	.01	Starting An Accounting System	
	.02	Recording the Opening Entry	
	.03	Posting the Opening Entry	
	.04	Debit and Credit of Business Transactions	
	.05	Debit and Credit of Income and Expense	
	.06	Journalizing Business Transactions	
	.02	Ledger, Work Sheet and Financial Statement	
	.01	Posting	
	.02	Proving the Accuracy Project No. 1	
	.03	The Six-Column Work Sheet	
	.04	The Income Statement and Balance Sheet	
	.05	Closing the Ledger Project No. 2	
	.03	Classifying Accounts, Adjusting and Closing Entries	
	.01	Journalizing Transactions	
	.02	Posting to Ledgers	
	.03	The Checking Account	
	.04	Stereotronics - Part 1	
	.05	Eight-Column Work Sheet	
	.06	Financial Statements	
	.07	Adjusting and Closing Entries	
	.08	Stereotronics - Part II	
	.04	Payroll Transactions and Data Processing	
	.01	Payroll Records	
	.02	Payroll Accounts	
	.03	Ten-Key Adding Machine	
	.01	Introduction/Addition/Subtraction	
	.01	Introduction, Touch Addition and Home Keys	
	.02	Touch Addition, 7-8-9 Keys	
	.03	Touch Addition, All Ten Keys	
	.04	Subtraction, All Keys	
	.02	Multiplication	
	.01	Multiplication, Whole Numbers and Decimals	
	.02	Short-Cut Multiplication Parts and 2	
	.03	Multiplication of Fractions	
	.04	Printing Calculator	
	.01	Introduction/Addition/Subtraction	
	.01	Names, Symbols, and Functions	
	.02	Touch Addition - All Keys	
	.03	Subtraction - All Keys	
	.02	Multiplication/Division	
	.01	Multiplication - Whole Numbers and Fractions	
	.02	Multiplication - Addition of Products	
	.03	Constant Multiplication - Addition	
	.04	Multifactor Multiplication	
	.05	Division of Whole Numbers and Decimals	
	.05	Electronic Calculator	
	.01	Introduction/Addition/Subtraction	
	.01	Introduction to the Machine	
	.02	Touch Addition - Home Row Keys	
	.03	Touch Addition - 7, 8, 9 Keys	
	.04	Touch Addition - 0, 1, 2, 3 Keys	

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Job Title:

Accounting Clerk

DATE 1-9-75

Course	Unit	LAP
		05
		06
	02	
		01
		02
		03
		04
		05
		06
		07
		08
		09
	03	
		01
		02
		03
		04
	04	
		01
		02
		03
		04
		05
		06
		07

Course	Unit	LAP
.13		
	.01	
		.01
		.02
		.03
		.04
		.05
		.06
	.02	
		.01
		.02
		.03
.08		
	.01	
.17		
	.01	
		.01
		.02
		.03
		.04
		.05
		.06
		.07
		.08
		.09
	.02	
		.01
		.02
		.03

Curriculum Area: 24

OFFICE EDUCATION

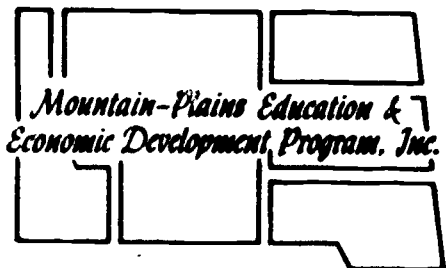
Job Title:

Accounting Clerk

DATE 1-9-75

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

Course	Unit	LAP
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Curriculum Area: 24

OFFICE EDUCATION

Job Title:

Bookkeeper

DATE 1-9-75

Course	Unit	LAP
01		
	.01	Accounting
		Classifying and Examining Accounts
	.01	Starting An Accounting System
	.02	Recording the Opening Entry
	.03	Posting the Opening Entry
	.04	Debit and Credit of Business Transactions
	.05	Debit and Credit of Income and Expense
	.06	Journalizing Business Transactions
	.02	Ledger, Work Sheet and Financial Statement
	.01	Posting
	.02	Proving the Accuracy Project No. 1
	.03	The Six-Column Work Sheet
	.04	The Income Statement and Balance Sheet
	.05	Closing the Ledger Project No. 2
	03	Classifying Accounts, Adjusting and Closing Entries
	.01	Journalizing Transactions
	.02	Posting to Ledgers
	.03	The Checking Account
	.04	Stereotronics - Part 1
	.05	Eight-Column Work Sheet
	.06	Financial Statements
	.07	Adjusting and Closing Entries
	.08	Stereotronics - Part II
	.04	Payroll Transactions and Data Processing
	.01	Payroll Records
	.02	Payroll Accounts

Course	Unit	LAP
	.03	Data Processing Systems: Manual and Mechanical
	.04	Data Processing Systems: Unit Record
	.05	Data Processing Systems: Electronic
	.05	Special Journals
	.01	Special Journals: Purchases and Cash Payments
	.02	Special Journals: Sales Cash Receipts
	.03	Cash Register System and Petty Cash Project No. 3
	.06	Sales Tax, Bad Debts and Depreciation
	.01	Sales Tax and Tax and Purchases Systems
	.02	Bad Debts and Valuation of Accounts Receivable
	.03	Fixed Assets and Depreciation
	.04	Disposing of Fixed Assets
	.05	Camper's Cove-Business Simulation
	.07	Notes, Partnerships and Corporations
	.01	Notes and Interest
	.02	Accrued Income and Accrued Expenses
	.03	Partnerships
	.04	Corporations
	.02	Business Writing
	.01	Principles of Good Business Correspondence
	.01	Planning the Message



Job Title:

Bookkeeper

DATE 1-9-75

Course	Unit	LAP	
		.02	Paragraph Development
		.03	Organization and Unity
		.04	Coherence and Conciseness
		.05	Forcefulness
		.06	Clearness, Completeness and Courtesy
		.07	Tone
		.08	Power Take-Off-Smooth Landing
13			Ten-Key Adding Machine
	.01		Introduction/Addition/Subtraction
		.01	Introduction, Touch Addition and Home Keys
		.02	Touch Addition, 7-8-9 Keys
		.03	Touch Addition, All Ten Keys
		.04	Subtraction, All Keys
	.02		Multiplication
		.01	Multiplication, Whole Numbers and Decimals
		.02	Short-Cut Multiplication Parts 1 and 2
		.03	Multiplication of Fractions
14			Printing Calculator
	.01		Introduction/Addition/Subtraction
		.01	Names, Symbols, and Functions
		.02	Touch Addition - All Keys
		.03	Subtraction - All Keys
	.02		Multiplication/Division
		.01	Multiplication - Whole Numbers, Fractions
		.02	Multiplication - Addition of Products
		.03	Constant Multiplication - Addition
		.04	Multifactor Multiplication
		.05	Division of Whole Numbers and Decimals

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Course	Unit	LAP	
.05			Electronic Calculator
	.01		Introduction/Addition/Subtraction
		.01	Introduction to the Machine
		.02	Touch Addition - Home Row Keys
		.03	Touch Addition - 7, 8, 9 Keys
		.04	Touch Addition - 0, 1, 2, 3 Keys
		.05	Subtraction
		.06	Sum of Differences
	.02		Multiplication
		.01	Multiplication - Whole Numbers and Decimals
		.02	Multiplication - Whole Numbers and Fractions
		.03	Multifactor Multiplication
		.04	Accumulative Multiplication
		.05	Constant Multiplication - Addition of Products
		.06	Sum of Products
		.07	Difference of Products
		.08	Product of Sums
		.09	Calculating Product of Differences
	.03		Division
		.01	Division - Whole Numbers and Decimals
		.02	Division - Whole Numbers and Fractions
		.03	Constant Division
		.04	Sum of Quotients and Difference of Quotients
	.04		Practical Application Problems
		.01	Calculating or Percentages
		.02	Calculating Amount and Percentage of Increase & Decrease
		.03	Calculating Amount of Discount and Net Amount

Job Title:

Bookkeeper

DATE 1-9-75

Unit	LAP	
	.04	Calculating Net Amount Using Complements and Chain Discount Equivalents
	.05	Markup or Markdown Based on Cost or Selling Price
	.06	Calculation of Simple Interest
	.07	Truth in Lending
8		Filing
	.01	Filing Rules
10		Keypunch
	.01	Introduction to IBM 29 Print Card Punch
	.01	Operation of Keys and Switches
	.02	Operative Parts and Features
	.03	Additional Instructions for the IBM 29
	.02	Numeric and Keyboard Exercises/ Program Card
	.01	Number Keyboard Exercises
	.02	Punching a Program Card
	.03	Removing and Mounting a Program Card
12		Full Keyboard Adding Machine
	.01	Addition/Subtraction
	.01	Addition - Zeros; One and Two Digit Numbers
	.02	Addition - Three Digit Numbers
	.03	Addition - Four, Five and Six Digit Numbers
	.04	Subtraction - Correction of Errors
	.05	Repeat Addition
	.06	Fixed Decimal Point
17		Keyboard Typing
	.01	The Alphabetic Keys
	.01	Home Row Keys

Course	Unit	LAP	
		.02	H-E-Pica/Elite
		.03	I-T-Period/Left Shift
		.04	O-R-N
		.05	W-U-C/Right Shift
		.06	P-G-M
		.07	Q-Y-X Backspace
		.08	B-F
		.09	V-Question Mark
	.02		Speed Building
		.01	Margin Stops/Building Speed
		.02	Building Typing Speed
		.03	Building Typing Speed and Skill
	.03		The Number Keys
		.01	1-3-7
		.02	9-5/Colon
		.03	6-2 Diagonal
		.04	8-4-0
	.04		The Symbol Keys and Related Spacing Rules
		.01	Hyphen, Spacing
		.02	Dollar, Apostrophe
		.03	Number, Ampersand
		.04	Percent, Underline
		.05	Asterick, Fraction, Cent
	.05		Production Typing for Book-keeping
		.01	Memorandum
		.02	Horizontal Centering
		.03	Vertical Centering
		.04	Business Letter
		.05	Correcting Errors
		.06	Tabulation
		.07	Carbon Copies
		.08	Purchase Requisitions
		.09	Financial Statement



CURRICULUM AREA 25: Lodging Services

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

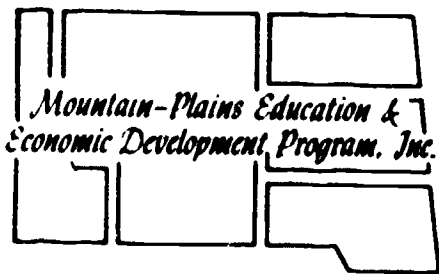
Maid - covers room cleaning.

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, balancing 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.



Curriculum Area: 25

LODGING SERVICES

Job Title:

Supervisory Housekeeper

Course	Unit	LAP
.01		
	.01	
	.01	
	.02	
	.03	
	.04	
	.05	
	.02	
	.01	
	.02	
	.03	
	.04	
	.05	
	.06	
	.07	
	.03	
	.01	
	.02	
	.03	
	.04	
	.01	
	.02	
	.03	
	.05	
	.01	
	.02	
	.03	
	.04	
	.05	
	.06	
	.06	
	.01	
	.02	
	.03	

Course	Unit	LAP
	.07	
	.01	
	.02	
	.03	

DATE 1/3/75

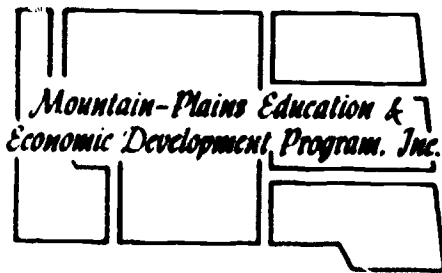
(31)

Curriculum Area: 25

LODGING SERVICES

Job Title:

Desk Clerk

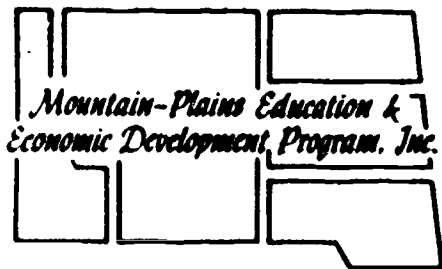


DATE 1/3/75

Course	Unit	LAP
.02		Front Desk Procedures
	.01	Introduction to the Front Office
	.01	Front of the House
	.02	Staff Make-Up and Duties
	.03	Beds (checklist)
	.04	Room Accommodations (checklist)
	.05	Room Reservations (checklist)
	.06	Food, Bars and Meetings
	.07	Changing Face of Hotelkeeping
.02		Front Desk Responsibilities
	.01	Guest Relations
	.02	Front Desk Salesmanship
	.03	Reservation Procedures
	.04	Registration Procedures
	.05	Room Procedures
	.06	Unusual Events
	.07	Hotel Rules and Regulations
.03		Handling of Guest Charges and Credits
	.01	The Problem of Credit
	.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
.04		Equipment Used by Desk Clerk
	.01	Front Desk Equipment
	.02	NCR 42
	.03	Recording a Voucher Charge or Credit on the NCR 42
	.04	Unusual Transactions on the NCR 42
	.05	NCR 52
	.06	Guest Transactions

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Course	Unit	LAP
		.07 NCR Class 5
		.08 NCR Class 5 - Guest Transaction
		.09 SWEDA Data Register
		.10 Guest Transactions on the SWEDA Register



Curriculum Area: 25

LODGING SERVICES

Job Title:

Night Auditor

Course	Unit	LAP		
02	.01	Front Desk Procedures		
		Introduction to the Front Office		
		Front of the House		
		Staff Make-Up and Duties		
		Beds (checklist)		
		Room Accommodations		
		Room Reservations (checklist)		
	.02	.02	Food, Bars and Meetings	
		.03	Changing Face of Hotelkeeping	
		.03	Front Desk Responsibilities	
			.01	Guest Relations
			.02	Front Desk Salesmanship
			.03	Reservation Procedures
			.04	Registration Procedures
	.05		Room Procedures	
	.06		Unusual Events	
	.04	.07	Hotel Rules and Regulations	
		.01	Handling of Guest Charges and Credits	
			.02	The Problem of Credit
			.03	Credit and Cash at Check out
			.04	The House Bank
			.05	Credit and Bank Cards
			.06	Operating Card Equipment
	.07		Guest Charges and Credit Desk Clerk Practice Set	
	.02	.01	Equipment Used by Desk Clerk	
			Front Desk Equipment	
			NCR 42	
			Recording a Voucher Charge or Credit on the NCR 42	
Unusual Transactions on the NCR 42				
NCR 52				
Guest Transactions				
NCR Class 5				

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Course	Unit	LAP	DATE	
			1/3/75	
	.08	NCR Class 5 - Guest Transaction		
		SWEDA Data Register		
		.09	Guest Transactions on the SWEDA Data Register	
	.10		Night Auditing Procedures	
		The Hand Transcript		
		Night Auditor Practice Set		
	.03	.01	Balancing Cashier Totals	
			Locating Errors	
		.02	.01	Correct Account Posting Error
			.02	Correct Amount Posting Error
			.03	Correct Department Posting Error
			.04	Credit Posting at Checkout
			.05	Correct Balance Pick-Up Error
			.06	Correct Ledger - Statement Alignment Error
			.07	Failure to Enter Old Balance
			.08	Failure to Insert Ledger - Statement
	.03	.09	Preparing the "D" Report Worksheet	
		.03	Preparing the Night Audit	
			.01	Posting Room and Phone Charges
			.02	Handling Inactive Accounts
			.03	Trial Balance "D" Report
			.04	Balancing Daily Report Accounts Receivable
			.05	Preparing Daily Report Statistical Section
	.06		Preparing Daily Report Reference Data	
	.07	Preparing Final "D" Report		

Job Title:

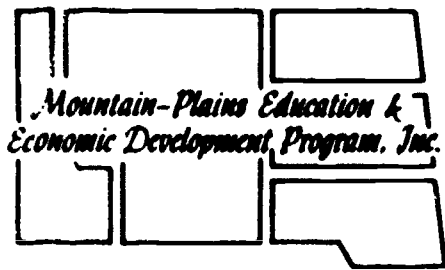
Night Auditor

DATE 1/3/75

Course	Unit	LAP
	.04	Auditing on Miscellaneous Machines
	.01	NCR 52 Auditing
	.02	NCR Class 5 Auditing
	.03	SWEDA Data Register Auditing
		<u>SUPPORT FROM OFFICE EDUCATION TO LODGING</u>
01		Accounting
	.01	Classifying and Examining Accounts
	.01	Starting an Accounting System
	.02	Recording the Opening Entry
	.03	Posting the Opening Entry
	.04	Debit and Credit of Business Transactions
	.05	Debit and Credit of Income and Expense
	.06	Journalizing Business Transactions
02		Ledger, Work Sheet and Financial Statement
	.01	Posting
	.02	Proving the Accuracy
		Project No. 1
	.03	The Six-Column Work Sheet
	.04	The Income Statement and Balance Sheet
	.05	Closing the Ledger
		Project No. 2
	.04	Payroll Transactions and Data Processing
	.01	Payroll Records
	.02	Payroll Accounts

Course	Unit	LAP
.03		Ten-Key Adding Machine
	.01	Introduction/Addition/Subtraction
		Introduction, Touch Addition and Home Keys
	.02	Touch Addition, 7-8-9 Keys
	.03	Touch Addition, All Ten Keys
	.04	Subtraction, All Keys
	.02	Multiplication
	.01	Multiplication, Whole Numbers and Decimals
	.02	Short-Cut Multiplication Parts 1 and 2
	.03	Multiplication of Fractions





Curriculum Area: 25

LOGGING SERVICES

Job Title:

Assistant Manager Trainee

DATE 1/6/75

Course	Unit	LAP
01		Housekeeping Operations
	01	Care of the Rooms
	.01	Cleaning the Bathroom
	.02	Making up the Room
	.03	Special Types of Rooms
02	04	Care and Safety
	05	Interior Design
		Front Desk Procedures
	01	Introduction to the Front Office
	.01	Front of the House
	.02	Staff Make-Up and Duties
	.03	Beds (checklist)
	04	Room Accommodations (checklist)
	.05	Room Reservations (checklist)
	.06	Food, Bars and Meeting
	.07	Changing Face of Hotelkeeping
	02	Front Desk Responsibilities
	.01	Guest Relations
	.02	Front Desk Salesmanship
	.03	Reservation Procedures
.04	Registration Procedures	
.05	Room Procedures	
.06	Unusual Events	
.07	Hotel Rules and Regulations	
03	Handling of Guest Charges and Credits	
.01	The Problem of Credit	
.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	

Course	Unit	LAP
.04		Equipment Used by Desk Clerk
	.01	Front Desk Equipment
	.02	NCR 42
	.03	Recording a Voucher Charge or Credit on the NCR 42
	.04	Unusual Transactions on the NCR 42
	.05	NCR 52
	.06	Guest Transactions
	.07	NCR Class 5
	.08	NCR Class 5 - Guest Transaction
	.09	SWEDA Data Register
.03	.10	Guest Transactions on the SWEDA Data Register
		Night Auditing Procedures
	.01	The Hand Transcript
	.01	Night Auditor Practice Set
	.02	Balancing Cashier Totals
	.01	Locating Errors
	.02	Correct Account Posting Error
	.03	Correct Amount Posting Error
	.04	Correct Department Posting Error
	.05	Credit Posting at Checkout
.06	Correct Balance Pick-Up Error	
.07	Correct Ledger - Statement Alignment Error	
.08	Failure to Enter Old Balance	
.09	Failure to Insert Ledger - Statement	
.10	Preparing the "D" Report Worksheet	

Job Title:

Assistant Manager Trainee

DATE 1/6/75

Unit	LAP	
.03		Preparing the Night Audit
	.01	Posting Room and Phone Charges
	.02	Handling Inactive Accounts
	.03	Trial Balance "D" Report
	.04	Balancing Daily Report Accounts Receivable
	.05	Preparing Daily Report Statistical Section
	.06	Preparing Daily Report Reference Data
	.07	Preparing Final "D" Report
.04		Auditing on Miscellaneous Machines
	.01	NCR 52 Auditing
	.02	NCR Class 5 Auditing
	.03	SWEDA Data Register Auditing
<u>SUPPORT FROM OFFICE EDUCATION TO LODGING</u>		
.01		Accounting
	.01	Classifying and Examining Accounts
	.01	Starting an Accounting System
	.02	Recording the Opening Entry
	.03	Posting the Opening Entry
	.04	Debit and Credit of Business Transactions
	.05	Debit and Credit of Income and Expense
	.06	Journalizing Business Transactions
.02		Ledger, Work Sheet and Financial Statement
	.01	Posting
	.02	Proving the Accuracy
		Project No. 1

Course	Unit	LAP	
		.03	The Six-Column Work Sheet
		.04	The Income Statement and Balance Sheet
		.05	Closing the Ledger
			Project No. 2
	.04		Payroll Transactions and Data Processing
		.01	Payroll Records
		.02	Payroll Accounts
.03			Ten-Key Adding Machine
	.01		Introduction/Addition/Subtraction
		.01	Introduction, Touch Addition and Home Keys
		.02	Touch Addition, 7-8-9 Keys
		.03	Touch Addition, All Ten Keys
		.04	Subtraction, All Keys
	.02		Multiplication
		.01	Multiplication, Whole Numbers and Decimals
		.02	Short-Cut Multiplication Parts 1 and 2
		.03	Multiplication of Fractions
<u>SUPPORT FROM MARKETING AND DISTRIBUTION TO LODGING</u>			
	.11		Purchasing
		.02	Food and Beverage Purchasing
		.01	Fundamental Information
		.02	Fresh Fruit and Vegetables
		.03	Processed Fruits and Vegetables
		.04	Baked Goods
		.05	Beef and Pork
		.06	Alcoholic Beverages
		.07	Convenience Foods

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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 techniques 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.

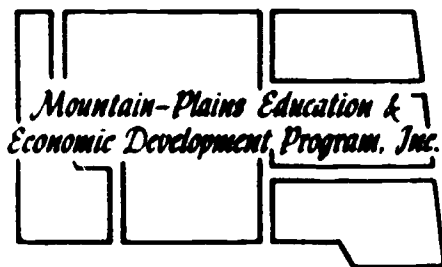
Second Baker - includes sanitation, safety practices and kitchen equipment maintenance, dress and personal hygiene. The baking course provides back ground information about basic baking procedures, the ingredients and procedures used in baking.

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.

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 menus for buffets and banquets.



Curriculum Area: 26

FOOD SERVICES

Job Title:

Restaurant Cook

DATE 1/6/75

Course	Unit	LAP
01		
	.01	
		01
	.02	
		.01
	.03	
	.04	
	.05	
02		
	.01	
	.02	
	.03	
02		
	.01	
	.02	
	.03	
	.04	
	.05	
	.06	
03		
	.01	
	.02	
	.03	
	.04	

Course	Unit	LAP
		.05
		.06
		.07

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-1--7)
 Equipment Care and Use (JS-1--7)

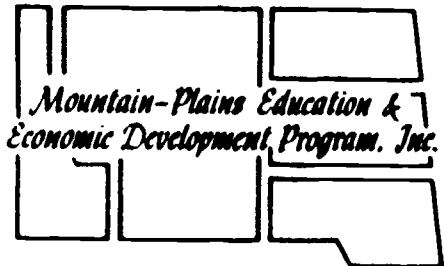
Employee Attitudes and Motivation
 Employee Attitudes
 Employee Motivation
 Employee Dress, Hygiene, and Actions

Short Order Cook
 Food Preparation and Serving
 Deep Fat Frying (JS-1--7)
 Sandwich Preparation (JS-1--9)
 Salad Preparation (JS-1--4)
 Griddle Cooking (JS-1--5)
 Egg Cookery (JS-1--3)
 Portioning and Garnishing (JS-1--5)

Restaurant/Institutional Cook
 Food Preparation
 Weighing and Measuring (R/I) (JS-1--3)
 Boiling, Steaming, and Simmering (R/I) (JS-1--6)
 Broiling and Grilling (R) (JS-1 & 2)
 Pan-frying and Sauteeing (R/I) (JS-1--4)

Baking and Roasting (R/I)
 (JS-1--3)
Soups, Sauces, and Gravies (R/I)
 (JS-1--3)
Combination Cooking (R/I)
 (JS-1--3)

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Mountain-Plains Education &
Economic Development Program, Inc.

Curriculum Area: 26

FOOD SERVICES

Job Title:

Institutional Cook

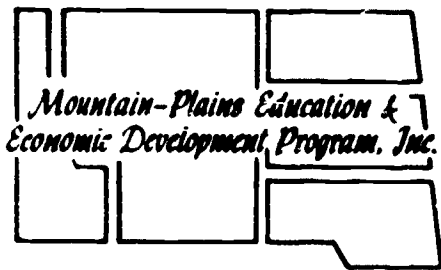
DATE 1/7/75

Course	Unit	LAP
01		
	01	
		01
		02
		03
		04
		05
	02	
		01
		02
		03
02		
	01	
		01
		02
		03
		04
		05
03		
	01	
		01
		02
		03
		04
		05

Course	Unit	LAP
		.06
		.07
		.08

Soups, Sauces, and Gravies
(R/I) (JS-1--3)
Combination Cooking (R/I)
(JS-1--3)
Quantity Preparation Tech-
niques (I) (JS-1 & 2)

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Curriculum Area: 26

FOOD SERVICES

Job Title:

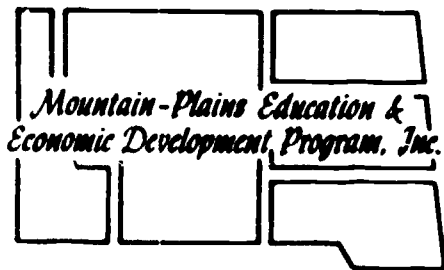
Kitchen Supervisor Trainee

Course	Unit	LAP	
01	.01	Kitchen Helper	
		Sanitation, Safety, Maintenance, and Equipment Care and Use	
		.01 General Sanitation	
		.02 Pot, Pan, and Dish Washing (JS-1 & 2)	
		.03 Safety	
	.04 Maintenance of Kitchen (JS-1--7)		
	.05 Equipment Care and Use (JS-1--7)		
	.02	Employee Attitudes and Motivation	
		.01 Employee Attitudes	
		.02 Employee Motivation	
		.03 Employee Dress, Hygiene, and Actions	
	02	.01	Short Order Cook
			Food Preparation and Serving
			.01 Deep Fat Frying (JS-1--7)
			.02 Sandwich Preparation (JS-1--9)
			.03 Salad Preparation (JS-1--4)
			.04 Griddle Cooking (JS-1--5)
	.05 Egg Cookery (JS-1--3)		
	03	.01	Restaurant/Institutional Cook
			Food Preparation
.01 Weighing and Measuring (R/I) (JS-1--3)			
.02 Boiling, Steaming, and Simmering (R/I) (JS-1--6)			
.04 Panfrying & Sauteeing (R/I) (JS-1--4)			
.05 Baking & Roasting (R/I) (JS-1--5)			

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DATE 1/7/75

Course	Unit	LAP	
		.06 Soups, Sauces, and Gravies (R/I) (JS-1--3)	
		.07 Combination Cooking (R/I) (JS-1--3)	
		.08 Quantity Preparation Techniques (I) (JS-1 & 2)	
	<u>SUPPORT FROM MARKETING AND DISTRIBUTION TO FOOD SERVICES</u>		
	.04	.02	Marketing Mathematics
			Procedures for Inventory, Incoming Merchandise and Pricing
			.01 Inventory Control
	.02 Checking Incoming Merchandise		
	.03 Pricing Merchandise		
	.11	.02	Purchasing
Food and Beverage Purchasing			
.01 Fundamental Information			
.02 Fresh Fruit and Vegetables			
.03 Processed Fruits and Vegetables			
.04 Baked Goods			
.05 Beef and Pork			
.06 Alcoholic Beverages			
.07 Convenience Foods			



Curriculum Area: 26

FOOD SERVICES

Job Title:

Bakery Manager Trainee

Course	Unit	LAP	
.01	.01	Kitchen Helper	
		Sanitation, Safety, Maintenance, and Equipment Care and Use	
		General Sanitation	
		Pot, Pan, and Dish Washing	
		Safety	
	.02	.02	Maintenance of Kitchen Equipment Care and Use
			Employee Attitudes and Motivation
			Employee Attitudes
			Employee Motivation
			Employee Dress, Hygiene, and Actions
.06	.01	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			
<u>SUPPORT FROM OFFICE EDUCATION TO FOOD SERVICES</u>			
.01	.01	Accounting	
		Classifying and Examining Accounts	
		Starting an Accounting System	
	.02	Recording the Opening Entry	

Course	Unit	LAP	DATE			
			1/6/75			
	.02	.03	Posting the Opening Entry			
			.04	Debit and Credit of Business Transactions		
				.05	Debit and Credit of Income and Expense	
					.06	Journalizing Business Transactions
						.02
	.01	Posting				
		.02	Proving the Accuracy Project No. 1			
			.03	The Six-Column Work Sheet		
				.04	The Income Statement and Balance Sheet	
					.05	Closing the Ledger Project No. 2
.04	Payroll Transactions and Data Processing					
	.01	Payroll Records				
		.02	Payroll Accounts			
			.03	Ten-Key Adding Machine Introduction/Addition/Subtraction		
				.01	Introduction, Touch Addition and Home Keys	
.02					Touch Addition, 7-8-9 Keys	
	.03				Touch Addition, All Ten Keys	
		.04			Subtraction, All Keys	
			.02		Multiplication	
				.01	Multiplication, Whole Numbers and Decimals	
.02					Short-Cut Multiplication Parts 1 and 2	
	.03				Multiplication of Fractions	

Curriculum Area: 26

FOOD SERVICES

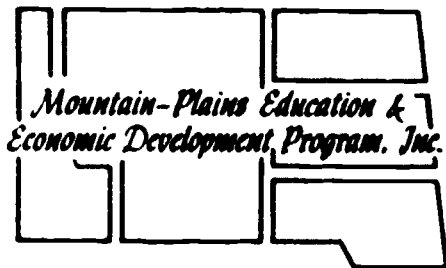
Job Title:

Bakery Manager Trainee

COURSE	Unit	LAP
		SUPPORT FROM MARKETING AND DISTRIBUTION TO FOOD SERVICES
104	02	Marketing Mathematics
		Procedures for Inventory, Incoming Merchandise and Pricing
	.01	Inventory Control
	.02	Checking Incoming Merchandise
	.03	Pricing Merchandise
11	02	Purchasing
		Food and Beverage Purchasing
	.01	Fundamental Information
	.02	Fresh Fruit and Vegetables
	.03	Processed Fruits and Vegetables
12	01	Business Finance and Control
		Fundamentals of Finance
	.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

Course	Unit	LAP	DATE
			1/6/75





Curriculum Area: 26

FOOD SERVICES

Job Title:

Restaurant Manager Trainee

DATE 1/6/75

Course	Unit	LAP	
01	.01	Kitchen Helper	
		Sanitation, Safety, Maintenance, and Equipment Care and Use	
		01 General Sanitation	
		.02 Pot, Pan, and Dish Washing (JS-1 & 2)	
		03 Safety	
	.04 Maintenance of Kitchen (JS-1--7)		
	.05 Equipment Care and Use (JS-1--7)		
	.02	Employee Attitudes and Motivation	
		.01 Employee Attitudes	
		.02 Employee Motivation	
	.03 Employee Dress, Hygiene, and Actions		
	02	01	Short Order Cook
			Food Preparation and Serving
			.01 Deep Fat Frying (JS-1--7)
			.02 Sandwich Preparation (JS-1--9)
.03 Salad Preparation (JS-1--4)			
.04 Griddle Cooking (JS-1--5)			
.05 Egg Cookery (JS-1--3)			
.06 Portioning and Garnishing (JS-1--5)			
03	01	Restaurant/Instructional Cook	
		Food Preparation	
		.01 Weighing and Measuring (R/I) (JS-1--3)	
		.02 Boiling, Steaming, and Simmering (R/I) (JS-1--6)	
		.03 Broiling and Grilling (R/I) (JS-1 & 2)	
		.04 Pan-frying and Sauteing (R/I) (JS-1--4)	
.05 Baking and Roasting (R/I) (JS-1--5)			

Course	Unit	LAP	
04	.01	Soups, Sauces, and Gravies (R/I) (JS-1--3)	
		.07 Combination Cooking (R/I) (JS-1--3)	
		Restaurant Manager Trainee Dining Room Service	
	.01	.01 Dining Room Management	
		.02 Guest Treatment	
		.03 Service and Supplies (JS-1--3)	
		.04 Catering Situations (JS-1--4)	
	<u>SUPPORT FROM OFFICE EDUCATION TO FOOD SERVICES</u>		
	01	.01	Accounting
			Classifying and Examining Accounts
			.01 Starting an Accounting System
			.02 Recording the Opening Entry
			.03 Posting the Opening Entry
			.04 Debit and Credit of Business Transactions
			.05 Debit and Credit of Income and Expense
.06 Journalizing Business Transactions			
.02			Ledger, Work Sheet and Financial Statement
			.01 Posting
			.02 Proving the Accuracy
			.03 Project No. 1
			.04 The Six-Column Work Sheet
.05			The Income Statement and Balance Sheet
			Closing the Ledger
	Project No. 2		

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Job Title:

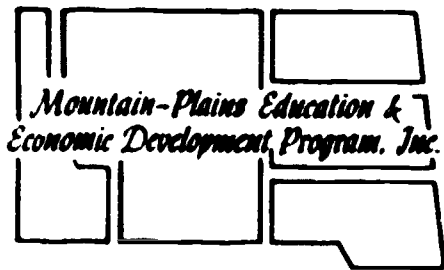
Restaurant Manager Trainee

DATE 1/6/75

Unit	LAP	
.04		Payroll Transactions and Data Processing
	.01	Payroll Records
	.02	Payroll Accounts
.03		Ten-Key Adding Machine
01		Introduction/Addition/Subtraction
	.01	Introduction, Touch Addition and Home Keys
	.02	Touch Addition, 7-8-9 Keys
	.03	Touch Addition, All Ten Keys
	.04	Subtraction, All Keys
02		Multiplication
	.01	Multiplication, Whole Numbers and Decimals
	.02	Short-Cut Multiplication Parts 1 and 2
	.03	Multiplication of Fractions
<u>SUPPORT FROM MARKETING AND DISTRIBUTION TO FOOD SERVICES</u>		
.04		Marketing Mathematics
	.02	Procedures for Inventory, Incoming Merchandise and Pricing
	.01	Inventory Control
	.02	Checking Incoming Merchandise
	.03	Pricing Merchandise
.11		Purchasing
	.02	Food and Beverage Purchasing
	01	Fundamental Information
	.02	Fresh Fruit and Vegetables
	.03	Processed Fruits and Vegetables
	.04	Baked Goods
	.05	Beef and Pork
	.06	Alcoholic Beverages
	07	Convenience Foods

Course	Unit	LAP	
.12			Business Finance and Control
	.01		Fundamentals of Finance
		.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 Regulation
	.03		Food and Beverage Control
		.01	Control of Food Sales
		.02	Beverage Control
		.03	Menu Pricing

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Curriculum Area: 26

FOOD SERVICES

Job Title:

Chef Trainee

DATE 1/7/75

Course	Unit	LAP	
01	.01	Kitchen Helper	
		Sanitation, Safety, Maintenance, and Equipment Care and Use	
		General Sanitation	
		Pot, Pan, and Dish Washing (JS-1 & 2)	
		Safety	
	.02	Maintenance of Kitchen (JS-1--7)	
		Equipment Care and Use (JS-1--7)	
		Employee Attitudes and Motivation	
		Employee Attitudes	
		Employee Motivation	
	.03	Employee Dress, Hygiene, and Actions	
		02	Short Order Cook
			Food Preparation and Serving
			Deep Fat Frying (JS-1--7)
			Sandwich Preparation (JS-1--9)
Salad Preparation (JS-1--4)			
Griddle Cooking (JS-1--5)			
Egg Cookery (JS-1--3)			
Portioning and Garnishing (JS-1--5)			
03	.01	Restaurant/Institutional Cook	
		Food Preparation	
		Weighing and Measuring (R/I) (JS-1--3)	
		Boiling, Steaming, and Simmering (R/I) (JS-1--6)	
		Broiling and Grilling (R) (JS-1 & 2)	
		Pan-frying and Sauteing (R/I) (JS-1--4)	
Baking and Roasting (R/I) (JS-1--5)			

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Course	Unit	LAP
.05	.06	Soups, Sauces, and Gravies (R/I) (JS-1--3)
		Combination Cooking (R/I) (JS-1--3)
	.01	Chef Trainee
		Gourmet Cooking and Serving
		Red Meats (JS-1--5)
		Poultry and Seafoods (JS-1--5)
		Service and Supplies (JS-1--3) (same as 26.04.01.03)
Catering Situations (JS-1--4) (same as 26.04.01.04)		
<u>SUPPORT FROM MARKETING AND DISTRIBUTION TO FOOD SERVICES</u>		
.04	.02	Marketing Mathematics
		Procedures for Inventory, Incoming Merchandise and Pricing
		Inventory Control
.11	.03	Checking Incoming Merchandise
		Pricing Merchandise
		Purchasing
.02	.01	Food and Beverage Purchasing
		Fundamental Information
		Fresh Fruit and Vegetables
		Processed Fruits and Vegetables
		Baked Goods
		Beef and Pork
		Alcoholic Beverages
Convenience Foods		
.03	.01	Food and Beverage Control
		Control of Food Sales
		Beverage Control
.03	.02	Menu Pricing

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.

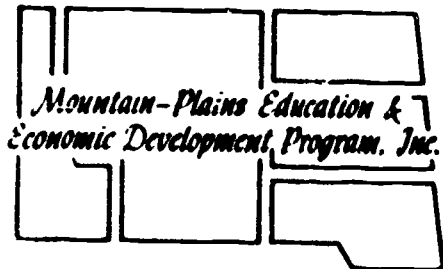
General Salesperson - in addition to the information covered under the job title Shipping & Receiving Clerk, General Salesperson receives training in cash register operations, design and construction of merchandise displays, basic selling and customer services, and knowledge of credit collection policies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

Job Title:

Shipping and Receiving Clerk

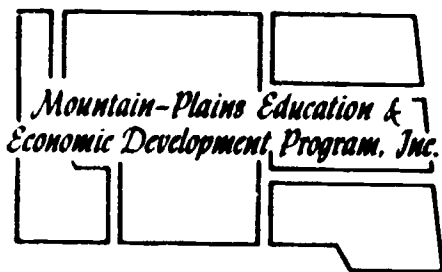


DATE 1-6-75

Course	Unit	LAP
01	01	Marketing Operations
		01 The Marketing Process
		01 Definition of Marketing
	02	02 The Producer
		03 The Consumer
	02	Wholesaling
		01 Definition of Wholesaling
		02 Wholesaling Specialists
	03	03 Services of Wholesalers
		Retailing
02	01 Retail Stores	
	02 Trends in Retailing	
02	01	Merchandise Distribution Procedures
		01 Shipping
		01 Transportation Terminology
		02 Transportation Documents
		03 Shipping Containers
	04	04 Motor Carriers
		05 Non-Motor Carriers
	02	Receiving, Checking, and Marking
		01 Receiving Department and Equipment
		02 Merchandise Handling
		03 Discrepancies and Vendor Returns
		04 Marking Merchandise
	05 Monarch Dial-A-Pricer	
	03	Stockkeeping
		01 Functions and Physical Characteristics of Stockkeeping
02 Arrangement and Protection of Merchandise		
03 Stock Control Systems		

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Course	Unit	LAP
03	01	Human Relations in Marketing
		01 Basic Human Relations
		01 Business Relations
	02	02 Personal Traits Needed in Marketing
		03 Marketing Attitudes
	02	Understanding Employer-Employee Relations
		01 Employer-Employee Benefits
		02 Communicating With Supervisors
		03 Informal Organizations
		04 Employee Participation
05 Employee Training		
04	02	Marketing Mathematics
		Procedures for Inventory, Incoming Merchandise and Pricing
	01 Inventory Control	
	02 Checking Incoming Merchandise	
	03 Pricing Merchandise	



Curriculum Area: 27

MARKETING AND DISTRIBUTION

Job Title:

Checker - Cashier

Course	Unit	LAP	
.01	.01	Marketing Operation	
		The Marketing Process	
		Definition of Marketing	
	.02	.02	The Producer
		.03	The Consumer
	.02	.01	Wholesaling
			Definition of Wholesaling
			Wholesaling Specialists
	.03	.02	Services of Wholesalers
		.03	
	.03	.01	Retailing
			Retail Stores
			Trends in Retailing
	.02	.01	Merchandise Distribution Procedures
			Shipping
Transportation Terminology			
Transportation Documents			
Shipping Containers			
.02		.04	Motor Carriers
		.05	Non-Motor Carriers
.02		.01	Receiving, Checking, and Marking
			Receiving Departments and Equipment
			Merchandise Handling
			Discrepancies and Vendor Returns
			Marking Merchandise
.03		.05	Monarch Dial-A-Pricer
		.01	Stockkeeping
			Functions and Physical Characteristics of Stockkeeping
Arrangement and Protection of Merchandise (51)			
.03	.02		
	.03	Stock Control Systems	

DATE 1-6-75

Course	Unit	LAP		
.03	.01	Human Relations in Marketing		
		Basic Human Relations		
		Business Relations		
	.02	.01	Personal Traits Needed in Marketing	
		.02	Marketing Attitudes	
	.02	.03	Understanding Employer-Employee Relations	
			Employer-Employee Benefits	
			Communicating With Supervisors	
			Informal Organization	
			Employee Participation	
	.05	.04	Employee Training	
		.05		
	.04	.01	Marketing Mathematics	
			Application of Mathematics for Selling	
			Arithmetic and Selling	
.02		.01	Sales Records	
		.02	Weights and Measures	
.02		.03	Procedures for Inventory, Incoming Merchandise and Pricing	
			Inventory Control	
			Checking Incoming Merchandise	
			Pricing Merchandise	
.05		.01	Cash Register Operation	
			Face of Cash Register	
			Principle Function of Keys	
		.02	.01	Home Keys and Thumb Area
			.02	Second Finger and Index Finger
	.05	.03	Department Transaction Key	
		.04	Inside the Cash Register	
	.05	.05		

Curriculum Area: 27

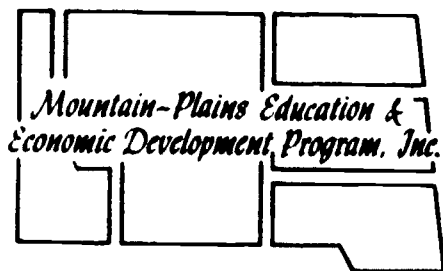
MARKETING AND DISTRIBUTION

Job Title:

Checker - Cashier

DATE 1-6-75

Course	Unit	LAP
	.02	Operating Checkout Station
	.01	Duties Performed in Check-Out Station
	.02	Handling Money
	.03	Handling Coupons, Refunds, Rainchecks, etc.
	.04	Packaging and Wrapping Merchandise
	.03	Checker Cashier Qualities
	.01	Tips for A Checker Cashier
	.02	Shoplifting and Security for Handling Money



Curriculum Area: 27

MARKETING AND DISTRIBUTION

Job Title:

General Salesperson

Course	Unit	LAP	
01	.01	Marketing Operations	
		.01 The Marketing Process	
		.01 Definition of Marketing	
		.02	The Producer
		.03	The Consumer
	.02	Wholesaling	
		.01 Definition of Wholesaling	
		.02 Wholesaling Specialists	
		.03	Services of Wholesalers
	.03	Retailing	
		.01 Retail Stores	
		.02 Trends in Retailing	
02	.01	Merchandise Distribution Procedures	
		Shipping	
		.01 Transportation Terminology	
		.02 Transportation Documents	
		.03 Shipping Containers	
		.04 Motor Carriers	
		.05	Non-Motor Carriers
	.02	Receiving, Checking, and Marking	
		.01 Receiving Departments and Equipment	
		.02 Merchandise Handling	
		.03 Discrepancies and Vendor Returns	
		.04 Marking Merchandise	
		.05	Monarch Dial-A-Pricer
	.03	Stockkeeping	
		.01 Functions and Physical Characteristics of Stockkeeping	
.02 Arrangement and Protection of Merchandise			
.03 Stock Control Systems			

Course	Unit	LAP	DATE
			1-6-75
.03	.01	Human Relations in Marketing	
		Basic Human Relations	
		Business Relations	
		.02	Personal Traits Needed in Marketing
		.03	Marketing Attitudes
	.02	Understanding Employer-Employee Relations	
		.01 Employer-Employee Benefits	
		.02 Communicating With Supervisors	
		.03 Informal Organization	
		.04 Employee Participation	
		.05	Employee Training
	.04	Marketing Mathematics	
		.01 Application of Mathematics for Selling	
		.01 Arithmetic and Selling	
		.02 Sales Records	
.03 Weights and Measures			
.02 Procedures for Inventory, Incoming Merchandise and Pricing			
	.01	Inventory Control	
	.02	Checking Incoming Merchandise	
	.03	Pricing Merchandise	
.05	Cash Register Operation		
	.01 Face of Cash Register		
	.01 Principle Function of Keys		
	.02 Home Keys and Thumb Area		
	.03 Second Finger and Index Finger		
	.04 Department Transaction Key		
.05 Inside the Cash Register			

Job Title:

General Salesperson

DATE 1-6-75

Course	Unit	LAP
.02		
	.01	
	.02	
	.03	
	.04	
.03		
	.01	
	.02	
.06		
	.01	
	.01	
	.02	
	.03	
	.04	
	.05	
.07		
	.01	
	.01	
	.02	
	.03	
	.04	
	.05	
	.06	
	.07	
	.08	
	.09	
.02		
	.01	
	.02	
	.03	

Course	Unit	LAP
.08		
	.01	
	.01	
	.02	
	.02	
	.01	
	.02	
	.03	
	.04	
	.05	

Operating Check-Out Station
 Duties Performed in Check-Out Station
 Handling Money
 Handling Coupons, Refunds, Rainchecks, etc.
 Packaging and Wrapping Merchandise
 Checker-Cashier Qualities
 Tips for a Checker-Cashier
 Shoplifting and Security for Handling Money

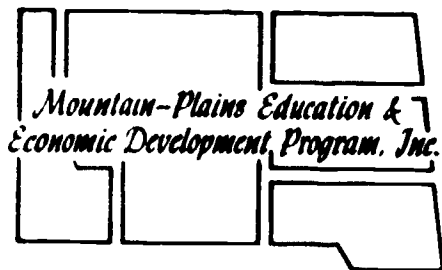
Visual Merchandising
 General Merchandise Display
 Types of Displays
 Basic Design Terminology
 Principles of Design
 Materials in Displays
 Evaluating Displays

Basic Salesmanship
 Steps of Sale
 Creating a Sales Atmosphere
 Sales Approaches
 Needs and Wants
 Benefits
 Elements of a Sales Presentation
 Definition of Objections
 Handling Objections
 Closing the Sale
 Closing Techniques

Suggested Selling
 Definition of Suggestion Selling
 Techniques in Suggestion Selling
 Selling Big-Ticket Items

Customer Services
 Credit
 Credit Terminology
 Collection Terminology
 Shopping Services
 Merchandise Handling Services
 Customer Accomodation Services
 Consumer Informational Services
 Business Advisory Services
 Shopping Conveniences

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Curriculum Area: 27

MARKETING AND DISTRIBUTION

Job Title:

Professional Salesperson

DATE 1-6-75

Course	Unit	LAP	
.01	.01	Marketing Operations	
		The Marketing Process	
		.01 Definition of Marketing	
	.02 The Producer		
	.03 The Consumer		
	.02	Wholesaling	
		.01 Definition of Wholesaling	
		.02 Wholesaling Specialists	
	.03 Services of Wholesalers		
	.03	Retailing	
		.01 Retail Stores	
	.02 Trends in Retailing		
	.02	.01	Merchandise Distribution Procedures
			Shipping
			.01 Transportation Terminology
.02 Transportation Documents			
.03 Shipping Containers			
.04 Motor Carriers			
.05 Non-Motor Carriers			
.02		Receiving, Checking, and Marking	
		.01 Receiving Departments and Equipment	
		.02 Merchandise Handling	
		.03 Discrepancies and Vendor Returns	
		.04 Marking Merchandise	
		.05 Monarch Dial-A-Pricer	
		.03	Stockkeeping
			.01 Functions and Physical Characteristics of Stockkeeping
	.02 Arrangement and Protection of Merchandise		
.03 Stock Control Systems			

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Course	Unit	LAP	
.03	.01	Human Relations in Marketing	
		Basic Human Relations	
		.01 Business Relations	
	.02 Personal Traits Needed in Marketing		
	.03 Marketing Attitudes		
	.02	Understanding Employer-Employee Relations	
		.01 Employer-Employee Benefits	
		.02 Communicating With Supervisors	
		.03 Informal Organization	
		.04 Employee Participation	
	.05 Employee Training		
	.04	.01	Marketing Mathematics
			Application of Mathematics for Selling
			.01 Arithmetic and Selling
		.02 Sales Records	
.03 Weights and Measures			
.02		Procedures for Inventory, Incoming Merchandise and Pricing	
	.01 Inventory Control		
	.02 Checking Incoming Merchandise		
.03 Pricing Merchandise			
.05	.01	Cash Register Operation	
		Face of Cash Register	
		.01 Principle Function of Keys	
		.02 Home Keys and Thumb Area	
		.03 Second Finger and Index Finger	
.04 Department Transaction Key			
.05 Inside the Cash Register			

Job Title:

Professional Salesperson

DATE 1-6-75

Course	Unit	LAP
06	.02	Operating Check-Out Station
	.01	Duties Performed in Check-Out Station
	.02	Handling Money
	.03	Handling Coupons, Refunds, Rainchecks, etc.
	.04	Packaging and Wrapping Merchandise
	.03	Checker-Cashier Qualities
	.01	Tips for a Checker-Cashier
	.02	Shoplifting and Security for Handling Money
	.01	Visual Merchandising
	.01	General Merchandise Display
07	.01	Types of Displays
	.02	Basic Design Terminology
	.03	Principles of Design
	.04	Materials in Displays
	.05	Evaluating Displays
07	.01	Basic Salesmanship
	.01	Steps of Sale
	.02	Creating a Sales Atmosphere
	.03	Sales Approaches
	.04	Needs and Wants
	.05	Benefits
	.06	Elements of a Sales Presentation
	.07	Definition of Objections
	.08	Handling Objections
	.09	Closing the Sale
02	.01	Closing Techniques
	.02	Suggested Selling
	.03	Definition of Suggestion Selling
	.02	Techniques in Suggestion Selling
	.03	Selling Big-Ticket Items

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Course	Unit	LAP
08	.01	Customer Services
	.01	Credit
	.01	Credit Terminology
	.02	Collection Terminology
	.02	Shopping Services
	.01	Merchandise Handling Services
	.02	Customer Accomodation Services
	.03	Consumer Informational Services
	.04	Business Advisory Services
	.05	Shopping Conveniences
09	.01	Advanced Salesmanship
	.01	Sales Preparation
	.01	Customer Buying Motives
	.02	Customer Benefits
	.03	Gaining Product Knowledge
02	.01	The Selling Process
	.02	Opening a Sales Presentation
	.03	Demonstrating the Product
	.04	Obtaining Customer Participation
	.05	Objections and Excuses
	.06	Preparing for Objections
03	.06	Techniques for Closing a Sale
	.03	Special Selling Techniques
	.01	Prospecting for Customers
02	.02	Retail Selling
	.03	Industrial Wholesale Selling
04	.04	Sales Management
	.01	Self Management
	.02	Evaluating Sales Performance
	.03	Building Repeat Sales

Curriculum Area: 27

MARKETING AND DISTRIBUTION

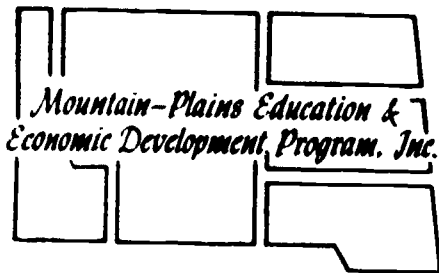
Job Title:

Professional Salesperson

DATE 1-7-75

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

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Curriculum Area: 27

MARKETING AND DISTRIBUTION

Job Title:

Mid-Management Trainee

Course	Unit	LAP		
.01	.01	Marketing Operation		
		The Marketing Process		
		Definition of Marketing		
	.02	.01	The Producer	
		.02	The Consumer	
	.02	.01	Wholesaling	
			Definition of Wholesaling	
			Wholesaling Specialists	
	.03	.02	Services of Wholesalers	
			Retailing	
			Retail Stores	
	.02	.01	Trends in Retailing	
			.02	.01
	Shipping			
	Transportation Terminology			
Transportation Documents				
Shipping Containers				
.03	.02	Motor Carriers		
		Non-Motor Carriers		
.02	.01	Receiving, Checking, and Marking		
		Receiving Departments and Equipment		
		Merchandise Handling		
		Discrepancies and Vendor Returns		
		Marking Merchandise		
		Monarch Dial-A-Pricer		
		.03	.01	Stockkeeping
				Functions and Physical Characteristics of Stockkeeping
				Arrangement and Protection of Merchandise
		.03	.02	Stock Control Systems

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DATE 1-6-75

Course	Unit	LAP			
.03	.01	Human Relations in Marketing			
		Basic Human Relations			
		Business Relations			
	.02	.01	Personal Traits Needed in Marketing		
			.03	.02	Marketing Attitudes
	.02	.01			Understanding Employer-Employee Relations
					.02
	.03	.03	Communicating With Supervisors		
			.04	.04	Informal Organization
					.05
	.04	.01	Employee Training		
			Marketing Mathematics		
			Application of Mathematics for Selling		
			Arithmetic and Selling		
			Sales Records		
.02	.01	Weights and Measures			
		.02	.02	Procedures for Inventory, Incoming Merchandise and Pricing	
				.03	.03
.05	.01	Checking Incoming Merchandise			
		.05	.02	Pricing Merchandise	
.05	.01			Cash Register Operation	
		.01	.02	Face of Cash Register	
				.03	.03
		.04	.04		
				.05	.05
.05	.05	Department Transaction Key			
		.05	.05	Inside the Cash Register	

Job Title:

Mid-Management Trainee

Course	Unit	LAP	
.02	.01	Operating Check-Out Station	
		Duties Performed in Check-Out Station	
		Handling Money	
		Handling Coupons, Refunds, Rainchecks, etc.	
	.03	.04	Packaging and Wrapping Merchandise
			Checker-Cashier Qualities
	.01	.02	Tips for a Checker-Cashier
			Shoplifting and Security for Handling Money
	.06	.01	Visual Merchandising
			General Merchandise Display
Types of Displays			
Basic Design Terminology			
Principles of Design			
.07	.01	Basic Salesmanship	
		Steps of Sale	
		Creating a Sales Atmosphere	
		Sales Approaches	
		Needs and Wants	
		Benefits	
		Elements of a Sales Presentation	
		Definition of Objections	
		Handling Objections	
Closing the Sale			
.02	.01	Closing Techniques	
		Suggested Selling	
		Definition of Suggestion Selling	
		Techniques in Suggestion Selling	
.03	.03	Selling Big-Ticket Items (59)	

Course	Unit	LAP	DATE
.08	.01	Customer Services	1-6-75
		Credit	
		Credit Terminology	
	.02	.02	Collection Terminology
			Shopping Services
	.09	.01	Merchandise Handling Services
			Customer Accomodation Services
			Consumer Informational Services
			Business Advisory Services
			Shopping Conveniences
.02	.01	Advanced Salesmanship	
		Sales Preparation	
		Customer Buying Motives	
	.03	.02	Customer Benefits
			Gaining Product Knowledge
	.03	.02	The Selling Process
			Opening a Sales Presentation
			Demonstrating the Product
			Obtaining Customer Participation
			Objections and Excuses
Preparing for Objections			
.04	.03	Techniques for Closing a Sale	
		Special Selling Techniques	
		Prospecting for Customers	
.05	.02	Retail Selling	
		Industrial Wholesale Selling	
		Sales Management	
.06	.01	Self Management	
		Evaluating Sales Performance	
		Building Repeat Sales	

Curriculum Area: 27

MARKETING AND DISTRIBUTION

Job Title:

Mid-Management Trainee

DATE 1-7-75

Course	Unit	LAP
10	.01	Advertising and Promotion
		Advertising Fundamentals
		.01 Types of Advertising
		.02 Advertising Media
		.03 Preparing Advertising Copy
		.04 Illustrated Advertising
		.05 Direct Mail Advertising
		.06 Evaluating Advertising
		.07 Developing a Newspaper Advertisement
		02
Sales Promotion		
11	.01	Purchasing
		Merchandise Buying
		.01 Functions of Merchandise Buyer
		.02 Choosing the Product
		.03 Choosing the Vendor
		.04 Negotiating the Price
		.05 Planning a Merchandise Budget
		.06 Planning a Merchandise Assortment
		.07 Stock Turnover
.08 Pricing		
12	.01	Business Finance and Control
		Fundamentals of Finance
		.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		

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Course	Unit	LAP				
.02	.01	Merchandise Control				
		Merchandise Budgets				
		.02 Model Stock Plans				
.03	.03	Stock Control Systems				
		.13	.01	Supervisory Skills		
				Employee Training		
.01 Planning a Training Program						
.02	.02	Training and Evaluating Procedures				
		.03	.03	Training Case Study		
				.02	.01	Solving Human Relation Problems
.02 Detecting Problems						
.03 Obtaining the Facts						
.03	.03	Decision Making				
		.04	.04	Taking Action		
				.05	.05	Evaluating Results
.06	.06					Case Problem
		.03	.01			Preventing Human Relations Problems
				.02	.02	Treating People as Individuals
.03	.03					Utilizing Employee Capabilities
						.04
		Employee Participation				

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, overhaul 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 Light 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.

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.

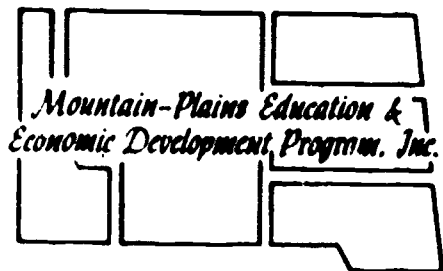
NOTE: CURRICULUM AREA 36: Welding Support

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



Curriculum Area: 37

AUTOMOTIVE

Job Title:

Transmission Mechanic

DATE 1/7/75

Course	Unit	LAP	
01	.01	Automotive Shop Safety	
		Shop Safety	
		01 Fundamentals of Shop Safety	
		.02 Safety with Tools	
	.03 First Aid		
	.04 Shop Safety Observation		
	02	.01	Tools and Equipment
			Basic Tools
		.01 Hand Tool Fundamentals	
		.02 Hand Tool Practice	
		.02	Special Tools
			.01 Precision Measuring Tools Fundamentals
.02 Precision Measuring Tools Practice			
.03 Fasteners and Torque Wrench			
.03	.01	Shop Equipment	
		Shop Equipment Fundamentals	
		.02 Jacks and Lifts Practice	
		.03 Presses and Pullers Practice	
.04 Toolroom Observation			
10	.01	Transmissions	
		Clutches	
		01 Fundamentals of Clutch	
		.02 Pressure Plate	
		.03 Clutch Removal and Replace	
		.04 Replace Clutch Pilot Bushing	
		.05 Replace Throw-Out Bearing	
		.06 Adjusting Clutch Linkage	
		.07 Self-Adjusting Clutch	
.08 Trouble Shooting Clutches			

Course	Unit	LAP		
02	.01	Fundamentals of Standard Transmissions		
		Fundamentals of 3 Speed Standard		
		.02 Fundamentals of 4 Speed Standard		
	.03 Fundamentals of Overdrive			
	.03	.01	Standard Transmission	
			Transmission Removal	
			.02 Transmission Disassembly	
			.03 Gears and Shafts	
			.04 Synchronizers	
			.05 Bearings and Seals	
			.06 Transmission Assembly	
			.07 Shift Forks and Linkage	
	.08 Trouble-Shooting Standard Transmission			
	.04	.01	Fundamentals of Automatic Transmissions	
			Fluid Couplings	
			.02 Planetary Gears	
			.03 Pumps and Valves	
.04 Modulator				
.05 Special Tools				
.06 Leaks and Fluid				
.07 Towing Car Equipped with Automatic Transmission				
.05			.01	Two-Speed Automatic
				Diagnosis and Pressure Checks
	.02 Transmission Removal			
	.03 Transmission Disassembly			
	.04 Converter and Stator			
	.05 Clutch			
	.06 Servo			
.07 By-pass Valve				

Curriculum Area: 37

AUTOMOTIVE

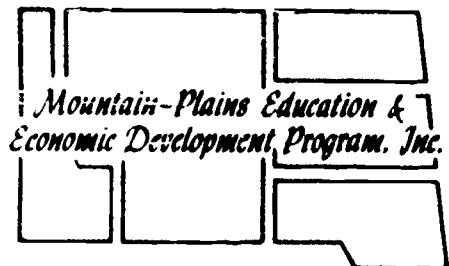
Job Title:

Transmission Mechanic

DATE 1/7/75

Unit	LAP	
	.08	Pumps
	.09	Valve Body
	.10	Governor
	.11	Servo Pistons
	.12	Planetary Unit
	.13	Transmission Reassembly
06		Three-Speed Automatic
	.01	Diagnosis and Pressure Checks
	.02	Transmission Removal
	.03	Transmission Disassembly
	.04	Valve Body
	.05	Intermediate Servo
	.06	Governor
	.07	Rear Seal and Bushing
	.08	Control Valve
	.09	Front Pump
	.10	Drive Train
	.11	Reverse-High Clutch
	.12	Forward Clutch
	.13	One-Way Clutch
	.14	Planetary Gears
	.15	Piston
	.16	Converter
	.17	Transmission Reassembly
07		Drive Shafts
	.01	Fundamentals of Drive Shafts
	.02	Universal Joint Diagnosis
	.03	Removing and Replacing Universal Joints
	.04	Removing and Replacing Center Supports
08		Differentials
	.01	Fundamentals of Differentials
	.02	Remove and Replace Differential
	.03	Ring and Pinion Gears
	.04	Limited Slip Differentials

Course	Unit	LAP	
		.05	Carrier and Pinion Bearings
		.06	Adjusting Back-Lash
		.07	Remove and Replace Axle
		.08	Replacing Axle Bearing and Seal
.12			Parts and Accessories
	.01		Reference Manuals
		.01	Fundamentals of Reference Manuals
		.02	Reference Manual Practice
	.02		Parts Manual
		.01	Fundamentals of Parts Manuals
		.02	Parts Manuals Practice
	.03		Cleaning Parts and Work Area
		.01	Washing Parts
		.02	Cleaning Stall
		.03	Fundamentals of Gaskets, Sealants and Seals
		.04	Fundamentals of Tubing and Hose
		.05	Fundamentals of Wire and Wiring
		.06	Fundamentals of Work Orders
.13			Detailing and Servicing
	.01		Oil Changing
		.01	Changing Oil
		.02	Changing Oil Filter



Mountain-Plains Education &
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Curriculum Area: 37

AUTOMOTIVE

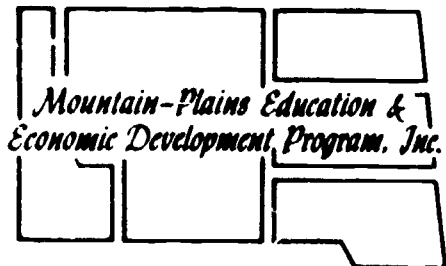
Job Title:

Engine Rebuilder

DATE 1/7/75

Course	Unit	LAP			
01	01		Automotive Shop Safety		
			Shop Safety		
		.01	Fundamentals of Shop Safety		
		.02	Safety with Tools		
		.03	First Aid		
		.04	Shop Safety Observation		
	02	01		Tools and Equipment	
				Basic Tools	
			.01	Hand Tool Fundamentals	
			.02	Hand Tool Practice	
		02		Special Tools	
				.01	Precision Measuring Tools Fundamentals
				.02	Precision Measuring Tools Practice
			.03	Fasteners and Torque Wrench	
		03		Shop Equipment	
				.01	Shop Equipment Fundamentals
			.02	Jacks and Lifts Practice	
			.05	Presses and Pullers Practice	
	.04	Toolroom Observation			
09	01		Engine Repair		
			Fundamentals of 4-Cycle Engines		
		.01	Fundamentals of 4-Cycle Engines		
	02		Engine Construction		
			.01	Fundamentals of Engine Block	
		.02	Engine Block Construction		
	03		Valve Train		
			.01	Fundamentals of Engine Block	
		.02	Inspecting Cylinder Head		
		.03	Overhaul Over-Head Valve Head		
	.04	Overhaul Over-Head Cam Head			

Course	Unit	LAP			
04	01		Engine Block		
			.01	Overhaul Engine Block	
			.02	Cam Shaft	
			.03	Crank Shaft and Bearings	
			.04	Pistons	
			.05	Rods	
		.06	Timing Gears and Chains		
	05	01		Lubricating Systems	
				.01	Fundamentals of Oil Pumps
				.02	Testing Oil Pump
		.03	Replacing Oil Pump		
	06	01		Cooling Systems	
				.01	Fundamentals of Cooling Systems
				.02	Fundamentals of Air Cooled Engines
				.03	Thermostat Test
				.04	Replacing Thermostat
				.05	Flush Block and Radiator
				.06	Inspecting and Changing Hoses
				.07	Inspecting Water Pumps
		.08	Replacing Water Pumps		
	07	01		Machine Tool Use and Care	
				.01	Operating Boring Bar
				.02	Operating Surface Grinder
				.03	Piston Pin Fitting
				.04	Cap and Rod Grinding
				.05	Crank Shaft Grinding
				.06	Crack Finding
		.07	Valve Guide and Seat Replacement		
	12	01		Parts and Accessories	
				.01	Reference Manuals
				.01	Fundamentals of Reference Manuals
				.02	Reference Manual Practice



Curriculum Area: 37

AUTOMOTIVE

Job Title:

Light Duty Mechanic

DATE 1/7/75

Unit	LAP	
01		Automotive Shop Safety
.01		Shop Safety
.01		Fundamentals of Shop Safety
.02		Safety with Tools
.03		First Aid
.04		Shop Safety Observation
.02		Tools and Equipment
01		Basic Tools
.01		Hand Tool Fundamentals
.02		Hand Tool Practice
.02		Special Tools
.01		Precision Measuring Tools Fundamentals
.02		Precision Measuring Tools Practice
.03		Fasteners and Torque Wrench
.03		Shop Equipment
.01		Shop Equipment Fundamentals
.02		Jacks and Lifts Practice
.03		Presses and Pullers Practice
.04		Toolroom Observation
03		Brake Systems
01		Fundamentals of Brake Systems
.01		Basic Brake Operation
.02		Brake Inspection
.02		Master Cylinder
.01		Fundamentals of Master Cylinders
.02		Overhauling Single Master Cylinder
.03		Overhauling Dual Master Cylinder

Course	Unit	LAP	
	.05		Brake Fluids and Lines
	.01		Bleeding of Brake Systems
	.02		Brake Fluids
	.03		Hydraulic Lines, Switches and Equalizers
	.07		Emergency Brakes
	.01		Fundamentals of Emergency Brakes
	.02		Adjusting Emergency Brakes
.04			Suspension Systems
.01			Fundamentals of Suspension
.01			Fundamentals of Front-End Suspension
.02			Tire Balancing
.01			Fundamentals of Tire Balancing
.02			Static Balance (Bubble-type)
.03			Spin Balance
.04			Fundamentals and Types of Wheel Bearings
.05			Cleaning and Inspection of Wheel Bearings
.06			Replacement of Wheel Bearings
.05			Electrical Systems
.01			Fundamentals of Electrical Systems
.01			Fundamentals of Electricity
.02			Battery Servicing
.01			Fundamentals of the Storage Battery
.02			Servicing the Storage Battery
.03			Testing the Storage Battery

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Curriculum Area: 37

AUTOMOTIVE

Job Title:

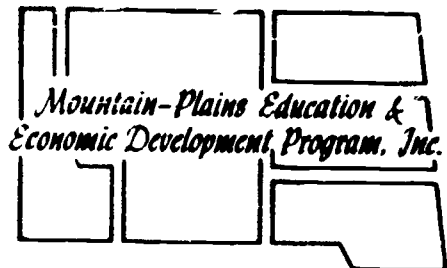
Light Duty Mechanic

DATE 1/7/75

Course	Unit	LAP
06	Lighting Systems	01 Fundamentals of the Lighting System
		02 Turn Signals
		03 Headlights and Parking Lights
		04 Tail Lights and Brake Lights
		05 Instrument Lights
06	Automotive Fuel Systems	01 Fundamentals of Fuel Systems
		01 Overview of Fundamentals
02	Fuel Pumps	02 Inspecting Fuel Systems
		01 Overview of Fundamentals
		02 Testing a Fuel Pump
03	Fuel Lines and Filters	03 Replacement of Fuel Pump
		01 Overview of Fundamentals
		02 Inspection of Fuel Filters
06	Automatic Chokes	03 Replacing Fuel Filters
		01 Overview of Fundamentals
		02 Overhaul Automatic Chokes
		04 Adjusting Automatic Electric Chokes
07	Emission Systems	04 Adjustment of the Mechanical Type
		01 Fundamentals of Emission Systems
		01 Fundamentals of Emission Control Systems
		02 Fundamentals of Ford Systems
		03 Fundamentals of Chrysler Systems
		04 Fundamentals of GM Systems

Course	Unit	LAP
09	Servicing Emission Systems	02 Servicing PCV
		01 Servicing the Air Pump
		02 Servicing the Air Injectors
		03 Servicing Check Valve
		04 Servicing Anti-afterburn Valve
		05 Testing Combustion Efficiency
		06 Test and Service Ford Systems
		07 Test and Service Chrysler Systems
		08 Test and Service GM Systems
09	Engine Repair	09 Fundamentals of 4-Cycle Engines
		01 Fundamentals of 4-Cycle Engines
05	Lubricating Systems	01 Fundamentals of Oil Pumps
		02 Testing Oil Pump
		03 Replacing Oil Pump
12	Parts and Accessories	01 Reference Manuals
		01 Fundamentals of Reference Manuals
		02 Reference Manual Practice
		02 Parts Manuals
		01 Fundamentals of Parts Manuals
		02 Parts Manuals Practice
		03 Cleaning Parts and Work Area
		01 Washing Parts
		02 Cleaning Stall
		03 Fundamentals of Gaskets, Sealants and Seals
		04 Fundamentals of Tubing and Hose
		05 Fundamentals of Wire and Wiring
		06 Fundamentals of Work Orders

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Curriculum Area: 37

AUTOMOTIVE

Job Title:

General Mechanic

DATE 1/7/75

Unit	LAP	
01		Automotive Shop Safety
.01		Shop Safety
	01	Fundamentals of Shop Safety
	02	Safety with Tools
	03	First Aid
	04	Shop Safety Observation
02		Tools and Equipment
.01		Basic Tools
	01	Hand Tool Fundamentals
	02	Hand Tool Practice
	02	Special Tools
	01	Precision Measuring Tools Fundamentals
	02	Precision Measuring Tools Practice
	.03	Fasteners and Torque Wrench
.03		Shop Equipment
	.01	Shop Equipment Fundamentals
	.02	Jacks and Lifts Practice
	.03	Presses and Pullers Practice
	04	Toolroom Observation
03		Brake Systems
.01		Fundamentals of Brake Systems
	01	Basic Brake Operation
	02	Brake Inspection
	02	Master Cylinder
	01	Fundamentals of Master Cylinders
	02	Overhauling Single Master Cylinder
	.03	Overhauling Dual Master Cylinder

Course	Unit	LAP	
	.03		Drum Brakes
		.01	Fundamentals of Drum Brakes
		.02	Brake Shoe Replacement
		.03	Brake Shoe Adjustment
		.04	Fundamentals of Wheel Cylinders
		.05	Overhauling Wheel Cylinders
		.06	Turning Brake Drums
	.04		Disc Brakes
		.01	Fundamentals of Disc Brakes
		.02	Overhauling the Caliper
		.03	Disc Brake Pad Replacement
		04	Turning the Rotors
	.05		Brake Fluids and Lines
		.01	Bleeding of Brake Systems
		02	Brake Fluids
		.03	Hydraulic Lines, Switches and Equalizers
	.06		Power Brake
		.01	Fundamentals of Power Brakes
		.02	Repairing and Adjusting Power Brakes
	.07		Emergency Brakes
		.01	Fundamentals of Emergency Brakes
		.02	Adjusting Emergency Brakes
	.04		Suspension Systems
		.01	Fundamentals of Suspension
		01	Fundamentals of Front-End Suspension
	.02		Tire Balancing
		.01	Fundamentals of Tire Balancing
		.02	Static Balance (Bubble-type)

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Job Title:

General Mechanic

DATE 1/7/75

Unit	LAP	
	.03	Spin Balance
	.04	Fundamentals and Types of Wheel Bearings
	.05	Cleaning and Inspection of Wheel Bearings
	.06	Replacement of Wheel Bearings
03		Front-End Repair
	.01	Replacing Ball Joints
	.02	Replacement of Tie-Rod Ends
	.03	Replacement of Idler Arms
	.04	Replacement of Control Arm Bushings
04		Front-End Alignment
	.01	Adjusting Toe
	.02	Adjusting Camber (shim)
	.03	Adjusting Caster (shim)
	.04	Adjusting Caster-Camber (slide)
	.05	Adjusting Caster-Camber (eccentric)
	.06	Adjusting Caster-Camber (eccentric and strut)
05		Steering Gears
	.01	Fundamentals of Manual Steering Gears
	.02	Adjusting Manual Steering
	.03	Overhauling Manual Steering Gears
06		Power Steering
	.01	Fundamentals of Power Steering
	.02	Overhauling Power Steering Pumps
	.03	Overhauling Power Steering Control Units
	.04	Overhauling Power Steering Cylinders

Course	Unit	LAP	
.05			Electrical Systems
	.01		Fundamentals of Electrical Systems
		.01	Fundamentals of Electricity
	.02		Battery Servicing
		.01	Fundamentals of the Storage Battery
		.02	Servicing the Storage Battery
		.03	Testing the Storage Battery
	.03		Starting Systems
		.01	Fundamentals of the Starting Motor
		.02	Overhauling Chrysler Starter
		.03	Overhauling Delco Starter
		.04	Overhauling Ford Starter
		.05	Starting System Wiring
	.04		Charging Systems
		.01	Fundamentals of the Charging System
		.02	Testing the Charging System
		.03	Fundamentals of the Generator
		.04	Repairing the Generator
		.05	Fundamentals of the Alternator
		.06	Repairing the Alternator
		.07	Fundamentals of the Voltage Regulator
		.08	Servicing the Voltage Regulator
	.05		Ignition Systems
		.01	Fundamentals of Ignition System
		.02	Ignition Systems Components
	.06		Lighting Systems
		.01	Fundamentals of the Lighting System

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Job Title:

General Mechanic

DATE 1/7/75

Course	Unit	LAP	
		.02	Turn Signals
		.03	Headlights and Parking Lights
		.04	Tail Lights and Brake Lights
		.05	Instrument Lights
06			Automotive Fuel Systems
	01		Fundamentals of Fuel Systems
		.01	Overview of Fundamentals
		.02	Inspecting Fuel Systems
	.02		Fuel Pumps
		.01	Overview of Fundamentals
		.02	Testing a Fuel Pump
		.03	Replacement of Fuel Pump
	03		Fuel Lines and Filters
		.01	Overview of Fundamentals
		.02	Inspection of Fuel Filters
		.03	Replacing Fuel Filters
	04		Carburetors
		.01	Fundamentals of the Carburetor
		.02	Overhaul of Single Barrel Carburetor
		.03	Overhaul of 2 Barrel Carburetor
		.04	Overhaul of 4 Barrel Carburetor
		.05	Overhaul of Quadrajet Carburetor
		.06	Overhaul of Thermoquad Carburetor
		.07	Replacement of Carburetor and Gasket
		.08	Adjustment of Fuel-Air Mixture
		.09	Idle Adjustment - Dash Pot
		.10	Idle Adjustment - Mechanical Stop
	.05		Fuel Characteristics
		.01	Fuel Characteristics

Course	Unit	LAP	
		.06	Automatic Chokes
		.01	Overview of Fundamentals
		.02	Overhaul Automatic Chokes
		.03	Adjusting Automatic Electric Chokes
		.04	Adjustment of the Mechanical Type
	.07		Emission Systems
		.01	Fundamentals of Emission Systems
		.01	Fundamentals of Emission Control Systems
		.02	Fundamentals of Ford Systems
		.03	Fundamentals of Chrysler Systems
		.04	Fundamentals of GM Systems
	.02		Servicing Emission Systems
		.01	Servicing PCV
		.02	Servicing the Air Pump
		.03	Servicing the Air Injectors
		.04	Servicing Check Valve
		.05	Servicing Anti-afterburn Valve
		.06	Testing Combustion Efficiency
		.07	Test and Service Ford Systems
		.08	Test and Service Chrysler Systems
		.09	Test and Service GM Systems
	.08		Tune-up
		.01	Fundamentals of Tune-up
		.01	Fundamentals of Tune-up
	.02		Tune-up
		.01	Power Balance Test
		.02	Cranking Vacuum Test
		.03	Testing Cylinder Leakage
	.03		Distributor Repair
		.01	Remove and Replace Distributor

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Job Title:

General Mechanic

DATE 1/7/75

COURSE	Unit	LAP	
		.02	Testing Distributor Advance
		.03	Replacing Distributor Points and Condenser
		.04	Setting Breaker Point Dwell
	04		Adjustments and Repairs
		.01	Cleaning Battery Terminals
		.02	Adjusting Ignition Timing Using a Timing Light
		.03	Replacement of Secondary Ignition Cables
		.04	Replacement of Spark Plugs
		.05	Cleaning, Gapping and Testing Spark Plugs
	.05		Testing Engine Operation
		.01	Testing Charging Output
		.02	Battery Load Test
		.03	Testing Cranking Voltage
		.04	Testing Ignition Coil
		.05	Testing Secondary Cable Resistance
	.09		Engine Repair
		.01	Fundamentals of 4-Cycle Engines
		01	Fundamentals of 4-Cycle Engines
	02		Engine Construction
		.01	Fundamentals of Engine Block
		02	Engine Block Construction
	03		Valve Train
		.01	Fundamentals of Engine Block
		02	Inspecting Cylinder Head
		03	Overhaul Over-Head Valve Head
		04	Overhaul Over-Head Cam Head
	.04		Engine Block (73)
		.01	Overhaul Engine Block
		02	Cam Shaft

COURSE	Unit	LAP	
		.03	Crank Shaft and Bearings
		.04	Pistons
		.05	Rods
		.06	Timing Gears and Chains
	.05		Lubricating Systems
		.01	Fundamentals of Oil Pumps
		.02	Testing Oil Pump
		.03	Replacing Oil Pump
	.06		Cooling Systems
		.01	Fundamentals of Cooling Systems
		.02	Fundamentals of Air Cooled Engines
		.03	Thermostat Test
		.04	Replacing Thermostat
		.05	Flush Block and Radiator
		.06	Inspecting and Changing Hoses
		.07	Inspecting Water Pumps
		.08	Replacing Water Pumps
	.10		Transmissions
		.01	Clutches
		.01	Fundamentals of Clutch
		.02	Pressure Plate
		.03	Clutch Removal and Replace
		.04	Replace Clutch Pilot Bushing
		.05	Replace Throw-Out Bearing
		.06	Adjusting Clutch Linkage
		.07	Self-Adjusting Clutch
		.08	Trouble Shooting Clutches
	.02		Fundamentals of Standard Transmissions
		.01	Fundamentals of 3 Speed Standard
		.02	Fundamentals of 4 Speed Standard
		.03	Fundamental of Overdrive

Curriculum Area: 37

AUTOMOTIVE

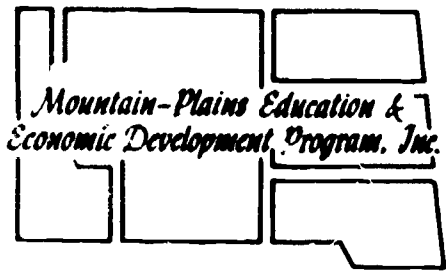
Job Title:

General Mechanic

DATE 1/7/75

COURSE	Unit	LAP	
	03		Standard Transmission
	.01		Transmission Removal
	.02		Transmission Disassembly
	.03		Gears and Shafts
	.04		Synchronizers
	.05		Bearings and Seals
	.06		Transmission Assembly
	.07		Shift Forks and Linkage
	.08		Trouble-Shooting Standard Transmission
	.04		Fundamentals of Automatic Transmissions
	.01		Fluid Couplings
	.02		Planetary Gears
	.03		Pumps and Valves
	.04		Modulator
	.05		Special Tools
	.06		Leaks and Fluid
	.07		Towing Car Equipped with Automatic Transmission
	.07		Drive Shafts
	.01		Fundamentals of Drive Shafts
	.02		Universal Joint Diagnosis
	.03		Removing and Replacing Universal Joints
	.04		Removing and Replacing Center Supports
	.08		Differentials
	.01		Fundamentals of Differential
.02		Remove and Replace Differential	
.03		Ring and Pinion Gears	
.04		Limited Slip Differentials	
.05		Carrier and Pinion Bearings	
.06		Adjusting Back Lash	
.07		Remove and Replace Axle (74)	
.08		Replacing Axle Bearing and Seal	

COURSE	Unit	LAP	
	.12		Parts and Accessories
	.01		Reference Manuals
		.01	Fundamentals of Reference Manuals
		.02	Reference Manual Practice
		.02	Parts Manuals
		.01	Fundamentals of Parts Manuals
		.02	Parts Manuals Practice
		.03	Cleaning Parts and Work Area
		.01	Washing Parts
		.02	Cleaning Stall
		.03	Fundamentals of Gaskets, Sealants and Seals
		.04	Fundamentals of Tubing and Hose
		.05	Fundamentals of Wire and Wiring
		.06	Fundamentals of Work Orders
	.13		Detailing and Servicing
		.01	Oil Changing
		.01	Changing Oil
		.02	Changing Oil Filter
		.02	Lubrication
		.01	Chassis Lube (Zerks)
		.02	Chassis Lube (Plugs)
		.03	Tires
		.01	Changing Tires
		.02	Rotating Tires
	.03	Repairing Tires	
	.04	Minor Body Adjustments	
	.01	Adjusting Doors	
	.02	Adjusting Hood	
	.03	Adjusting Trunk Lid	



Curriculum Area: 37

AUTOMOTIVE

Job Title:

Engine/Transmission Repairman

DATE 1/7/75

Course	Unit	LAP
.01	.01	Automotive Shop Safety
		Shop Safety
		01 Fundamentals of Shop Safety
		02 Safety with Tools
.02	.01	03 First Aid
		04 Shop Safety Observation
		Tools and Equipment
		01 Basic Tools
.03	.01	02 Hand Tool Fundamentals
		02 Hand Tool Practice
		02 Special Tools
		01 Precision Measuring Tools Fundamentals
.04	.02	02 Precision Measuring Tools Practice
		03 Fasteners and Torque Wrench
		03 Shop Equipment
		01 Shop Equipment Fundamentals
.05	.01	02 Jacks and Lifts Practice
		03 Presses and Pullers Practice
		04 Toolroom Observation
		Electrical Systems
.06	.01	01 Fundamentals of Electrical Systems
		01 Fundamentals of Electricity
		02 Battery Servicing
		01 Fundamentals of the Storage Battery
.07	.02	02 Servicing the Storage Battery
		03 Testing the Storage Battery
		08 Tune-up
.08	.01	01 Fundamentals of Tune-up
		01 Fundamentals of Tune-up

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Course	Unit	LAP
.02	.01	Tune-up
		01 Power Balance Test
		02 Cranking Vacuum Test
.03	.03	Testing Cylinder Leakage
		09 Engine Repair
		01 Fundamentals of 4-Cycle Engines
.04	.01	Fundamentals of 4-Cycle Engines
		02 Engine Construction
.05	.01	Fundamentals of Engine Block
		02 Engine Block Construction
.06	.03	Valve Train
		01 Fundamentals of Engine Block
		02 Inspecting Cylinder Head
		03 Overhaul Over-Head Valve Head
.07	.04	04 Overhaul Over-Head Cam Head
		Engine Block
		01 Overhaul Engine Block
		02 Cam Shaft
.08	.03	03 Crank Shaft and Bearings
		04 Pistons
		05 Rods
.09	.06	06 Timing Gears and Chains
		05 Lubricating Systems
		01 Fundamentals of Oil Pumps
.10	.02	02 Testing Oil Pump
		03 Replacing Oil Pump
.11	.06	Cooling Systems
		01 Fundamentals of Cooling Systems
		02 Fundamentals of Air Cooled Engines
		03 Thermostat Test
.12	.04	04 Replacing Thermostat

Job Title:

Engine/Transmission Repairman

DATE 1/7/75

Course	Unit	LAP	
		05	Flush Block and Radiator
		06	Inspecting and Changing Hoses
		07	Inspecting Water Pumps
		08	Replacing Water Pumps
	01		Transmissions
			Clutches
		01	Fundamentals of Clutch
		.02	Pressure Plate
		.03	Clutch Removal and Replacement
		04	Replacing Clutch Pilot Bushing
		.05	Replacing Throw-Out Bearing
		.06	Adjusting Clutch Linkage
		.07	Self-Adjusting Clutch
		.08	Trouble Shooting Clutches
	.02		Fundamentals of Standard Transmissions
		01	Fundamentals of 3 Speed Standard
		.02	Fundamentals of 4 Speed Standard
		03	Fundamentals of Overdrive
	.03		Standard Transmission
		.01	Transmission Removal
		.02	Transmission Disassembly
		.03	Gears and Shafts
		04	Synchronizers
		.05	Bearings and Seals
		.06	Transmission Assembly
		.07	Shift Forks and Linkage
		08	Trouble-Shooting Standard Transmission
	.04		Fundamentals of Automatic Transmissions
		01	Fluid Couplings
		.02	Planetary Gears

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Course	Unit	LAP	
		.03	Pumps and Valves
		.04	Modulator
		.05	Special Tools
		.06	Leaks and Fluid
		.07	Towing Car Equipped with Automatic Transmission
	.05		Two-Speed Automatic
		.01	Diagnosis and Pressure Check
		.02	Transmission Removal
		.03	Transmission Disassembly
		.04	Converter and Stator
		.05	Clutch
		.06	Servo
		.07	By-pass Valve
		.08	Pumps
		.09	Valve Body
		.10	Governor
		.11	Servo Pistons
		.12	Planetary Unit
		.13	Transmission Reassembly
	.06		Three-Speed Automatic
		.01	Diagnosis and Pressure Check
		.02	Transmission Removal
		.03	Transmission Disassembly
		.04	Valve Body
		.05	Intermediate Servo
		.06	Governor
		.07	Rear Seal and Bushing
		.08	Control Valve
		.09	Front Pump
		.10	Drive Train
		.11	Reverse High Clutch
		.12	Forward Clutch
		.13	One Way Clutch
		.14	Planetary Gears
		.15	Piston
		.16	Converter
		.17	Transmission Reassembly

Curriculum Area: 37

AUTOMOTIVE

Job Title:

Engine/Transmission Repairman

DATE 1/7/75

Unit	LAP
07	
	.01
	.02
	.03
	.04
.08	
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2	
01	
	.01
	.02
02	
	.01
	.02
03	
	.01
	.02
	.03
	.04
	.05
	.06

Drive Shafts

- Fundamentals of Drive Shafts
- Universal Joint Diagnosis
- Removing and Replacing Universal Joints
- Removing and Replacing Center Supports

Differentials

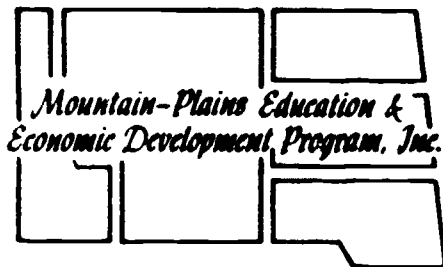
- Fundamentals of Differentials
- Remove and Replace Differential
- Ring and Pinion Gears
- Limited Slip Differentials
- Carrier and Pinion Bearings
- Adjusting Back-Lash
- Remove and Replace Axle
- Replacing Axle Bearing and Seal

Parts and Accessories

- Reference Manuals
 - Fundamentals of Reference Manuals
 - Reference Manual Practice
- Parts Manuals
 - Fundamentals of Parts Manuals
 - Parts Manuals Practice
- Cleaning Parts and Work Area
 - Washing Parts
 - Cleaning Stall
 - Fundamentals of Gaskets, Sealant and Seals
 - Fundamentals of Tubing and Hose
 - Fundamentals of Wire and Wiring
 - Fundamentals of Work Orders

Course	Unit	LAP
.13		
	.01	
		.01
		.02

- Detailing and Servicing
- Oil Changing
- Changing Oil
- Changing Oil Filter



Curriculum Area: 37

AUTOMOTIVE

Job Title:

Tune-Up and Engine Repairman

DATE 1/8/75

Course	Unit	LAP		
1	01		Automotive Shop Safety	
			Shop Safety	
		.01	Fundamentals of Shop Safety	
		.02	Safety with Tools	
		.03	First Aid	
		.04	Shop Safety Observation	
	02	01		Tools and Equipment
				Basic Tools
			.01	Hand Tool Fundamentals
			.02	Hand Tool Practice
		02		Special Tools
			.01	Precision Measuring Tools Fundamentals
.02			Precision Measuring Tools Practice	
.03			Fasteners and Torque Wrench	
03			Shop Equipment	
		.01	Shop Equipment Fundamentals	
		.02	Jacks and Lifts Practice	
		.03	Presses and Pullers Practice	
04		Toolroom Observation		
	05		Electrical Systems	
		.01	Fundamentals of Electrical Systems	
		.01	Fundamentals of Electricity	
02	.01		Battery Servicing	
			Fundamentals of the Storage Battery	
			Servicing the Storage Battery	
	.03		Testing the Storage Battery	
		03		Starting Systems
			.01	Fundamentals of the Starting Motor
.02	Overhauling Chrysler Starter			

Course	Unit	LAP		
		.03	Overhauling Delco Starter	
		.04	Overhauling Ford Starter	
		.05	Starting System Wiring	
	04			Charging Systems
			.01	Fundamentals of the Charging System
			.02	Testing the Charging System
		.03		Fundamentals of the Generator
			.04	Repairing the Generator
			.05	Fundamentals of the Alternator
		.06		Repairing the Alternator
			.07	Fundamentals of the Voltage Regulator
		.08		Servicing the Voltage Regulator
05				Ignition Systems
		.01	Fundamentals of Ignition System	
		.02	Ignition Systems Components	
06			Lighting Systems	
		.01	Fundamentals of the Lighting System	
		.02	Turn Signals	
		.03	Headlights and Parking Lights	
		.04	Tail Lights and Brake Lights	
.05	Instrument Lights			
06	.01		Automotive Fuel Systems	
			Fundamentals of Fuel Systems	
			Overview of Fundamentals	
	.02		Inspecting Fuel Systems	
		02		Fuel Pumps
			.01	Overview of Fundamentals
.02	Testing a Fuel Pump			
.03	Replacement of Fuel Pump			

Job Title:

Tune-Up and Engine Repairman

DATE 1/8/75

Course	Unit	LAP
03		Fuel Lines and Filters
	01	Overview of Fundamentals
	02	Inspection of Fuel Filters
04	03	Replacing Fuel Filters
		Carburetors
	01	Fundamentals of the Carburetor
	02	Overhaul of Single Barrel Carburetor
	03	Overhaul of 2 Barrel Carburetor
	04	Overhaul of 4 Barrel Carburetor
	05	Overhaul of Quadrajets Carburetor
	06	Overhaul of Thermoquad Carburetor
	07	Replacement of Carburetor and Gasket
	08	Adjustment of Fuel-Air Mixture
05	09	Idle Adjustment - Dash Pot
	10	Idle Adjustment - Mechanical Stop
06		Fuel Characteristics
	01	Fuel Characteristics
06		Automatic Chokes
	01	Overview of Fundamentals
	02	Overhaul Automatic Chokes
	03	Adjusting Automatic Electric Chokes
07	04	Adjustment of the Mechanical Type
		Emission Systems
	01	Fundamentals of Emission Systems
08	01	Fundamentals of Emission Control Systems
	02	Fundamentals of Ford Systems

Course	Unit	LAP
03		Fundamentals of Chrysler Systems
		Fundamentals of GM Systems
02		Servicing Emission Systems
	01	Servicing PCV
	02	Servicing the Air Pump
	03	Servicing the Air Injectors
	04	Servicing Check Valve
	05	Servicing Anti-afterburn Valve
	06	Testing Combustion Efficiency
	07	Test and Service Ford Systems
	08	Test and Service Chrysler Systems
08	09	Test and Service GM Systems
		Tune-up
01		Fundamentals of Tune-up
		Fundamentals of Tune-up
02		Tune-up
	01	Power Balance Test
	02	Cranking Vacuum Test
03	03	Testing Cylinder Leakage
		Distributor Repair
	01	Remove and Replace Distributor
	02	Testing Distributor Advance
03	03	Replacing Distributor Points and Condenser
	04	Setting Breaker Point Dwell
04		Adjustments and Repairs
	01	Cleaning Battery Terminals
	02	Adjusting Ignition Timing Using a Timing Light
03	03	Replacement of Secondary Ignition Cables



Job Title:

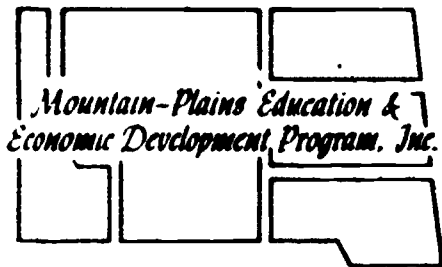
Tune-Up and Engine Repairman

DATE 1/8/75

Course	Unit	LAP
		.04
		.05
		Replacement of Spark Plugs Cleaning, Gapping and Testing Spark Plugs
	05	Testing Engine Operation
	01	Testing Charging Output
	02	Battery Load Test
	03	Testing Crankshaft Voltage
	.04	Testing Ignition Coil
	.05	Testing Secondary Cable Resistance
	09	Engine Repair
	01	Fundamentals of 4-Cycle Engines
	.01	Fundamentals of 4-Cycle Engines
	.02	Engine Construction
	01	Fundamentals of Engine Block
	02	Engine Block Construction
	03	Valve Train
	.01	Fundamentals of Engine Block
	.02	Inspecting Cylinder Head
	03	Overhaul Over-Head Valve Head
	04	Overhaul Over-Head Cam Head
	.04	Engine Block
	.01	Overhaul Engine Block
	02	Cam Shaft
	03	Crank Shaft and Bearings
	04	Pistons
	.05	Rods
	06	Timing Gears and Chains
	.05	Lubricating Systems
	01	Fundamentals of Oil Pumps
	02	Testing Oil Pump
	03	Replacing Oil Pump

Course	Unit	LAP
		.12
	.03	Parts and Accessories
	.01	Cleaning Parts and Work Area
	.02	Washing Parts
	.03	Cleaning Stall
	.04	Fundamentals of Gaskets, Sealants and Seals
	.05	Fundamentals of Tubing and Hose
	.06	Fundamentals of Wire and Wiring
	.06	Fundamentals of Work Orders
	.13	Detailing and Servicing
	.01	Oil Changing
	.01	Changing Oil
	.02	Changing Oil Filter

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Curriculum Area: 37

AUTOMOTIVE

Job Title:

Brake and Front-End Mechanic

DATE 1/8/75

Unit	LAP	
01		Automotive Shop Safety
01		Shop Safety
01	01	Fundamentals of Shop Safety
02	02	Safety with Tools
03	03	First Aid
04	04	Shop Safety Observation
02		Tools and Equipment
01		Basic Tools
01	01	Hand Tool Fundamentals
02	02	Hand Tool Practice
02		Special Tools
01	01	Precision Measuring Tools Fundamentals
02	02	Precision Measuring Tools Practice
03	03	Fasteners and Torque Wrench
03		Shop Equipment
01	01	Shop Equipment Fundamentals
02	02	Jacks and Lift Practice
03	03	Presses and Pullers Practice
04	04	Toolroom Observation
03		Brake Systems
01		Fundamentals of Brake Systems
01	01	Basic Brake Operation
02	02	Brake Inspection
02		Master Cylinder
01	01	Fundamentals of Master Cylinders
02	02	Overhauling Single Master Cylinders
03	03	Overhauling Dual Master Cylinders
03		Drum Brakes
01	01	Fundamentals of Drum Brakes
02	02	Brake Shoe Replacement (82)

Course	Unit	LAP	
		.03	Brake Shoe Adjustment
		.04	Fundamentals of Wheel Cylinders
		.05	Overhauling Wheel Cylinders
		.06	Turning Brake Drums
	04		Disc Brakes
		.01	Fundamentals of Disc Brakes
		.02	Overhauling the Caliper
		.03	Disc Brake Pad Replacement
		.04	Turning the Rotors
	05		Brake Fluids and Lines
		.01	Bleeding of Brake Systems
		.02	Brake Fluids
		.03	Hydraulic Lines, Switches and Equalizers
	06		Power Brake
		.01	Fundamentals of Power Brakes
		.02	Repairing and Adjusting Power Brakes
	07		Emergency Brakes
		.01	Fundamentals of Emergency Brakes
		.02	Adjusting Emergency Brakes
	04		Suspension Systems
		.01	Fundamentals of Suspension
		.01	Fundamentals of Front-End Suspension
	02		Tire Balancing
		.01	Fundamentals of Tire Balancing
		.02	Static Balance (Bubble type)
		.03	Spin Balance
		.04	Fundamentals and Types of Wheel Bearings
		.05	Cleaning and Inspection of Wheel Bearings
		.06	Replacement of Wheel Bearings

Curriculum Area: 37

AUTOMOTIVE

Job Title:

Brake and Front-End Mechanic

DATE 1/8/75

Course	Unit	LAP	
	.03		Front-End Repair
	.01		Replacing Ball Joints
	.02		Replacement of Tie-Rod Ends
	.03		Replacement of Idler Arms
	.04		Replacement of Control Arm Bushings
	.04		Front-End Alignment
	.01		Adjusting Toe
	.02		Adjusting Camber (shim)
	.03		Adjusting Caster (shim)
	.04		Adjusting Caster-Camber (slide)
	.05		Adjusting Caster-Camber (eccentric)
	.06		Adjusting Caster-Camber (eccentric and strut)
	.05		Steering Gears
	.01		Fundamentals of Manual Steering Gears
	.02		Adjusting Manual Steering
	.03		Overhauling Manual Steering Gears
	.06		Power Steering
	.01		Fundamentals of Power Steering
	.02		Overhauling Power Steering Pumps
	.03		Overhauling Power Steering Control Units
	.04		Overhauling Power Steering Cylinders
	.12		Parts and Accessories
	.01		Reference Manuals
	.01		Fundamentals of Reference Manuals
	.02		Reference Manual Practice

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Course	Unit	LAP	
	.02		Parts Manuals
	.01		Fundamentals of Parts Manuals
	.02		Parts Manuals Practice
	.03		Cleaning Parts and Work Area
	.01		Washing Parts
	.02		Cleaning Stall
	.03		Fundamentals of Gaskets, Sealants and Seals
	.04		Fundamentals of Tubing and Hose
	.05		Fundamentals of Wire and Wiring
	.06		Fundamentals of Work Orders
	.13		Detailing and Servicing
	.02		Lubrication
	.01		Chassis Lube (Zerks)
	.02		Chassis Lube (Plugs)
	.03		Tires
	.01		Changing Tires
	.02		Rotating Tires
			<u>SUPPORT FROM WELDING TO AUTOMOTIVE</u>
	.01		Gas Welding
	.01		Safety
	.01		Equipment and Operation Safety
	.02		Bottle and Regulator Construction
	.01		Equipment Introduction Fundamentals

Curriculum Area: 37

AUTOMOTIVE

Job Title:

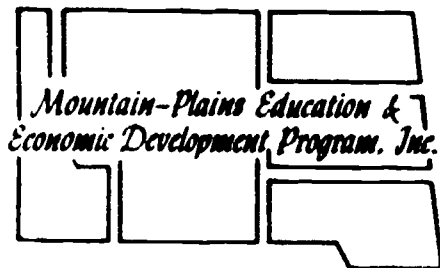
Brake and Front-End Mechanic

DATE 1/8/75

Unit	LAP	
.03		Oxygen-Acetylene Cutting
	.01	Flame Cutting Fundamentals
	.02	Flame Cutting Practice
.04		Oxygen-Acetylene Welding
	.01	Fundamentals of Testing Welds
	.02	Flat Position Welding Fundamentals
	.03	Flat Position Welding Practice
	.04	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	Fundamentals of Arc Welding Skills
	.02	Fundamentals of Metals
	.03	Fundamentals of Arc Welding Equipment
	.04	Fundamentals of Electrodes
	.05	Fundamentals of Arc Welding
	.06	Fundamentals of Flat and Horizontal Positions
	.07	Fundamentals of Vertical and Overhead Position
.02		Pad Weld
	.01	Arc Welding Practice
	.02	Building Up a Pad
.03		Butt Weld
	.01	Butt Welding Two Beveled Edges
	.02	Butt Welding Thin Metal
	.03	Butt Welding with Double Vee Joint

Course	Unit	LAP	
	.05		Lap Weld
		.01	Lap Welding
		.02	Overhead and Vertical Lap Welding

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Curriculum Area: 37

AUTOMOTIVE

Job Title:

Tune-up/Auto Air Conditioning
Repairman

DATE 1/8/75

Unit	LAP	
.01		Automotive Shop Safety
.01		Shop Safety
	.01	Fundamentals of Shop Safety
	.02	Safety with Tools
	.03	First Aid
	.04	Shop Safety Observation
.02		Tools and Equipment
.01		Basic Tools
	.01	Hand Tool Fundamentals
	.02	Hand Tool Practice
	.02	Special Tools
	.01	Precision Measuring Tools Fundamentals
	.02	Precision Measuring Tools Practice
	.03	Fasteners and Torque Wrench
.03		Shop Equipment
	.01	Shop Equipment Fundamentals
	.02	Jacks and Lifts Practice
	.03	Presses and Pullers Practice
	.04	Toolroom Observation
.05		Electrical Systems
	.01	Fundamentals of Electrical Systems
	.01	Fundamentals of Electricity
	.02	Battery Servicing
	.01	Fundamentals of the Storage Battery
	.02	Servicing the Storage Battery
	.03	Testing the Storage Battery
	.03	Starting Systems
	.01	Fundamentals of the Starting Motor
	.02	Overhauling Chrysler Starter

Course	Unit	LAP	
		.03	Overhauling Delco Starter
		.04	Overhauling Ford Starter
		.05	Starting System Wiring
	.04		Charging Systems
	.01		Fundamentals of the Charging System
	.02		Testing the Charging System
	.03		Fundamentals of the Generator
	.04		Repairing the Generator
	.05		Fundamentals of the Alternator
	.06		Repairing the Alternator
	.07		Fundamentals of the Voltage Regulator
	.08		Servicing the Voltage Regulator
	.05		Ignition Systems
	.01		Fundamentals of Ignition System
	.02		Ignition Systems Components
	.06		Lighting Systems
	.01		Fundamentals of the Lighting System
	.02		Turn Signals
	.03		Headlights and Parking Lights
	.04		Tail Lights and Brake Lights
	.05		Instrument Lights
	.06		Automotive Fuel Systems
	.01		Fundamentals of Fuel Systems
	.01		Overview of Fundamentals
	.02		Inspecting Fuel Systems
	.02		Fuel Pumps
	.01		Overview of Fundamentals
	.02		Testing a Fuel Pump
	.03		Replacement of Fuel Pump

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Job Title:

Tune-up/Auto Air Conditioning
Repairman

DATE 1/8/75

Unit	LAP	
03		Fue. Lines and Filters
	.01	Overview of Fundamentals
	.02	Inspection of Fuel Filters
	03	Replacing Fuel Filters
04		Carburetors
	01	Fundamentals of the Carburetor
	02	Overhaul of Single Barrel Carburetor
	03	Overhaul of 2 Barrel Carburetor
	04	Overhaul of 4 Barrel Carburetor
	05	Overhaul of Quadrajct Carburetor
	06	Overhaul of Thermoquad Carburetor
	07	Replacement of Carburetor and Gasket
	.08	Adjustment of Fuel-Air Mixture
	09	Idle Adjusment - Dash Pot
	10	Idle Adjustment - Mechanical Stop
05		Fuel Characteristics
	.01	Fuel Characteristics
06		Automatic Chokes
	.01	Overview of Fundamentals
	.02	Overhaul Automatic Chokes
	03	Adjusting Automatic Electric Chokes
	04	Adjustment of the Mechanical Type
07		Emission Systems
	01	Fundamentals of Emission Systems
	01	Fundamentals of Emission Control Systems
	.02	Fundamentals of Ford Systems

Course	Unit	LAP	
		.03	Fundamentals of Chrysler Systems
		.04	Fundamentals of GM Systems
	.02		Servicing Emission Systems
		.01	Servicing PCV
		.02	Servicing the Air Pump
		.03	Servicing the Air Injectors
		.04	Servicing Check Valve
		.05	Servicing Anti-afterburn Valve
		.06	Testing Combustion Efficiency
		.07	Test and Service Ford Systems
		.08	Test and Service Chrysler Systems
		.09	Test and Service GM Systems
	.08		Tune-up
		.01	Fundamentals of Tune-up
		.01	Fundamentals of Tune-up
		.02	Tune-up
		01	Power Balance Test
		.02	Cranking Vacuum Test
		.03	Testing Cylinder Leakage
		03	Distributor Repair
		01	Remove and Replace Distributor
		02	Testing Distributor Advance
		.03	Replacing Distributor Points and Condenser
		04	Setting Breaker Point Dwell
		.04	Adjustments and Repairs
		01	Cleaning Battery Terminals
		.02	Adjusting Ignition Timing Using a Timing Light
		.03	Replacement of Secondary Ignition Cables

Job Title:

Tune-up/Auto Air Conditioning
Repairman

DATE 1/8/75

Unit	LAP	
	.04	Replacement of Spark Plugs
	.05	Cleaning, Gapping and Testing Spark Plugs
05		Testing Engine Operation
	.01	Testing Charging Output
	.02	Battery Load Test
	.03	Testing Cranking Voltage
	.04	Testing Ignition Coil
	.05	Testing Secondary Cable Resistance
9		Engine Repair
01		Fundamentals of 4-Cycle Engines
	.01	Fundamentals of 4-Cycle Engines
1		Auto Air Conditioning
	.01	Safety
	.01	Safety Precautions
	.02	Theory of Operation
	.01	Fundamentals of Refrigeration
	.02	Fundamentals of Refrigerants
	.06	Leaks and Fluid
03		Compressors
	.01	Fundamentals of Compressors
	.02	Refrigeration Oil
	.03	Magnetic Clutch
04		Evaporators
	.01	Fundamentals of Evaporators
	.02	Evaporator Pressure Regulator
05		Controls and Accessories
	.01	Automatic Temperature Control
	.02	Vacuum Controls
	.03	Electrical Wiring

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Course	Unit	LAP	
		.06	Diagnosis Procedures
		.01	Fundamentals of Diagnosis
		.02	System Inspection
		.03	Soap-Solution Leak Test
		.04	Halide Leak Test
		.05	Manifold and Gage Test
		.07	Servicing
		.01	Purging the Air-Conditioning System
		.02	Evacuating the Air-Conditioning System
		.03	Charging the Air-Conditioning System (System Off)
		.04	Charging the Air-Conditioning System (System Running)
		.05	Replacing Hose and Fittings
		.12	Parts and Accessories
		.01	Reference Manuals
		.01	Fundamentals of Reference Manuals
		.02	Reference Manual Practice
		.02	Parts Manuals
		.01	Fundamentals of Parts Manuals
		.02	Parts Manuals Practice
		.03	Cleaning Parts and Work Area
		.01	Washing Parts
		.02	Cleaning Stall
		.03	Fundamentals of Gaskets, Sealants and Seals
		.04	Fundamentals of Tubing and Hose
		.05	Fundamentals of Wire and Wiring
		.06	Fundamentals of Work Orders

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.

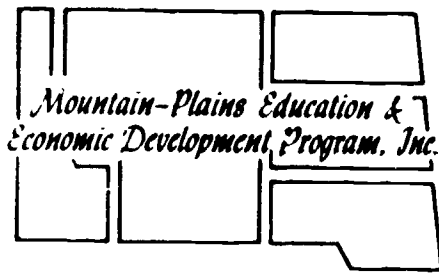
Welding is not a job title per se, but provides support to other job titles. The job titles requiring Welding Support are as follows:

Curriculum Area 37: Automotive
Brake and Front-End Mechanic
General Mechanic
Light Duty Mechanic

Curriculum Area 38: Small Engines

Job Title:

Small Engine Mechanic



Mountain-Plains Education & Economic Development Program, Inc.

DATE 1-7-75

Course	Unit	LAP
01		
	01	
		01
		02
	02	
		01
		02
		03
		04
		05
		06
	03	
		01
	04	
		01
		02
	05	
		01
		02
		03
		04
	06	
		01
		02
		03

Course	Unit	LAP
		.04
		.05
		.06
		.07
		.08
	.07	
		.01
		.02
		.03
		.04
		.05
		.06
		.07
		.08
	.08	
		.01
		.02
		.03
		.04
		.05
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		.08
		.09
		.10
		.11
		.12

(89)

Job Title:

Small Engine Mechanic

DATE 1-7-75

Course	Unit	LAP	Course	Unit	LAP
.09					
	.01			.13	
	.02			.14	
	.03			.15	
				.16	
10				13	
	.01			.01	
	.02			.02	
	.03			.03	
	.04				
	.05			.14	
	.06			.01	
	.07				
	.08			.15	
11				.01	
	.01			.16	
	.02			.01	
	.03				
	.04			.01	
	.05				
	.06			.02	
12				.03	
	.01			.04	
	.02			.05	
	.03			.06	
	.04			.07	
	.05			.08	
	.06				
	.07			.17	
	.08			.01	
	.09			.02	
	.10				
	.11				
	.12				

Job Title:

Small Engine Mechanic

DATE 1-7-75

Course	Unit	LAP
		.03
		.04
		.05
		.06
		.07
		.08
18		.01
		.02
		.03
19		.01
		.02
20		.01
		.02
		.03
		.04
		.05
21		.01
		.02
		.03
02		.01
		.01

Course	Unit	LAP
		.02
		.02
		.01
		.02
		.03
		.01
		.04
		.01
		.05
		.01
		.03
		.01
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		.03
		.04
		.01
		.02

Job Title:

Small Engine Mechanic

DATE 1-7-75

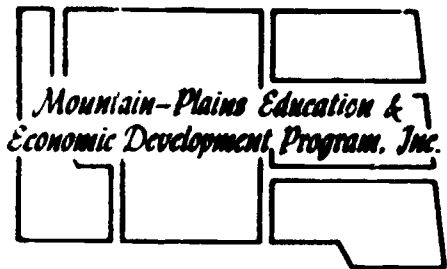
Unit	LAP	
	.03	Slide Rail Suspension
	.04	Slide Rail Suspension Adjustment
	.05	Suspension Lubrication
05		Troubleshooting
	.01	Problems Typical to Snowmobile Operation
04		Motorcycles
	.01	Terminology
	.01	Word Identification and Definitions
	.02	Part Identification of Motorcycles
02		Controls
	.01	Adjust Front and Rear Brakes
	.02	Adjust Carburetor Linkage
	.03	Adjust Clutch Linkage
03		Tire and Wheel Repair
	.01	Front Tire Repair
	.02	Rear Tire Repair
	.03	Wheel Alignment and Repair
04		Brakes
	.01	Internal Expanding Brake Repair
	.02	Disc Brake Repair and Adjustment
05		Troubleshooting
	.01	Problems Typical to Motorcycle Operation
05		Outboard Engines
	.01	Terminology
	.01	Word Identification and Definitions

Course	Unit	LAP	
		.02	Parts Identification of Outboard Engines
		.02	Lower Units
		.01	Theory of Operation
		.02	Lower Motor Cover
		.03	Exhaust Housing
		.04	Steering Bracket
		.05	Swivel and Stern Bracket
		.03	Gear Case
		.01	Theory of Operation
		.02	Driveshaft and Gearshift Mechanism
		.03	Water Pump
		.04	Propeller Service
		.01	Propeller Pitch and Diameter
		.02	Slip Hub and Shear Pin
		.03	Propeller Replacement
		.05	Troubleshooting
		.01	Problems Typical to Outboard Motors

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.



Curriculum Area: 51

HEALTH EDUCATION

Job Title:

Health Education

DATE 1/8/75

Unit	LAP
1	
.01	Introduction to Health Education Health Information
01	General Health Information
.02	GAP: Health Information
.02	First Aid
01	Definition, Responsibilities and General Directions
.02	Recognizing and Treating Shock
03	GAP: Shock
.04	Artificial Respiration
.05	GAP: Artificial Respiration
.06	Kinds and Treatment of Burns
.07	Kinds and Treatment of Bleed- ing
.08	GAP: Bleeding
.09	Preventing Infection
.10	Head Injuries
.11	Nosebleeds
.12	Frostbite
.13	Poisonings by Ingestion
.14	GAP: Poisonings by Ingestion
.15	First Aid Supplies
2	
01	Family Health
	Major Health Problems
.01	Introduction to Communicable Diseases
.02	Diseases Prevented by Immuni- zation
.03	Strep and Staph Infection
.04	GAP: Communicable Diseases
.05	Venereal Disease
.06	GAP: Venereal Disease
.07	Heart Disease
.08	Cancer
.09	Diabetes

Course	Unit	LAP
	.02	Home Care of the Ill
	.01	Maintaining Health
	.02	Precautions When Ill
	.03	Symptoms
	.04	Special Diets
	.05	Taking a Temperature
	.03	Family Life Education
	.01	Female Reproductive System
	.02	Male Reproductive System
	.03	Family Planning and Per- manent Forms of Birth Control
	.04	GAP: Family Planning
	.04	Dental Hygiene
	.01	Teeth and Dental Floss

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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.

CURRICULUM AREA 63: Home Management

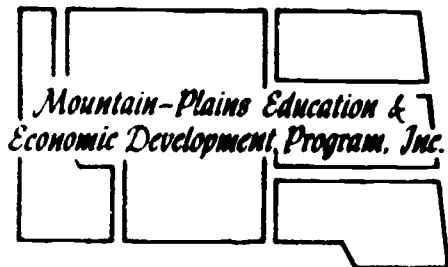
Covers information designed to help the student utilize effective practices in nutrition, grooming and clothing, and home care.

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

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.



Curriculum Area: 66

PARENT INVOLVEMENT

Job Title:

Parent Involvement

DATE 1/8/75

Course	Unit	LAP	
.01	.01	Interaction With Children	
		Self-Image	
		.01 The Development of Self-Image	
		.02 How Adults Can Help	
	.03	.03 GAP: Adult Expectations and Self-Image	
		.04 GAP: Communication with Children	
	.02	.01	Self-Control
			Discipline = Self-Control
		.02	GAP: Applying Self-Control Training Techniques
			.02
	Growth and Development		
	.01	Infant Growth and Development	
		.02 Toddler Growth and Development	
	.02	.01	
Physical Care of the Baby			
.02 Feeding of the Baby			
.03	.03	Clothing of the Baby	
		.01	Developing the Baby's Potential
.01 Learning in the Home			
.02 Learning During First Ten Months			
.03 Learning During Ten to Eighteen Months			
.03	.04	GAP: Learning Activity Demonstration	
		.01	Pre School Child
			.01 Child Growth and Development
.01 Developmental Patterns			
.02	.02	GAP: Developmental Behavior Forces Affecting Development	
		.03	

Course	Unit	LAP			
.02	.01	The Child's Potential			
		.01 Ways Children Learn			
		.02 GAP: Ways Children Learn			
		.03 Value of Play			
		.04 Developing Speech Habits			
		.05 Encouraging Creativity			
		.06 GAP: Encouraging Creativity			
		.07 Learning to Get Along With Others			
	.08	.08	Preparing Your Child For School		
			.03	Handling Behavior	
	.01	Common Behavior Problems			
		.02 GAP: Guiding the Child's Behavior			
	.04	.01	Middle-Age Child		
			Middle Childhood		
			.01 Physical Characteristics		
			.02 Social-Emotional Characteristics		
			.03 Feelings of Security and Adequacy		
			.04 Understanding Self and Others		
	.05	.06	Self-Discipline		
			GAP: Group Discussion		
	.02	.01	Later Childhood		
			.01 Physical Characteristics		
			.02 Mental Characteristics		
			.03 Social-Emotional Characteristics		
			.04 GAP: Growth and Development Discussion		
			.05 Developmental Characteristics in Later Childhood		
			.06	.06	GAP Group Discussion
					.05
.01	.01	Growth and Development			
		Physical Characteristics			

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Curriculum Area: 66

PARENT INVOLVEMENT

Job Title:

Parent Involvement

DATE 1/8/75

Unit	LAP
.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

Course	Unit	LAP
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(10)

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.

DATE 1-7-75

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

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Curriculum Area: 70

CARPENTER

Job Title:

CARPENTER

DATE 1-7-75

Course	Unit	LAP
.03	Windows and Trim	
	.01	Identify Window Types
	.02	Order Windows
	.03	Install Window
	.04	Install Large Window in Frame
	.05	Trim a Window
.04	.06	Insulate Around Window
	Interior Coverings	
	.01	Install Sheetrock
	.02	Install Sheetrock Metal Trim
	.03	Install Acoustical Tile
	.04	Install Wall Paneling
	.05	Install Tile or Linoleum
	.06	Install Base
	.07	Install Cove Mold
	.08	Install Panel Moldings
	.09	Name Parts of a Stair
	.10	Cut Stair Jack
	.11	Install Treads and Risers
	.12	Install Handrail
	.13	Install Closet Shelf and Rod
.14	Install Insulation	
.15	Install Plastic Laminate	
.05	Doors and Jambs	
	.01	Order Required Materials for a Typical Door Installation
	.02	Install Door Jamb
	.03	Hang Interior Door
	.04	Hang Exterior Door
	.05	Install Lock
	.06	Install Bi-fold Doors
	.07	Install Sliding Doors
	.08	Identify the Members of a Typical Door Section
	.09	Trim Door
	.10	Install Weatherstrip
.11	Threshold	

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Course	Unit	LAP
.03	General Procedures and Practices for Building Trades and Services	
	.01	Safety
	.01	Personal Safety
.02	.02	Safety in the Work Environment
	Hand Tools	
	.01	Wrench Type Tools
.03	.02	Hammers
	.03	Cutting Tools
	Measurement	
.02	.01	Basic Measurement and Tolerance
	.02	Non-Precision Instruments
	.03	Precision Instruments
<u>SUPPORT FROM DRAFTSMAN TO CARPENTER</u>		
.02	Blueprint Reading	
	Introduction to Building Trades	
	Blueprint Reading	
	.01	Introduction
	.02	The Working Drawing
	.03	Placement of Views
	.04	Dimensioning a Working Drawing
	.05	Invisible Edges
	.06	Circles and Arcs
	.07	Views in Section
	.08	Tools for Sketching
	.09	Sketching Straight Lines
.10	Sketching Circles, Arcs, Irregular Shapes	
.11	Making a Working Sketch	
.12	Isometric Sketching	

Curriculum Area: 70

CARPENTER

Job Title:

CARPENTER

DATE 1-7-75

Course	Unit	LAP
		.13
		.14
		.15
		.16
		.17
		.18
		.19
		.20
		.21
		.22
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		.27
		.28
.03		
		.01
		.02
		.03
		.04
		.05
		.06
		.07
		.08
		.09
		.10
		.11
		.12
		.13

Course	Unit	LAP
		.14
		.15
		.16
		.17
		.18
		.19
		.20
		.21
		.22
		.23
		.24

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
 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

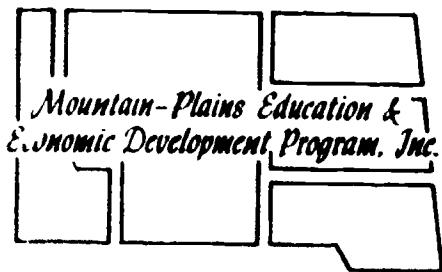
Interpreting the Floor Plan (Review)
 Roof Frame Plan
 Details - Cornice
 Details - Walls
 Details - Windows and Doors
 Details - Dormer and Louvers
 Details - Stairs
 Details - Fireplace
 Details - Cabinets
 Interpreting the Detail Drawings (Review)
 Quantity and Material Lists

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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.

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Curriculum Area: 71

ELECTRONICS ASSEMBLER

Job Title:

ELECTRONICS ASSEMBLER

DATE 1-7-75

Course	Unit	LAP	
01	01	Preparation for Electronic Assembly	
		Component Identification	
		.01	Resistor Identification
		.02	Electronic Color Code
		.03	Resistor Wattage
		.04	Capacitor Identification
		.05	Determining Capacitance
		.06	Inductor Identification
		.07	Relay Identification
		.08	Miscellaneous Component Identification
		.09	Semiconductor Identification
		.10	Semiconductor Diode Identification
		.11	Semiconductor Rectifier Identification
		.12	Transistor Identification
		.13	Transistor Element Identification
		.14	Transistor Case Identification
		.15	Integrated Circuit Identification
		.16	Electron Tube Identification
		.17	Tube Socket Identification
		.18	Terminal Identification
		.19	Switch Identification
		.20	Printed Circuit Board Construction
.21	Hardware Identification		
02	01	Diagrams	
		.01	Schematic Drawing
		.02	Schematic Sketching
		.03	Block Diagram
		.04	Symbolic Diagram
		.05	Layout Diagram
		.06	Layout Diagram Sketching
		.07	Wiring Diagram Sketching

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Course	Unit	LAP			
		Tools and Equipment			
		.01	Tools for Mechanical Assembly		
		.02	Tools for Electrical Assembly		
		.03	Tools for Microelectronic Assembly		
		.04	Heat Sink		
		04	01	Soldering and Desoldering	
				.01	Soldering Techniques
				.02	Wire Splices
				.03	Terminal Connections
				.04	Soldering Practice
				.05	Desoldering
				.06	Visual Inspection of Soldering
				.07	Soldering Components on a Circuit Board
		.08	Desoldering Components from a Circuit Board		
		05	01	Wire Harness Fabrication	
				.01	Conductor Size and Types
				.02	Wire Stripping
				.03	Solderless Terminal Lugs
				.04	Spot Tying
				.05	Cable Lacing
				.06	Fabricating a Wire Harness
				.07	Wire Harness Protection
				.08	Cable Connectors
		.09	Jib-Board Wire Harness Fabrication		
		06	01	Evaluation and Inspection	
				.01	Visual Inspection
				.02	Solder Connection Pull Test
				.03	Ohmmeter
				.04	Ohmmeter Construction
		.05	Electron Tubes		

Curriculum Area: 71

ELECTRONICS ASSEMBLER

Job Title:

ELECTRONICS ASSEMBLER

DATE 1-7-75

Course	Unit	LAP	
		.06	Voltmeter
		.07	Oscilloscope
		.08	Component Substitution Boxes
		.09	Assembly Workstation
02			Electronic Assembly
	01		Assembling a Detector
		.01	Building a Radio Signal Detector
		.02	Building a Tuned Circuit for Radio Signals
		.03	Building a Vacuum Tube Signal Detector
	02		Assembling a Regenerative Receiver
		.01	Building a Vacuum Tube Amplifier
		.02	Building a Detector Amplifier
		.03	Building a Regenerative Detector Amplifier
	03		Assembling a Radio Power Supply
		.01	Transformer Coupling
		.02	Building a Radio Power Supply
	04		Assembling an Audio Amplifier
		.01	Building Audio Amplifiers
		.02	Building a Detector Circuit
	05		Assembling a Radio Frequency Amplifier
		.01	Building an RF Amplifier
		.02	Building an Oscillator Circuit
		.02	Building a Detector Circuit
	05		Assembling a Radio Frequency Amplifier
		.01	Building an RF Amplifier
		.02	Building an Oscillator Circuit

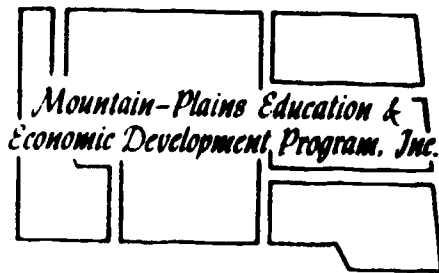
Course	Unit	LAP	
		.06	Assembling a Superhetrodyne Receiver
		.01	Building a Superhetrodyne Receiver
		.02	Building a Short-wave Band and BFO

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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.

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Curriculum Area: 72

ELECTRICAL WIREMAN

Job Title:

ELECTRICAL WIREMAN

DATE 1-7-75

Course	Unit	LAP
01	01	Electrical Wiring Rough-In
		Outlet and Switch Boxes
		.01 Laying Out Outlet Boxes on a Plan
		.02 Determining Types of Outlet Boxes
		.03 Installing Pilot Lights
		.04 Installing Outlet Boxes
		.05 Laying Out Switch Boxes on a Plan
		.06 Grounding Outlet Boxes
		.07 Installing Switch Boxes
		.08 Laying Out Junction Boxes on a Plan
.09 Determining the Size of Junction Boxes		
.10 Installing Junction Boxes		
02	01	Wiring
		.01 Laying Out Circuits on a Plan
		.02 Calculating Circuit Capacity
		.03 Installing Ground Fault Circuit Interrupters
		.04 Installing Lighting Circuits
		.05 Installing Special Appliance Circuits
		.06 Installing Individual Appliance Circuits
		.07 Installing Surface EMT
.08 Installing Armored Cable		
03	01	Service Entrance
		.01 Laying Out Service Entrance on a Plan
		.02 Determining Type/Size of Service Entrance Panel
.03 Determining Size of Service Entrance		

Course	Unit	LAP
01	04	.05 Installing Service Entrance Panel
		.06 Installing Service Entrance
		Signal and Low Voltage Systems
		.01 Laying Out Signal Circuits on a Plan
		.02 Determining Type of Signal System
		.03 Installing Dimmer Controls
		.04 Installing Signal Systems
		.05 Laying Out Low-Voltage Circuits on a Plan
		.06 Installing Low-Voltage Wiring Systems
		02
Outlets		
.01 Determining the Type of Outlet to be Installed		
.02 Installing Split Circuit Receptacles		
.03 Installing Duplex Outlets		
.04 Installing Special Purpose Outlets		
Fixtures		
.01 Determining the Type of Fixture to be Installed		
.02 Installing Baseboard Heaters		
.03 Installing Incandescent Fixtures		
.04 Installing Fluorescent Fixtures		
.05 Installing Recessed Fixtures		
03	01	Switches
Determining Type of Switch to be Installed		

(111)

Job Title:

DATE 1-7-75

Course	Unit	LAP	
	.02		Voltage
		.01	Electromotive Force and Voltage
		.02	The Battery
		.03	Measuring Voltage
	.03		Resistance
		.01	Characteristics of Resistance
		.02	Resistors
		.03	Resistor Codes and Values
		.04	The Ohmmeter
	.04		Measuring Voltage and Current in Series Circuits
		.01	Measuring Current in a Series Circuit
		.02	Measuring Voltage in a Series Circuit
		.03	Measuring DC Voltage with a Multimeter
	.05		Relationships of Current, Voltage and Resistance
		.01	Relationship of Current to Voltage and Resistance
		.02	The Ohm's Law Formula
		.03	Power
		.04	Internal Resistance
		.05	Troubleshooting Series Circuits
	.06		Parallel Circuits
		.01	Voltage and Current
		.02	Resistance and Power
		.03	Troubleshooting Parallel Circuits
		.04	Variational Analysis
	.07		Series Parallel Circuits
		.01	Complex Circuits
		.02	Voltage Reference
		.03	Voltage Dividers
	.02		Installing Automatic Door Switches
	.03		Installing Single-Pole Switches
	.04		Installing Three-Way and Four-Way Switches
	.04		Appliances
	.01		Determining Types of Appliances to be Installed
	.02		Installing Garbage Disposals
	.03		Installing Exhaust Fans
	.04		Installing Electric Heaters
	.05		Installing Electric Ranges
	.06		Installing Electric Clothes Dryers
	.07		Installing Electric Water Heaters
	.05		Miscellaneous
	.01		Determining Types of Miscellaneous Devices to be Installed
	.02		Determining Types of Circuit Breakers to be Installed
	.03		Installing Humidistats
	.04		Installing Circuit Breakers
	.05		Installing Thermostat Controls and Relays
	.06		Installing Thermocouples
SUPPORT FROM RADIO & TELEVISION SERVICEMAN TO ELECTRICAL WIREMAN			
	.01		DC Circuits
			Current
	.01		The Electron
	.02		Electron Movement
	.03		Current Flow
	.04		Measurement of Current
	.05		The Ammeter

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Job Title:

ELECTRICAL WIREMAN

DATE 1-8-75

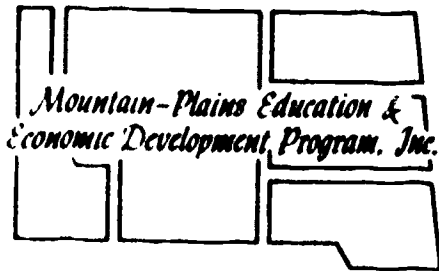
Course	Unit	LAP	
			<u>SUPPORT FROM DRAFTSMAN TO ELECTRICAL WIREMAN</u>
			Blueprint Reading
			Introduction to Building Trades
			Blueprint Reading
			Introduction
			The Working Drawing
			Placement of Views
			Dimensioning a Working Drawing
			Invisible Edges
			Circles and Arcs
			Views in Sections
			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
08			Magnetism and Electromagnetics
	.01		Magnetism
	.02		Electromagnetism
	.03		Electromagnetic Induction
	.04		Induction, Inductance and Inductors
09			Mutual Induction and RL Circuits
	.01		Mutual Induction
	.02		RL Circuits
	.03		RL Time Constant
10			Capacitance
	.01		The Capacitor
	.02		Capacitance
	.03		Capacitance Calculations
	.04		RC Time Constant
02			AC Circuits
	.01		Introduction to AC
	.02		Generating AC Voltage
	.02		AC and DC Generators
02			Relationships
	.01		Inductive Reactance
	.02		Inductive Phase Relationships
	.03		Capacitive Reactance
	.04		Voltage and Impedance
	.05		Power in AC Circuits
03			The Transformer
	.01		Transformer Operation and Construction
	.02		Transformer Theory
	.03		Turns Ratio and Power
	.04		Practical Transformer

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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.



DATE 1-8-75

Course	Unit	LAP	
01	01		Drainage and Vent Systems
			Pipes and Fittings Assembly
	.01		Soil Pipe Nomenclature and Cutting
	.02		Joining Soil Pipe and Fittings
	.03		Soil Pipe Bends, Wyes, and Combinations
	.04		Soil Pipe Tees and Cousets
	.05		Miscellaneous Soil Pipe Fittings
	.06		Pipe Hanger Applications
	.07		Plastic Pipe Nomenclature and Cutting
	.08		Plastic Angle Fittings
	.09		Plastic Branch Fittings
	.10		Miscellaneous Plastic Fittings
	.11		Pipe Nomenclature, Function and Threading
	.12		Pipe Measurement, Layout and Assembly
	.13		Drainage Angle Fitting Nomenclature, Function and Assembly
	.14		Drainage Tee Nomenclature, Function and Assembly
	.15		Drainage Wye Nomenclature, Function and Assembly
02			Planning, Layout and Assembly
	.01		Sewer Construction
	.02		Obtaining Grades of Pipe with a Level
	.03		Determining the Amount of Discharge a Drainage System Will Accomodate
	.04		Soil Stack Layout and Assembly
	.05		Waste and Vent Layout and Assembly
	.06		Trap Nomenclature and Function
	.07		Continuous and Wet Vent

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Course	Unit	LAP	
		.08	Loop or Circuit Vent
		.09	Storm Drain Nomenclature and Function
		.10	The House Drain
		.11	Location of Cleanouts
		.12	Floor and Area Drains
		.13	Clearing Stoppage in Drains
02			Supply Piping Systems
	.01		Pipe Fittings
		.01	Pipe Nipple Nomenclature, Function and Construction
		.02	Angle Fitting Nomenclature, Function and Assembly
		.03	Branch Fitting Nomenclature, Function and Assembly
		.04	Union Nomenclature, Function and Assembly
		.05	Miscellaneous Pipe Fittings
	.02		Cold Water Supply
		.01	Copper Pipe Nomenclature and Cutting
		.02	Swagging Copper Tubing
		.03	Sweating Copper Tubing
		.04	Copper Sweat Angle Fittings
		.05	Copper Sweat Branch Fittings
		.06	Miscellaneous Copper Sweat Fittings
		.07	Valve Nomenclature, Function and Service
		.08	Meter, Curb Cocks, and Strainers
		.09	Service Piping and Water Main Nomenclature
		.10	Water and Hydrostatic Pressure
		.11	Friction Loss Calculation
		.12	Water Sources and Solvency

Curriculum Area: 73

PLUMBER

Job Title:

PLUMBER

DATE 1-8-75

Course	Unit	LAP	DATE								
03	Hot Water Supply	.02	Hand Tools								
				.01	Wrench Type Tools						
					.02	Hammers					
					.03	Cutting Tools					
				.03	Measurement	.01	Basic Measurement and Tolerance				
							.02	Non-Precision Instruments			
								.03	Precision Instruments		
							<u>SUPPORT FROM DRAFTING TO PLUMBER</u>				
							04	Fixtures	.02	Blueprint Reading	
				.02	Introduction of Building Trades to Blueprint Reading						
					.01	Introduction					
						.02					The Working Drawing
						.03					Placement of Views
						.04					Dimensioning a Working Drawing
.05	Invisible Edges										
.06	Circles and Arcs										
.07	Views in Section										
.08	Tools for Sketching										
.09	Sketching Straight Lines										
.10	Sketching Circles, Arcs, Irregular Shapes										
.11	Making a Working Sketch										
.12	Isometric Sketching										
.13	Sketching Angles Isometric										
.14	Dimensioning an Isometric Sketch										
.15	Sketching Circles and Arcs in Isometric										
.16	Sketching an Irregular Shape in Isometric										
.17	Oblique Projection										
.18	Structural Members of a Frame Structure										
03	General Procedures and Practices for Building Trades and Services	.01	Safety								
				.01	Personal Safety						
					.02	Safety in the Work Environment					

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Curriculum Area: 73

PLUMBER

Job Title:

PLUMBER

DATE 1-8-75

19	Roof Framing Members
20	Frame Buildings
21	Doors, Windows and Exterior Walls
22	Framing Plans and Elevations
23	Rough Openings, Roofs and Roof Framing
24	Plans, Elevations and Sections
25	Details and Sections
26	Piers and Floors
27	Windows, Lintels and Doors
28	Wall Plates, Roofs and Rafters
04	Blueprint Reading for Plumbing
01	Introduction to Pipe Drawings
02	Reading the Architect's Scale
03	Laundry Tray and Floor Drain in Basement Plan
04	Kitchen Floor Plans
05	Bathroom Floor Plans
06	Rough-In for Kitchen Sink
07	Rough-In for Lavatory
08	Rough-In for Water Closet Combination
09	Rough-In for Bathtub with Shower
10	Fundamentals of Isometric Drawing
11	Aids to Drawing Isometric Pipe Diagrams
12	Dimensioning Isometric Drawings
13	Waste and Vent for Kitchen Sink
14	Waste and Vent for Two Lavatories
15	Three Lavatories to a Single Stack
16	Soil Stack, Waste and Vent Piping for Water Closet and Lavatory
17	Three-Fixture Bath on One Wall
18	Bathroom Fixtures on Opposite Wall

Course	Unit	LAP	
		19	Four-Fixture Bath
		20	Two Bathrooms: Back to Back
		21	Bathroom and Kitchen Fixtures into One Stack
		22	The Wall-Hung Toilet
		23	Men's Toilet Room - Slab on Grade
		24	Visualizing the House
		25	Sewage Disposal System
		26	The House Drain
		27	The Waste Stack and Vent Piping
		28	The Soil Stack and Vent Piping
		29	Hot and Cold Water Piping in the Basement
		30	Water Piping to Kitchen and Laundry and to the Bathroom
		31	Gas Piping
		32	Plot Plans and the Engineer's Scale
		33	An Overall Picture of the Building
		34	Elevations and the Plumbing Installation
		35	The House Drain
		36	Soil Stack, Waste and Vent Piping
		37	Hot and Cold Water Piping
		38	Gas Piping
		39	Continued Practice in Blueprint Reading

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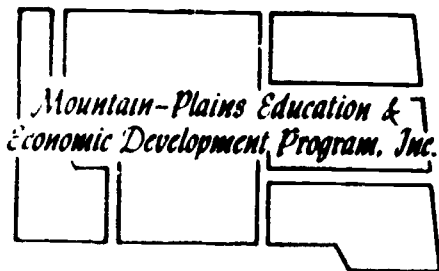


CURRICULUM AREA 74: Heating Systems Serviceman

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.



Curriculum Area: 74

HEATING SYSTEMS SERVICEMAN

Job Title:

HEATING SYSTEMS SERVICEMAN

DATE 1-8-75

Course	Unit	LAP
01	01	01 Heating Systems and Servicing
		02 Heating Systems Fundamentals
		03 Heat Energy
		04 Transfer of Heat
		05 Air Flow and Static Pressure
		06 Blowers, Motors and Filters
		07 Basic Furnace Controls
		08 Gas Furnaces
		09 Gas Furnace Schematic Wiring Diagram
		10 Series, Parallel, and Series-Parallel Heating Circuits
02	01	01 The Forced Air Gas Furnace
		02 Gas Heating Systems and Servicing
		03 Blower Speed Adjustment
		04 Ventilation and Combustion Air
		05 Gas Furnace Fundamentals
		06 Gas Power Burners
		07 Basic Gas Control Adjustments
		08 Flue Gas Analysis
		09 Airflow Patterns
		10 Furnace Types
		11 Static Pressure and Air Velocity
		12 Servicing Gas Controls
		13 Air Distribution System
		14 Forced Air Duct System
		15 Balancing a Forced Air System
		16 Flame Safety Devices
		17 Remote Mounted Thermostat
		18 Temperature Control
03	01	01 Oil Heating Systems and Servicing
		02 Oil Combustion and Draft Regulation

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Course	Unit	LAP		
02	02	01 Oil Flue Gas Analysis		
		02 Troubleshooting Oil Heating System Safety Controls		
		03 Oil Furnace Schematic Wiring Diagrams		
		04 Servicing Hydronic Distribution Systems		
		05 Servicing Hydronic Heating Systems Controls		
		<u>SUPPORT FROM DRAFTSMAN TO HEATING SYSTEMS SERVICEMAN</u>		
		06 Blueprint Reading		
		07 Introduction to Building Trades		
		08 Blueprint Reading		
		09 Introduction		
		10 The Working Drawing		
		11 Placement of Views		
		12 Dimensioning a Working Drawing		
		13 invisible Edges		
		14 Circles and Arcs		
		15 Views in Section		
16 Tools for Sketching				
17 Sketching Straight Lines				
18 Sketching Circles, Arcs, Irregular Shapes				
19 Making a Working Sketch				
20 Isometric Sketching				
21 Sketching Angles in Isometric				
22 Dimensioning an Isometric Sketch				
23 Sketching Circles and Arcs in Isometric				
24 Sketching an Irregular Shape in Isometric				

Curriculum Area: 74

HEATING SYSTEMS SERVICEMAN

Job Title:

HEATING SYSTEMS SERVICEMAN

DATE 1-8-75

Unit	LAP
.17	Oblique Projection
.18	Structural Members of a Frame Structure
.19	Roof Framing Members
.20	Frame Building
.21	Doors, Windows, and Exterior Walls
.22	Framing Plans and Elevations
.23	Rough Openings, Roofs and Roof Framing
.24	Plans, Elevations and Sections
.25	Details and Sections
.26	Piers and Floors
.27	Windows, Lintels and Doors
.28	Wall Plates, Roofs and Rafters
05	Blueprint Reading for Sheet Metal
.01	Inch Rules and Fractional Divisions
.02	Inch Rule and Decimal Divisions
.03	Architectural 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
.13	Welding Symbols
.14	Sheet Metal Symbols
.15	Shop Methods
.16	Material
.17	Estimating Methods
.18	Sheet Metal Fittings
.19	Roofing and Flashing

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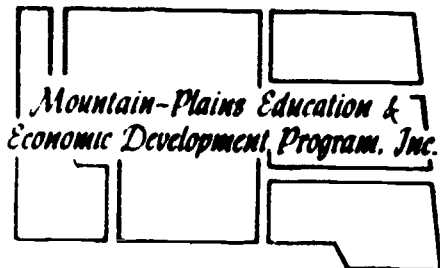
Course	Unit	LAP	
		.20	Gutters, Downspouts and Ventilators
		.21	Metal Decking
		.22	Vee Belt Guard-Removable Cover-Junction Box
		.23	Warm-Air Heating Systems
		.24	Heating Plans
		.25	Project Home-Residential Home
		.26	Ventilation Systems
		.27	Industrial Ventilation System
		.28	Multizone Ventilation Systems
		.29	Air-Conditioning Systems
		.30	A Multiduct Air-Conditioning System
		.31	A Motel Air-Conditioning System
		.32	Exhaust Systems
		.33	Grinding Exhaust-Sash and Door
			G

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 troubleshoot 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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Curriculum Area: 75

REFRIGERATION/COOLING SYSTEMS
SERVICEMAN

Job Title:

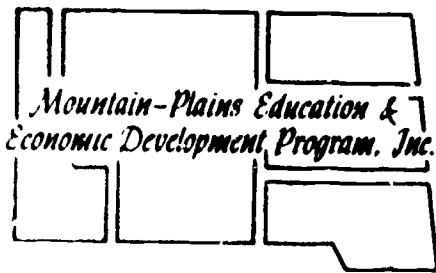
Refrigeration/Cooling Systems Serviceman

Course	Unit	LAP	Course	Unit	LAP	DATE
						1-8-75
01	01	Refrigeration/Cooling Systems Refrigeration System		.10	Schematic Wiring	
	.01	Heat and Temperature		.11	Simple Multiple Evaporator System	
	.02	Simple Refrigerator				
	.03	Major Refrigeration Components		.05	Residential/Commercial Refrigeration Systems	
02		Evacuating, Charging and Leak Testing Refrigeration Systems		.01	Solenoid and Pressure Valves	
				.02	The Heat Exchanger	
	01	Evacuating of the Refrigeration Systems		.03	Central Cooling Systems Installation and Controls	
	02	Charging the Refrigeration System		.04	Remote Mounted Thermostat	
	.03	Checking Refrigeration System for Leaks		.06	Troubleshooting an Air Conditioning Unit with Electrical Malfunctions	
03		Fundamentals of Refrigeration and Controls		.01	Troubleshooting Central Air Conditioning	
	.01	Fundamentals of a Cooling System				
	.02	The Capillary Tube System				
	.03	Automatic Expansions Valve				
	.04	Thermostatic Expansion Valve				
	.05	Control Systems (Thermostats)				
04		Domestic Refrigeration and Controls				
	01	Parts Ordering				
	.02	Brazing, Silver Soldering, Soldering and Flaring				
	.03	Heat Pump				
	.04	Hermetic Compressor				
	.05	Testing Hermetic Compressor Electrical Parts				
	.06	Testing Hermetic Compressor and Component Parts				
	.07	Installing Service Valves				
	.08	Hermetic System Troubleshooting and Compressor Replacement Procedures				
	.09	Adding Oil-Filter Dryer (123)				

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.



Curriculum Area: 76

APPLIANCE SERVICEMAN

Job Title:

APPLIANCE SERVICEMAN

DATE 1-8-75

Course	Unit	LAP	
01			Heater-Type Appliances
01		.05	Operation of Gas Water Heaters
		.06	Disassembly of Gas Water Heaters
		.07	Diagnosis of Malfunctions in a Gas Water Heater
		.08	Repair, Service and Reassembly of Gas Water Heaters
		.05	Electric Ranges
		.01	Operation of Electric Ranges
		.02	Disassembly of Electric Ranges
		.03	Diagnosis of Malfunctions in Electric Ranges
		.04	Repair, Service and Reassembly of Electric Ranges
		.06	Gas Ranges
		.01	Operation of Gas Ranges
		.02	Disassembly of Gas Ranges
		.03	Diagnosis of Malfunctions in Gas Ranges
		.04	Repair, Service and Reassembly of Gas Ranges
		.02	Motor-Operated Appliances
		.01	Mixers and Blenders
		.01	Operation of Electric Food Mixers
		.02	Disassembly of Electric Food Mixers
		.03	Diagnosis of Malfunctions in Electric Food Mixers
		.04	Repair, Service and Reassembly of Electric Food Mixers
		.05	Operation of Electric Blenders
		.06	Disassembly of Electric Blenders
		.07	Diagnosis of Malfunctions in Electric Blenders
01			Irons
		.01	Operation of an Electric Iron
		.02	Disassembly of an Electric Iron
		.03	Diagnosis of Malfunctions in an Electric Iron
		.04	Repair, Service and Reassembly of an Electric Iron
		.05	Ordering from a Parts Catalog
02			Roasters
		.01	Operation of Roaster
		.02	Disassembly of Roaster
		.03	Diagnosis of Malfunctions in a Roaster
		.04	Repair, Service and Reassembly of a Roaster
03			Space Heaters
		.01	Operation of Electric Space Heaters
		.02	Disassembly of Electric Space Heaters
		.03	Diagnosis of Malfunctions in an Electric Space Heater
		.04	Repair, Service and Reassembly of Electric Space Heaters
04			Water Heaters
		.01	Operation of Electric Water Heaters
		.02	Disassembly of Electric Water Heaters
		.03	Diagnosis of Malfunctions in an Electric Water Heater
		.04	Repair, Service and Reassembly of Electric Water Heaters

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Job Title:

APPLIANCE SERVICEMAN

DATE 1-8-75

Unit	LAP	Description
	.08	Repair, Service and Reassembly of Electric Blenders
02		Vacuum Cleaners and Floor Polishers
	.01	Operation of Electric Vacuum Cleaners
	.02	Disassembly of Electric Vacuum Cleaners
	.03	Diagnosis of Malfunctions in Electric Vacuum Cleaners
	.04	Repair and Reassembly of Electric Vacuum Cleaners
	.05	Operation of Electric Floor Polishers
	.06	Disassembly of Electric Floor Polishers
	.07	Diagnosis of Malfunctions in Electric Floor Polishers
	.08	Repair and Reassembly of Electric Floor Polishers
03		Washing Machines
	.01	Operation of Electric Washing Machines
	.02	Disassembly of Electric Washing Machines
	.03	Diagnosis of Malfunctions in Electric Washing Machine
	.04	Repair, Service and Reassembly of Electric Washing Machine
04		Garbage Disposals
	.01	Operation of Garbage Disposals
	.02	Disassembly of Garbage Disposals
	.03	Diagnosis of Malfunctions of Garbage Disposals
	.04	Repair and Reassembly of Garbage Disposals

Course	Unit	LAP	Description
	.05		Clothes Dryers
		.01	Operation of Electric Clothes Dryer
		.02	Disassembly of Electric Clothes Dryer
		.03	Diagnosis of Malfunctions in Electric Clothes Dryers
		.04	Repair and Reassembly of Electric Clothes Dryer
		.05	Operation of Gas Clothes Dryer
		.06	Disassembly of Gas Clothes Dryer
		.07	Diagnosis of Malfunctions in Gas Clothes Dryers
		.08	Repair and Reassembly of Gas Clothes Dryers
	.06		Dishwashers
		.01	Operation of Electric Dishwashers
		.02	Disassembly of Electric Dishwashers
		.03	Diagnosis of Malfunctions in Electric Dishwashers
		.04	Repair and Reassembly of Electric Dishwashers
	.07		Compactor
		.01	Operation of Compactor
		.02	Disassembly of Compactor
		.03	Diagnosis of Malfunctions in Compactor
		.04	Repair and Reassembly of Compactor

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Job Title:

APPLIANCE SERVICEMAN

DATE 1-8-75

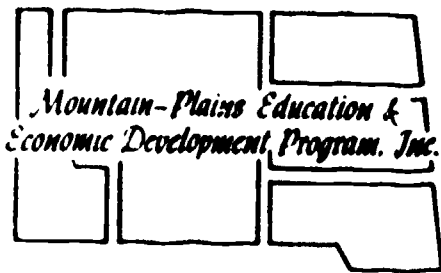
Unit	LAP
	.03 .04
07	.01 .02 .03
08	.01 .02 .03 .04
09	.01 .02 .03
10	.01 .02 .03 .04
02	.01 .02
	.01 .02 .03 .04

Course	Unit	LAP
		.05
	.03	.01 .02 .03 .04
.01	.01	.01 .02 .03 .04 .05

SUPPORT FROM ELECTRIC MOTOR REPAIRMAN TO APPLIANCE SERVICEMAN

CURRICULUM AREA 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.



Curriculum Area: 77

RADIO AND TELEVISION SERVICEMAN

Job Title:

RADIO AND TELEVISION SERVICEMAN

DATE 1-9-75

Unit	LAP	Course	Unit	LAP
01				
01			.06	
				.01
				.02
				.03
				.04
			.07	
				.01
				.02
				.03
			.08	
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			.09	
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			.02	
				.01
				.02
				.03
				.04
				.05

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Job Title:

RADIO AND TELEVISION SERVICEMAN

DATE 1-9-75

Course	Unit	LAP	
03	01	The Transformer	
		Transformer Operation and Construction	
		Transformer Theory	
		Turns Ratio and Power	
	02	03	Practical Transformer
		04	
	04	01	Power Supplies
		02	Semiconductor Rectifier Power Supply Filters
	05	01	Computations
		02	Vectors Rectangular and Polar Notation
	06	01	Series Resistive Reactive Circuits Variational Analysis of Series RL Circuits
		02	RL Filter Circuits
03		Series RC Circuits	
04		Series RLC Circuits	
07	01	Series Resonance	
	02	Series Resonance Current Behavior and Resonance	
08	01	Parallel Resistive Reactive Circuits	
	02	Parallel RL Circuits Variational Analysis of Parallel RL Circuits	
	03	Parallel RC and RLC Circuits	
	04	Parallel Resonance	
	05	Practical RL Circuits	
01	01	Basic Radio Theory and Component Assembly	
	01	Introduction to Radio Soldering Techniques	

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1-35

Course	Unit	LAP
	02	Radio Transmission
	03	Signal Characteristics
	04	Constructing Long-Wire Receiving Antenna
	02	Crystal Detectors
	01	Functions of Radio Receivers
	02	Crystal Diode Rectifiers
	03	Detector Circuits
	04	Building a Radio Signal Detector
	05	Tuned Circuits
	06	Building a Tuned Circuit for Radio Signals
	07	Vacuum Tube Diodes
	08	Building a Vacuum Tube Signal Detector
	03	Regenerative Receivers
	01	Vacuum Tube Triodes
	02	Building a Vacuum Tube Amplifier
	03	Detector-Amplifiers
	04	Building a Detector-Amplifier
	05	Regenerative Feedback
	06	Building a Regenerative Detector-Amplifier
	04	The Radio Power Supply Section
	01	Permanently Soldered Electrical Connections
	02	Transformers
	03	Transformer Coupler
	04	Radio Power Supplies
	05	Building and Radio Power Supply
	05	The Radio-Audio Section
	01	Vacuum Tube Amplifiers
	02	Building Audio Amplifiers

Job Title:

RADIO AND TELEVISION SERVICEMAN

DATE 1-9-75

Course	Unit	AP	§
.03	Audio-Amplifier Functions	.05	The Sound I-F Section
.04	Testing the Audio-Amplifier	.06	Sound Troubles
.05	Detector Circuit Functions	.07	Isolating Sound Troubles
.06	Building a Detector Circuit	.08	Diagnosing Sound Troubles
06	The Radio RF Section	.03	Television Video Section Troubles
.01	Radio RF Section Function	.01	Television Picture Tubes
.02	Building an RF Amplifier	.02	Normal Sound - No Video
.03	Oscillator Functions	.03	Symptoms of Normal Sound but No Video
.04	Testing an Oscillator Circuit	.04	Diagnosing Normal Sound-No Video
07	Superheterodyne Receivers	.05	Troubleshooting Video Failures
.01	Converter Circuit Functions	.06	No Sound, No Video, Raster Normal
.02	Building a Superheterodyne Receiver	.07	Symptoms of No Sound, No Video, Raster Normal
.03	Receiver Alignment	.08	Diagnosing No Sound, No Video, Raster Normal
.04	Aligning a Superheterodyne Receiver	.09	Picture I-F Problems
.05	Short-Wave Signals	.10	I-F Amplifier Troubles
.06	Building a Short-Wave Band and BFO	.11	A Defective I-F Amplifier
04	Television Repair	.12	Diagnosing I-F Amplifier Troubles
.01	Introduction to/and Block Diagrams of Television	.13	Tuner Troubles
.01	Introduction to Television	.14	Identifying Tuner Problems
.02	The Television Set Block Diagrams	.15	A Defective Tuner
.03	Block Diagram of B/W Set	.16	Diagnosing Tuner Troubles
.04	Terminology of Block Diagrams of B/W Set	.04	Television AGC Troubles
07	Television Audio Section Troubles	.01	Automatic Gain Control
.01	Audio Section Failures	.02	AGC Problems
.02	Black and White Trouble	.03	Symptoms of Automatic Gain Control Problems
.03	Sound Video and Raster Symptoms	.04	Diagnosing AGC Troubles
.04	Black/White Audio Section Problems	.05	Audio and Video Stage Problems
		.06	Symptoms of Audio and Video Stage Troubles

Curriculum Area: 77

RADIO AND TELEVISION SERVICEMAN

Job Title:

RADIO AND TELEVISION SERVICEMAN

DATE 1-9-75

Course	Unit	LAP
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Course	Unit	LAP
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Job Title:

RADIO AND TELEVISION SERVICEMAN

DATE 1-9-75

Course	Unit	LAP
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Course	Unit	LAP
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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.

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.

Curriculum Area: 79

DRAFTSMAN

Job Title:

DRAFTSMAN

DATE 1-9-75

Course	Unit	LAP
		.25
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		.31
		.32
.04		.01
		.02
		.03
		.04
		.05
		.06
.05		.01
		.02

Draw a Line Tangent to a Given Circle at a Point On the Circle

Draw an Arc Tangent to a Given Arc and Line

Draw an Arc Tangent to Two Intersecting Lines

Draw an Arc Tangent to Two Given Arcs

Draw an Ellipse Using the Trammel Method

Draw an Ellipse Using the Concentric Circle Method

Drawing an Ellipse Using Compass Method

Draw Two Objects Applying the Technique of Geometric Construction

Sketching and Shape Description

Add Missing Lines to Given Problems

Add Missing Views to Given Problems

Draw Top, Front and Right End Views of Various Objects

Construct an Isometric Drawing of Rectilinear Objects

Construct an Isometric Drawing of Cylindrical Objects

Construct an Isometric Drawing of Objects with Major Holes and/or Curves

Multiview Projection

Drawing a Multiview Projection of a Guide Base

Drawing a Multiview Projection of a Holder Base

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Course	Unit	LAP
		.03
		.04
		.06
		.01
		.02
		.03
		.04
		.07
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		.01
		.02

Drawing a Multiview Projection of a Bearing Cap

Drawing a Multiview Projection of a Wedge Base

Dimensioning

Draw and Dimension a Safety Key

Draw and Dimension a Door Bearing

Draw and Dimension a Centering Wedge

Draw and Dimension a Holder Clip

Section Views

Draw the Various Section Views of Cylindrical Objects

Draw the Various Section Views of Machined Objects

Draw the Various Section Views of a Control Arm

Draw the Various Section Views of a Tool Frame

Draw the Various Section Views of a Lift Bracket

Draw the Various Section Views of a Discharge Lock Housing

Draw the Indicated Section View of a Stabilizer Bracket

Draw the Various Section Views of a Slotted Disc

Auxiliary Views

Sketching Auxiliary Views of Geometric Construction Objects

Drawing Auxiliary View of Geometric Construction Objects

Curriculum Area: 79

DRAFTSMAN

Job Title:

DRAFTSMAN

DATE 1-9-75

Unit	LAP	Course	Unit	LAP
	03			04
	04			05
11				06
	01			
	02			
	03	02		
	04		02	
13				01
	01			02
	02			03
	03			04
	04			05
	05			06
	06			07
	07			08
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SUPPORT FROM DRAFTSMAN TO CARPENTER

- 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 Section
- 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
- Oblique Projection
- Structural Members of a Frame Structure
- Roof Framing Members
- Frame Buildings
- Doors, Windows and Exterior Walls

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Curriculum Area: 79

DRAFTSMAN

Job Title:

DRAFTSMAN

DATE 1-9-75

Course	Unit	LAP
		.22 Framing Plans and Elevations
		.23 Rough Openings, Roofs and Roof Framing
		.24 Plans, Elevations and Sections
		.25 Details and Sections
		.26 Piers and Floors
		.27 Windows, Lintels and Doors
		.28 Wall Plates, Roofs and Rafters
.03		Blueprint Reading for Carpentry
	.01	Specifications
	.02	Dimensions
	.03	Scale and the Working Drawings
	.04	Elevation Drawings
	.05	Wall Sections - Elevators
	.06	Interpreting the Elevation Drawings (Review)
	.07	The Plot Plan
	.08	Foundation Drawings
	.09	Plan Symbols and Indications
	.10	Schedules
	.11	Interpreting the Basement Plan (Review)
	.12	Floor Frame Plan
	.13	The Floor Plan
	.14	Interpreting the Floor Plan (Review)
	.15	Roof Frame Plan
	.16	Details - Cornice
	.17	Details - Walls
	.18	Details - Windows and Doors
	.19	Details - Dormer and Louvers
	.20	Details - Stairs
	.21	Details - Fireplace
	.22	Details - Cabinets
	.23	Interpreting the Detail Drawings (Review)
	.24	Quantity and Material Lists

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Course	Unit	LAP
		<u>SUPPORT FROM DRAFTSMAN TO ELECTRICAL WIREMAN</u>
.02		Blueprint Reading
	.02	Introduction to Building Trades
		Blueprint Reading
	.01	Introduction
	.02	The Working Drawing
	.03	Placement of Views
	.04	Dimensioning a Working Drawing
	.05	Invisible Edges
	.06	Circles and Arcs
	.07	Views in Sections
	.08	Tools for Sketching
	.09	Sketching Straight Lines
	.10	Sketching Circles, Arcs, Irregular Shapes
	.11	Making a Working Sketch
	.12	Isometric Sketching
	.13	Sketching Angles in Isometric
	.14	Dimensioning an Isometric Sketch
	.15	Sketching Circles and Arcs in Isometric
	.16	Sketching an Irregular Shape in Isometric
	.17	Oblique Projection
	.18	Structural Members of a Frame Structure
	.19	Roof Framing Members
	.20	Frame Buildings
	.21	Doors, Windows and Exterior Walls
	.22	Framing Plans and Elevations
	.23	Rough Openings, Roofs and Roof Framing

Job Title:

DRAFTSMAN

DATE 1-9-75

Course	Unit	LAP
		.24 Plans, Elevations and Sections
		.25 Details and Sections
		.26 Piers and Floors
		.27 Windows, Lintels and Doors
		.28 Wall Plates, Roofs, and Rafters
SUPPORT FROM DRAFTING TO PLUMBER		
02		Blueprint Reading
	02	Introduction of Building Trades to Blueprint Reading
	01	Introduction
	02	The Working Drawing
	03	Placement of Views
	04	Dimensioning a Working Drawing
	05	Invisible Edges
	06	Circles and Arcs
	07	Views in Section
	08	Tools for Sketching
	09	Sketching Straight Lines
	10	Sketching Circles, Arcs, Irregular Shapes
	11	Making a Working Sketch
	12	Isometric Sketching
	13	Sketching Angles Isometric
	14	Dimensioning an Isometric Sketch
	15	Sketching Circles and Arcs in Isometric
	16	Sketching an Irregular Shape in Isometric
	17	Oblique Projection
	18	Structural Members of a Frame Structure

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Course	Unit	LAP
		.19 Roof Framing Members
		.20 Frame Buildings
		.21 Doors, Windows and Exterior Walls
		.22 Framing Plans and Elevations
		.23 Rough Openings, Roofs and Roof Framing
		.24 Plans, Elevations and Sections
		.25 Details and Sections
		.26 Piers and Floors
		.27 Windows, Lintels and Doors
		.28 Wall Plates, Roofs and Rafters
	04	Blueprint Reading for Plumbing
		.01 Introduction to Pipe Drawings
		.02 Reading the Architect's Scale
		.03 Laundry Tray and Floor Drain in Basement Plan
		.04 Kitchen Floor Plans
		.05 Bathroom Floor Plans
		.06 Rough-In for Kitchen Sink
		.07 Rough-In for Lavatory
		.08 Rough-In for Water Closet Combination
		.09 Rough-In for Bathtub with Shower
		.10 Fundamentals of Isometric Drawing
		.11 Aids to Drawing Isometric Pipe Diagrams
		.12 Dimensioning Isometric Drawings
		.13 Waste and Vent for Kitchen Sink
		.14 Waste and Vent for Two Lavatories
		.15 Three Lavatories to a Single Stack
		.16 Soil Stack, Waste and Vent Piping for Water Closet and Lavatory
		.17 Three-Fixture Bath on One Wall
		.18 Bathroom Fixtures on Opposite Wall

Curriculum Area: 79

DRAFTSMAN

Job Title:

DRAFTSMAN

DATE 1-9-75

Course	Unit	LAP
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.05	Blueprint Reading for Sheet Metal	
	.01 Inch Rules and Fractional Divisions	
	.02 Inch Rule and Decimal Divisions	
	.03 Architectural 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	
	.13 Welding Symbols	
	.14 Sheet Metal Symbols	
	.15 Shop Methods	
	.16 Material	
	.17 Estimating Methods	
	.18 Sheet Metal Fittings	
	.19 Roofing and Flashing	

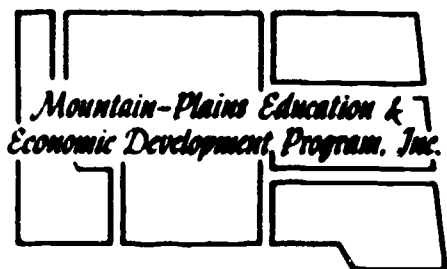
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Course	Unit	LAP
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Gutters, Downspouts and Ventilators
 Metal Decking
 Vee Belt Guard-Removable
 Cover-Junction Box
 Warm-Air Heating Systems
 Heating Plans
 Project Home-Residential Home Ventilation Systems
 Industrial Ventilation System
 Multizone Ventilation Systems
 Air-Conditioning Systems
 A Multiduct Air-Conditioning System
 A Motel Air-Conditioning System
 Exhaust Systems
 Grinding Exhaust-Sash and Door

CURRICULUM AREA 81: Leadership Training 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.



Curriculum Area: 81

LEADERSHIP TRAINING WORKSHOP

Job Title:

Leadership Training Workshop

DATE 1/9/75

Course	Unit	LAP
.01		Leadership Training
	01	Building, Exercising and Expressing Leadership in Groups
	.01	Organizing the People in Your Neighborhood
	.02	GAP: Organizing the People in Your Neighborhood
	.03	Leading a Meeting
	.04	GAP: Leading a Meeting
	.05	GAP: Group Techniques
	.06	Leadership Traits and Abilities
	.07	GAP: Leadership Traits and Abilities
	02	Parliamentary Procedure
	.01	Writing an Agenda
	.02	GAP: Writing an Agenda
	.03	Making a Motion
	.04	GAP: Making a Motion
	.05	Kinds and Orders of Motions
	.06	GAP: Kinds and Orders of Motions
	.07	GAP: A Mock Meeting
	03	Community Action Process
	.01	GAP: The Social Setting of Community Action
	.02	Strategies in Community Action Process
	.03	GAP: Strategies in Community Action Process
	.04	Designing a Plan of Action
	.05	GAP: Designing a Plan of Action
.02		Leadership Training Workshop II
	01	Identifying Community Concerns
	.01	Identifying Community Concerns
	.02	GAP: Identifying Community Concerns

Course	Unit	LAP
	.02	Developing Group Skills
	.01	GAP: Identifying Group Goals
	.02	GAP: Group Decision-Making
	.03	GAP: Working as a Team
	.04	Managing Conflict
	.05	GAP: Managing Conflict
	.03	Developing and Exercising Leadership in Groups
	.01	GAP: Leadership Style
	.02	GAP: Being a Leader
	.04	Practicum in a Simulated Community Setting
	.01	Acting in a Community
	.02	GAP: Acting in a Community
	.05	Community Action Process
	.01	Community Action Process
	.02	GAP: Community Action Process
	.03	Anatomy of a Community

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