

Salt Lake Community College

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General Catalogs and Class Schedules

Student Experience

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1968

### General College Catalog 1967-1968

Utah Technical College at Salt Lake

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# **1967-68 GENERAL CATALOG**

**UTAH  
TECHNICAL  
COLLEGE**  
at salt lake





# Utah Technical College at Salt Lake

## *Annual Catalog* 1967-68

YOUR COLLEGE FOR SKILLED CRAFTSMEN

A state supported trade technical school operated under the  
direction of the Utah State Board for Vocational Education.

4600 So. REDWOOD ROAD, PHONE 299-3411

AND

431 SO. SIXTH EAST, PHONE 328-8521

SALT LAKE CITY, UTAH

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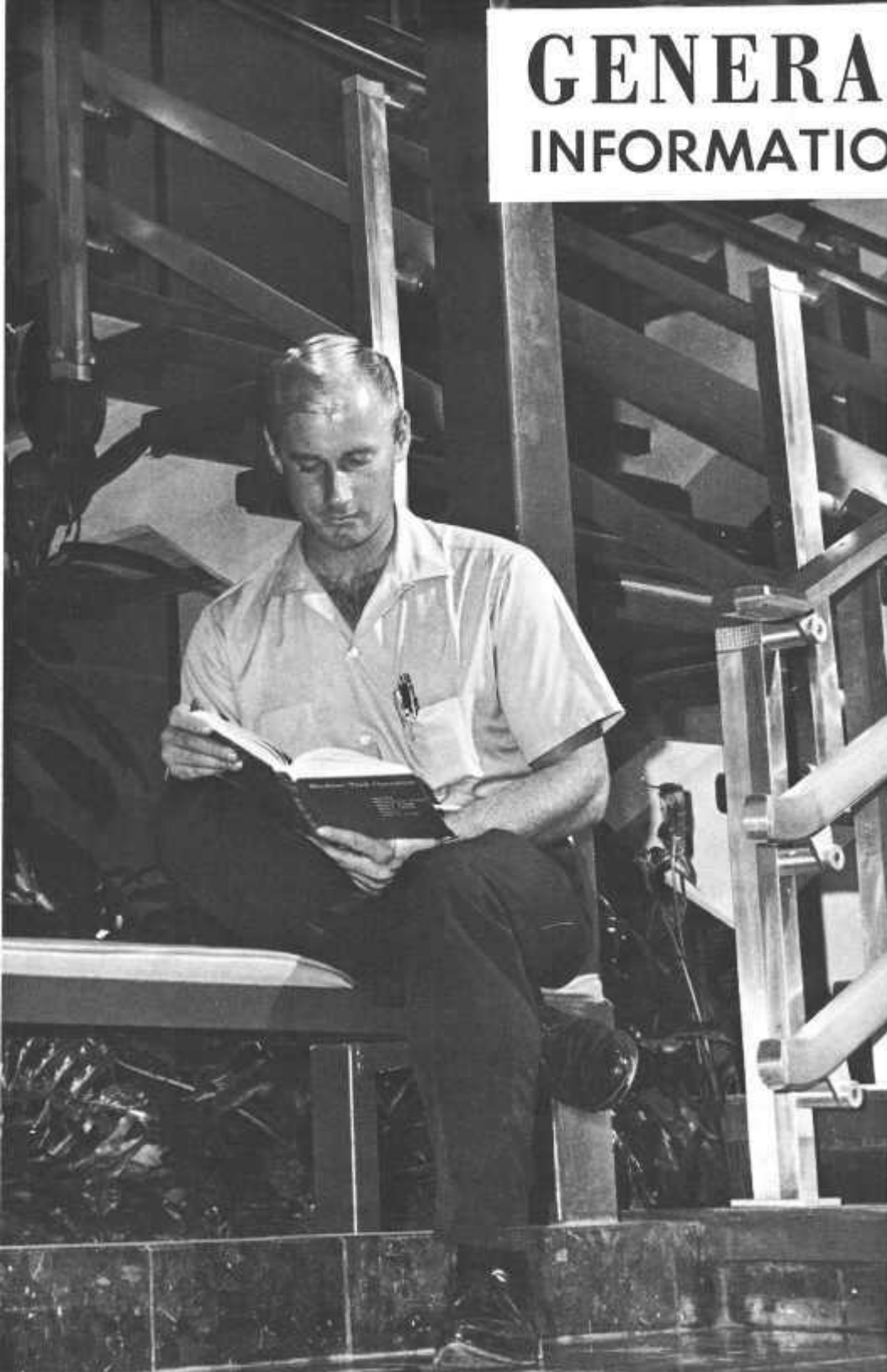
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# GENERAL INFORMATION





## SCHOOL STAFF

**Jay L. Nelson**  
 President  
**R. H. Hansen**  
 Vice President  
**Burton A. Talmage**  
 Treasurer  
**Lloyd V. Tilt**  
 Dean of Students  
**D. A. Blackham**  
 Day School Supervisor  
**Paul R. Gundersen**  
 Day School Supervisor  
**A. Clair Thomson**  
 Evening School Supervisor  
**Joseph S. Johnson**  
 Superintendent of  
 Buildings and Grounds  
**Bryan Gardner**  
 Librarian

## UTAH STATE BOARD FOR VOCATIONAL EDUCATION

Sheldon S. Allred, chairman — Dr. Edna Snow Cannon, vice-chairman — LeGrand P. Backman — Mrs. Edna H. Baker — L. Leon Jennings — Dr. A. Reed Morrill — Lynn S. Richards — N. Russell Tanner — Mrs. Helen B. Ure — Dr. T. H. Bell, executive officer.

## ADVISORY COMMITTEE

Thomas J. Hubbard, chairman — Glenn A. Sarbo, vice-chairman — Waldo M. Andersen — Marlon S. Bateman — Robert H. Blake — M. Lynn Bennion — George A. Christensen — M. Elmer Christensen — William J. Diaz — A. B. Drage — Horace J. Gunn — Robert E. Halladay — Paul K. Hawk — Jerry Hayes — Curtis P. Harding — Elmer J. Hartvigsen — Elmer P. Hunsaker — Bruce S. Jenkins — Fred L. Petersen — Orson I. Jacobson — Mrs. O. N. Malmquist — John Maragakis — Lorin D. McGregor — C. B. Morgan — Frank V. Nelson — Mark Nichols — Von H. Robertson — Frank D. Sawyer — Albert Thompson — Hugh M. Thomson — David R. Trevithick — Walter E. Ulrich Jr. — Mrs. Hulda P. Young.

## TYPES OF TRAINING

The objective of Utah Technical College is to train persons to qualify for new or advanced opportunities in industry. Seven major types of programs provide training designed to meet the needs of particular groups of individuals.

**DAY SCHOOL OCCUPATIONAL PREPARATORY:** Full-time programs designed to train students to enter an occupation are conducted at least 30 hours each week. The student is required to attend technology and related training classes for a portion of the day. The remainder of the school day is spent in the shop or laboratory in developing necessary skills.

**PART-TIME DAY CLASSES:** Designed for the student who is interested in receiving training in a single subject. For example, the typing program provides training in that subject alone.

**EVENING OCCUPATIONAL PREPARATORY:** Part-time training programs designed to teach the skills and technical knowledge needed to obtain employment in a skilled occupation or to teach new skills to those workers now employed, but who face loss of jobs in the future because of automation or technical progress. Classes are held Monday through Thursday evenings for an average of 16-20 hours weekly. Some classes also operate on Saturday.

**APPRENTICE RELATED INSTRUCTION:** A related training program for the worker who is learning his trade through apprenticeship or on-the-job training. The apprentice learns to master manual skills at his place of employment and gains technical information in the classroom. Occasionally, a related training course will include shop work. These courses are offered only in the Evening School.

**OCCUPATIONAL EXTENSION:** Programs designed to aid the fully-trained worker or journeyman to keep abreast of new developments in his trade and to help prepare him for job advancement. The programs include related technical information and shop practice. Occupational extension training is offered in the Evening School.

**SUPERVISORY TRAINING:** Special courses to assist foremen, supervisors and executives and those preparing for such positions to become familiar with new techniques, developments and improved methods in dealing with the complex problems of business and industrial supervision and management. These programs are offered only in the Evening School.



**MANPOWER TRAINING PROGRAM:** A federal program to provide qualified persons with new skills and job retraining. Workers who have lost their jobs because of automation, unemployed youths aged 16 to 22, farm workers with less than \$1,200 annual family income, and some part-time workers who cannot obtain full-time jobs without retraining are accepted in this program. These special training programs, authorized by the Clark-Holland Bill in Congress, provide free tuition, cash allowances for heads of families who have held jobs for at least three years and for youths 19 to 22, even without previous employment. Some persons may qualify for living and travel expenses. Applicants should contact their local State Employment Security office for information.

## **ADMISSION PROCEDURE**

Enrollment in occupational preparatory classes is open to applicants 16 years of age or older, except for barbering students, who must be 17, and practical nursing students, who must be between the ages of 17 and 55.

All applicants for enrollment in these classes should:

1. Complete the application for admission form, which can be obtained at the school or mailed to the applicant on request. (See letter at back of this catalog).
2. Provide the school with a transcript of high school and post-high school credits from the school previously attended.
3. Take the series of aptitude tests. Tests are required of all students, and are offered the first Tuesday of each month at 8 a.m. and the following Thursday at 5:45 p.m.

Applicants are notified of their acceptance by the school.

Persons of high school age must receive permission to attend Utah Technical College from their local district Board of Education office. High school counselors are provided information to answer inquiries about registration procedures.

Referral agencies must submit written authorization covering tuition, fees and required books, tools and supplies before applicants planning to attend under agency sponsorship can be admitted. The school cannot hold a place in a class for such students until written authorization is received by the school.

## READMISSIONS

Former students returning to the college after official withdrawal must clear with the office before reporting to class.

## SCHOOL HOURS

**DAY SCHOOL** classes operate between 7 a.m. and 6:30 p.m., five days per week. Day classes normally require a total of thirty clock hours of instruction. Exceptions to this schedule are as follows:

Double session and special classes will be scheduled.

Barbering and Cosmetology classes operate 40 clock hours per week.

Practical Nursing students are required to attend eight hours per day during the hospital training phase of the program.

**EVENING OCCUPATIONAL PREPARATORY** classes are held Monday through Thursday from 6 p.m. to 10 p.m. except for the barbering class, which is held from 4-10 p.m. Monday through Thursday, and Saturday from 8:30 a.m. to 5 p.m.

**EVENING SCHOOL** classes operate from 7 p.m. to 10 p.m. and Saturday from 8 a.m. to 4 p.m.

## CLASS ADVISORY COMMITTEES

**Advisory Committees**, composed of leaders in industry and business, regularly review each course. This insures that courses offer up-to-date technological information and training that supplies all the needs and skills of the various trades.

**Joint Apprenticeship Committees**, composed of representatives from both labor and management, meet regularly with school officials to evaluate and review training programs offered to trade apprentices, to keep them constantly abreast of modern developments and techniques.

## REFERRAL AGENCIES

Students referred by the State Department of Vocational Rehabilitation, County Departments of Public Welfare or other agencies must present written authorization and a completed Agency Reference Form. Books, tools, equipment and training materials supplied by the College Store do not become the property of these students until training is satisfactorily completed. Students withdrawing before completion must return these items to the appropriate agency. Transfers in training programs must be approved by the student's agency counselor.

## VETERANS

Utah Technical College at Salt Lake is approved by the Veterans Administration to train veterans.

Veterans or surviving children of veterans entitled to training benefits may contact the Veterans Administration Regional Office, 125 So. State St., Salt Lake City, for further information.

## SCHOLARSHIPS

A liberal number of tuition scholarships are available to prospective students, and are provided by the following agencies:

**STATE BOARD FOR VOCATIONAL EDUCATION** — Several scholarships from this source are made available to high school graduates interested in any of the occupational preparatory classes. They cover tuition and registration fees for three quarters, and are awarded on the recommendations of the high school principal, counselor or teacher. Applicants must have had some training in industrial arts, home economics or business, capability to learn a skilled trade, a scholarship average of at least "C" and be residents of Utah.

**KENNECOTT COPPER CORP.** — Ten scholarships from this company are granted each year, with preference to students in the diesel mechanics, welding, electronics, auto mechanics, building construction, electricity and machine shop classes.

HOSPITAL — Several local hospitals make scholarships available to Practical Nursing students who have the necessary qualifications.

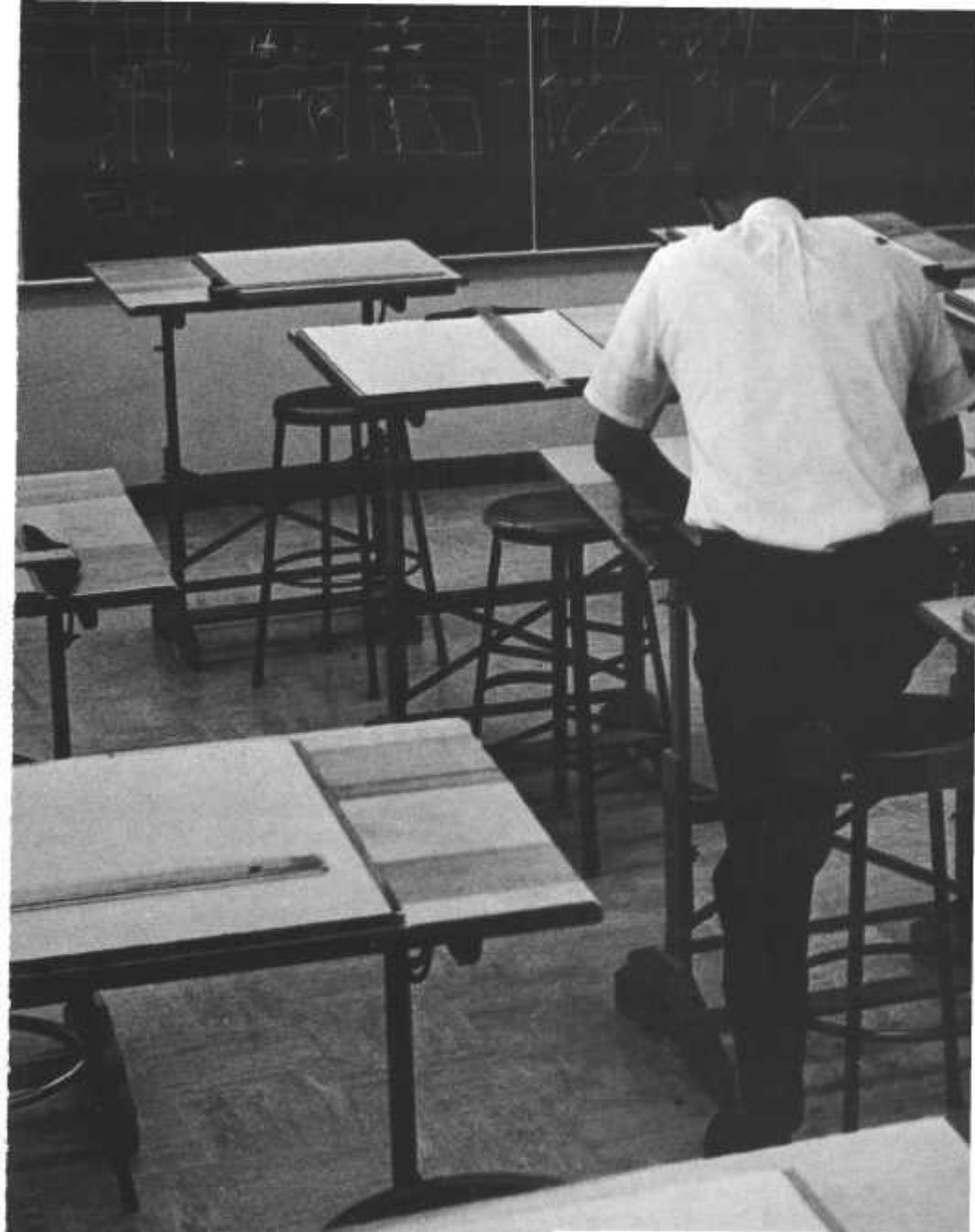
ALPHA XI DELTA PHILANTHROPY — This group grants a partial scholarship each year.

ALPHA KAPPA DELTA — A partial scholarship is granted to a needy female student by this philanthropic organization.

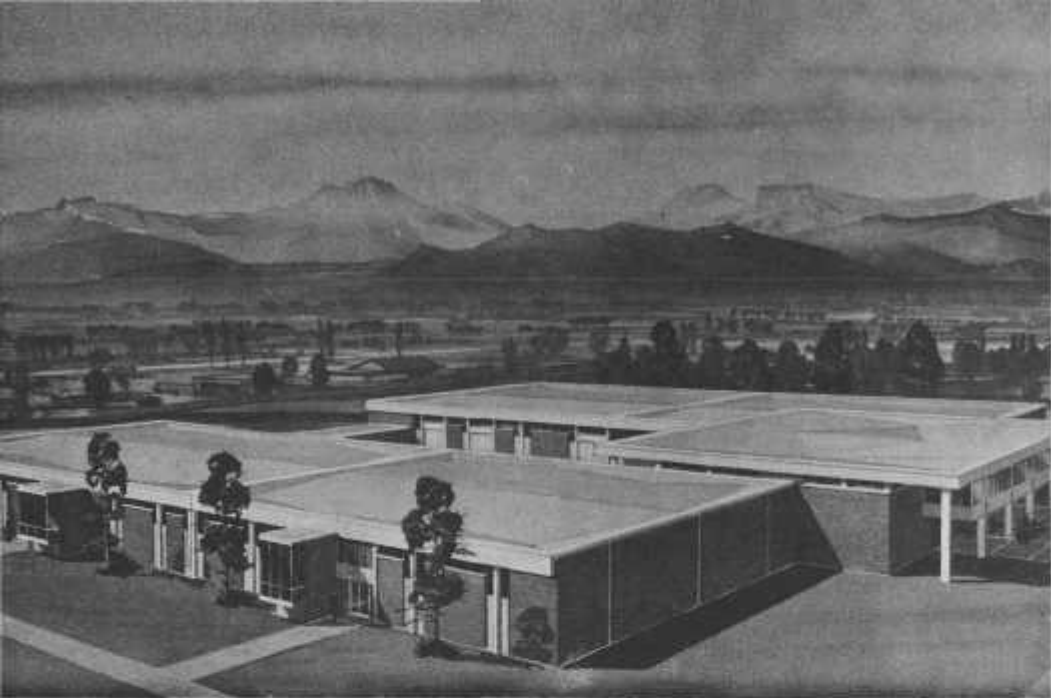
AMERICAN WELDING SOCIETY — One scholarship is awarded each year to a student in the welding program.

ALGOT E. ANDERSON MEMORIAL SCHOLARSHIP — one scholarship each year is granted from a memorial fund established by the school.





**CAMPUS**  
**INFORMATION**



## OUR NEW CAMPUS

More and more Utah Technical College students are training at the school's new facilities on the Main Campus at 4600 S. Redwood Road.

As each new building is completed, several classes are transferred there from the Downtown Campus at 431 S. 6th East.

Already in use on the 78-acre Main Campus are the College's Administration Building and Metals Building. The Administration Building went into use in March, 1967.

It houses Utah Technical College's administrative offices and several classrooms and laboratories. The students who receive their training in this building are in the Electronics, Electricity, Printing, Business Practice, Commercial Art, Mechanical Drafting, Architectural Drafting and Civil Technology classes.

Also in the Administration Building are a cafeteria, auditorium, instructional media center, college store, and studentbody government offices.

The Administration Building was the college's first classroom and shop facility to be completed, put into use and dedicated. The Metals Building was next, and the Automotive Building is expected to be completed during the 1967-68 school year.

Students in Machine Shop, Welding, Air Conditioning and Refrigeration, and Sheet Metal classes will use the Metals Building. The Automotive Building will house the classrooms and shops for





the Auto Mechanics, Auto Body Repair, Auto Body Painting, and Heavy Duty Mechanic students.

Classrooms and shop facilities at the Main Campus have up-to-date equipment, assuring students of learning with the tools and machines that they will use after graduation, when they take jobs in trade and technical fields.

The additional classroom and shop space will give students an ideal training environment. Because of the added facilities, the school will be able to expand the array of courses it offers and more students will have the opportunity to enroll.

Also requested for construction on the Main Campus are the Technology Building, Service Occupations Building, Construction Trades Building, Aeronautics Building, Auditorium and Student Union Building.

These additional buildings on the Main Campus are expected to be completed as the Utah State Legislature makes appropriations for them, and as funds become available.

The Student Union Building, however, will be financed with student contributions.

Located at a point that is expected to become the geographical center of the Salt Lake Valley within a few years, the Main Campus is readily accessible from the 45th South freeway exit.

All buildings have adjacent parking lots.



## **COUNSELING SERVICE**

The College can help its students most when they are engaged in an occupational program that is in harmony with natural ability and which will offer favorable opportunities for success. Counseling service is provided to assist persons in selecting suitable occupational courses and in solving personal problems that may have a bearing on school work. The counseling service administers aptitude tests to prospective students, and also offers interest and personality testing to assist students. All students are invited to avail themselves of this service at any time throughout their training.

## **PLACEMENT**

The Director of Placement assists students in locating part-time jobs while they are attending school. He also aids graduates who are seeking job opportunities. The school maintains friendly and cooperative relations with labor, management and the employment offices in this area. In cooperation with these agencies, the school gives its graduates all possible assistance in securing jobs.

## **PART-TIME EMPLOYMENT**

A cosmopolitan city the size of Salt Lake offers a large variety of part-time employment. However, employment must not interfere in any way with school hours and school work.

## **STUDENT PROJECTS**

All work projects must be approved by the instructor before they are started. It is expected that projects undertaken by the student will be related to the course of instruction and practical from the standpoint of training needs.

Students are not permitted to remove completed projects from the school until all financial obligations to the school have been paid.

## **HOUSING**

It is recommended that students moving to Salt Lake City to attend school make advance arrangements for housing.

The school will do all possible to assist in locating housing, but cannot assume responsibility for securing such facilities.

## **INSTRUCTIONAL MEDIA CENTER**

The Instructional Media Center is open to students and faculty members from 8:30 a.m. to 9 p.m. Books in the library are principally technical volumes related to the areas of instruction offered. Trade manuals, periodicals and reference materials are available. Other library facilities are in the audio-visual aids section, which provides classes with film, film strips, recording devices and duplicating machines. A color film on the program and mission entitled "Future in Your Hands," is available on a loan basis to schools and groups interested in learning more about the school.

## **COLLEGE STORE**

The College Store sells required books, tools and equipment items. Each occupational preparatory course has a list of books, tools and supplies which students are required to obtain.

## **CAFETERIAS**

The school's cafeterias provide service from 7 a.m. to 9 p.m. Full cafeteria service is provided during the breakfast and lunch hours. During other hours the cafeteria remains open to provide snack bar type service. Eating areas and facilities are provided for those who do not wish to purchase lunches in the cafeteria. Vending machines dispense beverages, fresh fruits, pastries, candy and ice cream.

## **VISITORS**

The College is open to visitors who wish to see the trade and technical training that is offered. All visitors are requested to apply at the information desk in the main building for a pass and a guide before visiting departments.

## **PARKING**

Parking space is provided for visitors and students. Students are requested to use the parking lots to avoid street congestion. Some parking zones are reserved for visitors. Parking violations will result in citations and fines. It is expected that speed limits will be observed as posted and that student, faculty and staff automobiles parked on the campus will display the school decal.

## **SMOKING**

For reasons of safety and to comply with state law, smoking is prohibited in shops and classrooms of the school. Smoking areas are designated and containers are provided to help keep the campus clean.

## **SPORTS**

A student basketball team represents the school in the Salt Lake County Industrial League. Inter-class and individual competition in minor sports is also encouraged. Volleyball, basketball, badminton, horseshoes and ping pong equipment is available for students. Several bowling teams are sponsored by the studentbody.

## **STUDENT GOVERNMENT**

A democratic school government operates under an established constitution and by-laws through elected officers and Student Council. Student activities include dances, assemblies, sports events, outings and safety programs throughout the year.

## **YEARBOOK**

The student historian is in charge of editing a yearbook for and about the studentbody. The yearbook is printed by students, and anyone interested in assisting with copy writing, photography and art work should contact the faculty advisor.

## **STUDENT NEWSPAPER**

A newspaper is published periodically by the studentbody, and is printed by the school Printing class. The editorial staff is selected from the studentbody, and any interested person may apply for a post on the newspaper staff.

## **AWARDS**

Students who have made significant contributions to activities and those who have distinguished themselves scholastically receive recognition for their achievements at an awards assembly.

## **ALUMNI ASSOCIATION**

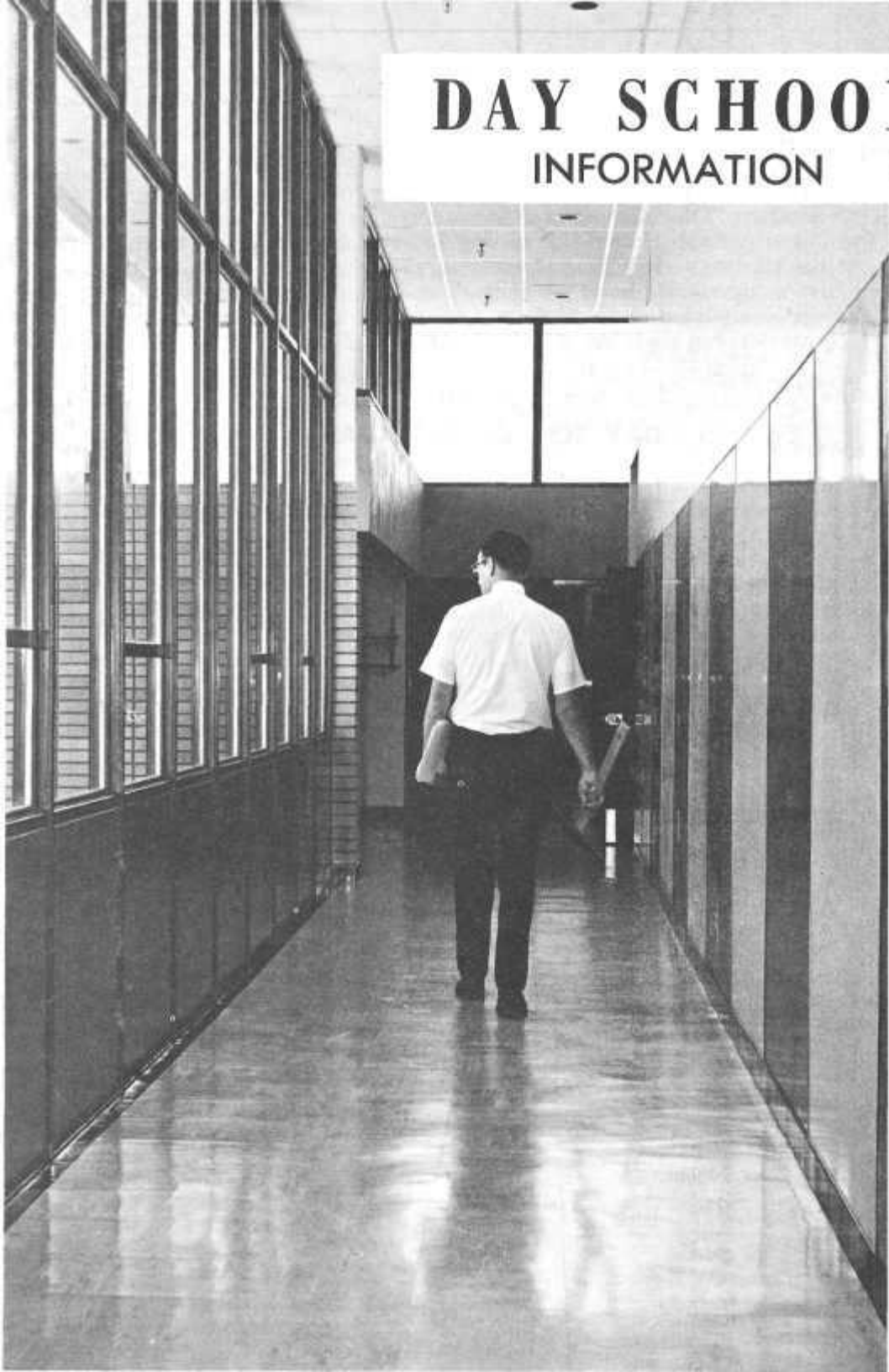
An active Alumni Association is organized for former students of Utah Technical College. Annual Alumni Day activities and a Fellowship Dinner are held on or near February 22.

Alumni Association officers for the 1967-68 school year are Bernard Tanner (Commercial Art '65), president; Neal Grover (Autobody Repair '61), vice president; Joan Cunningham (Business '65), secretary; Linda Mark (Business '66), historian; and Kenneth Harmon (Printing '63), treasurer.

A newsletter is sent to alumni shortly before the Fellowship Dinner.

# DAY SCHOOL

## INFORMATION



## DAY SCHOOL

Classes taught in UTC's day school are full-time occupational preparatory. They are designed for individuals seeking to gain the skill and technical knowledge needed to enter an occupation. Much of the student's class time is spent in shop and practical training aimed at developing basic job skills. The student also receives technology and related instruction for a portion of the day. Day classes operate between the hours of 7 a.m. and 6:30 p.m.

### 1967-68 DAY SCHOOL CALENDAR

June 1 - August 17 (54 days)	1967 Summer Quarter
July 4	Holiday
July 24	Holiday
September 5	Barbering & Cosmetology Begin
September 11 - 13	Registration
September 14 - December 19 (65 days)	Fall Quarter
September 14	Late Registration
October 6	U.E.A. Institute
October 20	Harvest Holiday
November 23 - 24	Thanksgiving Holiday
December 20 - January 1, Inclusive	Christmas Holiday
January 2 - March 14 (53 days)	Winter Quarter
March 18 - May 28 (52 days)	Spring Quarter
June 3 - August 16 (53 days)	1968 Summer Quarter

### DAY SCHOOL INSTRUCTORS

Baker, Joseph J.	Electronics Technology
Barker, Lloyd M.	Related Instruction
Barnett, O. Lee	Business
Bartholomew, Earl R.	Department Head, Business
Black, Dall L.	Related Instruction
Black, June A.	Auto Mechanics
Boulton, Franklin F.	Machine Shop
Bown, J. Ralph	Department Head, Automotive
Bringhurst, George S.	Welding
Brunson, Ronald M.	Machine Shop
Burch, H. Kent	Diesel Mechanics
Burt, Wallace G.	Electricity
Cameron, John E.	Auto Mechanics
Child, Ralph S.	Marketing
Cottam, Lester G.	Machine Shop
Culligan, James J.	Department Head, Electronics Technology

Day, Clinton E.	Related Instruction
Dean, Ross E.	Building Construction
DeGattis, Kathryn	Business
Densley, Mary Lou	Business
Edmonds, Horace B.	Electronics Technology
Eklund, Margaret	Health Occupations
Ellison, Thomas R.	Mechanical Drafting
Foulks, Ruth E.	Health Occupations
Gardner, Bryan B.	Related Instruction
Gibson, B. Dale	Printing
Graham, Raymond C.	Diesel Mechanics
Grover, Neal D.	Auto Body Repair
Gundersen, Paul R.	Day School Supervisor, Main Campus
Hansen, Dorthy H.	Health Occupations
Hansen, Levern	Auto Body Repair
Hite, Thamer	Barbering
Jensen, Evan E.	Commercial Art
Johnson, Wallace K.	Diesel Mechanics
Julander, Hal B.	Auto Mechanics
Knuteson, Martin H.	Barbering
Larsen, Jean K.	Department Head, Health Occupations
Mack, Genevieve	Cosmetology
Matern, Mary T.	Health Occupations
Matthes, Howard K.	Business
Nielsen, Donna	Health Occupations
Nielson, Robert S.	Auto Mechanics
Ninow, Richard	Architectural Drafting
Olsen, Anna Lee	Business
Parrish, Martha	Health Occupations
Poulsen, Violet N.	Health Occupations
Pratt, Parker M.	Auto Mechanics
Rodi, Johanna M.	Business
Salmond, John Lowell	Related Instruction
Schnirel, James R.	Department Head, Graphic Arts
Shults, C. Smithey	Mechanical Drafting
Sorenson, Dale W.	Building Construction
Southwick, Ray M.	Auto Mechanics
Spainhower, Orrin W.	Auto Body Painting
Stewart, Calvin B.	Related Instruction
Sweet, Jay	Civil Technology
Tanner, Bernard T.	Commercial Art
Thatcher, George A.	Electronics Technology
Van Os, Huibert	Machine Shop
Vigen, Harriet B.	Business
Walker, Dwayne	Mechanical Drafting
Walters, F. LeRoy	Diesel Mechanics
Weight, Gordon	Printing
Wellard, Richard D.	Welding
White, Walter Lee	Printing
Williams, Leland A.	Related Instruction

## TUITION AND FEES

	Per Quarter
Resident .....	\$67
Non-Resident .....	\$234

Fees are payable at the time the student initially registers or quarterly.

## SPECIAL FEES AND EXCEPTIONS

**HIGH SCHOOL STUDENTS:** Students whose tuition is paid by a sponsoring school district are required to pay \$9 per quarter for student fees. These fees are not refundable.

**NON-RESIDENT FEES:** Residence in Utah merely for the purpose of attending Utah Technical College does not entitle the student to resident classification. Requirements for resident classification include residence within the State of Utah for at least one year immediately preceding registration within the intention to maintain permanent residence within the state.

**SCHOLARSHIP FEES:** Students attending on a tuition-paid scholarship are required to pay \$9 per quarter for student fees. These fees are not refundable.

**LATE REGISTRATION FEE:** Students who do not make fee payments by the due dates will be charged a late registration fee of \$3. Anyone whose check is dishonored by a bank will be charged the late fee plus \$3 for handling.

**BARBERING STUDENTS:** Resident tuition is \$200 for 1,250 hours of training.

## REFUNDS

The Tuition fee only is refunded on a pro-rated basis, and application for a refund must be made within 10 days after withdrawal. Students must relinquish receipts for fees paid before the refund can be processed. Students withdrawing during the first three weeks of a quarter may receive two-thirds of the tuition. Those withdrawing between the fourth and sixth weeks may receive one-third of the tuition. Full refund of tuition is made for quarters not yet started at the time of withdrawal. Fees are not refundable.

## BOOKS — TOOLS — SUPPLIES

Cost of books, tools and supplies varies according to the class. Class descriptions on the following pages give specific information. These costs are estimates, and may vary as much as 10 per cent from actual cost. Fluctuation in costs of these items may necessitate increases in price without notice. Students must acquire the books, tools and supplies that are required for the classes in which they are enrolled.



## TRANSFERS

Transfer from one training program to another will be made only in justifiable cases. Requests for transfer will be referred to the Dean of Students Office.

## GRADES AND REPORTS

Report cards are distributed to occupational preparatory students at the end of each quarter. Evaluation of performance and performance characteristics are graded as follows:

Outstanding .....	4
Above Average .....	3
Average .....	2
Below Average .....	1
Not Satisfactory .....	0

A "not satisfactory" grade necessitates improvement during the next 12-week period. A second grade of "not satisfactory" will result in either termination, or, if recommended by the counseling service, a change in the occupational objective. Hours rated "not satisfactory" are not counted toward completion of the course.

## CERTIFICATE OF ACCOMPLISHMENT

Students who successfully complete the required work for an occupational preparatory course are awarded Certificates of Accomplishment at the conclusion of each school year. Graduation ceremonies include student speeches, breakfast, reception and addresses by guests.

## ATTENDANCE

Attendance regulations have been adopted to help students form good work habits and attitudes that will be beneficial in future employment. One day of absence will be charged for each three times a student is tardy. Four days' absence per quarter will result in termination, unless written justification for the absence is accepted by the administration.



## **WITHDRAWALS**

A referral form is initiated by the instructor and is transmitted to the office whenever a withdrawal occurs, except in the case of students who withdraw at the end of a quarter. The referral form must be appraised by the Counseling Department. Agencies which authorize students to attend will be notified of withdrawal action.

## **RECORDS**

Permanent records of students' attendance and achievement are maintained in the school office. Transcripts will be furnished on request with 24 hours notice. The first transcript is furnished free of charge, and others will be provided at a cost of \$1 each.

## **RELATED INSTRUCTION**

Related instruction subjects are required for most courses offered in the Day School Occupational Preparatory program. The student spends one or more hours of each day in related instruction during his six-hour day at school. Math, communications, physics, basic electricity, drafting and vocational civics classes are taught by instructors with a background of work experience which aids them in guiding this academic-type training toward practical application. Each Day School Occupational Preparatory class has its own related instruction requirement, which is listed in the course descriptions. Following are outlines of the related instruction subjects.

### **BLUEPRINT READING**

The universal language of all craftsmen, blueprint reading and sketching is taught in relation to the needs of individual trades.

### **VOCATIONAL CIVICS**

A one-quarter course that is taught two hours a week. Its purpose is to provide a better understanding of human relations, an awareness of governmental processes, and a knowledge of economics that will help a student with his financial affairs both in personal and business matters. The subject is approached from the points of view of the employee, the employer and the consumer.

### **INDUSTRIAL PHYSICS**

A one-quarter course to introduce the principles of physics (mechanics, heat, light and sound) as they apply to the respective trade areas.

## **COMMUNICATIONS**

A one-quarter course that provides practice in observing and working with the conventional usages of spelling, punctuation, capitalization and grammar in both written and oral communications. Individual speech analysis, business and social conversation, demonstrations and explanations aimed at overcoming common errors in everyday speech are included in this class.

## **MATHEMATICS (Basic)**

This course is taught for one, two or three quarters, depending on the need of the trade subject. The course includes a review of fundamental arithmetic, and is followed by algebra, geometry and trigonometry as they apply to the trade. The student's progress is geared to his individual ability and background.

## **MATHEMATICS FOR ELECTRONICS**

The Electronics class requires a five-quarter program of math, beginning with fractions and ranging through algebra II, trigonometry, math analysis and calculus I and II. Instruction is programmed to meet the needs of the electronics technician. Instruction in the use of the slide rule parallels math courses.

## **PHYSICS FOR ELECTRONICS**

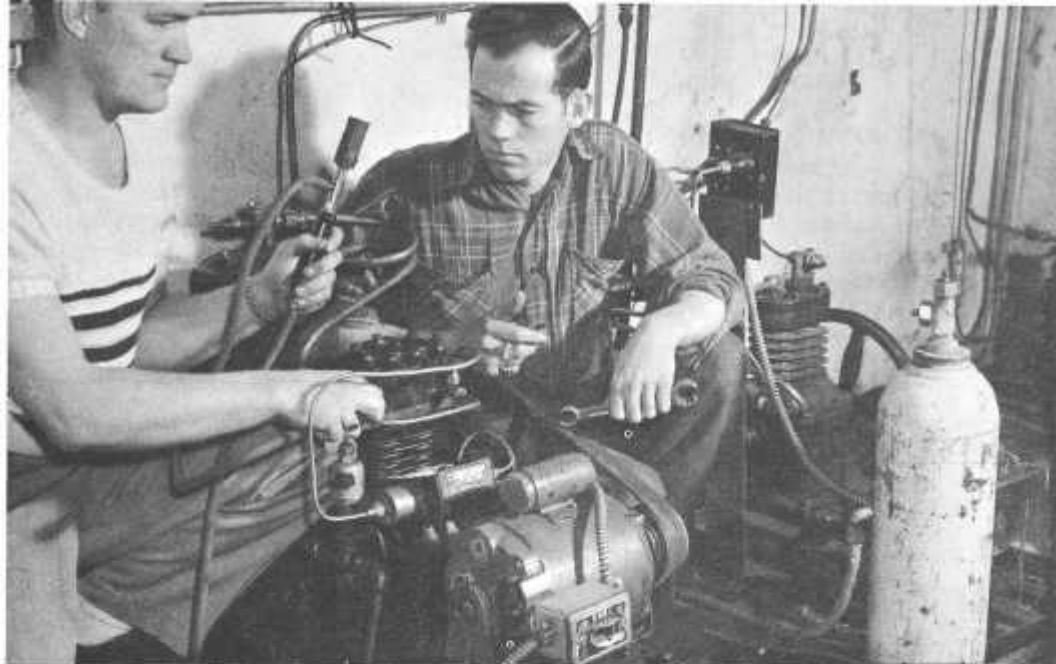
Four quarters of physics are required of two-year electronic students. An introductory course in mechanics, heat, light, sound and modern physics is offered the first 2 quarters. The last 2 quarters include a study of mechanics, electricity, and magnetism on a college level.

## **SHOP-RELATED SUBJECTS (Welding and Machine Shop)**

Shop classes, closely allied with the respective trade courses will be offered as scheduling and facilities permit. These courses are a combination of technology and shop practice. Examples would be training in welding for diesel mechanic students or training in drafting for machine shop students.

## **TECHNICAL WRITING**

Electronics students take this class during the sixth quarter of their training. Instruction covers the areas of general technical writing, technical reports, presentation of technical writings, organization, effective style and language, mechanics of technical writing, special problems, tables and figures in technical writing, analysis of good report structure, qualities to strive for in reports, and the correct use of special report forms.



## **AIR CONDITIONING AND REFRIGERATION**

### **18 Months — 2064 Hours**

Students receive extensive training in the areas of installation, repair and technician programs. This course prepares the student to enter the trade as an apprentice, the technician program, or as an operator of air conditioning and refrigeration systems. (Only the first year of this program will be offered during the 1967-68 school year.)

**TRAINING OUTLINE:** AC and DC fundamentals—Basic drafting—Technical mathematics—Air conditioning—Refrigeration—Heating systems—Duct layout and construction—Blueprint reading—control applications and circuits—Air conditioning systems design—Communications.

**DAILY SCHEDULE:** Classroom instruction includes 1 hour of trade technology, two hours of related instruction. Three hours are spent in laboratory practice.

**QUALIFICATIONS:** Aptitude for detail work, trade mathematics, mechanical work and manual dexterity.

**PROFESSIONAL PRACTICES:** This is an apprenticeable trade for graduates who wish to enter the installation and service areas. Other graduates may wish to work as technicians or engineering aides.

**EMPLOYMENT:** Demand for employees in this field is good, and indications are that this trend will continue.

**BOOKS, TOOLS, SUPPLIES:** Costs not available at the time of this catalog's publication.



## **ARCHITECTURAL DRAFTING TECHNOLOGY**

**18 Months — 2040 Hours**

Students are instructed in the architectural drafting field with emphasis on practice in an atmosphere of a professional drafting room, learning to carry architectural projects from preliminary sketches through to completed working drawings. (Only the first year of this course will be offered during the 1967-68 school year.)

**TRAINING OUTLINE:** Sketching — Lettering — Pictorial drawings, isometric drawings — Duplicating — Use of drafting equipment — Detailing — Construction principles and methods — Construction terminology — Residential working drawings — Codes and specifications — Zoning — Professional practice — Commercial working drawings — Safety — Communications — Strength of materials — Physics — Mathematics — Rendering and perspective — Mechanical equipment — Human relations — Estimating — Surveying — Structural design — Business principles and machines.

**DAILY SCHEDULE:** Classroom instruction includes one hour of technology theory and two hours of related instruction. Three hours are spent in drafting room practice.

**QUALIFICATIONS:** Ability for fine, accurate detail work, artistic and mechanical aptitudes, ability to visualize spatial relationships.

**PROFESSIONAL PRACTICE:** No apprenticeship or licensing is required in Utah.

**EMPLOYMENT:** An increasing number of technicians are needed as supporting workers for an expanding construction activity. Job prospects are excellent.

**BOOKS, TOOLS, SUPPLIES:** Approximate cost, \$130.00.



## **AUTO BODY PAINTING**

**9 Months — 1020 Hours**

The Auto Body Painting course is designed to familiarize the student with problems, techniques and processes of automobile painting and to develop skill in rapid and economical automobile refinishing. Students receive instruction and practice in various other aspects of appearance reconditioning which will make their services of value to auto dealers, used car lots and repair shops. It is recommended that Auto Painting students return for a second year of training in Auto Body Repair.

**TRAINING OUTLINE:** Sanding and feather edging — Priming and surfacing — Spray finishing with enamel and lacquer — Dressing out and detailing — Rubbing and polishing — Analysis of painting problems — Estimating and bidding — Industrial mathematics — Communications — Business principles — Vocational civics.

**DAILY SCHEDULE:** Classroom instruction includes 1 hour of trade technology and 1 hour related instruction. Four hours are spent in shop practice. (Evening classes are also scheduled.)

**QUALIFICATIONS:** Artistic and mechanical aptitudes, manual dexterity, good vision, color perception.

**PROFESSIONAL PRACTICE:** No apprenticeship or licensing is required in Utah.

**EMPLOYMENT:** Opportunities are good for placement in the many painting and repair shops. The school maintains a current list of employers seeking qualified workers.

**BOOKS, TOOLS, SUPPLIES AND UNIFORMS:** Approximate cost, \$60.



## **AUTO BODY REPAIR**

**9 Months — 1020 Hours**

The course in Auto Body Repair familiarizes the student with problems encountered in analyzing and repairing collision damage. The student who completes nine months of training will have sufficient skill to rebuild damaged automobiles under the supervision of an experienced body repairman. Experience is gained by working on a variety of damaged cars, including the annual project of rebuilding a wrecked car purchased by the school. It is recommended that Auto Body Repair students return for a second year of training in Auto Painting.

**TRAINING OUTLINE:** Basic metallurgy — Stress analysis — Physics — Resistance welding — Gas fusion welding — Sheet metal arc welding — Brazing — Shrinking — Soldering — General alignment — Specific alignment — Final alignment — Structural reconditioning — Body mechanics — Frame repair — Trim, hardware and glass service — Communications — Vocational Civics.

**DAILY SCHEDULE:** Classroom instruction includes one hour of trade technology and one hour of related instruction. Four hours are spent in shop practice. (Evening classes are also scheduled.)

**QUALIFICATIONS:** Artistic and mechanical aptitudes, manual dexterity, good vision.

**PROFESSIONAL PRACTICE:** No apprenticeship or licensing is required in Utah.

**EMPLOYMENT:** Trend is up, due to increasing number of vehicles in use. The school maintains a constant list of employers and placement of qualified graduates is virtually assured.

**BOOKS, TOOLS, SUPPLIES:** Approximate cost, \$120.





## **AUTOMOBILE MECHANICS      18 Months — 2040 Hours**

The course emphasizes basic principles of maintenance and repair of passenger cars and light trucks. Experience is gained by working on cars of students and on other repair projects approved by the school. Opportunity to specialize in certain elective units is provided during the final quarter.

**TRAINING OUTLINE:** Engine maintenance and reconditioning — Engine tune-up — Chassis — Suspensions — Steering correction — Major and minor brake service — Power trains — Clutches — Standard and automatic transmissions — Drive lines — Final drives — Automotive electrical equipment operation and servicing — Electrical trouble diagnosing — A.C. charging systems and transistorized equipment — Power equipment — Air conditioning — Shop organization and management — Mathematics — Communications — Safety — Public Relations — Basic Electricity — Physics — Welding — Machine Shop — Vocational Civics.

**DAILY SCHEDULE:** Classroom instruction includes trade technology and related instruction, and shop practice. (Evening classes are also scheduled.)

**QUALIFICATIONS:** Mechanical aptitude, manual dexterity and accuracy, good physical health.

**PROFESSIONAL PRACTICE:** No apprenticeship or licensing is required in Utah.

**EMPLOYMENT:** Shortage of skilled workers throughout the state and most areas of the nation. Opportunities for placement of qualified graduates are excellent.

**BOOKS, TOOLS, SUPPLIES:** Approximate cost, \$220.



## **BARBERING**

**8 Months — 1250 Hours**

The Barbering student gains experience by working on customers in the school's modern, 12-chair barber shop. The course prepares the student to take the state licensing examination.

**TRAINING OUTLINE:** Haircutting — Shaving — Shampooing — Massaging — Bacteriology and hygiene — Care of tools, equipment and supplies — History of barbering — Ethics of barbering — Laws affecting barbering — Care of skin and scalp — Anatomy and physiology — Personal development — Customer relations — Safety — Business principles — Shop management.

**DAILY SCHEDULE:** This program operates 8 hours each day. Instruction includes 1 hour of trade technology in the classroom and 7 hours of shop practice. Instruction in related subjects is given on an irregular schedule. (A 10-month, 32-hour per week evening program is also offered.)

**QUALIFICATIONS:** Artistic aptitude, manual dexterity, cheerful disposition, courteous and attentive manner, business ability. Requires long periods of standing. Must meet state health requirements, and be at least 17 years old.

**PROFESSIONAL PRACTICE:** State law requires completion of 1250 hours in eight months or more of schooling, then taking a State Licensing Board examination to receive an 18-months license to practice a salaried apprentice under the supervision of a licensed journeyman barber. At the conclusion of the apprenticeship period a second examination is taken to achieve journeyman status.

**EMPLOYMENT:** Opportunities in most areas of the state are excellent, due to expanding population.

**BOOKS, TOOLS, SUPPLIES:** Approximate cost, \$130.00.





## **BUILDING CONSTRUCTION    18 Months — 2040 Hours**

The student is taught construction processes and finishing skills. Students who complete the first year of the program can qualify as Framing Specialists. Those who complete the two-year program receive a certificate in Building Construction. Experience is gained through supervised student projects and assigned school projects. In addition, second year students construct and completely finish the school's annual Project House.

**TRAINING OUTLINE:** Care and use of tools — Machine tools — Building materials — Concrete construction — Foundation framing — Layout — Flooring — Stair building — Roof framing — Dry-wall application — Cabinetmaking and millwork — Interior trim — Exterior trim — Insulation — Trade mathematics — Contractor's estimating — Blueprint reading and sketching — Building Codes — Safety — Business principles — Related welding — Communications — Construction layout — Vocational Civics.

**DAILY SCHEDULE:** Classroom instruction includes one hour of trade technology and one hour of related instruction. Four hours are spent in shop practice.

**QUALIFICATIONS:** Manual dexterity, mechanical aptitude, good vision, enthusiasm for outdoor work.

**PROFESSIONAL PRACTICE:** This is an apprenticeable trade. The graduate may engage in self-employment or enter into an apprenticeship agreement to receive a journeyman card.

**EMPLOYMENT:** Large numbers of trained workers are needed in expanding construction, maintenance and alteration work. Employment can be found in many communities for the skilled worker.

**BOOKS, TOOLS, SUPPLIES:** Approximate cost, \$180.00.



## **BUSINESS PRACTICE**

**Stenography**

**9 Months — 1020 Hours**

**Bookkeeping**

**9 Months — 1020 Hours**

The Business Practice programs prepare the student to go directly into employment in a modern business office. Either Stenographic or Bookkeeping programs may be selected. Training includes operation of keydriven and rotary calculators, bookkeeping machines, and office skills and procedures.

**TRAINING OUTLINE:** Typing — Shorthand — Bookkeeping — Office procedures — Receptionist procedures — Telephone procedures — Filing — Office machines — Dictaphone — Mimeographing — Word studies — Letter writing — Business English — Business mathematics — Business law — Personality development — Charm.

**DAILY SCHEDULE:** Instruction is generally broken into three hours of classroom training and three hours of drills and practice in the various procedures.

**QUALIFICATIONS:** Clerical aptitudes, ability to work quickly and accurately, finger dexterity, ability to take and follow direction, ability to work closely with associates.

**PROFESSIONAL PRACTICE:** No apprenticeship or licensing is required in Utah. Civil Service and State Merit preparation and testing (shorthand and typing) are part of program.

**EMPLOYMENT:** Demand is greater than supply of qualified workers with stenographic, bookkeeping, office machines or typing skills. Placement opportunities for graduates are excellent.

**BOOKS, TOOLS, SUPPLIES:** Approximate cost, clerk-typist course, \$120; Stenography, \$120; Bookkeeping, \$135.



## **CIVIL TECHNOLOGY**

**18 Months — 2040 Hours**

The purpose of this course is to train technicians who will work with engineers in design, layout and construction. (Only the first year of this course will be offered during the 1967-68 school year.)

**TRAINING OUTLINE:** Engineering drawing — Trigonometry — Fundamentals of surveying — Communications — Civil drafting — Surveying computation — Route surveying — Physics.

**DAILY SCHEDULE:** Students spend approximately three hours a day in the classroom and three hours in the laboratory.

**QUALIFICATIONS:** Students in this program should have high school algebra and geometry backgrounds, or equivalent; ability to recognize spatial relationships and adapt to detailed work; and they must be persons of high moral character.

**PROFESSIONAL PRACTICE:** No license is required. Graduates may work with registered engineers and surveyors in consulting firms, construction companies and state or federal government agencies.

**EMPLOYMENT:** The expanding highway and other construction programs are hiring many men with these qualifications. Job prospects are excellent.

**BOOKS, TOOLS AND SUPPLIES:** Approximate cost, \$140.00 for the first year.



## **COMMERCIAL ART**

**18 Months — 2040 Hours**

The Commercial Art program is designed to qualify students for positions in the art field. The course provides a combination of basic training in fundamental art processes and experience with methods of the trade. Emphasis is placed on both speed and skill. Students are oriented in trade areas where employment opportunities exist.

**TRAINING OUTLINE:** (First Year) Basic Brush and Pen Lettering — Layout — Color — Perspective — Study of Black and White Shading Media — Reproduction processes — Anatomy and Figure Drawing — Design — Fashion illustration — Human relations — Advertising English and Terminology. (Second Year) Advanced lettering and layout — Line technique — Color harmony — Shading — Fashion — Illustrating — Cartooning — Perspective — Industrial Design — Methods and media — Science and ethics of advertising — Applied mathematics — Communications — Printing — Technical illustrating — Vocational Civics.

**DAILY SCHEDULE:** Classroom instruction includes one hour of trade technology and one hour of related instruction. Four hours are spent in art work practice.

**QUALIFICATIONS:** Creative talent, ability in art, imagination, color perception. Requirements may vary depending on the field of specialization.

**PROFESSIONAL PRACTICE:** No apprenticeship or licensing is required in Utah.

**EMPLOYMENT:** Opportunities exist in a wide variety of trade shops and business concerns. Placement is highly competitive but available for the skilled craftsman.

**BOOKS, TOOLS, SUPPLIES:** Approximate cost, \$185.



## **COSMETOLOGY**

**10 Months — 1500 Hours**

The Cosmetology course offers instruction and practice in all phases of beauty work. The school teaches the Pivot-Point system, a scientific hair styling method which is a revolutionary advance over old techniques. The course is designed to prepare the student for state licensing examinations in beauty culture.

**TRAINING OUTLINE:** Permanent waving — Hair styling — Facials — Scalp treatments — Electricity and light therapy — Manicuring — Haircutting — Shampooing — Tinting and bleaching — Anatomy and physiology — Diseases of the skin and scalp — Hygiene and sanitation — Care and use of equipment — Chemistry of cosmetology — Ethics of cosmetology — Laws affecting cosmetology — Personality — Human relations — Safety — Business principles.

**DAILY SCHEDULE:** The program operates eight hours each day. Instruction includes one hour of trade technology in the classroom and seven hours of shop practice.

**QUALIFICATIONS:** Artistic and mechanical aptitudes, good health, manual dexterity, pleasant personality. Occupation requires long periods of standing. Must meet state health requirements.

**PROFESSIONAL PRACTICE:** State law requires completion of 1500 hours training in nine months of schooling or more. The graduate is qualified to take the State Licensing Board examinations. Those students passing this examination receive a license to practice Cosmetology.

**EMPLOYMENT:** Opportunities are competitive but placement is readily available for the skilled operator.

**BOOKS, TOOLS, SUPPLIES:** Approximate cost, \$70.00.



## **DATA PROCESSING**

**18 Months — 2040 Hours**

During the first nine months of this course, the student will learn the operation of data processing equipment. This will qualify him for jobs at that level of employment. The second nine months of training will qualify him as a computer programmer.

**TRAINING OUTLINE:** (First Year) Data processing math — Electrical accounting machines — Accounting — Communications — Introduction to business data processing — Data processing applications — Computer programming — Business report writing. (Second Year) Programming systems — Statistics — Business organization — Advanced computer programming — Systems design — Field projects — Certificate preparation.

**DAILY SCHEDULE:** Classroom instruction is divided into the areas of study mentioned above.

**QUALIFICATIONS:** Aptitude for business machine operation, hand dexterity, involvement with detail work and planning, an appreciation for modern business procedures, and using logic to solve problems.

**EMPLOYMENT:** There is a large demand for operators and programmers. Above average wages are the general pattern for graduates of this course.

**BOOKS, TOOLS, SUPPLIES:** Approximate cost, First Year — \$120.00, Second Year — \$90.00.





## **DRAFTING AND DESIGN TECHNOLOGY**

**18 Months — 2040 Hours**

The course stresses the fundamentals of precision drawing with tools. Modern techniques of drafting are taught in an atmosphere of a professional drafting room so the student may develop and record in the form of drawings every item of information necessary to convey the ideas of the designer to the workman, from a rough sketch to a working drawing. (Only the first year of this course will be offered during the 1967-68 school year.)

**TRAINING OUTLINE:** Care and use of drafting equipment — Lettering — Working drawings — Topographic drawings — Dimensions — Tracing and duplication — Production illustrations — Sheet metal drafting — Machine drafting — Structural drafting — Electronic drafting — Pattern drafting — Orthographic projection — Geometric construction — Triangulation — Professional practices and terminology — Mathematics — Safety — Communications — Strength of materials — Technical illustrating — Vocational civics — Mapping.

**DAILY SCHEDULE:** Classroom instruction includes one hour of technology theory and two hours of related instruction. Three hours are spent in drafting room practice.

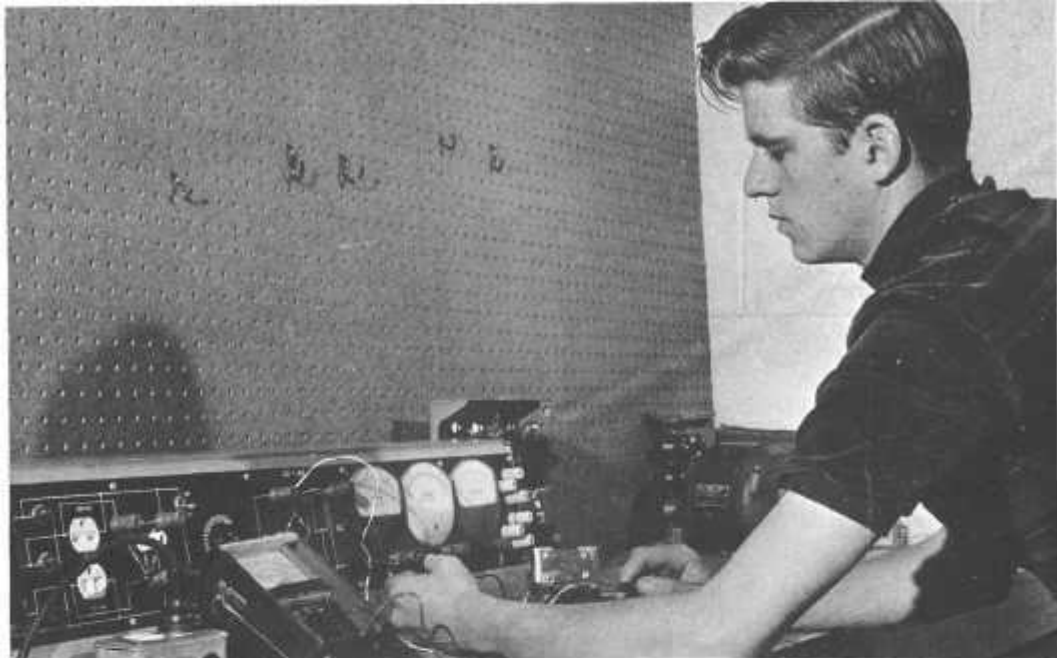
**QUALIFICATIONS:** Ability for fine, accurate detail work, artistic and mechanical aptitudes, ability to visualize spatial relationships.

**PROFESSIONAL PRACTICE:** No apprenticeship or licensing is required in Utah.

**EMPLOYMENT:** Draftsmen are needed in rapidly expanding engineering occupations. Opportunities for placement of qualified graduates are excellent.

**BOOKS, TOOLS, SUPPLIES:** Approximate cost, \$130.00.





## **ELECTRICITY**

**9 Months — 1020 Hours**

Students receive a broad foundation in the principles encountered in the electrical industry and a working knowledge and ability with the tools of the trade. Emphasis is placed on basic principles, house wiring, industrial circuitry and the use of instruments.

**TRAINING OUTLINE:** Electrical fundamentals — Electrical instruments — Soldering — Wiring — Trouble shooting — Motor winding — Motor hookup — Control circuits — Generator repair — Transformers and controls — A.C. and D.C. machines — Industrial mathematics — Industrial physics — Blueprint reading — Communications — Mathematics — Electrical codes — Industrial controls — Vocational civics.

**DAILY SCHEDULES:** Classroom instruction includes 1 hour of trade technology and 2 hours of related instruction. Three hours are spent in shop practice.

**QUALIFICATIONS:** Mechanical aptitude, interest in science and mathematics, manual dexterity.

**PROFESSIONAL PRACTICE:** This is an apprenticeable trade. The graduate may engage in self-employment or enter into an apprenticeship agreement to receive a journeyman card. In some areas, the graduate may be required to obtain a license.

**EMPLOYMENT:** Increased construction and greater use of electrical devices in industrial and automatic processes make placement opportunities very good.

**BOOKS, TOOLS, SUPPLIES:** Approximate cost, \$145.



## **ELECTRONICS TECHNOLOGY**

**18 Months — 2040 Hours**

Students in Electronics Technology may follow several different vocational objectives. Certificates of completion may be granted after three quarters (radio service); four quarters (television service); or six quarters (electronics technician). The fifth and sixth quarters extend into the technical fields of microwave, radar and computers.

**TRAINING OUTLINE:** DC Fundamentals — AC fundamentals — Vacuum tube and transistor fundamentals — Transmitter and receiver fundamentals — TV and color TV — Radar and microwave — Servosystems — Computers — Algebra — Trigonometry — College algebra — Calculus for electronics — Descriptive physics — College physics — English — Technical writing.

**DAILY SCHEDULE:** Classroom instruction includes 1 hour of trade technology and 2 hours of related instruction. Three hours are spent in laboratory practice.

**QUALIFICATIONS:** Motivation, mechanical aptitude, manual dexterity, ability in science and mathematics, ability to work as a team member.

**PROFESSIONAL PRACTICE:** No apprenticeship or licensing is required in Utah. Civil Service examinations available for placement in governmental agencies.

**EMPLOYMENT:** Great demand exists for skilled technicians. Work readily available in many areas because of increasing industrial and business automation. Interviews are scheduled with local and out-of-state industries.

**BOOKS, TOOLS, SUPPLIES:** Approximate cost, First year—\$210, Second year — \$35.



## **EXECUTIVE SECRETARY**

**9 Months — 1020 Hours**

To be eligible for this course, a student must have successfully completed the nine-month Business Practice course or equivalent. This course is designed to prepare secretaries for top-level positions with business, industrial and professional firms.

**TRAINING OUTLINE:** Advanced typing — Production typing — Executive typing — Introduction to data processing — Advanced communication — Specialization during the last two quarters in Medical, Legal, Government or Science Engineering secretarial practice.

**DAILY SCHEDULE:** Generally, about three hours of each school day are spent in classroom activities and three hours are spent in office practice laboratory.

**QUALIFICATIONS:** Above average typing, shorthand and language skills, excellent appearance, willingness to exert effort to succeed in a specialized profession.

**PROFESSIONAL PRACTICE:** Executive secretaries work for persons in the higher echelons of business, industry and the professions.

**EMPLOYMENT:** Persons who excel in this field find their ability is in constant demand. Salaries usually are from about \$100 to \$150 a month more than the average salary for secretaries.

**BOOKS, TOOLS, SUPPLIES:** Approximate cost, \$95



## **HEAVY DUTY MECHANICS    18 Months — 2040 Hours**

The first nine months of the course provide both theory and practical training in the operation, maintenance, repair and servicing of diesel and heavy-duty gasoline engines. During the second nine months, a student chooses between the construction equipment course and the highway equipment course. Experience is gained on training units in the school's completely equipped diesel shop and by working on industrial diesel equipment brought in for servicing and repair.

**TRAINING OUTLINE:** Use of tools and equipment — Electrical systems — Tracks — Frames — Brakes — Fuel injection and pumps — Tune-up and adjustment — Steering — Cooling — Controls and hydraulics — Air systems — Final check-out — Power production — Power flow — Chemistry of fuels — Safety — Shop management — Industrial mathematics — Industrial physics — Communications — Welding — Machine shop — Vocational civics.

**DAILY SCHEDULE:** Classroom instruction includes one hour of trade technology and one hour of related instruction. Four hours are spent in shop practice. (Evening courses are also scheduled.)

**QUALIFICATIONS:** Manual dexterity, mechanical aptitude, interest and aptitude for science and mathematics, good physical condition.

**PROFESSIONAL PRACTICE:** No general apprenticeship program is presently organized in Utah. The qualified graduate may become self-employed or enter industry.

**EMPLOYMENT:** Opportunities are expanding with increased use of diesel-powered equipment, transportation and power plants. Placement opportunities are excellent.

**BOOKS, TOOLS, SUPPLIES:** Approximate cost, First Year — \$200.00, Second Year — \$115.00.



## **HOSPITAL WARD CLERK**

**3 Months — 400 Hours**

This program is planned to develop the knowledge, skills, and attitudes needed to function as a clerical assistant to the nurse on the patient unit in the hospital. The course includes 12 weeks of instruction and is offered during the Winter Quarter.

**TRAINING OUTLINE:** Terminology — Vocational adjustments — Interpersonal relations — Telephone ethics — Hospital organization and function. Transcribing doctors' orders. Basic medications and dosage — Diagnostic tests and procedures.

**APTITUDE:** Applicants, either men or women, should be mature. Aptitude tests, physical examinations, interview and references required. This program is open to all qualified applicants.

**PROFESSIONAL PRACTICE:** The qualified graduate is eligible for employment as a clerical assistant to the nurse in charge of a patient unit in the hospital.

**EMPLOYMENT:** Opportunities are very good for placement.

**BOOKS, TOOLS, SUPPLIES:** Approximate cost: \$15.00.



## **JUNIOR EXECUTIVE**

**9 Months — 1020 Hours**

To be eligible for this course, a student must have successfully completed the nine month Business Practice course, or equivalent.

This class is designed for male business students who want to advance in the offices of business and industry by gaining fundamental skills to obtain the jobs and to advance to executive assistant positions. From there, they would direct themselves toward management positions.

**TRAINING OUTLINE:** Shorthand — Typing — Business math — Accounting — Office machines — Business correspondence — Data processing — Business law — Economics — Business administration.

**DAILY SCHEDULE:** Six hours of instruction in skill-building subjects and related training.

**QUALIFICATIONS:** Enthusiasm for office executive work; ability to build fundamental typing, bookkeeping and shorthand skills; good personal appearance; good health; and ability to work well with people.

**PROFESSIONAL PRACTICE:** Completion of this course will put graduates into office positions in businesses and industries which are looking for management trainees with fundamental skills.

**EMPLOYMENT:** Good demand for graduates with skills taught in this class.

**BOOKS, TOOLS, SUPPLIES:** Approximate cost, \$55.00.





## **MACHINE SHOP**

**9 Months — 1020 Hours**

Emphasis in the Machine Shop is placed on the operation of basic machine tools, accuracy of measurements, quality of finish, skill with hand tools and performance speed. Experience is gained through projects assigned in the school's modern, fully-equipped machine shop. Field trips are also taken to many of Utah's important metal manufacturing plants for additional insight and understanding.

**TRAINING OUTLINE:** Engine lathe — Milling machines — Shapers — Precision grinders — Turret lathes — Tool and cutter grinders — Power saws — Drilling machines — Arc and acetylene welders — Precision inspection equipment — Speeds, feeds, fits — Tolerances — Surface finishes — Trade orientation — Gears cutting and indexing — Blueprint reading and sketching — Industrial mathematics — Industrial physics — Communications — Vocational civics. Advanced students and established machinists will have an opportunity to take courses in the programming, set up and operation of Numerical Controlled Machines and Quality Control with related instruction in advanced Mathematics and Physics.

**DAILY SCHEDULE:** Classroom instruction includes one hour of trade technology and two hours of related instruction. Three hours are spent in shop practice.

**QUALIFICATIONS:** Manual dexterity, ability to understand basic mathematics, mechanical aptitude, ability to perform precision work, good physical condition.

**PROFESSIONAL PRACTICE:** This is an apprenticeable trade. The graduate may engage in self-employment or enter into an apprenticeship agreement to obtain a journeyman card.

**EMPLOYMENT:** Opportunities for skilled machinists are constantly available. Employer lists are maintained by the school for placement of graduates.

**BOOKS, TOOLS, SUPPLIES:** Approximate cost, \$150.00.





## **MARKETING**

**9 Months — 1020 Hours**

This program offers training in the fields of food distribution, department store merchandising, insurance selling, real estate sales, hotel-motel management and small business management.

**TRAINING OUTLINE:** Marketing — Salesmanship — Advertising — Merchandising and accounting for modern-day businesses — Checkstand operation and procedure — Food distribution — Department store merchandising — Insurance selling — Real estate sales — Hotel and motel management — Small business management. (As a cooperative program, students will be given an opportunity to work in businesses in the afternoons and evening hours, thus receiving the actual store experience as well as on-the-job instruction. Students receive pay for this work.)

**DAILY SCHEDULE:** Classroom instruction includes 3 hours basic and related instruction. Cooperative training will consist of at least 15 hours per week.

**QUALIFICATIONS:** To succeed in this field, students should be neat, courteous, responsible, honest and able to get along with people. They should have a record of good school attendance, no physical defects that would interfere with walking, lifting, or prolonged standing, and average or better grades — particularly in business arithmetic and English.

**PROFESSIONAL PRACTICE:** There is no state apprenticeship program. There are, however, local union apprenticeship programs.

**EMPLOYMENT:** Opportunities are excellent for placement in these expanding fields.

**BOOKS, TOOLS, SUPPLIES:** Approximate cost: \$50.00.



## **NURSE AIDE**

**3 Months — 400 Hours**

This program is planned to develop the knowledge, skills, and attitudes needed to function as a nurse aide. The course includes 12 weeks instruction. There are two classes a year: One in Fall quarter and one in Spring quarter.

**TRAINING OUTLINE:** Assisting the nurse in basic nursing principles and skills — Personal and community health — Nutrition and diet therapy — Interpersonal relations — Vocational adjustments — Conditions of illness — Care of the aged — Terminology — Transmission of infection.

**DAILY SCHEDULE:** Same as Practical Nursing.

The inter-related pattern of curriculum does not follow a regular schedule. Instruction varies from a 6-hour day of classroom and laboratory instruction at the school to an 8-hour day of supervised clinical training in a hospital and/or a qualified convalescent nursing home.

**APTITUDE:** Applicants, should be mature. Aptitude tests, physical examinations, interviews and references required. This program is open to all qualified applicants.

**PROFESSIONAL PRACTICE:** The qualified graduate is eligible for employment as an assistant to nurses in caring for the ill in hospitals, nursing homes, and health agencies throughout the state.

**EMPLOYMENT:** Opportunities are excellent for placement.

**BOOKS, TOOLS, SUPPLIES:** Approximate cost, \$50.



## **PRACTICAL NURSING**

**12 Months — 1700 Hours**

This program is planned to develop the knowledge, skills, and attitudes needed to function as a Licensed Practical Nurse. The course includes fifty weeks of instruction and two weeks of vacation. Applicants must be citizens of the United States or have applied for citizenship. New classes begin each September.

**TRAINING OUTLINE:** Nursing principles and skills — Personal and community health — Body structure and functions — Conditions of illness — Growth and development of the child — Nutrition and diet therapy — Pharmacology — Interpersonal relations — Care of the medical and surgical patient — Care of mothers and newborn — Care of children — Care of the aged — Care of the psychiatric patient — Vocational adjustments — Diversional and rehabilitative activities — Central supply service — Recovery room care — Isolation techniques.

**DAILY SCHEDULE:** The inter-related pattern of curriculum does not follow a regular schedule. Instruction varies from a 6-hour day of classroom and laboratory instruction at the school to an 8-hour day of supervised clinical training in a hospital.

**APTITUDE:** Applicants, either men or women, should be mature. Aptitude tests, physical examinations, interviews and references required. This program is open to all qualified applicants.

**PROFESSIONAL PRACTICE:** State law requires completion of an accredited Practical Nursing school program before taking a licensing examination. Graduates who successfully pass the State Board examination will become Licensed Practical Nurses.

**EMPLOYMENT:** Opportunities are excellent, with every licensed practical nurse virtually assured of employment.

**BOOKS, TOOLS, SUPPLIES:** Approximate cost, \$190.00.



## **PRINTING**

**12 Months — 1340 Hours**

This is the only trade printing program available in Utah, and its aim is to prepare students to enter the fields of offset printing, camera work, platemaking, letterpress printing, composition and bindery work. Students work on the latest modern printing equipment under actual shop conditions.

**TRAINING OUTLINE:** Preparation of copy — Layout and art — Hand and machine composition — Hot and cold typesetting — Camera work and film processing — Color separations — Platemaking — Masking and stripping — Bindery — Communications — Job planning and cost estimating — Economics of printing — Physics and chemistry of offset printing.

**DAILY SCHEDULE:** Classroom instruction includes one hour of trade technology, one hour of related instruction. Four hours are spent in shop practice.

**QUALIFICATIONS:** Artistic aptitude, finger dexterity, good vision, mechanical aptitude.

**PROFESSIONAL PRACTICE:** The qualified graduate experiences little difficulty in gaining employment.

**EMPLOYMENT:** The printing industry's constant expansion has created a large demand for employees. The demand for such persons is increasing and the outlook for employment is excellent. Printers' salaries are rated third highest among the nation's tradesmen.

**BOOKS, TOOLS, SUPPLIES:** Approximate cost, \$50.



## **WELDING**

**18 Months — 2040 Hours**

This course covers processes used in the welding of ferrous and non-ferrous metals. Students have the opportunity to use a variety of equipment and to understand and properly use many materials common in the trade. Instruction is given in metallurgy, testing of welds, safety in welding and blueprint reading. Graduates of the 18-month course will be familiar with all well-known welding processes. (Only the first year course will be offered during the 1967-68 school year.)

**TRAINING OUTLINE:** (First Year) Setup and operation of equipment — Oxy-acetylene welding, all positions — Arc welding, all positions — Cutting processes — Communications — Math — Blueprint reading. (Second Year) Standard weld tests — Pipe welding — Non-ferrous welding — Specialty welding — Submerged arc — Wire feed — Inert arc processes — Metal fabrication — Blueprint and layout.

**DAILY SCHEDULE:** Classroom instruction includes one hour of trade technology and one hour of related instruction. Four hours are spent in shop practice.

**QUALIFICATIONS:** Mechanical ability, manual dexterity, artistic aptitude, good vision, good physical health.

**PROFESSIONAL PRACTICE:** This is an apprenticeable trade. The graduate may engage in self-employment or enter into an apprenticeship agreement to obtain a journeyman card. Certification tests and license may be required by employers in some areas.

**EMPLOYMENT:** Welders are in constant demand. Placement opportunities are excellent for all qualified graduates.

**BOOKS, TOOLS, SUPPLIES:** Approximate cost, \$90.

A black and white photograph showing the silhouette of a person in a suit standing in a large window. The person is facing away from the camera, looking out at a construction site. The window is divided into a grid of panes, and the floor is made of large tiles. The construction site outside shows a crane and some buildings in the distance.

# **EVENING SCHOOL INFORMATION**



# EVENING SCHOOL

Four types of classes are offered during evening hours—evening occupational preparatory, apprentice related training, occupational extension, and supervisory training. The evening occupational preparatory courses are similar to those offered in day school, but students average only 16-20 hours in class each week. Apprentice related training is classwork that augments the apprentice's on-the-job training. Evening occupational extension courses offer additional training to employed persons. Courses in supervisory and technical training assist foremen, supervisors and managers in understanding and developing improved management methods.

## CALENDAR

(This calendar applies to all Evening School classes except Evening Occupational Preparatory classes.)

August 15 - September 18 .....	Registration, Fall Quarter
September 19 .....	Instruction Commences
November 23 .....	Thanksgiving Holiday
December 21 .....	Fall Quarter Ends
January 2-6 .....	Registration, Winter Quarter
January 8 .....	Instruction Commences
April 9 .....	Winter Quarter Ends
April 10, 11 .....	Registration, Spring Quarter
April 15 .....	Instruction Commences
May 23 .....	Spring Quarter Ends
Fall Quarter — 81 hours	
Winter Quarter — 81 hours	
Spring Quarter — 36 hours	
Kennecott Apprenticeship — 78 hours per quarter	
(Fall — September 16 to December 16) (Winter — January 13 to April 6)	

## EVENING TUITION AND FEES

All fees are due and payable at the time of registration. Tuition and fees for the various Evening School courses are:

Course	Cost per Quarter
Apprentice Related Training .....	\$20
Occupational Extension .....	\$20
Supervisory and Technical Training .....	\$15



## **LATE FEE**

A fee of \$3 will be charged any student enrolled in a previous quarter who does not register and pay his fees before the end of the registration period, which immediately precedes the first day of each quarter.

## **REFUNDS**

Only tuition fees are refundable. Students withdrawing during the first three weeks of any quarter may have a prorated refund of tuition. The official termination date will be the day the student notifies the registrar of his withdrawal. Tuition refunds will not be made unless the student presents his receipt for fees paid. Application for refund must be made within 10 days after withdrawal. Tuition refunds will not be made for students withdrawing from Supervisory Training classes and other special courses.

## **MINIMUM ENROLLMENT**

It is not feasible to operate a course with fewer than ten registrants. When it is impossible to maintain a sufficient enrollment, classes are discontinued.

## **ELIGIBILITY**

Courses are offered without reference to college credit. Evening School is open to individuals over 16 years of age. However, Apprentice Training Courses have been established to provide related training for apprentices only. It is required that the applicant be employed in the occupation for which training is desired.

## **GRADES AND REPORTS**

A report indicating a student's progress will be issued at the end of each quarter. The student's progress will be rated as follows:

Outstanding .....	4
Above Average .....	3
Average .....	2
Below Average .....	1
Not Satisfactory .....	0

# UTAH TECHNICAL COLLEGE AT SALT LAKE

1966-67

## Evening School Instructors

Anderson, Warren	Welding
Ashdown, Robert	Machine Shop
Astill, Herb V.	Electricity KCC
Baker, Joseph	Electronic Technology
Barker, Lloyd M.	Electronic Technology
Bell, James	Electricity 4
Berger, Mike E.	Supervisory Classes
Bingham, Keith R.	Electronic Technology
Bringhurst, George	Welding
Brinkerhoff, Joseph	Electronic Technology
Bronson, Hugh	Machine Shop 2
Brown, Edwin S.	Welding
Brown, Kenneth H.	Supervisory Classes
Campbell, Udell	Business
Child, Ralph	Marketing
Christensen, Dallis	Electronic Technology
Christensen, LaVoy S.	Welding
Colclough, Joseph	Ironworkers Layout
Cottam, Lester G.	Gun Repair
Dahle, Cline M.	Machine Shop
Darlington, Courtney	Sheet Metal
Dea, Robert	Electricity KCC
Diamond, Cornell F.	Carpentry and Furniture Making
Dille, Bernie W.	Electricity 1 & 2
Edmonds, Horace	Electronic Technology
Eichbauer, E. Myron	Plumbing 5
Ellis, Michael	Electronic Technology
Gardner, Bryan	Supervisory Classes
Gonzales, Marcellino	Electricity 3
Hansen, Levern	Auto Body Repair
Heath, Robert	Welding
Hite, Thamer	Barbering
Hollingshead, Ken	Business
Hoopes, Victor H.	Plumbing 3
Horne, Douglas A.	Sheet Metal
Izatt, Joel	Commercial Art
Jacobsen, Richard L.	Electronic Technology
Jensen, Evan	Commercial Art
Johnson, Harold E.	Plumbing 1 & 2
Johnson, Merrill S.	Machine Shop KCC
Johnson, Wallace H.	Sheet Metal
Jordan, Ivan D.	Commercial Art
Juhlin, Carolyn	Business
Madron, George	Plumbing 4 & 5
Manning, Max C.	Painting & Decorating
Manning, Tom	Structural Ironworkers

Matthes, Howard	Business
Mattson, Roger H.	Supervisory Classes
Mayfield, James	Industrial Mathematics
Mecham, Harold	Layout for Fabricators
Morris, Lee	Machine Shop
Morris, William W.	Inert Gas Welding
Nielson, Eldon R.	Pipefitters KCC
Olsen, Kenneth H.	Sheet Metal
Overson, Eugene	Carpenters & Painters KCC
Pabst, Ray C.	Basic Electricity
Palmer, Evelyn	Business
Partridge, Eugene	Roofers Apprentices
Pistorius, Benjamin H.	Tilesetters
Robertson, Bruce	Electronic Technology
Salmond, Lowell	Electronic Technology
Schnirel, James	Architectural Drafting
Shumway, Mark P.	Supervisory Classes
Sorenson, Dale W.	Carpentry 3 & 4
Spainhower, Orrin	Auto Body Painting
Stensrud, Grant	Upholstery
Stewart, Calvin	Electronic Technology
Thatcher, George	Electronic Technology
Thomson, H. Clarence	Supervisory Classes
Tormey, David	Boilermakers KCC
Tuttle, Kent	Pipefitters - Refrigeration
VanOs, Huibert	Machine Shop
Walker, Dwayne	Mechanical Drafting
Weight, Gordon	Offset Printing
White, Walter L.	Offset Printing

## **EVENING OCCUPATIONAL PREPARATORY**

Classes in the Evening Occupational Preparatory programs have the same objectives as Day School classes. However, the Evening Occupational Preparatory classes are taught during hours that are advantageous to some students who might not otherwise be able to enroll. Generally, these classes are scheduled from 6 p.m. to 10 p.m. Evening Occupational Preparatory classes in Auto Body Repair, Barbering, Electronics Technology and Mechanical Drafting are offered. Since instruction is given on a part-time basis, the time required to complete these programs is longer than the regular Day School programs.

Class descriptions of Evening Occupational Preparatory courses are found in the Day School section of this catalog.

## TUITION AND FEES

	Cost per Quarter
Resident .....	\$40
Non-Resident .....	\$124

(Barbering tuition and fees are \$67 per quarter for residents and \$167 for non-residents.)

## AUTO BODY REPAIR AND PAINTING

DAILY SCHEDULE: Monday, Tuesday, Wednesday and Thursday.

COMPLETION REQUIREMENTS: 1032 hours in 18 months of instruction.

BOOKS, TOOLS, SUPPLIES: Approximate cost, \$102.00.

## BARBERING

DAILY SCHEDULE: Monday, Tuesday, Wednesday, and Thursday from 4 p.m. to 10 p.m. and Saturday from 8:30 a.m. to 5 p.m. Total of 32 hours per week.

COMPLETION REQUIREMENTS: 1,250 hours in 12 months of instruction.

BOOKS, TOOLS, SUPPLIES: Approximate cost, \$125.

## ELECTRONICS TECHNOLOGY

DAILY SCHEDULE: Monday, Tuesday, Wednesday, and Thursday.

COMPLETION REQUIREMENTS: 1,500 hours in 27 months of instruction.

BOOKS, TOOLS, SUPPLIES: Approximate cost, \$155.

## MECHANICAL DRAFTING

DAILY SCHEDULE: Monday, Tuesday, Wednesday, and Thursday.

COMPLETION REQUIREMENTS: 1032 hours in 18 months of instruction.

BOOKS, TOOLS, SUPPLIES: Approximate cost, \$80.

## CALENDAR

September 1 - 13 .....	Registration
September 14 - December 19 .....	Fall Quarter
November 23-24 .....	Thanksgiving Holiday
December 20 - January 1 Inclusive .....	Christmas Holiday
January 2 - March 14 .....	Winter Quarter
March 18 - May 28 .....	Spring Quarter

# **APPRENTICE RELATED COURSES**

Apprentice training courses supply the related instruction necessary to complement daily on-the-job experience of the apprentice or trainee.

## **CARPENTRY**

Related instruction for carpentry apprentices includes industrial and labor relations, mathematics and blueprint reading, foundations and form construction, framing, roof framing, exterior covering and finishing, interior finish, stairbuilding, concrete construction, plans and building procedures, special uses of concrete, heavy timber construction.

## **ELECTRICITY**

This program for apprentices and tradesmen includes technical information and theory related to electricity, blueprint reading, safety, mathematics, principles of motors, generators, transformers, electric wiring, distribution systems, industrial electronics, electrical maintenance and repair, and industrial and labor relations.

## **IRONWORKING — LAYOUT**

Related training for ironworking apprentices and tradesmen includes technical information and theory related to the ironworking industry, such as blueprint reading and interpretation, mathematics, safety, trade theory and science, layout, assembly and fabrication, the steel square, etc.

## **IRONWORKING — STRUCTURAL**

This course is offered for structural ironworker apprentices and journeymen and covers rigging of equipment, safety, structural steel theory, reinforcing steel theory and practice, welding and other trade practices. Blueprint reading is an integral part of the second year course.

## **LEAD WIPING**

Lead wiping is the fifth year course required of apprentice plumbers. It includes instruction in the theory and technical information needed to make lead joints and also encompasses shop practice necessary to develop skills at this technical job.

A special fee of \$7.50 per quarter is charged all students in lead wiping for materials and supplies furnished by the school.

## **MACHINE SHOP**

This course for apprentices and tradesmen includes the technical information and theory related to machinists' on-the-job operations, blueprint reading and drawing, mathematics, safety, machine shop tools, machinery toolmaking applications, heat treatment of steels, layout and fabrication, general machine shop theory and science.

## **PAINTING AND DECORATING**

Painting and decorating for apprentices and tradesmen includes technical information and theory related to the painting and decorating trade, blueprint reading, mathematics and estimating, safety, trade theory and science, tools and equipment of the trade, industrial and labor relations, color harmony, chemistry of paints, etc.

## **PIPE FITTING AND REFRIGERATION**

The pipe fitting program is for apprentices in the pipe fitting field. It includes technical information and theory relative to the work of the pipe fitter. It also includes mathematics, estimating, blueprint reading, plan reading, and specifications for the pipe fitting trade. Pipe fitting materials, venting, and organization of the industry are also included.

The refrigeration phase of this program includes technical information related to the physics of refrigeration, controls, field installation and servicing.

## **PLUMBING**

This program for apprentices and tradesmen includes technical information and theory related to the plumbing trade, mathematics and estimating, blueprint reading and drawing, plan reading and specifications for the plumbing trade, plumbing materials, venting, organization of the industry.

## **SHEET METAL**

Related training for sheet metal workers includes mathematics for sheet metal workers, geometrical drawings, practical projection, pattern development, ventilation layout, parallel line layout, radial lines, triangulation and short methods; tools, machines and materials used in sheet metal work; theory of sheet metal welding.

## **TILE SETTING**

Open to apprentice and journeymen tilers, this course provides instruction in mathematics, blueprint reading, materials, tools of the trade, safety, estimating, trade practices, layout and trade technology. This is a three-year course that parallels the apprentice's on-the-job training for journeyman status.

## **WELDING**

The courses consist of related information and correlated shop practice. Basic programs take up theory and related information necessary to carry out a shop program consisting of practice in welding all types of joints in all positions with coated all-position electrodes on mild steel plates, and oxy-acetylene welding. Advanced work involves review of basic work, theory and related information as well as demonstrations and practice.

A special fee of \$7.50 per quarter is charged all students for welding supplies and material furnished by the school. It is also necessary for welding students to provide themselves with specified items of equipment.

## **OTHER CLASSES**

Classes may be initiated at any time during the school year. Whenever the needs of industry assure a continuous enrollment of ten or more students, a class will be organized to fulfill the need.

## **OCCUPATIONAL EXTENSION COURSES**

Occupational extension courses provide journeymen and apprentices an opportunity to upgrade skills and knowledge in their trades. As the techniques and processes of industry undergo constant refinement and improvements, there arises a constant need for skilled workers to refresh and extend their knowledge. Occupational extension courses are intended to assist the skilled workers in remaining abreast of new developments.

## **AUTO MECHANICS**

Transportation is one of the largest and most vital industries in the world today. Accordingly, it requires a constant program for the preparation and upgrading of skilled mechanics. Evening classes for persons employed in the trade will include three short-term, intensive sections. They are Automotive Tune-up; Automatic Transmissions; and Automotive Air Conditioning.

## **BLEUPRINT READING**

Blueprint reading is a necessary skill in many of the occupations. It is one of the primary tools of communicating ideas in industry. Courses in blueprint reading are designed to provide a foundation for workers to be able to understand and carry out instructions which they receive through the medium of blueprints. These classes deal with blueprint reading for the construction, mechanical, manufacturing and electrical trades.



## **BUSINESS PRACTICE**

Instruction in the business program is designed to assist those people who are employed to develop office skills which will enable them to advance on the job. The applicant may select one or more of the four classes conducted in this program — Typewriting; Refresher shorthand; Office machines; Office practice and bookkeeping.

## **CABINET AND FURNITURE MAKING**

The objective of this course is to develop skill on the part of the student in the fundamental operations of cabinet work and furniture construction, using both hand and machine tools. This course is designed to add these skills to persons already in the trade, as well as persons seeking this training to develop an avocation.

## **CHECKSTAND TRAINING**

A course designed to train students in the skill of checkstand operating procedures for employment in food, drug and variety stores. Students operate cash registers and scales in class. They also receive training in bagging, customer relations, basic accounting and basic salesmanship.

## **COMMERCIAL ART**

This course covers the fundamentals of commercial art. It is divided into four sections — lettering and layout; color and design; pictorial composition; and industrial rendering. The student is taught to create subject matter for advertising copy, and how to illustrate for posters, magazines and newspapers, and fashion drawing.

## **CONSTRUCTION ESTIMATING**

Students learn methods of interpreting plans and specifications in the preparation of cost estimates in the building construction field. Students enrolling in this course should have had considerable experience in construction work.

## **GUN REPAIR**

This course offers practical experience and training in the repair of guns, such as repair and fitting of stocks, alterations of mechanisms, re-sighting and other aspects of this trade.

## **MACHINE SHOP**

This course for apprentices and tradesmen includes the technical information and theory related to machinists' on-the-job operations, blueprint reading and drawing, mathematics, safety, machine shop tools, machinery, toolmaking applications, heat treatment of steels, layout and fabrication, general machine shop theory and science.

## **MATHEMATICS — INDUSTRIAL**

All of the trades and industries have need of basic mathematics. This course is designed to approach the problems found in industry. Special attention can be given to individual problems as they arise. The student can proceed as fast as he desires.

## **MEDICAL ASSISTANT**

The present program is designed to help the assistant in the doctor's office prepare for national certification by the American Association of Medical Assistants. The course of study for the fall quarter will be laboratory procedure. This program may be offered as a complete course at such time as there is a community need and there are at least 15 qualified applicants. Other programs will also be offered in the future, where there is a need and provided the college has enough qualified applicants.

## **METAL LAYOUT FOR FABRICATORS**

A course designed to help people in fabrication and maintenance work who need basic information on layout problems. These problems will be presented in terms of the mathematics, drawing, and pattern development needed in the fabrication of various types of materials.

## **OFFSET PRINTING**

A class for those working in printing plants, letter shops, office reproduction centers and in-plant printing centers. The course includes theory of offset printing, plate making (masking, stripping, opaquing), layout and design, paper, inks, operation of various offset presses and related equipment.

## **OFFSET CAMERA (Black and White)**

A course designed for persons who have taken the offset printing class described above or who have had the equivalent in trade experience. Students use the horizontal process camera. Class material includes evaluation of copy, line shots, halftones and screen techniques, camera characteristics, lighting, filters, reductions, enlargements, film processing and duo-tones.

Students enrolling in this class must have taken the camera class described above or have the equivalent in trade experience. The class uses a process color camera. Training covers the areas of copy evaluation, filters and filter techniques, color separation of reflected and transmitted copy, techniques of screen rotation, continuous tone negatives and positives, film processing, color correction, pin register systems, densitometer and quality control methods.

## **OPERATING ROOM TECHNICIAN**

This program is designed to prepare qualified men and women to handle sterile instruments and supplies while assisting the surgeon during surgery in the hospital operating room. It is approximately 310 hours in length, including classroom theory and hospital clinical experience. The two-quarter program is offered once a year, in the winter and spring quarters.

## **UPHOLSTERING**

Instruction for the upholstering trade includes design of furniture, construction of frames, remodeling furniture, fabrics — their identification and uses, wood finishing, power sewing, slip cover fabrication, mathematics and safety practices.

## **WELDING**

This course consists of related information and correlated shop practice. Basic programs take up theory and related information necessary to carry out a shop program consisting of practice in welding all types of joints in all positions with coated all-position electrodes on mild steel plates, and oxy-acetylene welding. Advanced work involves review of basic work, theory and related information as well as demonstrations and limited practice.

A special fee of \$7.50 per quarter is charged all students for welding supplies and material furnished by the school. It is also necessary for welding students to provide themselves with specific items of equipment.

## **WELDING — INERT GAS ARC**

The Inert Gas Arc Welding class provides students first with instruction in the techniques used in this type of welding and second with practice in the inert gas arc process. Applicants are carefully selected before admission on the basis of welding experience and performance tests. The high cost of operating this class necessitates a special shop fee of \$15.00 per quarter.

## **WIRE PREPARATION**

The Wire Preparation class teaches the student to recognize color codes used in electrical wiring, gives practice in soldering and wiring in accordance with electrical diagrams and drawings. This class has particular application in the electronic manufacturing industry and is scheduled as requested by individual industries.

# **SUPERVISORY AND TECHNICAL TRAINING**

Supervisory training courses designed to improve the skills of managers, supervisors and foremen are offered. Each class is designed to give information on new techniques, developments and improved methods in dealing with the problems of supervision, management, and automation. The time and length of each course is arranged on an individual class basis.

## **EXECUTIVE TRAINING FOR SUPERVISORS**

This course consists of training for effective diagnosis, how to be a leader, transplanting thoughts to others, results of indecisions, ways to welcome creative ideas, how to make the time you need, effective organizations, and responsibilities of executives. This series is comprised of eight sessions of two and one-half hours each.

## **STRATEGY OF WORKING WITH PEOPLE**

Training for leadership in industry and business is provided through an objective study of the most outstanding problems in human relations. Such problems as building confidence, handling grievances, getting cooperation and developing desirable attitudes are discussed in these conferences. This course consists of eight sessions of two and one half hours each.

## **SUPERVISORS AS TEACHER-TRAINERS**

This series of eight, two and one-half hour sessions covers such instructional problems as the principles of learning, methods and techniques of instruction, use of instructional aids, occupational and job analysis, the preparation of training plans and the scheduling of training time.

## **ENGLISH ESSENTIALS AND REPORT WRITING**

This course is a review of Business English requirements, grammar and vocabulary usage, informal reports (letters, memoranda, etc.), report writing style, formal reports, mechanics of effective communications and use of tables, charts, illustrations, etc. This series is comprised of eight sessions of two and one-half hours each.

## **ORGANIZATION ANALYSIS AND PRODUCTION**

These basic principles of sound management are studied with particular regard to the following functions of business management: planning, motivating, organizing, direction and controlling. The effective use of time and the development of an efficient production team are also stressed. This series is comprised of eight sessions of two and one-half hours each.

## **WORK SIMPLIFICATION AND PRODUCTION**

This eight-session course teaches the application of scientific procedures to job simplification, how to analyze a job for improvement through the use of process charts, application of time-motion studies, how to apply the five-step procedure for improving job methods, and how to prepare and present a new method to management.

## **COMPUTER CONCEPTS AND APPLICATIONS**

This course consists of an introduction to computers and data processing, computer demonstration, data representation, computer storage and input-output devices, stored program concepts, programming languages, practical computer applications, and cost justification and evaluation. This series is comprised of eight sessions of two and one-half hours each.

## **PLANT SAFETY**

This series of eight two and one-half hour sessions is concerned with developing the supervisor's interest and knowledge of good safety practices within the industrial plant or business. Various techniques of increasing the workers' participation and interest in safety programs are emphasized.

## **PHYSICAL PLANT MAINTENANCE**

This eight week course is designed to assist those who operate and maintain office buildings, industrial plants, hospitals, churches, schools and similar institutions to obtain maximum results from the facilities provided.

## **JOB RELATED TECHNOLOGY COURSES**

These courses of eight to ten weeks duration are organized to provide education and training in the latest developments of technological processes. Included are such programs as individual hydraulics, plastics technology, electronic control systems, numerical control of industrial machines, advanced computer programming, etc.

## **RECERTIFICATION PROGRAMS**

Requests are often made for specific recertification courses co-sponsored with private, state and federal departments to certify individuals in these organizations. Included are programs for Public Works Inspectors, Cosmetologists, Professional Legal Secretaries, law enforcement personnel, etc.

## REQUEST FOR ENTRANCE APPLICATION

Prospective Students: Please complete the following and mail to Utah Technical College at Salt Lake, 4600 S. Redwood Road, Salt Lake City, Utah.

1. Course: .....

☐ Day

☐ Evening

2. Date to begin: .....

Name: .....

Address: .....

Date of birth: .....

Please indicate any further information you would like about Utah Technical College.







