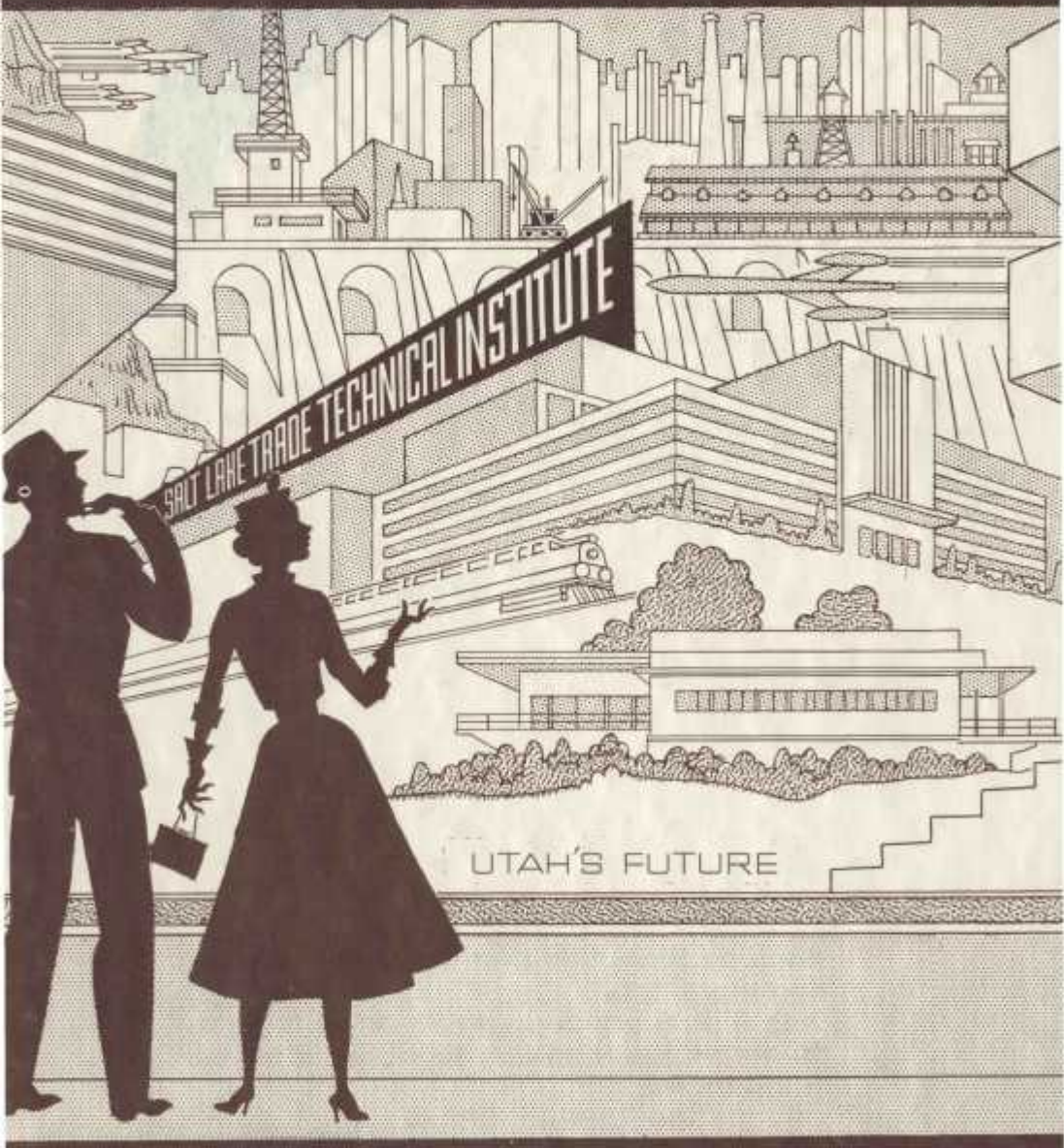
1962

General College Catalog 1961-1962

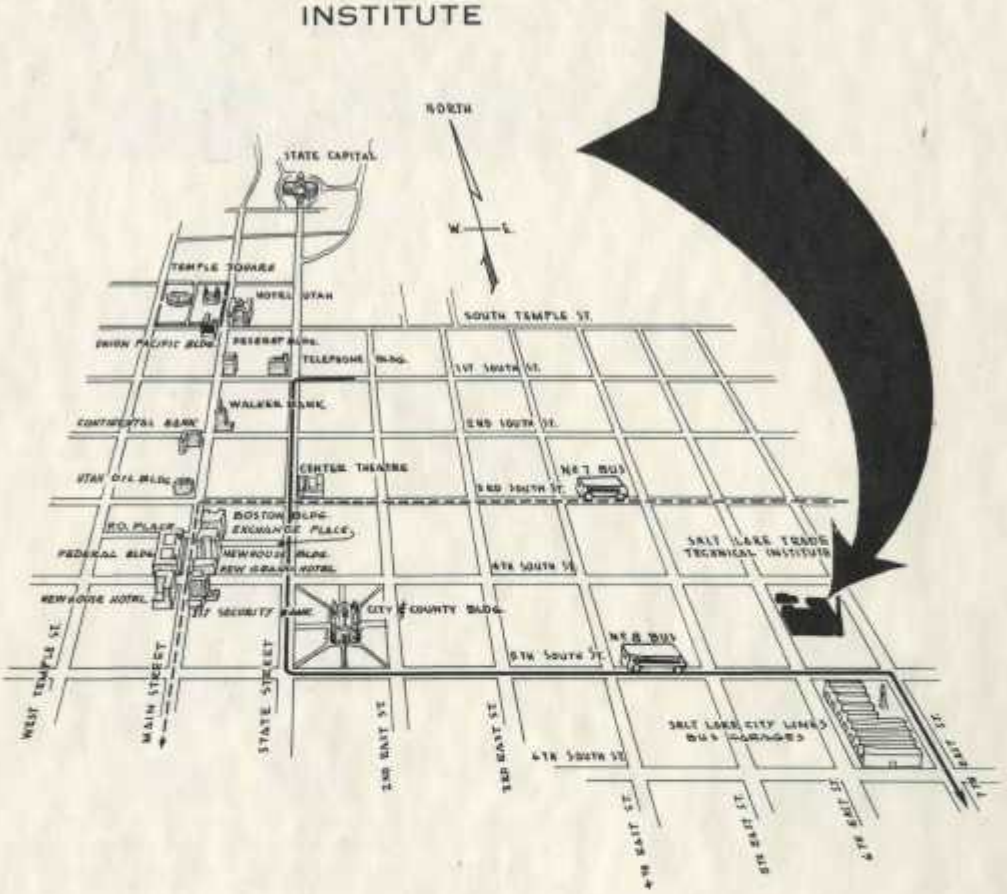
Salt Lake Trade Technical Institute

SALT LAKE TRADE TECHNICAL INSTITUTE



CATALOG 1961-62

SALT LAKE TRADE TECHNICAL INSTITUTE



Salt Lake Trade Technical Institute is located on Fourth South and Sixth East, only a few blocks from downtown Salt Lake City. The campus occupies a location just five blocks east of the Salt Lake City and County Building and is easily accessible by all modes of transportation.

Route US 40 runs along Fourth South from downtown Salt Lake City. The Salt Lake City Lines operates bus route No. 7 along Third South and bus route No. 8 along Fifth South to and from the downtown area.

Annual Catalog

1961-1962

SALT LAKE TRADE TECHNICAL INSTITUTE

"Learn to Earn — Learn to Live"

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

431 South Sixth East **Salt Lake City 2, Utah**

DA 8-8521

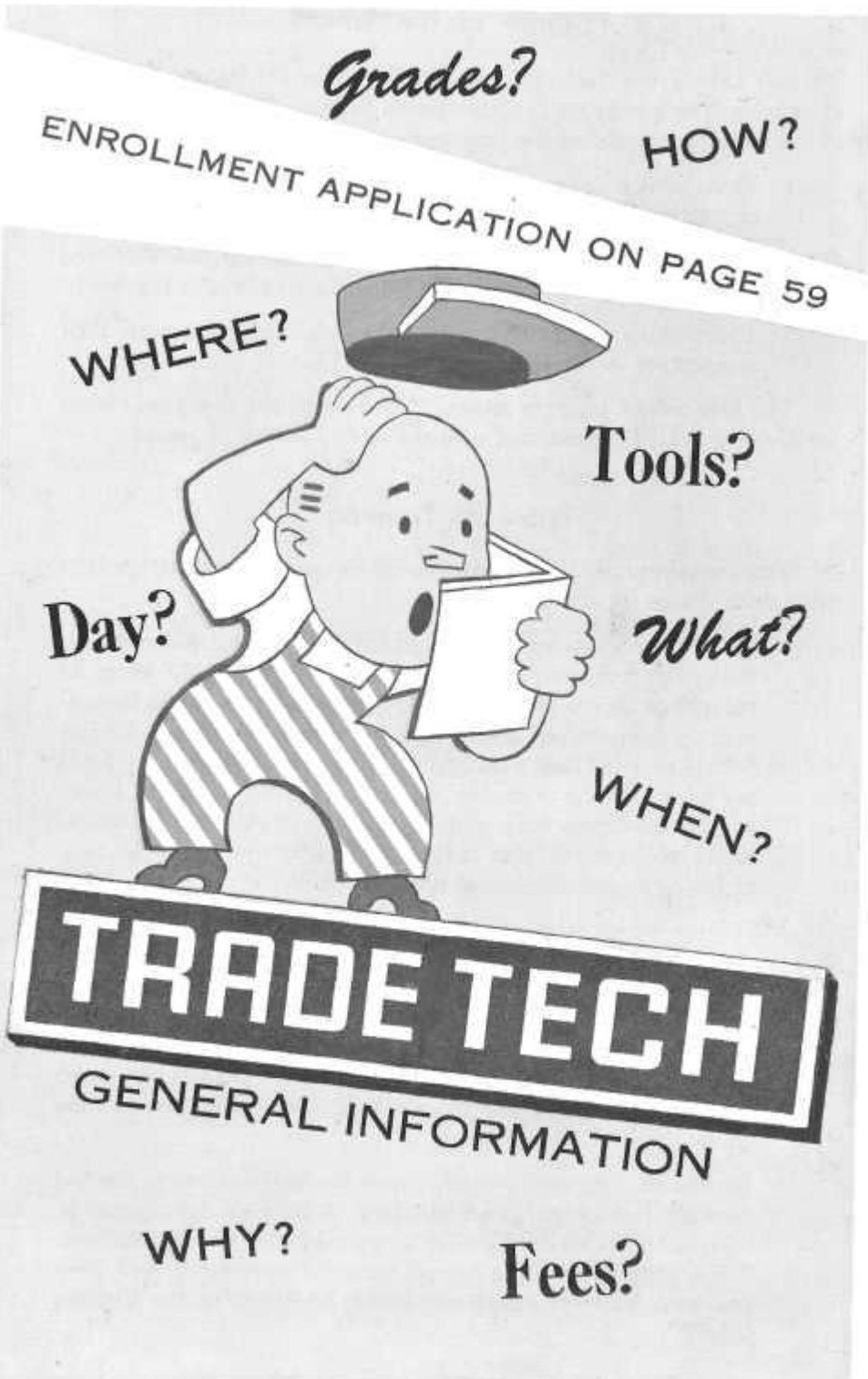
TABLE OF CONTENTS

General Information

Campus Information

Day School Information

Evening School Information


Grades?
HOW?
ENROLLMENT APPLICATION ON PAGE 59
WHERE?
Tools?
Day?
What?
WHEN?
TRADE TECH
GENERAL INFORMATION
WHY?
Fees?

Purpose of the School

Salt Lake Trade Technical Institute has as its objective the training of individuals to qualify for opportunities in industry. Three major groups of individuals are served by the programs offered:

1. Those who wish to become qualified for employment in a skilled occupation.
2. Those who are learning an occupation on the job and who need part-time, supplementary training in technical and related subjects.
3. Those who are qualified craftsmen but who wish to increase their competence in the trade or in related skills.

The Day School program satisfies the needs of the first group while the Evening School is concerned with the second and third groups.

Types of Training

Training is organized into three general categories to fit the needs of these three groups of individuals.

1. Trade preparatory training is designed to teach the individual the skills and technical knowledge that he will need to enter an occupation and to progress speedily and effectively to the journeyman or fully trained level. These programs are offered in Day School on a full-time basis and are conducted at least thirty hours per week. Of this time, the student is required to attend theory and related classes for a portion of the day, while the remainder of the school day is spent in the shop or laboratory using the tools of his trade and developing necessary skills.
2. For the worker who is learning his trade through an apprenticeship program or some other type of on-the-job training, the school provides related theory and technical training programs. The apprentice learns to master manual skills at his place of employment. Therefore, training classes for apprentices are restricted to technical information offered in a classroom. Occasionally, a related training course will include shop work. These courses are offered in the Evening School.
3. Occupation extension programs assist the worker who has reached the fully trained or journeyman level to keep abreast of new developments in his field and to prepare himself for advancement. These programs include related technical information and shop practice. All trade extension training is offered in the Evening School.

How to Enroll

Admission to Trade Tech is open to all applicants sixteen years of age and over. Enrollment is a simple process.

First, completely fill out the application form found at the back of this catalogue. Be careful to choose the correct side of the application that applies to your choice, either DAY or EVENING SCHOOL. Additional forms are available at the school.

Secondly, obtain a copy of your high school and post-high school credits. These are easily obtained by applying at the school you attended.

Thirdly, bring both the application form and the copy of credits to the institute's main office, 431 South Sixth East.

At the school, each applicant will be interviewed by the Dean of Students and offered friendly advice and counsel. The individual's ability, experience and adaptability to the trade selected are discussed.

Persons who have not completed high school will be given an entrance test to guide school officials in placing the student in proper related training classes and to determine general acceptance standards.

Students of high school age must receive permission to attend Trade Tech from their local district Board of Education office. The high school counselor is familiar with registration procedures.

Referral agencies must submit written authorization covering tuition, fees, etc., before students may be admitted.

NOTE: Enrollment is on a first-come, first-served basis. When classes are filled, enrollment will be closed and names held on a waiting list. These persons will be notified as openings become available.

School Hours

DAY SCHOOL hours are from 8:30 a.m. to 3:15 p.m., five days per week for a total of thirty clock hours of instruction. Two break periods and a lunch period are included in the school day. Exceptions to this schedule are as follows:

Double session and special classes will be scheduled.

Barbering and Cosmetology classes operate from 8:30 a.m. to 5:00 p.m. for a total of forty clock hours.

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

EVENING SCHOOL classes are held four nights a week from 7:00 p.m. to 10:00 p.m. A complete schedule may be found on page 55.

Tuition and Fees

The cost of the regular nine-month school year is $103. This includes the following fees shown both as a single payment for the full year and also broken into three quarterly payments:

	Three Quarters	First Quarter	Second Quarter	Third Quarter
Registration	$ 10.00	$10.00		
Tuition	75.00	25.00	$25.00	$25.00
Student Activity	3.00	3.00		
Student Union Building	12.00	4.00	4.00	4.00
Student Insurance	3.00	1.00	1.00	1.00
Total	103.00	$43.00	$30.00	$30.00

It is preferable to pay all costs for the year at the time of registration. However, if this is not possible, payments may be pro-rated as shown in the last three columns above. The required payment at the time of registration is $43, with two succeeding payments of $30 each, due January 2 and March 26. If Summer Quarter work is taken additionally, fees are due June 11.

Exceptions and Special Fees

LATE REGISTRATION FEE: Students who do not make fee payments on the due dates will be charged a late registration fee of $3.

NON-RESIDENT FEE: A student who is not a legal resident of Utah is required to pay a non-resident fee of $35 for each three months of instruction. In addition, non-resident students must pay all tuition and fees paid by Utah students.

Residence in Utah merely for the purpose of attending Salt Lake Trade Technical Institute does not entitle the student to resident classification. Resident classification requires permanent domicile within the State of Utah for at least one year immediately preceding registration, together with the concurring intention to make Utah one's permanent abode.

BARBERING: The cost of the six-month Barbering course (1000 hours) including all tuition and fees is $103; $43 is payable at the time of registration, $30 two months from the date of registration, and $30 four months from the date of registration.

PRACTICAL NURSING: The cost of the twelve-month Practical Nursing course, including all tuition and fees, is $129; $42 is payable at the time of registration, $29 three months from the date of registration, $29 six months from the date of registration, and $29 nine months from the date of registration.

Additional tuition will be charged for training time in excess of the hours listed in this catalog.

All fees listed apply to DAY SCHOOL courses only. The schedule of fees charged for attendance at EVENING SCHOOL is listed separately under that section on page 42.

When School Begins

The 1961-62 school year will begin September 19. Registration should be completed and fees paid on or before that date.

Several courses follow an irregular schedule. Applicants for Barbering, Cosmetology and Practical Nursing courses should apply in the school office for beginning dates.

Other quarter starting dates are: Winter Quarter, Jan. 2; Spring Quarter, March 26; Summer Quarter, June 11.

Books — Tools — Supplies

Cost of books, tools and supplies varies from $45 to $175. See class description for specific information.

Grades and Reports

At the end of each quarter, each student receives a Report Card which lists the work accomplished, grades the performance of work, and evaluates personal attitudes.

Ratings, based on a five-number system, are given in trade technology, related training, and laboratory practice.

Here is a key to these grades:

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

If a student receives a "Not Satisfactory" rating, he must show improvement during the next twelve-week period. A second grade of "Not Satisfactory" will result in either termination from school or, if recommended by the Counseling Service, a change in the occupational objective. Those hours rated "Not Satisfactory" will not be counted toward completion of the course.

High School Credit

Credit may be granted at the option of the district or the high school principal. Credit will be recommended for those who attend regularly and do satisfactory work. Credit arrangements must be made with the sponsoring high school prior to enrollment.

Certificates

Upon completing training, each student is awarded a Certificate of Accomplishment certifying that he has completed the required number of hours. Certificates are issued at the annual Accomplishment Exercises.

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 of the absence is accepted by the administration.

Records

Permanent records of students' attendance and achievement are maintained in the school office. These may be reviewed by the student at any time. A transcript of the record will be furnished prospective employers upon request.

Refunds

In the event of official withdrawal, only the tuition fee will be refunded. This will be done on the following pro-rated basis:

Students withdrawing during the first four weeks of a quarter may receive a refund of two-thirds tuition paid for the quarter; those withdrawing between the fourth and eighth weeks may receive a refund of one-third tuition paid for the quarter. No refund will be made if withdrawals are made after the start of the ninth week of the quarter.

Students who pay full tuition in the beginning of the year may receive full refunds for all quarters they do not attend.

No fee other than tuition may be refunded.

No refunds can be made without presentation of the student's receipt for fees paid. Application for refunds must be made within ten days after withdrawal.

Transfers

A 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.

Advisory Committees

Trade Advisory Committees, composed of leaders in industry and business, regularly review each course taught at Trade Tech. This ensures 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, keeping them constantly abreast of modern developments and techniques.

Vocational Rehabilitation

Students referred by the State Department of Vocational Rehabilitation must have written authorization. Books, tools, equipment and training materials supplied by the school Bookstore do not become the property of these students until training is satisfactorily completed. Students withdrawing before completion must return these items to the Department of Vocational Rehabilitation. Transfers in training programs must be approved by the student's counselor.

Veterans

Trade Tech is approved by the Veterans Administration to train veterans under the various public laws that offer benefits to those who have served with the military forces of the United States.

In particular, the children of servicemen killed while on active duty, Korean veterans or some veterans of World War II may be eligible for these training benefits.

Veterans of the surviving children of veterans interested in these programs should inquire at their local office of the Veterans Administration or write to Veterans Administration, Denver Federal Center, Denver 25, Colorado.

State Vocational Scholarships

The State Board for Vocational Education has set up Vocational Scholarships for high school graduates. These scholarships cover tuition and fees – except Student Union Building and Insurance Fees – for one school year. They are awarded upon the recommendation of the principal, counselor or teachers at the respective schools. Scholarship recipients must have had some training in either industrial arts, home economics or business; must be capable of learning a skilled trade; and must have a scholarship average of at least "C."

Other Scholarships

In addition to state-provided scholarships, various civic organizations and industrial firms offer scholarships to students at Trade Tech. Applicants for these awards should contact the Dean of Students to determine requirements.

Scholarships available include:

AJAX PRESSING MACHINE COMPANY awards two scholarships to Machine Shop students.

AMERICAN WELDING SOCIETY, SALT LAKE CITY SECTION awards a Welding student a tuition scholarship.

FRED A. CARLESON COMPANY awards two scholarships to second year students – one in Automobile Mechanics and one in Auto Body Repair and Painting.

J. M. GRISLEY awards a Machine Shop student a tuition scholarship.

PRINTING INDUSTRY OF UTAH and the SALT LAKE CHAPTER OF PRINTING HOUSE CRAFTSMEN awards a $100 scholarship in the Graphic Arts.

SALT LAKE KIWANIS CLUB awards two tuition scholarships. These scholarships amount to $100 each and are awarded to needy and qualified second-year students.

Related Training

A craftsman must know both the "how" and the "why" of work he is required to accomplish. All students at Trade Tech are required to attend classes in subjects related to a comprehensive understanding of a trade. These include communications, mathematics, physics, business management and blueprint reading.

The daily schedule includes one hour of trade technology, one hour of related training and four hours of shop or laboratory practice. In more technical courses, two hours of related training are scheduled.

The "Related" Subjects

Industrial Mathematics

This course is taught for one or two quarters and begins with a review of fundamental arithmetic. This is followed by instruction in algebra, geometry, and trigonometry. Emphasis is placed where it will help the student most in his respective trade.

Communications

This course helps students express themselves clearly in writing and speaking. It includes the study of grammar, punctuation, and spelling, with special emphasis on technical terms used in the trade.

Principles of Business Management

This course teaches the fundamentals necessary to understand the operation of a business. Topics include organization, credit, business law, finance, and layout.

Blueprint Reading

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

Industrial Physics

This lecture-demonstration course tells the "how" and "why" of mechanics, the forces of heat, light, magnetism, and electricity as they are applied in the various trades.

Physics for Electronics

Electronics students complete six quarters of physics. This advanced course includes the principles of mechanics, heat, light, sound, magnetism, electricity, atomic and nuclear energy.

Human Relations

A "getting along with people" course which helps everyone who enters the competitive world of work.

School Staff

Jay L. Nelson	President
Lloyd V. Tilt	Day School Supervisor
A. Clair Thomson	Evening School Supervisor
Algot E. Anderson	Related Training Supervisor
Harvey C. Hirschi	Dean of Students
Grant H. Tuckett	Training Coordinator
Burton A. Talmage	Manager Auxiliary Accounts

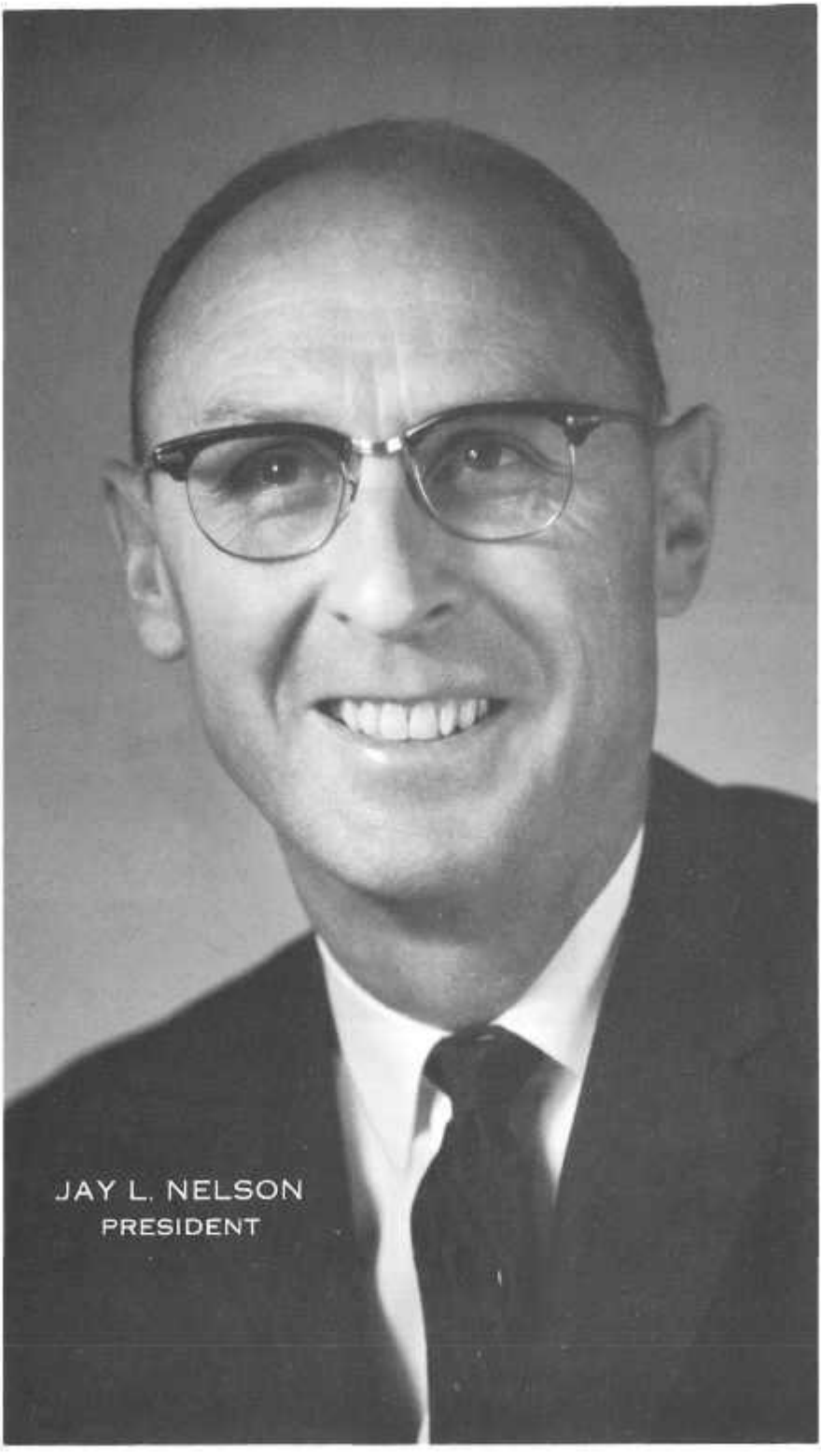
Utah State Board For Vocational Education

Board Members and Executive Officer

Moroni H. Brown – Salt Lake City	Chairman
Sheldon S. Allred – Price	Member
LeGrand P. Backman – Salt Lake City	Member
Owen L. Barnett – Provo	Member
Leonard L. Bishop – Garland	Member
Edna S. Cannon – Circleville	Member
Loretta Cline – Milford	Member
Rulon T. Hinckley – Salt Lake City	Member
David M. Welling – Ogden	Member
Wilburn N. Ball – Salt Lake City	Executive Officer

Advisory Committee

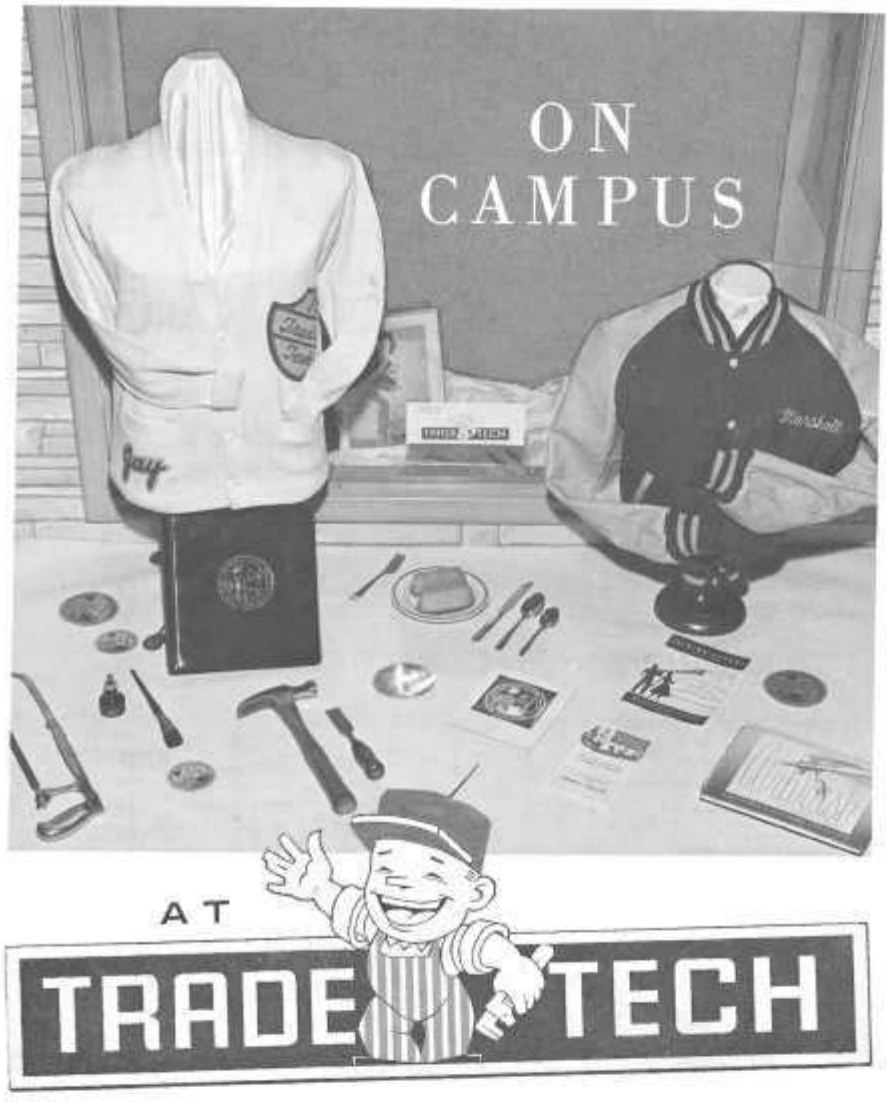
M. Elmer Christensen, Chairman
Horton C. Miller, Vice-Chairman
Waldo M. Andersen
Marlon S. Bateman
M. Lynn Bennion
Mrs. John T. Brewster
O. K. Cline
A. B. Drage
W. Sterling Evans
William J. Grow
Robert E. Halladay
Curtis P. Harding
E. J. Hartvigsen
Thomas J. Hubbard
Bruce S. Jenkins
Mrs. A. C. Jensen
Beverly D. Kumpfer
C. B. Morgan
ElRoy Nelson
Mark Nichols
Hulda Parker
J. Easton Parratt
Olin H. Ririe
Von H. Robertson
Glenn A. Sarbo
Franklin D. Sawyer
Wesley R. Smith
George L. Strike
Wallace F. Toronto
David R. Trevithick
B. W. Workman
Dorothy Zimmerman


JAY L. NELSON
PRESIDENT

LLOYD V. TILT
DAY SCHOOL SUPERVISOR

A. CLAIR THOMSON
EVENING SCHOOL SUPERVISOR

ALGOT E. ANDERSON
RELATED TRAINING SUPERVISOR


ON
CAMPUS
AT
TRADE TECH


PARKING

Trade Tech

Main Building–First Floor

103–School Office
111–Commercial Art
150–Cafeteria
151–Architectural Drafting
153–Conference Room
156–Bookstore
157–Plumbing
160–Carpentry
162–Diesel Mechanics

Main Building–Second Floor

200–Practical Nursing
201–Mechanical Drafting
203–Tailoring
205–Cosmetology
208–Barbering
210–Business
216–Conference Room
218 & 224–Electronics
219-223–Related Training

Campus Guide

Garage

G101-102–Auto Mechanics
G103–Auto Body
G104–Welding
G200-G205–Classrooms
G206–Upholstering
G207–Plumbing

Main Building–Basement

B1–Machine Shop
B2–Printing
B5–Electricity

Counseling Service

Trade Tech 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. Under the direction of the Dean of Students, a counseling service is provided to assist students in selecting suitable occupational courses and in solving personal problems that may have a bearing upon their school work.

Placement

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. However, the school cannot guarantee the placement of its graduates.

Part-time Employment

A cosmopolitan city the size of Salt Lake offers a large variety of part-time employment. Students who need part-time work to help defray the cost of attending school will have considerable opportunity to find such 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 be related to the course of instruction and practical from the standpoint of training needs.

No student will be 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 the location of housing, but cannot assume responsibility for securing such facilities.

Visitors

Trade Tech is always anxious to have visitors see the trade and technical training that is being offered. However, all visitors are requested to apply at the information desk in the main building for a pass and a guide before visiting departments.

Parking

An expansive, hard-surfaced parking lot north of the main building is provided for visitors and students. There is additional parking space south of the main building. It is requested that students use the parking lots to avoid congestion on streets. Some parking zones are reserved for visitors and business activities. 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 TRADE TECH decal.

Bookstore

A bookstore is operated for students to secure books, tools, equipment and other training supplies. Each Day School course has a list of books, tools and supplies which students are required to purchase. Items issued to PL894 veterans, vocational rehabilitation students, welfare students and others enrolled on authorization from an agency must be returned to the agency if the student withdraws before completing his training.

Cafeteria

A cafeteria is operated at the school to provide inexpensive, nourishing lunches for those who desire them. Eating areas and facilities are provided for those who do not purchase lunches in the cafeteria. Various dispensing machines are located throughout the campus.

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 provided to assist in keeping the campus clean.

Sports

Participation in competitive sports at the present time is limited due to lack of facilities and staff for this purpose. Inter-class and individual competition in minor sports is encouraged, however. Volleyball, basketball, badminton, and ping-pong equipment is available for students. Competitive bowling is sponsored by the student body.

Insignias

Trade Tech inspires a strong school spirit, both on campus and off. This is evidenced by the number of school sweaters, jackets, insignias and car decals displayed by both students and faculty. Charges are nominal and auto stickers are available free.

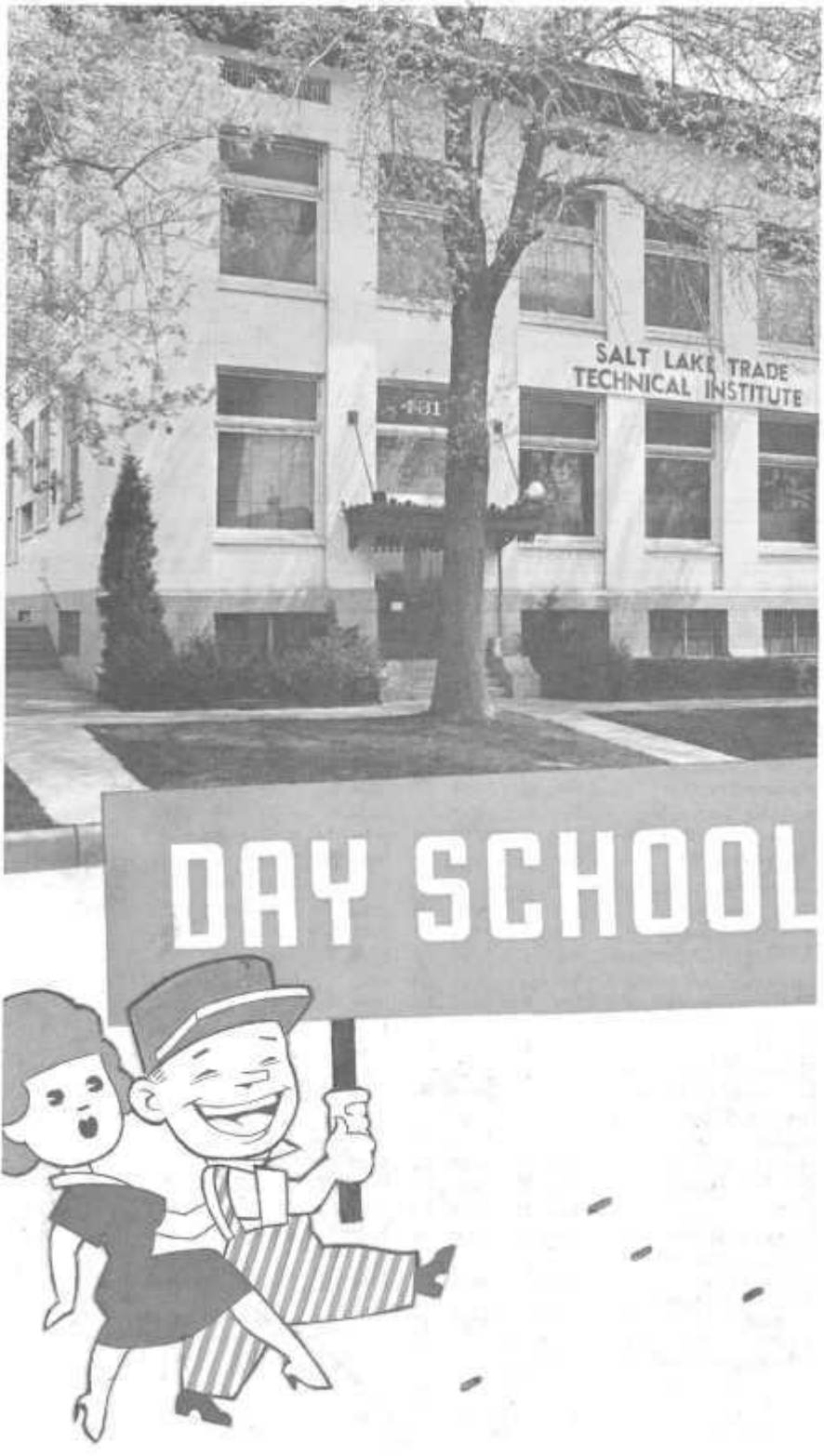
Student Association

To further student interest and education in the American ideals, Trade Tech offers a democractic student government known as the Salt Lake Trade Technical Institute Student Body Association. It operates under an established constitution and by-laws. Student body officers are elected each fall and these in turn appoint chairmen of six activity committees. A student council composed of a representative from each class, together with the student officers, acts as a governing body over student affairs. These officers plan dances, assemblies, sports events and school safety programs throughout the year. These activities are climaxed each spring with the annual school outing .

Alumni Association

An active Alumni Association is organized for all former students of Trade Tech. Alumni activities are highlighted by the annual Alumni Fellowship Banquet.

Alumni officers for the 1961-62 school year include Jim Heusser, 6122 Clay, Murray, President; Robert Woolley, 730 Harrison Avenue, Vice-President; Esther Volmar Brown, 114 North 1100 West, Woods Cross, Secretary; Dorothy Goodsell, 69 North Ninth West, Treasurer, and Elsie Cline, 624 Second Avenue, Historian.


SALT LAKE TRADE
TECHNICAL INSTITUTE
DAY SCHOOL

DAY SCHOOL

Calendar — 1961-1962

August 15-September 19 ..... Registration
(Early registration recommended)
September 19 ..... Instruction Commences — First Quarter
October 5-6 ..... U.E.A. Institute
October 20-23 ..... Harvest Vacation
November 23-24 ..... Thanksgiving Holiday
December 21-January 1, inclusive ..... Christmas Holiday
January 2 ..... Instruction Commences — Second Quarter
February 22 ..... Washington's Birthday
March 26 ..... Instruction Commences — Third Quarter
June 7 ..... Accomplishment Exercises
June 11-September 18 ..... Summer Session

Class Schedule

Class	Section	Start	Close	Hours	Room or Lab	Instructor
Auto Body Repair and Painting	Sec. 1	Sept. 19	June 8	8:30-3:15	164	Spainhower
Auto Body Repair and Painting	Sec. 2	Sept. 19	June 8	8:30-3:15	G-103	Hansen
Automotive Mechanics	Sec. A	Sept. 19	June 8	8:30-3:15	G-101	Black
Automotive Mechanics	Sec. B	Sept. 19	June 8	8:30-3:15	G-102	Pratt
Barbering	Sec. A	*	*	8:30-5:00	208	Knuteson
Barbering	Sec. B	*	*	4:30-9:00	208	Staff
Business Practice	Sec. A	Sept. 19	June 8	8:30-3:15	210	Vigen
Business Practice	Sec. B	Sept. 19	June 8	8:30-3:15	210	Staff
Building Technology	Sec. 1	Sept. 19	June 8	8:30-3:15	160	Sorenson
Building Technology	Sec. 2	Sept. 19	June 8	8:30-3:15	160	Dean
Commercial Art	Sec. A	Sept. 19	June 8	8:30-3:15	111	Jensen
Cosmetology	Sec. A	*	*	8:30-5:00	205	Smith
Diesel Mechanics	Sec. 1	Sept. 19	June 8	8:30-3:15	162	Graham
Diesel Mechanics	Sec. 2	Sept. 19	June 8	8:30-3:15	162	Walters
Drafting, Architectural	Sec. A	Sept. 19	June 8	8:30-3:15	151	Kroll
Drafting, Mechanical	Sec. A	Sept. 19	June 8	8:30-3:15	201	Shults
Drafting, Mechanical	Sec. B	Sept. 19	June 8	8:30-3:15	201	Staff
Electricity	Sec. A	Sept. 19	June 8	8:30-3:15	B5	Burt
Electronic Technology	Sec. 1A	Sept. 19	June 8	8:30-3:15	224-1	Tanner
Electronic Technology	Sec. 1B	Sept. 19	June 8	8:30-3:15	224-1	Staff
Electronic Technology	Sec. 2	Sept. 19	June 8	8:30-3:15	218-1	Culligan
Machine Shop	Sec. A	Sept. 19	June 8	8:30-3:15	B-1	Bown
Machine Shop	Sec. B	Sept. 19	June 8	8:30-3:15	B-1	Boulton
Practical Nursing	Sec. A	Sept. 19	Sept. 14	8:30-3:15	200	Staff
Practical Nursing	Sec. B	Mar. 19	Mar. 12	8:30-3:15	200	Staff
Printing	Sec. A	Sept. 19	June 8	8:30-3:15	B-2	Gibson
Technical Illustrating	Sec. A	Sept. 19	June 8	8:30-3:15	111	Staff
Welding, Cutting, Metal Fab.	Sec. 1	Sept. 19	June 8	8:30-3:15	G-104	Bringhurst
Welding, Cutting, Metal Fab.	Sec. 2	Sept. 19	June 8	8:30-3:15	G-104	Wellard

*Class continuously in operation.

AUTO BODY REPAIR AND PAINTING

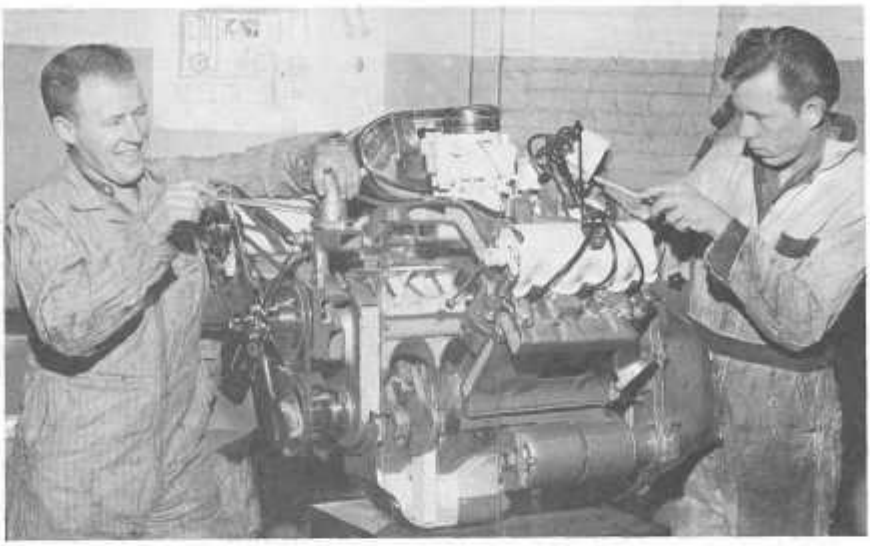
Eighteen Months — 2064 Hours

Auto Body Repair and Painting students are trained in the techniques of metal welding, soldering, shrinking, aligning, filing, grinding, sanding, and painting. Experience is gained through working on automobile bodies and fenders. Training is also given in body and frame alignment, replacement of body parts, glass installation and some upholstery work. In the painting division, preparation of metal surface, use of the painting equipment, and knowledge of the many types of paints available is taught.

Approximate cost of books, tools and supplies: $100.

Study Areas

Welding
Soldering and Filing
Body and Frame Alignment
Contour Measurement
Contour Grinding
Glass Installation
Trim and Hardware Installation
Electrical Wiring
Sanding
Spray Painting
Health and Safety
Metallurgy
Damage Analysis
Repair Procedures
Estimating
Automobile Paints
Industrial Mathematics
Communications
Blueprint Reading
Industrial Physics
Business Management



AUTOMOBILE MECHANICS

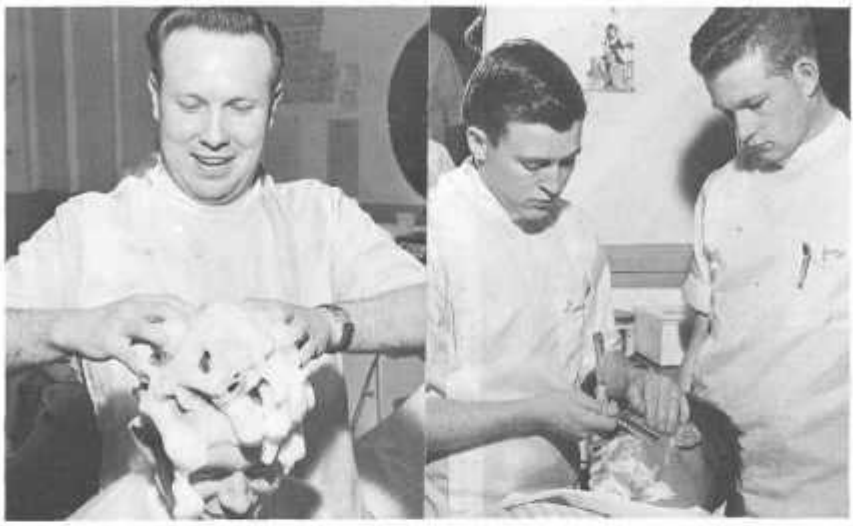
Eighteen Months — 2064 Hours

The Automobile Mechanics course emphasizes basic principles of maintenance and repair of passenger cars and light trucks. Instruction includes a knowledge of automobile parts and their functions, practice in disassembly, overhaul and reassembly of the engine, chassis construction, repair and maintenance of clutch, transmission, and differential, cooling and lubricating systems, automotive electrical systems, fuel systems, trouble shooting and testing, engine tune-up, braking system, and the reading of automotive diagrams.

Approximate cost of books, tools and supplies: $156.

Study Areas

Disassembly and Reassembly of Engines
Repair and Adjusting of Brakes
Steering and Alignment
Transmission Repair
Repair of Fuel Systems
Welding and Soldering
Engine Tune-Up
Electrical Trouble Shooting
Use of Test Equipment
Clutch Assembly Servicing
Engine Overhaul
Safety
Electrical Units
Front System Geometry
Physics of Machines, Fluids and Gases
Chemistry of Fuels
Gear Ratios
Industrial Mathematics
Industrial Physics
Blueprint Reading
Communications
Principles of Business Management



BARBERING

Six Months — 1000 Hours

The Barbering student is taught the techniques, science and practice of barbering, diseases associated with the skin and scalp, and the basic study of preparations and equipment used in the profession.

Under State law a student must complete 1000 hours in six months or more of school before taking a State Licensing Examination.

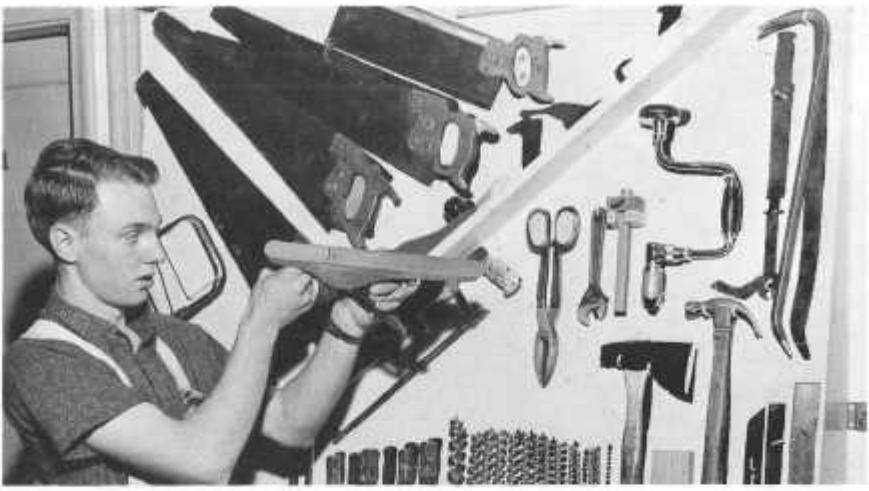
After passing the State Licensing Board Examination, the student will receive a one-year license to practice as an apprentice barber under the supervision of a licensed journeyman barber.

Applicants are accepted from ages 17-55. Tuition and fees for the six-month Barbering program are $103.

Approximate cost of books, tools and supplies: $112.

Study Areas

Shaving
Haircutting
Shampooing
Massaging
Care of the Skin and Scalp
Sterilization and Sanitation
Shop Management
Care of Tools, Equipment and Supplies
Customer Relations
Safety
History of Barbering
The Skin and its Appendages
Bacteriology and Hygiene
The Theory of Massage
Ethics of Barbering
Laws Affecting Barbering
Personal Development
General Anatomy and Physiology
Anatomy and Physiology of the Head and Face
History of Skin and Hair
Human Relations
Business Management



BUILDING TECHNOLOGY

Eighteen Months — 2064 Hours

Comprehensive training is given in the construction of foundations, forms, frames, cabinets, floor laying and some finish structures. Students who complete the first year of the Building Technology curriculum will learn to use hand tools, power tools and machine tools of the building industry. The student can qualify as a Framing Specialist at the conclusion of one year of training.

During the second year of the program students receive training in roof design and construction, interior and exterior trim, building estimating, contracting principles, architectural design and blueprint reading, structural materials and building codes and specifications. Students who complete the full two-year curriculum are eligible for a certificate in Building Technology.

Approximate cost of books, tools and supplies: $150.

Study Areas

Care and Use of Tools
Building Materials
Machine Tools
Foundations and Framing
Concrete Construction
Roof Framing
Cabinetmaking and Millwork
Exterior Trim
Trade Mathematics
Communications
Layout
Stair Building
Dry-Wall Application
Insulation
Flooring
Interior Trim
Building Codes
Contractor's Estimating
Small Business Management
Blueprint Reading
Drafting

BUSINESS PRACTICE

Stenographic Course — Nine Months (1032 Hours)
Bookkeeping Course — Nine Months (1032 Hours)

This course prepares the student to go directly into employment in a modern business office.

Training includes typewriting, shorthand, bookkeeping, business mathematics, business English, word studies, office techniques, filing, personality development, human relations, letter writing, business law, telephone training, use and care of office machines such as mimeograph, spirit duplicator, Verifax copier, adding machines, key-driven calculators, crank-driven calculators, dictaphone and bookkeeping machines. Basic bookkeeping and simple accounting are learned by working with business forms.

Advanced office training and stenography give students practice and develop skill in the above listed classes. Instruction also is given in office procedure and office management.

Approximate cost of books, tools and supplies: $60.

Study Areas

Typewriting Practice
Shorthand Dictation
Transcription
Bookkeeping
Business Mathematics
Filing
Dictaphone
Mimeographing
Office Machine Operation
Office Procedures
Receptionist Training
Telephone Training
Office Technique
Word Studies
Business English
Filing Systems
Personality Development
Business Law
Letter Writing
Human Relations

COMMERCIAL ART

Eighteen Months — 2064 Hours

The Commercial Art program provides instruction in fundamental shading, line drawing, figure drawing, design, perspective, lettering and layout, color harmony, cartooning, technical illustrating, and the uses of the various media. Special emphasis is placed on advertising layout and illustration for men and fashion illustration for women. The student is familiarized with all printing and engraving processes and the use of the silk screen, the air brush and the cut awl.

Approximate cost of books, tools and supplies: $98.

Study Areas

Lettering and Layout
Color and Design
Perspective and Line
Fundamental Shading
Figure Drawing and Illustrating
Fashion Illustrating
Cartooning
Advertising English and Terminology
Science of Advertising
Ethics of Advertising
Employer-Employee Relations
Applied Mathematics
Drafting
Industrial Design
Mathematics
Communications
Business Management

COSMETOLOGY

Ten Months — 1500 Hours

Cosmetology instruction is designed to prepare students for the State Examinations in beauty culture.

The course offers instruction and practice in all phases of beauty work, including shampooing, permanent waving, facial and scalp massage, manicuring, haircutting, tinting, bleaching and styling, and shop management.

It is preferred that the young woman or man choosing this occupation be mature and eighteen years of age or older.

Approximate cost of books, tools and supplies: $45.

Study Areas

Permanent Waving
Hair Styling
Facials
Scalp Treatments
Manicuring
Haircutting
Hair Tinting and Bleaching
Shampooing
Customer Relations
Care and Use of Equipment
Trade Ethics
Trade Practices
Hygiene and Personality
Laws Affecting the Practice of Cosmetology
Sterlization and Sanitation
Electricity and Light Therapy
Chemistry of Cosmetics
Safety
The Anatomy and Physiology of the Head, Face and Neck
The Skin and its Appendages
Diseases of the Skin and Scalp
Human Relations
Business Management

DIESEL MECHANICS

Eighteen Months — 2064 Hours

This course provides both theoretical and practical training in the operation, maintenance, repair and servicing of diesel engines. Included are both two-stroke and the four-stroke cycle types of units. Instruction will outline combustion principles, fuel injection systems, lubrication and cooling systems, governors, superchargers, turbo-chargers, air filtration, the repair and maintenance of clutches, transmissions and final drives.

Approximate cost of books, tools and supplies: $150.

Study Areas

Use of Tools and Equipment
Electrical Systems
Tracks, Frames, Brakes
Injection and Pumps
Tune-Up and Adjustment
Steering
Cooling
Controls and Hydraulics
Air Systems
Finals, Check Outs
Safety
Shop Management
Power Production
Power Flow
Chemistry of Fuels
Physics of Machine, Gases
Industrial Mathematics
Communications
Blueprint Reading
Industrial Physics
Business Management

DRAFTING — ARCHITECTURAL

Nine Months — 1032 Hours

Students are instructed in every phase of Architectural Drafting with particular emphasis on local conditions and practice.

The student is first taught the fundamental operations of drawing and architecture. In an atmosphere of a professional drafting room, he learns to carry architectural projects from preliminary sketches through to completed working drawings. He acquires knowledge in color, design and use of building materials and an appreciation of the related fields of art and industrial design. Class projects include model making and rendering in all media. Frequent field trips acquaint the student with contemporary practices in good construction.

Approximate cost of books, tools and supplies: $95.

Study Areas

Principles of Design
Construction Principles
Preliminary Sketching
Working Drawings
Pictorial Drawing,
Isometric and Perspective
Rendering
Lettering
Tracing and Duplicating
Use of Drafting Equipment
Surveying
Safety
Architectural Terminology
Color Harmony
Building Codes
Architectural Design
Building Materials
Industrial Design
Industrial Mathematics
Communications
Industrial Physics

DRAFTING — MECHANICAL

Nine Months — 1032 Hours

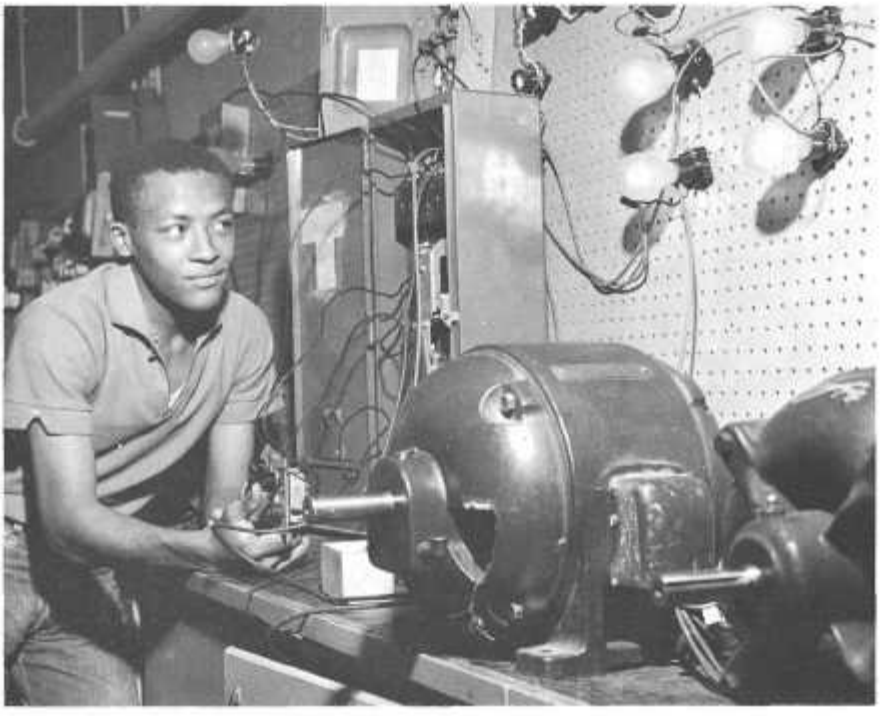
Mechanical Drafting is a precise graphic language which uses lines, symbols, dimensions and notations to accurately describe and illustrate the form, size, kind of material, finish and construction of an object.

This broad course stresses the fundamentals of precision drawing with tools. Modern techniques of drafting are taught 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 finished blueprint.

Approximate cost of books, tools and supplies: $85.

Study Areas

Care and Use of Drafting Equipment
Lettering
Working Drawings
Dimensioning
Tracing and Duplication
Sheet Metal Drafting
Production Illustrations
Machine Drafting
Topographic Drawings
Structural Drafting
Electrical Drafting
Pattern Drafting
Orthographic Projection
Geometric Construction
Triangulation
Trade Practices
Trade Terminology
Safety Practices
Industrial Mathematics
Communications
Industrial Physics



ELECTRICITY

Nine Months — 1032 Hours

A graduate of this program will have a good foundation in the principles encountered in every facet of the electrical industry and a working ability with the tools of his trade. The classes are arranged with an appropriate balance between technology, related information and laboratory experience.

Emphasis in the electrical program is placed on basic fundamentals, house wiring, industrial circuitary, the use of instruments and employment practices.

Approximate cost of books, tools and supplies: $125.

Study Areas

Soldering
Wiring
Trouble Shooting
Motor Winding
Motor Hookup
Control Circuits
Use of Electrical Instruments
Generator Repair
Electrical Fundamentals
Transformers and Controls
A.C. and D.C. Machines
Electrical Instruments
Industrial Mathematics
Communications
Blueprint Reading
Industrial Physics

ELECTRONIC TECHNOLOGY

Eighteen Months — 2064 Hours

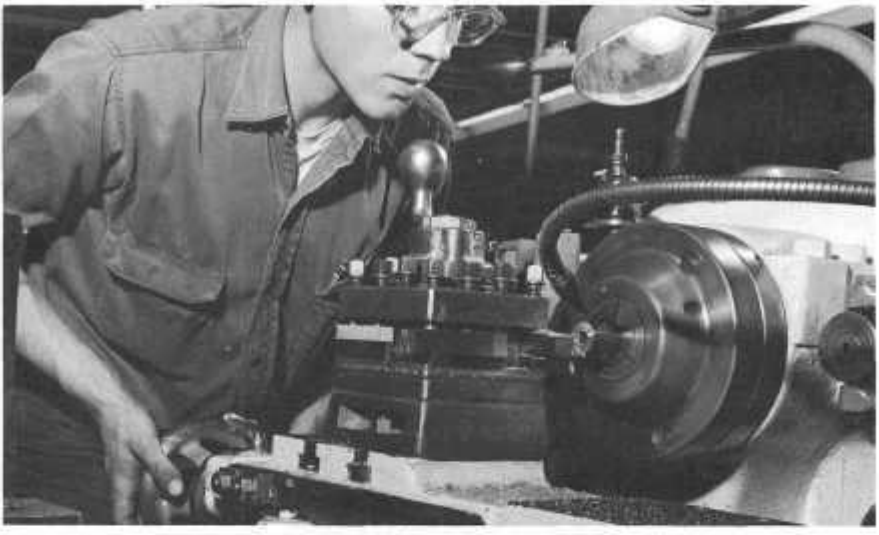
Students in Electronic Technology may follow several different vocational objectives. The student who successfully completes the first two quarters may qualify as a Radio Specialist. The student who completes four quarters may qualify as a Radio and Television Specialist. First-year students acquire a thorough understanding of the fundamentals of electricity and electronics.

In the second year the program extends into the technical fields of industrial electronics, missile control and communications. Comprehensive training is given in circuit analysis, microwave fundamentals, radar and data processing, including military and industrial applications of electronics. Students who complete the full two-year curriculum earn a certificate in Electronic Technology and are qualified to enter employment as technicians in defense and missile industries, aircraft control centers, and military installations.

Approximate cost of books, tools and supplies: $130.

Study Areas

AC and DC Theory
Electron Theory
Simple Circuits
Vacuum Tubes
Circuit Analysis
Applied Mathematics
Physics
Basic Technical Lab Procedures
Electronic Lab and Test Instruments
Television
Color Television
Microwave Fundamentals
Radar
Military Applications of Electronics
Industrial Applications of Electronics
Transistors
Technical Report Writing



MACHINE SHOP

Nine Months — 1032 Hours

Emphasis in the Machine Shop course is placed upon the operation of basic machine tools, accuracy of measurement, quality of finish, skill with hand tools, and speed of performance.

All necesary related information is correlated with basic shop operations. Included is blueprint reading, shop drawing and sketching, theory of machine tool operations, materials of metal trades, elements of welding and heat treatment, precision inspection, machine tool maintenance, trade orientation and labor relations. Field trips are taken to many of Utah's important metal manufacturing plants.

Approximate cost of books, tools and supplies: $105.

Study Areas

Engine Lathe
Milling Machines
Shapers
Precision Grinders
Turret Lathes
Tool and Cutter Grinders
Power Saws
Drilling Machines
Arc and Acetylene Welders
Precision Inspection Equipment
Bench Operations
Hand Tools Operations
Layout
Materials of Industry
Heat Treatment
Speeds, Feeds, Fits, Tolerances and Surface Finishes
Trade Orientation
Gears, Gear Cutting and Indexing
Blueprint Reading and Drawing
Industrial Mathematics
Industrial Physics
Communications

PRACTICAL NURSING

Twelve Months — 1817 Hours

This program is planned to develop in mature men and women, from ages 17 to 50, the knowledge, skills and attitudes they will need to function as Licensed Practical Nurses. The one-year course is fully accredited and includes fifty weeks of instruction and practice and two weeks vacation. Graduates receive a Certificate of Accomplishment and are qualified to write the State Board of Licensing Examination.

Applicants must be citizens of the United States or have applied for citizenship. Education will be evaluated individually for each applicant. Students are selected on the basis of aptitude tests, physical examinations, personal interviews and references. New classes begin each March and September.

Approximate cost of books, tools and supplies: $125.

Study Areas

Care of the Medical and Surgical Patient
Care of Mothers and New Born
Care of Children
Care of the Aged
Diet Therapy
Central Supply Service
Recovery Room Care
Isolation Technique
Care of Orthopedic Patient
Care of Psychiatric Patient
Nursing Principles and Skills
Vocational Adjustments
Personal and Community Health
Body Structure and Functions
Conditions of Illness
Diversional and Rehabilitative Activities
Growth and Development of the Child
Nutrition
Pharmacology
Interpersonal Relations

PRINTING

Nine Months — 1032 Hours

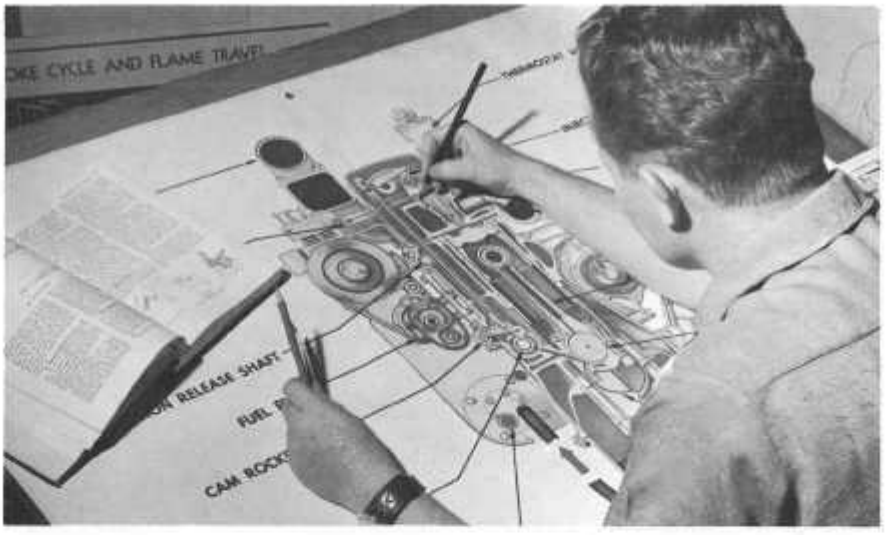
Printing employs a wide variety of skills and knowledge. Included in the Printing course are the history of printing; evaluation of printing processes and media; a study of methods, equipment, type faces, typography, and a study of trade terminology. The student learns to follow from the preparation of copy through the various operations involved to the finished product.

Equipment used in this program includes presses for letterpress printing, linotype and hand composition facilities, offset copy preparation and offset printing, as well as bindery machines. Practical experience on these machines is planned in conjunction with technical and related subjects.

Approximate cost of books, tools and supplies: $70.

Study Areas

Preparation of Copy
Choosing of Type Faces
Layout
Hand Composition
Operation of Linotype
Proofing
Lock-up
Presswork
Binding and Cutting
Offset Copy Preparation
Offset Presswork
History of Printing
Methods of Printing
Layout
Machine and Hand Composition
Proofreading
Presses, Platen and Cylinder
Bindery
Industrial Mathematics
Business Management
Communications



TECHNICAL ILLUSTRATION

Eighteen Months — 2064 Hours

Technical Illustration is a combination of methods in drafting and art applied to demonstrate the forms and usages of mechanical objects and associated materials.

The course includes training in blueprint reading, freehand technical sketching, accurate mechanical drafting instruction, three dimensional drawing and the artistic representation of objects for demonstration purposes. It provides training in the drawing of cutaways, exploded views, phantom views and illustrations. Layout of charts, posters, catalogs, texts and brochures is also included in the course.

Approximate cost of books, tools and supplies: $100.

Study Areas

Use of Instruments and Templates
Basic Techniques of Technical Illustrating
Oblique Drawing
Axonometric Drawing
Isometric Drawing
Dimetric and Trimetric Drawing
Perspective Drawing
Shading Techniques and Photo Retouching
Orthographic Projection
Geometric Construction
Lettering
Layout
Tracing
Art Brush and Water Color Rendering
Pen Illustration
Special Equipment and Materials
Trade Terminology
Visual Aids
Industrial Mathematics
Communications

WELDING, CUTTING AND METAL FABRICATION

Eighteen Months — 2064 Hours

This course covers the fundamental practices used in welding iron, steel, and non-ferrous metals. Students have the opportunity to use a variety of equipment used for arc and acetylene welding and at the same time learn to understand and use properly the materials common in welding. Considerable stress is placed upon personal safety and students are given extensive instruction in metallurgy and the testing of metals. Blueprint reading is a significant aspect of the course and instruction in this skill is closely correlated with shop practice.

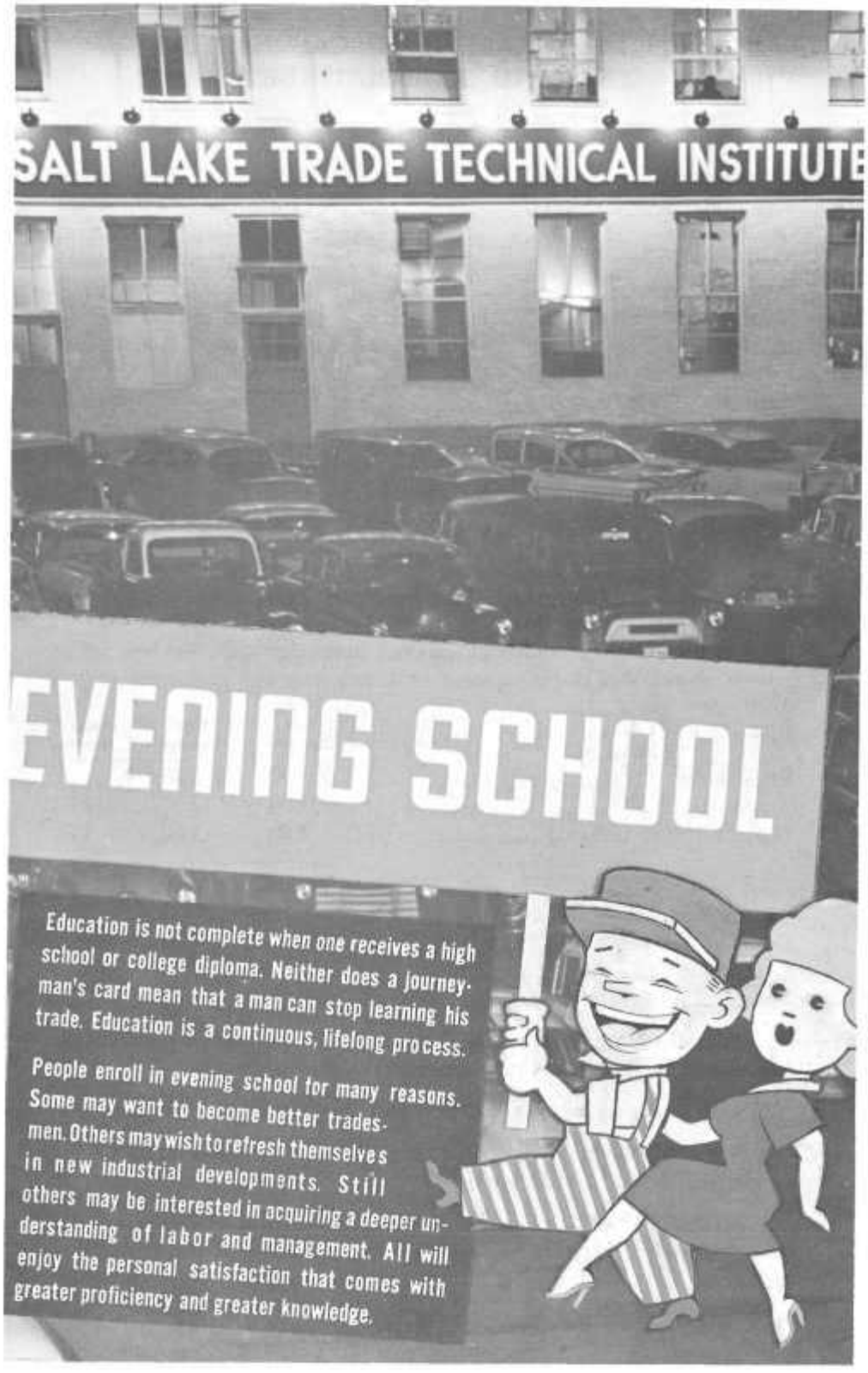
Approximate cost of books, tools and supplies: $120.

Study Areas

Oxy-Acetylene Welding
Arc Welding
Inert Gas Arc Welding
Basic Heat Treating
Testing Welds
Building with Metals
Inspecting Welds
Use of Hand and Machine Cutting Torch
Finishing Techniques
Trade History and Community Relations
Shop Management
Chemistry of Oxidation
Metallurgy
Industrial Mathematics
Communications
Industrial Physics
Blueprint Reading
Business Management

Day School Instructors

Black, June A.	Auto Mechanics
Boulton, Franklin F.	Machine Shop
Bown, J. Ralph	Machine Shop
Bringhurst, George S.	Welding
Burt, Wallace G.	Electricity
Cope, Maxine J.	Director, Practical Nursing
Culligan, James J.	Electronic Technology
Dean, Ross E.	Building Technology
Glenn, Ronald E.	Related Training
Gibson, B. Dale	Printing
Graham, Raymond C.	Diesel Mechanics
Hansen, Dorthy H.	Practical Nursing
Hansen, Levern	Auto Body Repair
Isenberg, E. H.	Supervisory Personnel Development
Jensen, Evan E.	Commercial Art
Knuteson, Martin H.	Barbering
Kroll, A. James, Jr.	Architectural Drafting
Lewis, James W.	Electronic Technology
McKean, Corallene O.	Practical Nursing
Newman, W. Dennis	Business Practice
Parrish, Martha	Practical Nursing
Poulsen, Violet N.	Practical Nursing
Prater, Barbara M.	Practical Nursing
Pratt, Parker M.	Auto Mechanics
Reichmann, LaJuana D.	Practical Nursing
Roth, Lois K.	Practical Nursing
Shults, C. Smithey	Mechanical Drafting
Smith, Lillian A.	Cosmetology
Sorenson, Dale W.	Building Technology
Spainhower, Orrin W.	Auto Body Painting
Tanner, Carlisle G.	Electronic Technology
Vigen, Harriet B.	Business Practice
Walters, F. LeRoy	Diesel Mechanics
Wellard, R. Don	Welding
Winn, Charles S.	Related Training


SALT LAKE TRADE TECHNICAL INSTITUTE
EVENING SCHOOL
Education is not complete when one receives a high school or college diploma. Neither does a journeyman's card mean that a man can stop learning his trade. Education is a continuous, lifelong process.
People enroll in evening school for many reasons. Some may want to become better tradesmen. Others may wish to refresh themselves in new industrial developments. Still others may be interested in acquiring a deeper understanding of labor and management. All will enjoy the personal satisfaction that comes with greater proficiency and greater knowledge.

SALT LAKE TRADE TECHNICAL INSTITUTE
EVENING SCHOOL 1961-62

Calendar

September 5-15	Registration
September 18	Instruction Commences
October 20-23	Harvest Vacation
November 23-24	Thanksgiving Holiday
December 21	Quarter Ends
January 8-12	Registration
January 15	Instruction Commences
February 22	Washington's Birthday
April 20	Quarter Ends
April 23	Registration
April 23	Instruction Commences
May 25	Quarter Ends

Evening Tuition and Fees

For courses not in excess of six clock hours per week, the fees are as follows, shown as a single payment or as two quarterly payments:

	Two Quarters	First Quarter	Second Quarter
Registration	$ 3.00	$ 3.00	
Tuition	24.00	12.00	$12.00
Student Union Building	2.00	1.00	1.00
	$29.00	$16.00	$13.00
Special Fees:			
Welding	$15.00	$ 7.50	$ 7.50
Leadwiping	15.00	7.50	7.50
Inert Gas Arc Welding	84.00	42.00	42.00

Tuition for students during the progress of the school year will be prorated at the rate of $4 per month.

Special fees are payable quarterly and are to be paid in advance.

Any student attending one or more classes in any one month must be charged the full tuition for that month.

A fee of $2 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.

Registration

Registration at the beginning of the school year is recommended so that the proper sequence of subjects may be obtained. Announcement will be made of the starting date of each course which begins after the regular registration dates.

Evening Hours

Most of the evening classes meet two night a week from 7 p.m. until 10 p.m. for a total of six hours per week.

Refunds

The registration fee is not refundable. Students withdrawing during the first four weeks of any term may have a prorated refund on tuition. No refunds will be made after the start of the sixth week in any term. The official termination date will be the day the student notifies the registrar of his withdrawal, not the last day of attendance.

No refunds can be made without presentation of receipt for fees paid. Application for refund must be made within ten days after withdrawal.

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

Since courses are offered without reference to college credit, the school is open to any serious individual over 16 years of age who can profit from the instruction offered. However, because most classes are established primarily as related training for apprentices, it is a requirement of the school that in the courses listed in the section of the catalog under "Apprentice Training" only individuals who are actually gainfully employed at the occupation for which they are making application can be accepted. Apprentices and on-the-job trainees are required to attend related instruction in their respective trades.

Grades and Reports

A report indicating a student's progress will be issued once a month. The student's progress will be rated as follows:

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

APPRENTICE TRAINING COURSES

Apprentice training courses supply the related instruction necessary to complement daily one-the-job experience of the apprentice or trainee. Many industries have found that the best way of meeting the demand for skilled workers is to organize an apprenticeship program. Thus the young worker can be assisted in gaining a well rounded knowledge of his trade through on-the-job experiences and related technical instruction in the classroom.

Air Conditioning and Refrigeration

This program for apprentices and tradesmen includes technical information and theory related to the physics of refrigeration and air conditioning.

A study of commercial systems, controls, and mechanism is designed to aid the men in solving problems in the field. Included will be some related mathematics and blueprint reading.

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

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.

Plumbing

This program for apprentices and tradesmen includes technical information and theory related to the plumbing trade, including 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.

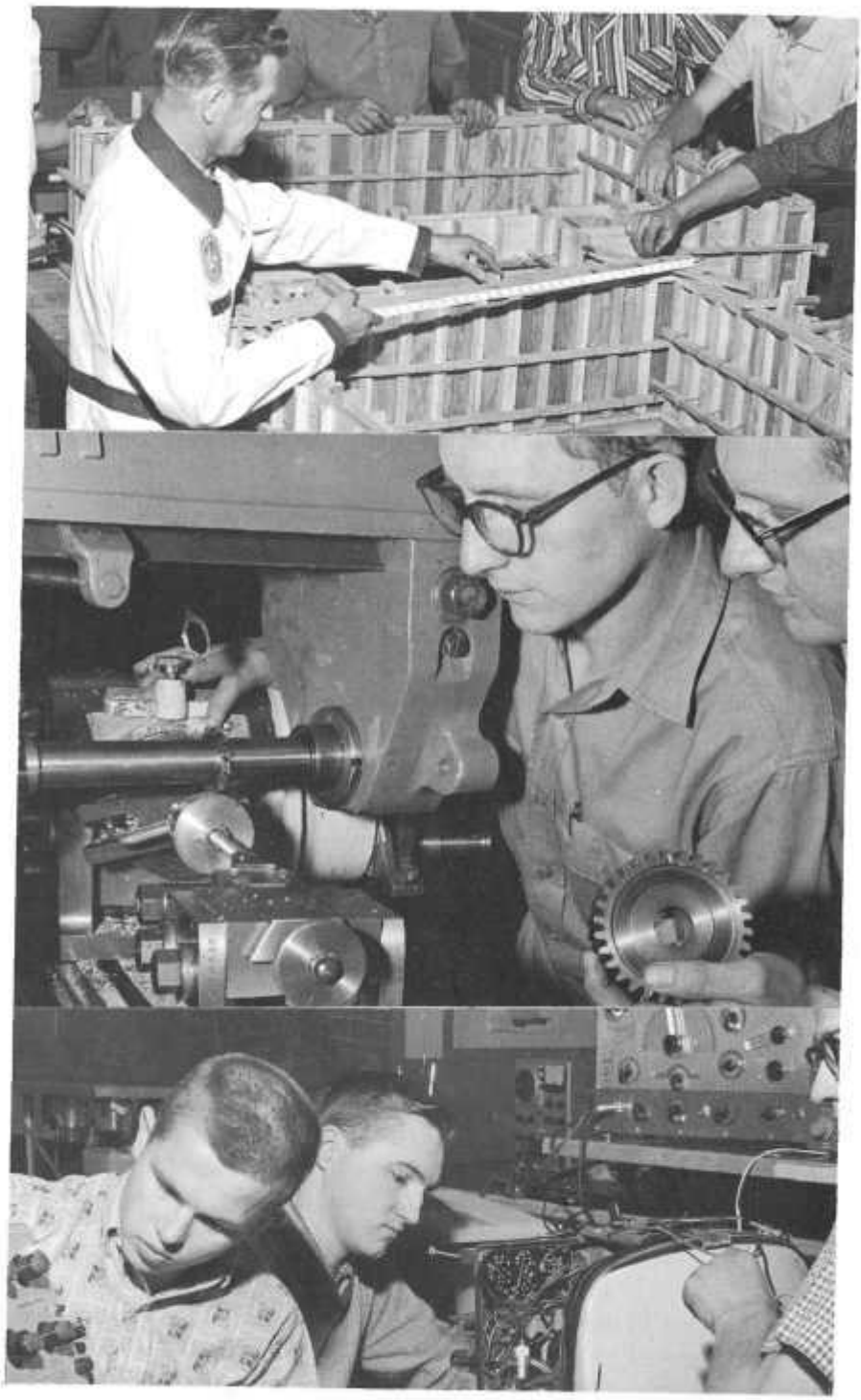
Welding

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, 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 necesary for welding students to provide themselves with specified items of equipment.

Other Classes

Classes may be initiated at any time during the school year. Any time that 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 Body Repair and Painting

This course provides related training for the auto body trade. It includes study in tools and equipment, basic acetylene welding, auto body metal repair, roof and body alignment, trim and glass repair, refinishing, estimating, safety, and business methods and practices. Shop work is coordinated with the theory of the course.

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 of skilled mechanics. Evening courses in Auto Mechanics will be offered in the following areas: automotive electricity, automotive engines, automotive drive units and automotive fuel systems.

Appliance Repair

This course is designed to give individuals interested in this field a working knowledge of electrical fundamentals and their application to repair component parts of household appliances. There will be some emphasis on customer relations and the appliance business from the standpoint of the serviceman.

Blueprint Reading

Blueprint reading is a necessary skill in every skilled occupation. It is one of the primary tools of communicating ideas in the world of 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 the 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. Emphasis in this class is upon typing, shorthand and transcription.

Carpentry and Cabinetmaking

The objective of this course is to develop skill on the part of the student in the fundamental operations of carpentry and woodworking, using both hand and machine tools. The course includes background in general carpentry construction as well as interior finish and cabinet building.

Commercial Art

This course covers all fundamentals including shading, perspective, lettering, layout, line drawing, design, color harmony and portraiture.

The student is taught to create figures for advertising copy, and how to illustrate for posters, magazines and newspapers. A special feature for women is a course in fashion drawing.

Drafting — Architectural

The Architectural Drafting course includes mathematics, trade theory, working drawing, detailing, design, three-dimensional sketching, perspective and isometric drawing, descriptive geometry, and drafting room practice.

Drafting — Mechanical

The Mechanical Drafting program includes mathematics, trade theory, working drawing, detailing, design, three-dimensional sketching, perspective and isometric drawing, descriptive geometry, and drafting room practice with particular reference to drawing as required in the machine trades.

Driver Training

A course designed for those who are learning to drive for the first time and those who need to improve their driving skills. Instruction in all phases of information needed for attaining a driver's license will be given along with special emphasis on driver safety. Time will be scheduled for actual in-car driving instruction.

Electricity — Fundamentals

Fundamentals of electricity enters into the performance of a great variety of jobs. This course is designed to provide students with a basic understanding of the laws of electricity and the behavior of electricity.

Electricity — Industrial

This occupational extension class is designed to expand the worker's knowledge of electrical principles as they apply to industrial application. Units of instruction will follow a logical sequence with special emphasis on D.C. theory, A.C. theory, transformers, generators, and controls.

Electronic Technology

The ever-increasing use of electronic equipment and controls in industry has created a demand for trained servicemen and workers. Courses in this department will be offered in the following unit areas: Electrical Principles of Electronics, Electronic Circuit Analysis, Communications Electronics, and Industrial Electronics. Each unit is covered in one quarter of work which consists of both lecture and associated laboratory work.

Estimating for Contractors

A course designed to acquaint the student with up-to-date methods in estimating materials, labor, and other inherent costs in building. Special emphasis is placed on contracts and specifications, building codes, license laws, minimum property standards, and other pertinent facts in the building industry.

Gunsmithing

This is a course designed for the sportsman, mechanic, or hobbyist who likes to do his own gun repairs and alterations. The person who enrolls in this class should have machine tool experience.

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 — Electronics and Electricity

This course is designed for students in the fields of electricity and electronics who need to approach the mathematics specifically used in the fields. It takes up the mathematics that is directly concerned with application to electrical and electronics circuits. This course should benefit any in these two fields.

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.

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.

Nursing Pharmacology

Nursing Pharmacology is a course open to licensed practical nurses who have graduated from an approved school of practical nursing, achieved highly on a basic arithmetic test, and have been competent and reliable practitioners of practical nursing. The program of instruction consists of the following:

1. Arithmetic, weights, and measures commonly used in the administration of medicines.
2. Physiological, toxicological, and therapeutic actions of drugs, amounts of dosage, and methods of administration.
3. Supervised clinical practice.

Printing

Expansion of Utah's business and industrial activities demands that all measures possible be taken to prepare workers in the primary communications industry of printing. The chief areas in which courses will be offered are letter press and offset printing.

Upholstering

Instruction for the upholstering trade includes designing of furniture, construction of frames, remodeling furniture, fabrics – their identification and uses, buying, window display, wood finishing, power sewing, slip cover fabrication, interior decorating, salesmanship, mathematics and safety practices.

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, 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 specified 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.

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.

SUPERVISION AND MANAGEMENT COURSES

Supervision and Management Courses assist foremen, supervisors and executives and those preparing for such positions to keep abreast of new techniques, developments and improved methods in dealing with the complex problems of business and industrial supervision and management.

Series No. 1 — Problems of Handling People

Training for leadership through an objective study of the most outstanding problems in human relations. Such problems as building confidence, handling grievances, getting cooperation, developing desirable attitudes, are discussed in these conferences. This course consists of twelve conferences of two hours each.

Series No. 2 — The Supervisor as an Instructor

This series of five two-hour conferences covers such instructional problems as methods and techniques of instruction, use of instructional aids, occupational and job analysis, the preparation of lesson plans and the scheduling of training time.

Series No. 3 — Communication in Industry

Getting information up, down, and across the lines of organization is the principal concern of this series of five two-hour conferences. Communication between the business and the public is also a matter of investigation.

Series No. 4 — Organization and Management

The basic principles of sound management are studied with particular regard to the following functions of business management: planning, organizing, controlling, coordinating, dispatching, and the effective use of time. This series is comprised of six conferences of two hours' duration each.

Series No. 5 — The Supervisor's Part in Safety

This series of five two-hour conferences 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 worker's participation and interest in safety programs are emphasized.

Series No. 6 — Improvements in Job Methods

These five conferences of two hours' duration each encompass actual case problems of rearranging, recombining and eliminating items and operations in an attempt to improve production. Some actual work on motion study is included to enable the worker to plan his work more efficiently.

Other Classes

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

EVENING SCHOOL SCHEDULE

Apprentice Related Courses

Subject	Date	Date	Time	Days	Room	Instructor	Fee
Carpentry 1 and 2	Sept.	18-Apr. 18	7-10	M-W	160.2	Sorenson	$12.00
Carpentry 3 and 4	Sept.	19-Apr. 19	7-10	T-Th	160.2	Dean	12.00
Electricity 1	Sept.	18-Apr. 18	7-10	M-W	B 5	Graham	12.00
Electricity 2	Sept.	19-Apr. 19	7-10	T-Th	B 5	Dille	12.00
Electricty 3 and 4	Sept.	19-Apr. 19	7-10	T-Th	219	Bell	12.00
Electricity (Kennecott)	Sept.	16-Dec. 16	8:30 3:15	Sat	B 5	Staff	12.00
Ironworker's Layout	Sept.	19-Apr. 19	7-10	T-Th	225	Colclough	12.00
Ironworker's (Structural)	Sept.	18-Apr. 18	7-10	M-W	211	Nielson	12.00
Machine Shop 1A (Eimco)	Sept.	19-Apr. 19	3:15 5:15	T-Th	223	Staff	8.00
Machine Shop 1B (Eimco)	Sept.	19-Apr. 19	3:15 5:15	T-Th	219	Staff	8.00
Machine Shop (Kennecott)	Sept.	16-Dec. 16	8:30 3:15	Sat	M.S.	Staff	12.00
Painting and Decorating	Sept.	19-Apr. 19	7-10	T-Th	157	Manning	12.00
Plumbing 1 and 2	Sept.	18-Apr. 18	7-10	M-W	G201	Johnson	12.00
Plumbing 3 and 4	Sept.	18-Apr. 18	7-10	M-W	217	Madron	12.00
Plumbing 5	Sept.	18-Apr. 18	7-10	M-W	157	Barlow	19.50
Sheet Metal 1	Sept.	19-Apr. 19	7-10	T-Th	201	Olsen & Darlington	12.00
Sheet Metal 2	Sept.	18-Apr. 18	7-10	M-W	201	Nash & Johnson	12.00
Air Cond. and Refrigeration	Sept.	19-Apr. 19	7-10	T-Th	G200	To be selected	12.00

Occupational Extension

Automotive

Auto. Engines	Sept.	18-Dec. 20	7-10	M-W	207	Black	12.00
Auto. Drive Mechanisms	Jan.	15-Apr. 18	7-10	M-W	207	Black	12.00
Auto. Fuel Systems	Sept.	19-Dec. 21	7-10	T-Th	207	Pratt	12.00
Auto. Electricity	Jan.	16-Apr. 19	7-10	T-Th	207	Pratt	12.00
Auto. Body A	Sept.	18-Dec. 20	7-10	M-W	Body Shop	Spainhower	12.00
Auto. Body B	Jan.	15-Apr. 18	7-10	M-W	Body Shop	Hansen	12.00

Business

Shorthand (Brushup)	Sept.	18-Apr. 18	7-10	M-W	210	Moss	12.00
Typewriting	Sept.	18-Apr. 18	7-10	M-W	210	Moss	12.00
Business Machines	Sept.	18-Apr. 18	7-10	M-W	210	Moss	12.00

Commercial Art

Lettering and Layout	Sept.	18-Dec. 20	7-10	M-W	111	Jensen	12.00
	Jan.	15-Apr. 18	7-10				
Perspective and Shading	Sept.	18-Dec. 20	7-10	M-W	111	Jensen	12.00
	Jan.	15-Apr. 18	7-10				
Shading and Air Brush	Sept.	18-Dec. 20	7-10	M-W	111	Jensen	12.00
	Jan.	15-Apr. 18	7-10				
Figure, Fashion and Color	Sept.	18-Dec. 20	7-10	M-W	111	Jensen	12.00
	Jan.	15-Apr. 18	7-10				
Illustrating (Advanced)	Sept.	18-Dec. 20	7-10	M-W	111	Jensen	12.00
	Jan.	15-Apr. 18	7-10				

Building Technology

Carpentry and Cabinet Making	Sept.	19-Dec. 21	7-10	T-Th	160.2	Dean	12.00
	Jan.	15-Apr. 19	7-10				
Estimating for Contractors	Jan.	16-Feb. 22	7-10	T-Th	211	To be selected	6.00

Drafting and Blueprint Reading

Architectural Drafting 1A	Sept. 19-Dec. 21	7-10	T-Th	151	Kroll	12.00
Architectural Drafting 1B	Jan. 16-Apr. 19	7-10	T-Th	151	Kroll	12.00
Mechanical Drafting 1A	Sept. 18-Dec. 20	7-10	M-W	151	Shults	12.00
Mechanical Drafting 1B	Jan. 15-Apr. 18	7-10	M-W	151	Shults	12.00
Blueprint Reading Machines Trades	Time to be arranged					8.00
Blueprint Reading Bldg. Trades	Time to be arranged					8.00
Blueprint Reading Elec. Trades	Time to be arranged					6.00

Electricity

Basic Electricty 1A	Sept. 19-Dec. 21	7-10	T-Th	221	To be selected	12.00
Basic Electricity 1B	Jan. 16-Apr. 19	7-10	T-Th	221	To be selected	12.00
Industrial Electricity	Sept. 19-Apr. 19	7-10	T-Th	B 5.1	To be selected	12.00
Appliance Repair 1	Sept. 18-Dec. 21	7-10	M-W	B 5	To be selected	12.00
Appliance Repair 2	Jan. 15-Apr. 18	7-10	M-W	B 5	To be selected	12.00

Electronic Technology

Electrical Principles of Electronics	Sept. 19-Dec. 21	7-10	T-Th	224	Tanner	12.00
Electronic Circuit Analysis	Jan. 16-Apr. 19	7-10	T-Th	224	Tanner	12.00
Communications Electronics	Sept. 19-Dec. 21	7-10	T-Th	218	Culligan	12.00
Industrial Electronics	Jan. 16-Apr. 19	7-10	T-Th	218	Culligan	12.00
Transistors	To be scheduled as requested					

Machine Work

Machine Shop 1A	Sept. 18-Dec. 20	7-10	M-W	Mach. Shop	Walters	12.00
Machine Shop 1B	Jan. 15-Apr. 18	7-10	M-W	Mach. Shop	Walters	12.00
Machine Shop 2A	Sept. 19-Dec. 21	7-10	T-Th	Mach. Shop	Boulton	12.00
Machine Shop 2B	Jan. 16-Apr. 19	7-10	T-Th	Mach. Shop	Boulton	12.00
Gunsmithing	Sept. 22-Dec. 15	7-10	Fri	Mach. Shop	To be selected	10.00

Mathematics

Industrial Mathematics	Sept. 18-Apr. 18	7-10	M-W	219	Burt	12.00
Math for Electronics & Elect.	Sept. 18-Apr. 18	7-10	M-W	218	To be selected	12.00

Practical Nursing

Pharmacology	Sept. 18-Apr. 3	7-10	M-W	200	To be selected	12.00

Printing

Typographical Layout	Sept. 18-Dec. 20 Jan. 15-Apr. 18	7-10 7-10	M-W	B	Gibson	12.00
Machine Composition & Repair	Sept. 18-Dec. 20 Jan. 15-Apr. 18	7-10 7-10	M-W	B	Gibson	12.00
Letterpress Printing	Sept. 18-Dec. 20 Jan. 15-Apr. 18	7-10 7-10	M-W	B	Gibson	12.00
Offset Lithography	Sept. 18-Dec. 20 Jan. 15-Apr. 18	7-10 7-10	M-W	B	Gibson	12.00

Welding

Welding 1	Sept. 18-Apr. 17	7-10	M-T	Weld. 214	Brown	19.50
Welding 2	Sept. 18-Apr. 17	7-10	M-T	Weld. 214	Robinson	19.50
Welding 3	Sept. 20-Apr. 19	7-10	W-Th	Weld. 214	Christensen	19.50
Welding 4 (Advanced)	Sept. 20-Apr. 19	7-10	W-Th	Weld. 214	Heath	19.50
Inert Gas Welding	Sept. 20-Apr. 20	7-10	Th-Fr	Weld. 214	Morris	54.00
Welding for Sheet Metal	Apr. 24-May 16	7-10	M-T	Weld. 214	Wellard & Olsen	16.50

Miscellaneous Classes

Layout for Fabricators	Sept. 18-Apr. 18	7-10	M-W	225	Mecham	12.00
Upholstering	Sept. 18-Apr. 18	7-10	M-W	G216	Stensrud	12.00
Driver Training	To be scheduled					

Supervisory Personnel Development

Problems of Handling People	Oct. 2-Dec. 18	7-9	Mon	216	Macfarlane	8.00
Problems of Handling People	Jan. 15-Apr. 2	7-9	Mon	216	Macfarlane	8.00
Supervisor as Instructor	Nov. 7-Dec. 12	7-9	Tue	153	Gunn	5.00
Supervisor as Instructor	Jan. 16-Feb. 20	7-9	Tue	153	Gunn	5.00
Communications	Oct. 25-Dec. 13	7-9	Wed	216	Lundgren	5.00
Communications	Jan. 17-Mar. 7	7-9	Wed	216	Lundgren	5.00
Org. & Mngt. of Production	Nov. 7-Dec. 12	7-9	Tue	216	Vollmer	5.00
Org. & Mngt. of Production	Jan. 16-Feb. 20	7-9	Tue	216	Vollmer	5.00
Org. & Mngt. of Production	Mar. 6-Apr. 10	7-9	Tue	216	Vollmer	5.00
Improvement in Job Methods	Nov. 2-Dec. 14	7-9	Thurs	216	Blake	5.00
Improvement in Job Methods	Jan. 18-Mar. 1	7-9	Thurs	216	Blake	5.00
Improvement in Job Methods	Mar. 8-Apr. 12	7-9	Thurs	216	Blake	5.00
Rigging with Safety	Oct. 13-Dec. 15	7-9	Thurs	217	To be selected	8.00
Rigging with Safety	Feb. 2-Apr. 6	7-9	Thurs	217	To be selected	8.00

Evening School Instructors

Allen, Donald K. ..... Electronics
Austin, Clarence W. Jr. ..... Rigging
Barlow, James O. ..... Plumbing
Bell, James R. ..... Electricity
Black, June A. ..... Auto Mechanics
Blake, Robert H. ..... Job Improvement Methods
Boulton, Franklin F. ..... Machine Shop
Bringhurst, George S. ..... Welding
Brown, Edwin S. ..... Welding
Brunson, Ronald M. ..... Blueprint Reading
Burt, Wallace G. ..... Industrial Mathematics
Christensen, LaVoy S. ..... Welding
Colclough, Joseph A. ..... Iron Workers Layout
Culligan, James J. ..... Electronics
Darlington ,Courtney ..... Sheet Metal
Dean, Ross E. ..... Carpentry and Cabinetmaking
Dean, Vernon W. ..... Carpentry
Dille, B. W. ..... Electricity
Gibson, B. Dale ..... Printing
Glenn, Ronald E. ..... Electricity
Graham, Raymond C. ..... Electricity
Gunn, Horace J. ..... Supervisor as an Instructor
Hansen, Dorthy H. ..... Pharmacology

Hansen, Leverh ..... Auto Body Repair
Harrop, Margaret ..... Pharmacology
Hathaway, Benson L. ..... Blueprint Reading
Heath, Robert D. ..... Welding
Hoopes, Victor H. ..... Plumbing
Howells, Benjamin R. ..... Electrical Blueprint Reading
Jensen, Evan E. ..... Commercial Art
Johnson, Harold E. ..... Plumbing
Johnson, Lester B. ..... Electrical Blueprint Reading
Johnson, Wallace H. ..... Sheet Metal
Kirby, George T. ..... Rigging with Safety
Kroll, A. James Jr. ..... Architectural Drafting
Lewis, James W. ..... Electricity
Lundgren, Allen H. ..... Communications
Macfarlane, Keith M. ..... Problems of Handling People
Madron, George F. ..... Plumbing
Manning, Max C. ..... Painting and Decorating
Mecham, Harold A. ..... Layout for Fabricators
Morris, William W. ..... Inert Gas Arc Welding
Moss, N. Wayne ..... Business
Nash, Donald K. ..... Sheet Metal
Nielsen, L. Peter ..... Structural Iron Workers
Olsen, Kenneth H. ..... Sheet Metal
Poulsen, Violet N. ..... Pharmacology
Pratt, Parker M. ..... Auto Mechanics
Shults, C. Smithey ..... Mechanical Drafting
Sorenson, Dale W. ..... Carpentry
Sorenson, Harold R. ..... Transistor Electronics
Spainhower, Orrin W. ..... Auto Body Repair
Stensrud, Grant S. ..... Upholstering
Talmage, Carol H. ..... Pharmacology
Tanner, Carlisle G. ..... Electronics
Vollmer, Joseph F. ..... Organization and Management of Production
Walters, F. LeRoy ..... Machine Shop
Wellard, R. Don ..... Welding Supervisor

EVENING SCHOOL

APPLICATION FOR ENROLLMENT

NOTE: FILL IN ALL BLANKS. Please print plainly.

Date.....

1. Course applied for: .....
2. Date to begin: Fall..... Winter..... Spring.....
3. Name: .....
   Last First Middle
4. Address: .....
5. Permanent address: .....
   Street City County State
6. Phone:..... 7. Sex: Male ☐ Female ☐
8. Single ☐ Married ☐ Divorced ☐
9. Date of birth: .....
   Date Month Year
10. Name of your wife or husband: .....
    or parent if single: .....
11. Most recent place of employment .....
    Address .....
    Position held .....

Read carefully and sign:

I understand that filing of this application does not insure enrollment and that enrollment in this school is limited to one trade only. I understand that tuition, registration, shop and all other fees must be paid before entry into class and that books and supplies must be procured.

Signature:.....

Tear out and mail this application to:

SALT LAKE TRADE TECHNICAL INSTITUTE
431 South Sixth East
Salt Lake City 2, Utah

DAY SCHOOL

APPLICATION FOR ENROLLMENT

NOTE: FILL IN ALL BLANKS. Please print plainly.

Date.....

1. Course applied for: .....
2. Date to begin: Fall..... Winter..... Spring.....
3. Name: .....
   Last First Middle
4. Address: .....
5. Permanent address: .....
   Street City County State
6. Phone:..... 7. Sex: Male ☐ Female ☐
8. Single ☐ Married ☐ Divorced ☐
9. Date of birth: .....
   Date Month Year
10. Name of your wife or husband: .....
    or parent if single: .....
11. Most recent place of employment .....
    Address .....
    Position held .....

Read carefully and sign:

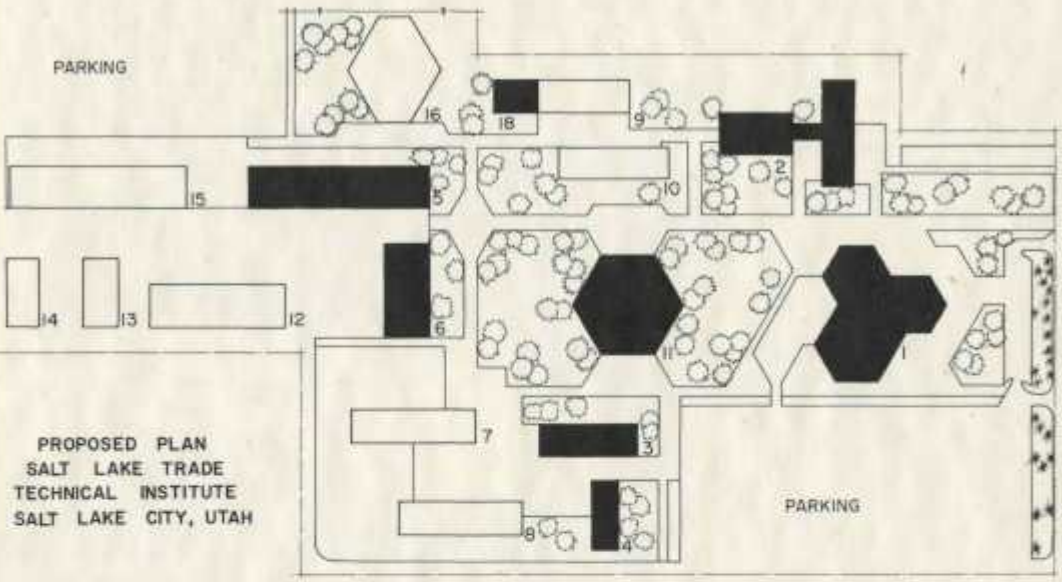
I understand that filing of this application does not insure enrollment and that enrollment in this school is limited to one trade only. I understand that tuition, registration, shop and all other fees must be paid before entry into class and that books and supplies must be procured.

Signature:.....

Tear out and mail this application to:

SALT LAKE TRADE TECHNICAL INSTITUTE
431 South Sixth East
Salt Lake City 2, Utah

Future Campus
for
Salt Lake Trade Technical Institute



Looking Forward

A modern, 72-acre campus is now on the construction program for Salt Lake Trade Technical Institute.

It will be some time before students will be "on campus" but the dream of expanded facilities and classroom space sufficient for all who seek training at Trade Tech has started to become reality. The site has been purchased and funds allocated for the first building.

For the past twelve years, Trade Tech has experienced steady growth and felt the responsibility of an increasingly important role in solving the problems of Utah's industrial and economic future.

1. ADMINISTRATION AND MULTIPURPOSE
2. BUSINESS AND RELATED TRAINING
3. DRAFTING AND COMMERICAL ART
4. ELECTRONICS 5. AUTO SHOPS
6. TRADE SHOPS 7. ELECTRONICS
8. ARTS AND HUMANITIES
9–10. CLASS ROOMS 11. STUDENT CENTER
12–15. SHOPS 16. GYMNASIUM
17. ATHLETIC FACILITIES
18. CENTRAL HEATING PLANT

The school was organized by the State in 1948 to consolidate and more effectively organize trade training facilities in the Salt Lake metropolitan area. Since that time, the need for training skilled technicians and craftsmen has become even more acute.

Trade Tech eagerly looks forward to the day when the doors of the new campus will open on a brighter future for greater numbers of those seeking a place in the industry of tomorrow.