

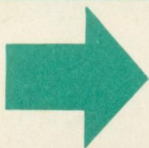
An Important Message for Students  
of  
CENTRAL TECHNICAL INSTITUTE

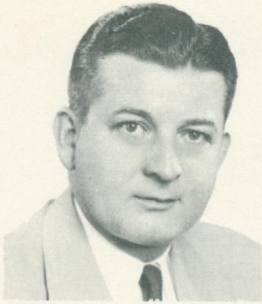


Central ..  
at Your Service!



If You Didn't Get This From My Site,  
Then It Was Stolen From...  
[www.SteamPoweredRadio.Com](http://www.SteamPoweredRadio.Com)





*Hello  
There!*

C. L. Foster, President

I'm very glad to have the opportunity—through the pages of this little book—to act as your guide on your first trip through Central. We're all very proud of our school and we enjoy "showing it off."

To give you a comprehensive picture of the entire Central organization, let's trace the progress of a typical student—could be YOU—from the point of your first contact with Central to graduation day. I want you to have a real look at how our school works for you.

One of the first things which will impress you, I'm sure, is the fact that there are so many departments, so many people, so many services necessary to operate a school like Central.

That's an important point.

Central, you see, is much more than the sum of your books, your classrooms and your instructors. In the final analysis, our school is composed of two elements: the departments which work in open view, so to speak, and the departments which operate behind the scenes. Some people and departments you'll get to know well; others you may never see outside the pages of this book.

But every department in the Central organization makes a unique, valuable contribution to the success of your training. As a Central student you have an experienced organization completely at your service. I want you to see and understand every part of it.

Since that's the case, we've got a lot to look at—let's get started!



### ***Central Representative interviews applicant***

Central service starts even before you've had any direct contact with us—in the publicity and public relations programs we carry on to call career opportunities to the attention of qualified young men and women throughout the country.

In all probability, however, the first Central person you'll actually meet will be the friendly Central registrar in your area—the man or woman who will interview you to determine your qualifications for our training.

He's a specialist, selected with care and trained with skill to give you wise counsel in the choice of your career.

If your interview is successful your Central representative recommends you for acceptance. You complete the application form and he sends it, with your remittance, to the Home Office of the school in Kansas City.

There's no busier place in the office than the Incoming Mail Department when the postman arrives. Efficient clerks, using the most modern equipment, open mail, sort it carefully and deliver it to the proper departments.

### ***A section of the busy Filing Department***





*Chief Registrar approves applications*

New enrollment applications go first to the office of our Chief Registrar. He's the man responsible for accepting students and you can be sure that he and his staff will examine your application carefully before putting final approval on it.

The Chief Registrar also directs the activities of Central's representatives throughout the United States, Canada, and Hawaii.

Once approved, your enrollment application goes to our busy Accounting Department which sets up the basic forms which we'll use during your entire career as a Central student.

Accounting here is almost completely mechanized; that's why you find these elaborate, complicated machines in use. But, overall, it is the thoughtful supervision and skilled operation that makes Accounting a smooth, efficient procedure.

If yours is an application for full-resident training, your student file is made up now and everything is ready for you to begin training on the designated class starting date.

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*Accounting Department Head watches complicated machine operation*





***Director of Extension Training answers student inquiry***

Approved applications for extension or combination extension-resident training go now to our Extension Training Division, where the proper lessons, books, and other equipment are selected as necessary to prepare you for your chosen career.

A typical Central lesson represents months of painstaking work. First, it must correlate properly with lessons ahead or behind it in your course of instruction. Then, the actual contents . . . the written word . . . must represent the very latest methods and procedures in use by the industry.

When one of our writers is assigned to prepare a new lesson, most of his work is done before he puts one word on paper. He must research the subject thoroughly by carefully analyzing the current practices and requirements. This is accomplished through direct correspondence and by making personal visits to Airline or Electronic installations to see and learn for himself.

Central's lessons are continually revised to keep them up-to-date. All equipment used is periodically redesigned to utilize the very latest technological developments.

***Central personnel and Airline officials discuss  
Central lessons***





***Art and Production Department prepares Central lessons***

Now the writer can actually go to work. His job is to prepare a textbook that will meet Central training standards and yet will be interesting, easy to read.

To accomplish this he uses all his skill with words to build the basic structure of his book. Then he goes to Central's picture "morgue" where he can select the illustrations he'll need. He can call on Central's Art Department for whatever graphs, charts or hand-work illustrations may be necessary.

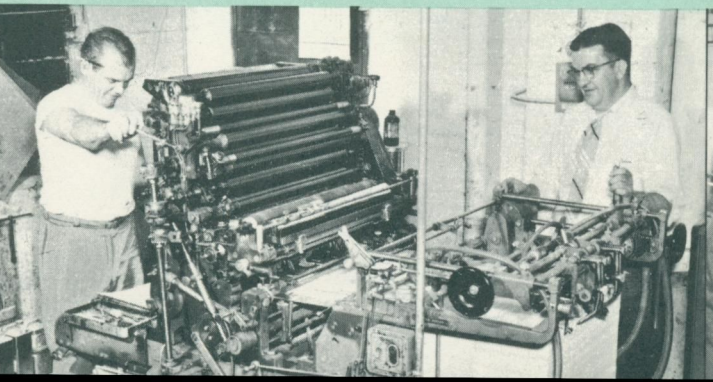
Approved for use, text and illustrations now go to the Production Department for layout and composition. Now the lesson is ready for the printer.

In some cases a commercial printing firm will print Central lessons; in other cases they're done right in Central's own Printing Department.

If it's an "inside job" the printed lesson sheets go next to the bindery where they're collated and bound in the attractive covers you'll soon be familiar with.

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***Part of Central's Printing Department and Bindery***





*Central's busy Outgoing Mail Department*

Now your first shipment of lessons has been selected for you. It's inspected and checked, then sent to our Outgoing Mail Department.

Here, from early morning till late afternoon, you'll hear the whirring of the Postal Meter machines as they automatically stamp and seal shipments of mail going out to students all over the country.

Your lessons reach you; you study them eagerly; you complete your examinations and return them for correction and grading.

That brings us to our Educational Service Department where we'll find a staff of highly-skilled examiners correcting, grading and recording tests sent in by extension students.

I want to call your particular attention here to the fact that test grading is done on a personal, individual basis—no mass production methods! Note how often the examiner will pause to write some special message, to correct, to explain, to praise, to encourage a student.

That's specialized service!

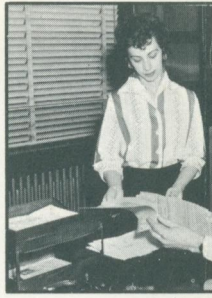
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*Skilled Examiners evaluate and record test results*





Your Interview



Chief Re



Placement Service



Housing Service



Extension Training Examiners



Consultation

The  
is  
CENT  
Work  
for  
You





Registrar



Accounting Department



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CENTRAL



Extension Training Division



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Lesson Production



on Service



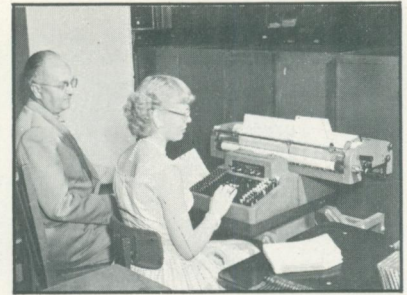
Student Accounts Department



Your Interview



Chief Registrar



Accounting Department



Placement Service



Extension Training Division



Housing Service



Lesson Production



Extension Training Examiners

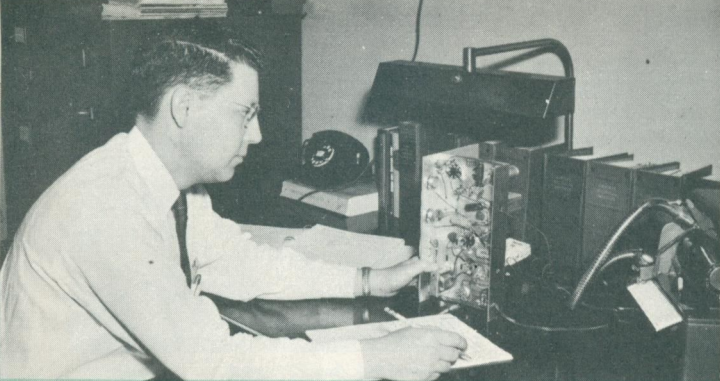


Consultation Service



Student Accounts Department

This  
is  
**CENTRAL**  
Working  
for  
You



*Consultant prepares answer to question from student*

In every shipment of Central lessons you'll find a supply of Consultation Service forms, to make it easy for you to ask any questions you may have. If something isn't perfectly clear to you, jot it down and send it along to us. Your examiner will refer it to the proper instructor and he'll prepare a detailed, authoritative explanation for you.

Consultation Service is yours to use as often as you like—service unlimited!

At Central, tuition matters receive friendly and intelligent handling by our Department of Student Accounts. From their records this department can tell you the exact condition of your account at any time during your training. They'll send you reminders when your payment is due—even a handy envelope for your added convenience.

And, if you ever need an extension of time—or an alteration in terms—on your tuition payments, you'll find our Director of Student Accounts friendly, cooperative and—most important—understanding.

[www.SteamPoweredRadio.Com](http://www.SteamPoweredRadio.Com)

*Director of Student Accounts is friendly, cooperative*





*A section of Central's Hostess Training Quarters*

If you have chosen a training course that includes Resident training, it's a big moment when you start your first class.

Resident Airline training is available at Kansas City, Missouri; Hollywood, California; and Hartford, Connecticut (see back cover). The curriculum is the same at all three schools . . . the staff and facilities equally exceptional. And you may select the school nearest to your home, or near the locality where you wish to be employed.

If you are an extension Electronics student, you will take your resident training at the main school in Kansas City. Here complete technical facilities include 21 classrooms and laboratories as well as a modern Television Broadcast Studio.

Central is continually expanding and improving its training facilities to meet the ever increasing demand for its skilled graduates.

[www.SteamPoweredRadio.Com](http://www.SteamPoweredRadio.Com)

*Central's Electronic Engineering Laboratory*





**Director of Student Welfare discusses housing with student**

Low cost student housing is available at all Central schools. In Kansas City, Central maintains its own girls' dormitory, Midland Hall. Located just 3 blocks from Central, Midland Hall provides living quarters for 112 girls. You'll appreciate the talents of the Housemother and her staff of maids when you see how clean, how pleasant, how home-like Midland Hall is.

For other men and women students, Central's Housing Department is on hand to help you find the accommodations you need.

The same department, incidentally, handles Part-Time Employment Service for students—helps you find the handy spare-time job you might need to help meet expenses while you're in school.

Now let's stop in to see your Student Counselor. He'll be anxious to meet you because one of the most important parts of his job is to talk seriously with every student at the beginning of training. He'll chart your resident school program for you and, since he'll eventually be responsible for your job placement, he's got to know you well from the very beginning.

**Student Counselor interviews incoming students**





### *Central's Reservations and Space Control Laboratory*

Now your classes start and for the next few days you'll be in a whirl.

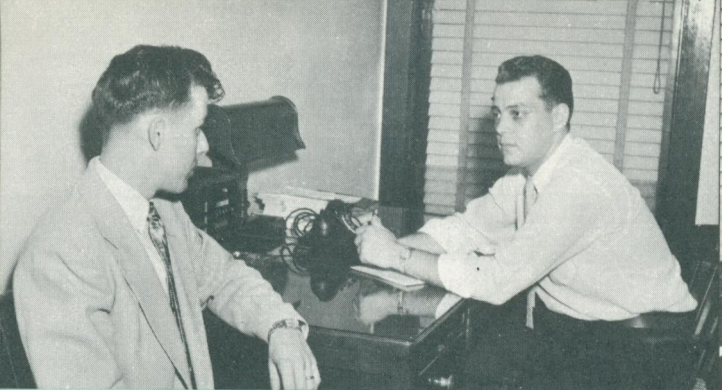
Airline students will enjoy their introduction to "Central Airways," the most unusual "airline" in the world! Central Airways has no airplanes . . . it is Central's training center where you receive your training under realistic conditions. Special facilities include Ticket Counters, Radiotelephone Communications Laboratory, Reservations and Space Control Laboratory, and our Teletype Room with its battery of real teletype machines. Young ladies will be pleased to discover our Hostess Training Quarters where Hostess candidates learn the finer points of passenger service; and where all girls receive instruction in "Beauty, Personality Development, and Personal Charm."

Electronic students will marvel at the TV Broadcast Studio, Electronic Laboratories, and the wealth of Electronic equipment available to our students.

And you'll come to know, too, the full value of Central's staff of instructors—probably the most highly-skilled and professionally competent group of its kind in the country.

### *Central's modern Television Broadcast Studio*





**Many employment interviews are conducted at the school**

As you near the end of your training, a transcript of your grades is prepared, letters of recommendation assembled, and photographs taken. Central's Placement Department then goes to work planning interviews for you with prospective employers. Many employment interviewers come directly to Kansas City so you'll have a busy few days at interview time, weighing the merits of the various positions and locations that are open.

Then it's graduation time; you are awarded your diploma or degree; you bid a fond good-bye to the many new friends that you have made. You are ready for your first position. When you enter your job you will probably meet many Central graduates who have preceded you. Close friendships will develop; you will recall mutual acquaintances and experiences during your school days at Central. You'll be proud of your alma mater, yourself, and your job—you have the "key in hand" for a most profitable and exciting future.

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**Airline representative interviews student**



# Thank You . . .

for letting me show you around Central. I hope you enjoyed our trip as much as I did.

My point in showing you the Central organization in such detail is to bring out the grave responsibility we feel toward our students—toward YOU.

As an accredited institution of higher learning, we naturally have a reputation to maintain. To be fair to the Industries which employ our graduates, we've got to be constantly alert. We've got to be sure always that our training methods are the most effective, that our books and equipment are fresh, up-to-the-minute, that our courses are comprehensive and complete. I think you've seen how we've accomplished that.

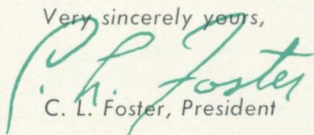
But we all feel that we have an even greater responsibility to you because you're trusting us with your future, your career. We can't take that lightly.

That's why it's necessary for us to have all the people and all the departments we've looked at in this booklet. Having the best instructors and the best textbooks, you see, isn't enough. In addition, we've got to have the best registrars, the best advertising men, the best accountants, the best machine operators, the best department heads, the best secretaries, the best clerks and typists, the best maintenance men, the best maids.

Only when every person in every department in the entire organization is operating on the level required by Central standards do we feel that we're carrying out our responsibility to you. That's why everyone at Central—from the President on down—works for you when you're a Central student. We're at your service.

Thanks again for looking around Central with me. I hope that I'll have the pleasure of showing you around—in person—in the very near future.

Very sincerely yours,



C. L. Foster, President



# Central Spans the Nation!

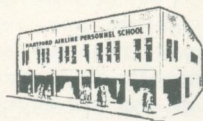
Central is an established, dependable institution enjoying the respect and cooperation of the Electronic and Airline industries. Central's schools span the nation with training and placement centers in the Eastern, Midwestern, and Western areas of the United States. Graduates of Central number well over 50,000 young men and women . . . many now holding important positions of prestige and responsibility.



CENTRAL TECHNICAL INSTITUTE  
Kansas City, Missouri



Western Branch:  
CALIFORNIA AIR COLLEGE  
Hollywood, California



Eastern Branch:  
HARTFORD AIRLINE  
PERSONNEL SCHOOL  
Hartford, Connecticut

Canadian Affiliate:  
ATLANTIC AIRLINE & ELECTRONIC  
SCHOOLS, LTD.  
Windsor, Ontario, Canada

## LIFETIME PLACEMENT SERVICE

Central's outstanding placement record is the result of over 25 years of continuous service to the Electronic and Airline Industries. The demand for our graduates actually exceeds the supply. As a Central graduate, this valuable Employment Service is yours FREE . . . for the rest of your life!

# CENTRAL TECHNICAL INSTITUTE

HARRISON 1-5852

1644 Wyandotte • Kansas City 8, Missouri

ESTABLISHED 1931

PRINTED IN U.S.A.

FIRST CLASS  
Permit No. 3021  
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Kansas City, Mo.

**BUSINESS REPLY CARD**

*No Postage Necessary If Mailed in the United States*

**Central Technical Institute**

17th & Wyandotte Sts.

Kansas City 8, Missouri



Chief  
Registrar's  
Department

[www.SteamPoweredRadio.Com](http://www.SteamPoweredRadio.Com)

*It will pay you to*

*Introduce Us*

*to Your Friends!*

Students enroll with Central from two main sources: from our advertising, and through the recommendations of their friends who have had training at Central.

Since it costs us money to advertise, we are glad to pass along to you a reward (representing our advertising cost) for each of your friends who are enrolled as a result of your recommendation in accordance with the following simple rules:

(1) The new student must be recommended by you before the inquiry is received from any other source.

(2) The new student must make the first regular monthly tuition payment for you to be eligible for the reward.

For each student enrolled as a result of your recommendation you will receive a reward of \$10.00 which will be credited to your tuition account. If your tuition is paid in full, you will receive the \$10.00 in cash.

(Please tear off this coupon before mailing the card.)

[www.SteamPoweredRadio.Com](http://www.SteamPoweredRadio.Com)

## I PRESENT MY FRIENDS!

— TEAR OFF TAB BEFORE MAILING —

Name..... Age.....

Address.....

City..... State.....

Home Phone..... Bus. Phone.....

Name..... Age.....

Address.....

City..... State.....

Home Phone..... Bus. Phone.....

SCC-

Name..... Age.....

Address.....

City..... State.....

Home Phone..... Bus. Phone.....

**PLEASE WRITE YOUR OWN NAME  
BELOW SO WE'LL KNOW WHOM  
TO REWARD.**

Name.....

Address.....

City.....

State.....

Student Number.....