

# YORK TIME INSTITUTE

## Hands-On Short Course Summary

### Facilities & Services

The York Time Institute has fully equipped class rooms and laboratory spaces for all of its classes. There are work benches for all students. Students and class rooms are furnished with the exceptional tools and materials needed during each course.

### Admissions Requirements & Procedures

Applicants to any of York Time Institute's hands-on short courses should meet the prerequisites listed for the course of interest. Otherwise, the student can be significantly disadvantaged in his/her attempts to comprehend the instruction and/or meet the needed skill level.

To register for to a short course, applicants should complete and sign the attached *Registration for Admission*. The signed and completed registration should be returned to the Registrar at the York Time Institute, along with a check or money order for the full amount of tuition for courses selected. Confirmation of acceptance is contingent upon the Institute's prompt receipt of payment in full of the course(s) tuition. If, for any reason, a student subsequently cancels after receiving confirmation of acceptance, all but 15% of the prepaid tuition will be returned by the school.

A waiting list will be maintained by the Institute for any course whose applicants number more than the course can accommodate. Cancellations will be replaced from the waiting list on a first-on first-off basis.

Under subscribed courses may be cancelled, and all monies advanced refunded to the Applicant.

A STUDENT MAY NOT ATTEND CLASS UNTIL ALL TUITION AND FEE PAYMENTS DUE TO DATE HAVE BEEN PAID.

### Hours of Instruction

Evening courses are generally scheduled from 6:00 pm to 9:00 pm for a total of three instructional clock hours.

Weekend courses are generally scheduled from 8:00 am to 4:00 pm on both Saturday and Sunday for a total of fourteen instructional clock hours. The hour from noon to 1:00 pm on each day is free.

An instructional clock hour is 50 minutes in each hour. The remaining ten minutes in each hour is available as break time.

## Current Short Course Offerings

November 2008 - February 2009

### Evening Course Offerings

#### CWB-1 Changing Watch Batteries

The successful student will understand how to check, size, classify and replace a watch battery.

Dates	Day	Cost	Limit	Prerequisite
Nov 11	Tues	\$35	15	interest

#### BYT-1 Learn About Your Timepiece

The successful student will understand how to identify the place and name of the manufacturer, date of manufacture, type classify, and time their personal watch or clock.

Dates	Day	Cost	Limit	Prerequisite
Nov 20	Thurs	\$35	10	Bring your own timepiece

#### DL-1 - Dinner Lecture on the History of Watch and Clock Making to 1600 A.D.

The attentive listener will have a conversational knowledge of the origins of time keeping and the development of primitive timekeeping devices.

Dates	Day	Cost	Limit	Prerequisite
Jan 7	Wed	\$35	25	interest

#### DL-2 Dinner Lecture on Mechanical Clock Making in America from 1800 A.D.

The attentive listener will have a conversational knowledge of the principal clockmakers and the development of clock making manufacture in America during the 19<sup>th</sup> and early 20<sup>th</sup> centuries.

Dates	Day	Cost	Limit	Prerequisite
Feb 2	Mon	\$35	25	interest

### Week-End Course Offerings

#### ING-1 Basic Engraving

The successful student will understand the basics of hand engraving, and have acquired and practiced some basic engraving skills.

Dates	Days	Cost	Limit	Prerequisite
Nov 1-2	S-S	\$180	5	interest

#### ING-2 Intermediate Engraving

The successful student will have acquired a working knowledge of the rudiments of machine engraving, and have practiced many of the skills involved therein.

Dates	Days	Cost	Limit	Prerequisite
Dec 6-7	S-S	\$180	5	ING-1 or equiv

#### MBR-1 - Basic Music Box Repair

The successful student will be able to diagnose the cause of simple music box failures, and to have acquired the skills to do periodic owner maintenance and to make basic repairs.

Dates	Days	Cost	Limit	Prerequisite
Nov 15-16	S-S	\$175	5	interest

#### MBR-2 - Intermediate Music Box Repair

The successful student will be able to diagnose the cause of complicated music box failures, and to have acquired the skills to do disassembly and reassembly, and to make more advanced repairs.

Dates	Days	Cost	Limit	Prerequisite
Nov 22-23	S-S	\$175	5	MBR-1 or equiv; bring your own music box

#### WCR-1 Basic Watch Case Repair

The successful student will understand the different constructions of watch cases, be able to determine an effective way to make a needed repair, and to have acquired and practiced the basic skills to make basic repairs.

Dates	Days	Cost	Limit	Prerequisite
Nov 29-30	S-S	\$175	5	interest

#### WCR-2 -Watch Case Work

The successful student will be able to make advanced repairs on watch cases, and to have acquired and practiced the skills to make those repairs.

Dates	Days	Cost	Limit	Prerequisite
Dec 13-14	S-S	\$175	5	WCR-1 or equiv

#### CCR-1 Basic Clock Case Repair

The successful student will understand the basic designs of many clock cases, and how to repair most structural damage, and the options available for refinishing.

Dates	Days	Cost	Limit	Prerequisite
Dec 20-21	S-S	\$175	5	interest

#### CCR-2 Clock Case Work

The successful student will understand how to make more advanced structural and cosmetic repairs.

Dates	Days	Cost	Limit	Prerequisite
Jan 3-4	S-S	\$175	5	CCR-1 or equiv

**PLT-1 Basic Plating**

The successful student will understand the basic technologies of plating copper, silver, brass, and nickel, and to have acquired some practice in setting up and performing a plating project.

Dates	Days	Cost	Limit	Prerequisite
Jan 10-11	S-S	\$190	5	interest

**CST-1 Basic Casting**

The successful student will understand the basic technology for casting small parts in brass, and to have acquired some practice in setting up and performing a casting project.

Dates	Days	Cost	Limit	Prerequisite
Jan 17-18	S-S	\$190	5	interest

**JMK-1 Basic Jewelry Making**

The successful student will understand the technologies associated with basic jewelry making, and to have acquired some practice in making several simple pieces.

Dates	Days	Cost	Limit	Prerequisite
Jan 24-25	S-S	\$185	5	interest

**AHT-1 Working With Antique Horological Tools**

The successful student will understand the use of many antique horological tools, some of which are no longer used, and others which have been replaced by contemporary redesigns.

Dates	Days	Cost	Limit	Prerequisite
Jan 31-Feb 1	S-S	\$175	5	interest

**WCL-1 Watch Collecting**

The successful student will understand the tried and true principles of watch collecting, how to estimate the value of a watch, and how to go about determining the condition and desirability of a prospective acquisition.

Dates	Days	Cost	Limit	Prerequisite
Feb 7-8	S-S	\$175	10	interest

**CCL-1 Clock Collecting**

The successful student will understand the principles of clock collecting, how to estimate the value of a clock, and how to go about determining the condition and desirability of a prospective acquisition.

Dates	Days	Cost	Limit	Prerequisite
Feb 14-15	S-S	\$175	10	interest

**Registration**

Please send following information:

By mail to:

Registrar  
York Time Institute  
312 W. Market Street  
York, PA 17401-1010

Course No. and Date: \_\_\_\_\_

Name: \_\_\_\_\_

Address \_\_\_\_\_

City, State, Zip \_\_\_\_\_

Phone: \_\_\_\_\_

e-mail: \_\_\_\_\_

Signature \_\_\_\_\_

Please send check or money order payable to York Time Institute with your registration form.

You will be notified by phone or email of receipt of your registration for a short course(s)

If you choose to register via phone or email, please send check or money order for full amount within 10 days of registration.

**SCHEDULE OF  
EVENING & WEEKEND  
SHORT COURSE  
OFFERINGS**



**YORK TIME INSTITUTE  
312 WEST MARKET STREET  
YORK, PA 17401**

**717-848-3152**

Licensed by PA Department of Education

©2008 York Time Institute