

Salt Lake Community College

## Salt Lake Community College Library Digital Archives

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General Catalogs and Class Schedules

Student Experience

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1960

### General College Catalog 1959-1960

Salt Lake Trade Technical Institute

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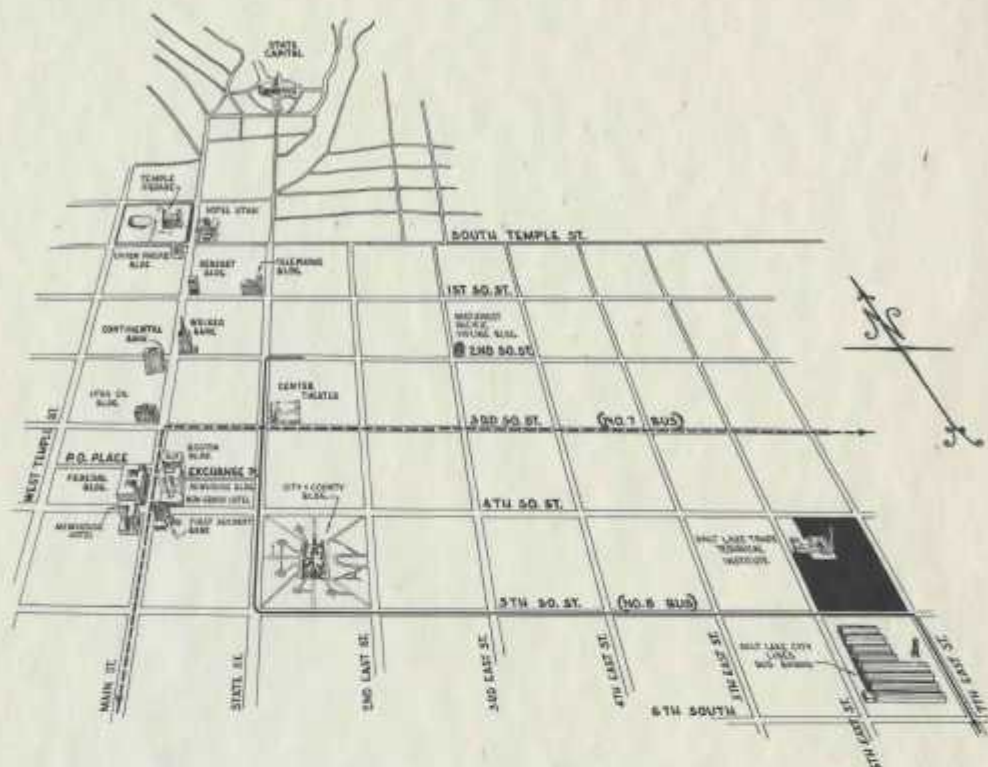
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SALT LAKE  
TRADE TECHNICAL  
INSTITUTE



ANNUAL CATALOG  
1959-1960



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 four blocks east of the Salt Lake City and County Building and is easily accessible by all modes of transportation.

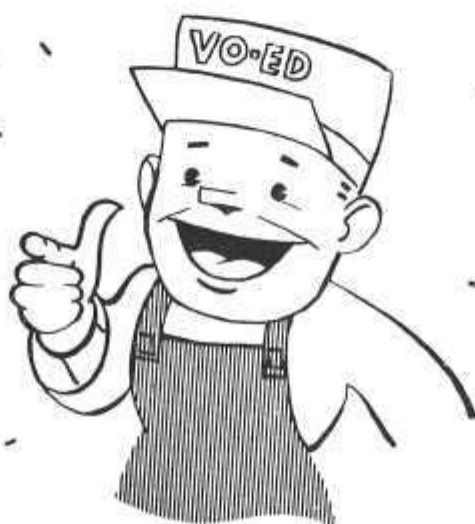
Route US 40 runs along Fourth South from downtown Salt Lake City. The Salt Lake City Lines operate bus routes along Third South and also along Fifth South to and from the downtown area. The number of the Third South bus is 7 and the Fifth South bus in Number 8.

*Annual Catalog*

1959-1960

SALT LAKE  
TRADE TECHNICAL  
INSTITUTE

(Formerly Salt Lake Area Vocational School)



This man, named VO-ED (Vocational Education) is symbolic of the training for skilled occupations which can be obtained at this school. His objective is to assist anyone preparing for a future in the skilled and technical occupations.

**“Learn to Earn”**

*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, UTAH

Dial: EMpire 3-4594 - EMpire 3-0160

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## Utah State Board For Vocational Education

### Board Members and Executive Officers

Elmer H. Brown—Roy .....	Chairman
Rulon T. Hinckley—Salt Lake City .....	Vice-Chairman
Edna Snow Cannon—Circleville .....	Member
Moroni H. Brown—Salt Lake City .....	Member
Leonard L. Bishop—Garland .....	Member
W. C. Cole—Delta .....	Member
Owen L. Barnett—Provo .....	Member
LeGrand P. Backman—Salt Lake City .....	Member
Gomer P. Peacock—Price .....	Member
Wilburn N. Ball—Salt Lake City .....	Secretary
Dr. E. Allen Bateman—Salt Lake City .....	Executive Officer

### Advisory Committee

Supt. M. Lynn Bennion	Dorothy Zimmerman
Wallace F. Toronto	Daniel Schwartz
Waldo Andersen	Franklin D. Sawyer
Supt. J. Easton Parratt	Olin H. Ririe
Marlon S. Bateman	Vincent D. Carver
Horton C. Miller	Robert Halliday
M. Elmer Christensen	ElRoy Nelson
Supt. E. J. Hartvigsen	Mark Nichols
Wesley R. Smith	Von H. Robertson
A. B. Drage	Glenn A. Sarbo
Bernard D. Kingery	Curtis P. Harding
C. B. Morgan	David R. Trevithick
William J. Grow	Bruce S. Jenkins
Mrs. John T. Brewster	W. Sterling Evans
Mrs. A. C. Jensen	Warren E. Pugh

### Administration

Jay L. Nelson .....	President
Lloyd V. Tilt .....	Day School Supervisor
A. Clair Thomson .....	Evening School Supervisor
Algot E. Anderson .....	Related Training Supervisor

## History of the School

The Salt Lake Area Vocational School was established by the 1947 State Legislature in recognition of the serious shortage of trained industrial and craft workers in the State of Utah. The organization of the school was accomplished to consolidate and augment the various trade training interests and activities in the Salt Lake Metropolitan area. It was felt that trade training could be more effectively and economically sponsored through a single, state-supported school. School districts participating are: Davis, Granite, Jordan, Murray, Park City, Salt Lake City and Tooele. Although the bulk of the student body comes from the Salt Lake Metropolitan area, applicants are accepted from residents of all parts of the state.

The school has steadily grown since it first opened its doors to students on September 1, 1948. Accumulative registration reports show that several thousand individuals have improved their earning ability by attending Utah's school of opportunity. The name of the school has been changed to Salt Lake Trade Technical Institute effective July 1, 1959.

## Purposes of the School

The school has as its objective the training of individuals to accept job opportunities in industry. This school offers three distinct types of training in order to meet the needs of workers and industry. Depending upon the immediate and projected needs of industry and individuals, an occupation or phase of an occupation may be offered at the school for one or more of the following types of trainees:

1. Those who wish to become qualified for employment in an occupation.
2. Those who are learning an occupation on-the-job and who need supplementary training in the technical and related subjects of the occupation on a part-time basis.
3. Those who are qualified but who wish to increase their trade competence through study of subject areas of particular concern to them.

The Day School is intended to meet the needs of the first group while the Evening School is concerned with the second and third groups.

## Types of Training

The training offered at this school is organized into three general categories to fit the needs of the three types of individuals listed in the previous paragraphs.

1. The purpose of trade preparatory training is to teach the individual the skills and technical knowledge that he will need to enter an occupation. Upon completion of training, he should progress speedily and effectively to the journeyman or fully trained level. These programs are offered 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 working on meaningful projects which will develop necessary trade skills.
2. For the worker who is learning his trade through the apprenticeship program or some other type of on-the-job training, the school has established related theory and technical training programs. The Trainee learns to master the manual skills of the trade while employed on the job. Therefore, related training classes for apprentices are restricted in course material and form of presentation to technical information offered in a classroom situation. Occasionally, a related training course will include shop work. These courses are offered in the Evening School.
3. Trade extension programs are organized to assist the worker who has reached the fully trained or journeyman level of employment to keep abreast of new developments in his field and to prepare himself for advancement. These programs include both related technical information and shop practice, the amount of each to be determined by the occupation being taught and the needs of the individuals. All trade extension training is offered in the Evening School.



## Who May Attend

Applicants 16 years of age or over, meeting the requirements listed below, may be admitted to any class for which their qualifications give promise of satisfactory job performance. Each applicant is considered individually and the school reserves the right to refuse to admit any applicant and, moreover, to drop any student who cannot make progress in his or her work. Those who have not satisfactorily completed a high school course must qualify on an entrance examination.

The school is interested only in those who have a sincere desire to learn a trade or to increase their competence in a trade already learned. All students, both day and evening, are expected to be regular in attendance, to report to school on time, to maintain interest in the instruction, to display proper care in the use of tools, to be orderly and to follow all safety precautions.

The school is designed to teach technical knowledge, related information and trade skills. It is assumed that before a student enters this school he will have acquired the ordinary educational skills and knowledge through the regular school system.

Trade competency cannot be gained by a student in the short time available in the evening programs. Therefore, pre-employment training is offered only on a full-time basis as described in the Day School section of this catalog.

The evening program is designed and scheduled to meet the needs of those already employed as wage earners in an occupation. Consequently, in most of the evening programs, enrollment is limited to those individuals who are working at a trade or an allied trade.

## Related Training

In order to comply with the State and National objectives of Industrial Education, the school is conducting classes in related training.

Related Training includes knowledge which is necessary to supplement the craft training in which the student is enrolled. These areas include: Math, Science, Physics, Blueprint Reading, Communications, Safety, and Small Business Management.

Related instruction is integrated closely with technological and shop practice. One sixth of the total training time, or an average of one hour per day is devoted to related classes.

# DAY SCHOOL

## Information

The Day Program of training at the school is set up on a pre-employment basis: the student should complete his elected course before entering the trade or occupation as a wage earner.

The school does not attempt to produce journeymen, but merely competent, well-trained people who have the basic skills, knowledge and techniques of their trade. Upon entrance into an apprenticeship or training on-the-job situation, the individual who has trade and industrial training has a definite advantage over the person not so well equipped.

## Day Classes

Name	Length	Page
Auto Body Repair and Painting .....	18 Months	10
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Diesel Mechanics .....	18 Months	17
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Drafting, Mechanical .....	9 Months	21
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Electronics .....	18 Months	19
Machine Shop .....	9 Months	20
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Tailoring and Fashion Design .....	18 Months	24
Welding, Cutting and Metal Fabrication .....	18 Months	25

## Day School Calendar—1959-1960

September 1-8 .....	Registration
September 9 .....	Instruction Commences—First Quarter
October 1-3 .....	U. E. A. Institute
October 16-19 .....	Harvest Vacation
November 26-27 .....	Thanksgiving Holiday
December 1 .....	Instruction Commences—Second Quarter
December 23-January 3, Inclusive .....	Christmas Holiday
February 22 .....	Washington's Birthday
March 1 .....	Instruction Commences—Third Quarter
May 26 .....	Graduation
June 1-August 31 .....	Summer Session



# ARCHITECTURAL DRAFTING

Nine Months — 1032 Hours



Modern construction has made the architectural draftsman an integral part of the building industry in this country. Every phase of the profession receives attention with particular emphasis placed on local conditions and practice.

The student will first be taught the basic fundamental operations of drawing and architecture so that he may have the proper background for the advanced work. In an atmosphere of the professional drafting room he will learn to carry architectural projects from the preliminary sketches through to the completed working drawings. He will acquire knowledge in color, design and use of building materials and an appreciation of the related fields of art and industrial design. Class projects will include model making and rendering in all media. Frequent field trips will acquaint the student with contemporary practices in good construction.

Approximate cost of Books, Tools, and Supplies: \$94.63

## Study Areas

### Trade Practices

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

### Technology

Architectural Terminology  
Color Harmony  
Building Codes  
Architectural Design  
Building Materials  
Industrial Design

### Related Subjects

Industrial Materials  
Industrial Science  
Mathematics  
Communications

## AUTO BODY REPAIR AND PAINTING

Eighteen Months — 2064 Hours



Auto Body Repair and Painting is an important phase of the automobile industry. To be successful the worker must have a useable knowledge of the technology of his trade as well as being skilled in the manipulative operations.

In the shop the students are offered training and experience in the techniques of metal welding, soldering, shrinking, aligning, filing, grinding, sanding, and painting. This experience is obtained through working on automobile bodies and fenders. Experience is also available 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: \$98.70

### Study Areas

#### Work Experiences

Welding  
Soldering and Filing  
Body and Frame Alignment  
Contour Measurement  
Contour Grinding  
Glass Installation  
Trim and Hardware  
Installation  
Electrical Wiring  
Sanding  
Spray Painting

#### Technology

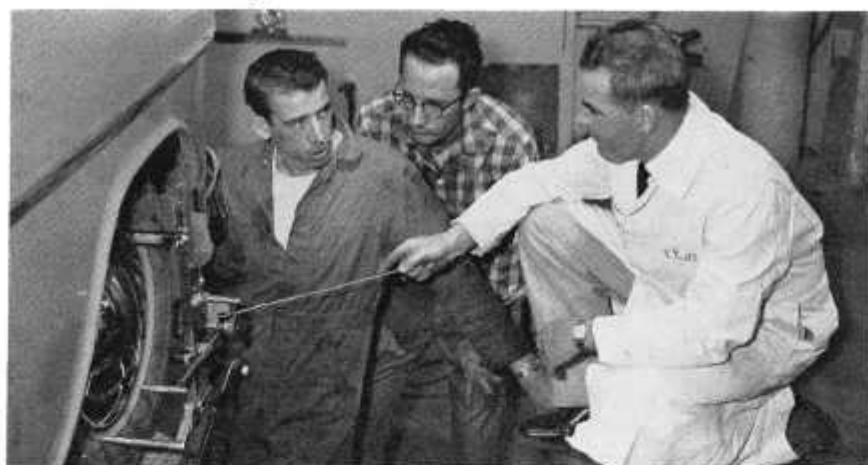
Health and Safety  
Metallurgy  
Damage Analysis  
Estimating  
Automobile Paints

#### Related Subjects

Mathematics  
Communications  
Blue Print Reading  
Industrial Physics

## AUTOMOBILE MECHANICS

Eighteen Months — 2064 Hours



The automobile industry is one of the largest industries in the country. The modern automobile is a tremendous achievement of technology, and requires an ever increasing number of highly trained, skilled workmen for service and maintenance.

The course emphasizes the basic principles of maintenance and repair of passenger cars and light trucks. Specific course content includes a description of automobile parts and their functions; practice in disassembly, overhaul and reassembly of the engine; chassis construction, operation, and repair; repair and maintenance of clutch, transmission, and differential; cooling and lubricating systems; automotive electrical systems; the fuel systems; trouble shooting and testing; motor tune-up; the braking system; and the reading of automotive diagrams. Shop practice is correlated with the theoretical course content.

Approximate Cost of Books, Tools, and Supplies: \$155.95

### Study Areas

#### Work Experiences

Disassembly and Reassembly  
of Engines  
Repair and Adjusting of  
Brakes  
Steering and Alignment  
Transmission Repair  
Repair of Fuel Systems  
Welding and Soldering  
Motor Tune-Up  
Electrical Trouble Shooting  
Use of Test Equipment  
Flywheel and Clutch Assembly  
Engine Overhaul

#### Technology

Safety  
Electrical Units  
Front System Geometry  
Physics of Machines,  
Fluids and Gasses  
Chemistry of Fuels  
Gear Ratios

#### Related Subjects

Mathematics  
Industrial Science  
Blueprint Reading  
Communications

## BARBERING

Six Months — 1000 Hours



A student must complete a minimum of at least 1000 hours in six months or more of school under State Law in this program before taking a State Licensing examination.

The curriculum encompasses the techniques and science of barbering practice; diseases associated with the skin and scalp, treatment of these diseases; and the basic study of preparations and equipment used in the profession.

Upon the satisfactory completion of this course and the passing of 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. The satisfactory completion of the one-year apprenticeship and the passing of another examination by the State Licensing Board will qualify the student as a journeyman barber.

Applicants are accepted from ages 17-55 and tuition and fees for the six-month barbering program are \$88.00.

Approximate cost of Books, Tools, and Supplies: \$110.20

### Study Areas

#### Trade Practices

Shaving  
Haircutting  
Shampooing  
Massaging  
Treatments of the Skin and  
Scalp  
Sterilization and Sanitation  
Shop Management  
Care of Tools, Equipment and  
Supplies  
Customer Relations  
Safety

#### Related Subjects

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  
Histology of Skin and Hair

## BUSINESS PRACTICE

Stenographic Course — 9 Months (1032 Hours)

Bookkeeping Course — 9 Months (1032 Hours)



Training in the basic theory and operation of the modern business office is offered in this course designed to prepare the student to go directly into employment.

Training for employment in clerical and office work includes: typewriting, shorthand, bookkeeping, business mathematics; business English; word studies; office techniques; filing; personality development; letter writing; business law; telephone training; use and care of office machines, such as mimeograph, adding machines, key-driven calculators, crank-driven calculators, dictaphone and bookkeeping machines. Basic bookkeeping and simple accounting are learned by working with actual business forms.

Advanced office training and stenography give students practice and develop skill in the above listed classes. Instruction will be given in office procedure and office management. The stenographic course and bookkeeping course are each a nine-month course.

Approximate cost of Books, Tools, and Supplies: \$59.49

### Study Areas

#### Laboratory Practice

Typewriting Practice  
Shorthand Dictation  
Transcription  
Bookkeeping  
Business Mathematics  
Filing  
Dictaphone  
Mimeographing  
Office Machine Operation  
Office Procedures  
Receptionist Training  
Telephone Training  
Safety

#### Related Subjects

Office Technique  
Word Studies  
Business Mathematics  
Business English  
Filing Systems  
Personality Development  
Shorthand Theory  
Bookkeeping Theory  
Business Law  
Office Machine Operation  
Typewriting Principles  
Letter Writing  
Problems of Handling People



## CARPENTRY

Eighteen Months — 2064 Hours



The highly competitive nature of the construction industry has created an expanding demand for the specialized, well-trained craftsman. In this field, as in others, the emphasis is placed upon the skillful worker. He must not only have the necessary manipulative skills, but he must also have the technical and theoretical knowledge behind the work.

The course is designed 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 layout and construction of forms, subfloor, wall and roof framing, and the application of siding. The student will learn to build cabinets and do interior finishing. Included are blueprint reading, estimating and specification interpretation.

Approximate cost of Books, Tools, and Supplies: \$150.25

### Study Areas

**Work Experiences**  
Care and Use of Hand and  
Power Tools  
Layout  
Safety  
Wood Fabrication  
Concrete  
Wall and Floor Framing  
Roof Framing and Covering  
Interior and Exterior  
Finishing  
Stair Building  
Mill Work and Cabinet Making

**Technology**  
Safety  
Growth of Woods  
Building Codes  
Estimating  
Insulation  
Building Hardware

**Related Subjects**  
Mathematics  
Basic Science  
Communications  
Blueprint Reading

## COMMERCIAL ART

Eighteen Months — 2064 Hours



Commercial art is a growing field, presenting ever-increasing opportunities for adequately trained men and women who have creative and artistic ability.

Ours is one of the most complete and comprehensive art programs offered in the intermountain area. It provides six solid hours of art instruction daily, five days per week for two years, and embodies all the necessary fundamentals. Included are: fundamental shading, line drawing, figure drawing, design, perspective, lettering and layout, color harmony, cartooning, 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: \$97.42

### Study Areas

#### Trade Practices

Lettering  
Layout  
Color Harmony  
Perspective  
Fundamental Shading  
Line Technique  
Reproduction Processes  
Figure Drawing  
Fashion Illustrating  
Design  
Illustrating  
Cartooning

#### Related Subjects

Advertising English and Terminology  
Science of Advertising  
Ethics of Advertising  
Employer-Employee Relations  
Business Management  
Applied Mathematics  
History of Art  
Safety  
Fundamentals of Woodwork  
Drafting  
Industrial Design

## COSMETOLOGY

Ten Months — 1500 Hours



Cosmetology has developed into one of the most popular of the service occupations for men and women. The instruction is designed to prepare the student for the State Examinations in beauty culture.

The course embodies instruction and practice in all phases of the work. Included are; shampooing; permanent waving; facial and scalp massage; manicuring; hair cutting, tinting, bleaching and styling; and shop management.

It is preferred that the young woman or man choosing this occupation as a career be eighteen years of age. This course offers the mature individual complete preparatory training. The school laboratory, facial rooms and classroom make up one of the most modern, well-equipped units in the State of Utah. The student can gain an invaluable background in this field, preparing him for a secure, profitable lifetime vocation.

Approximate cost of Books, Tools, and Supplies: \$45.00

### Study Areas

#### Laboratory Practices

Permanent Waving  
Hair Styling  
Facials  
Scalp Treatments  
Manicuring  
Hair Cutting  
Hair Tinting and Bleaching  
Shampooing  
Customer Relations  
Care and Use of Equipment  
Trade Ethics  
Trade Practices

#### Related Subjects

Hygiene and Personality  
Human Relations  
Laws Affecting the Practice of  
Cosmetology  
Sterilization 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

## DIESEL MECHANICS

Eighteen Months — 2064 Hours



The rapidly increasing use of diesel power in trucks, tractors, trains, marine equipment and the various types of stationary installations is creating ever growing opportunities for the individual who has the proper background, education and training in this field. Continuous advancements are being made in the field of diesel engineering, making it necessary that the successful servicemen have the latest possible information about this field.

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: \$149.70

### Study Areas

#### Work Experiences

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

#### Technology

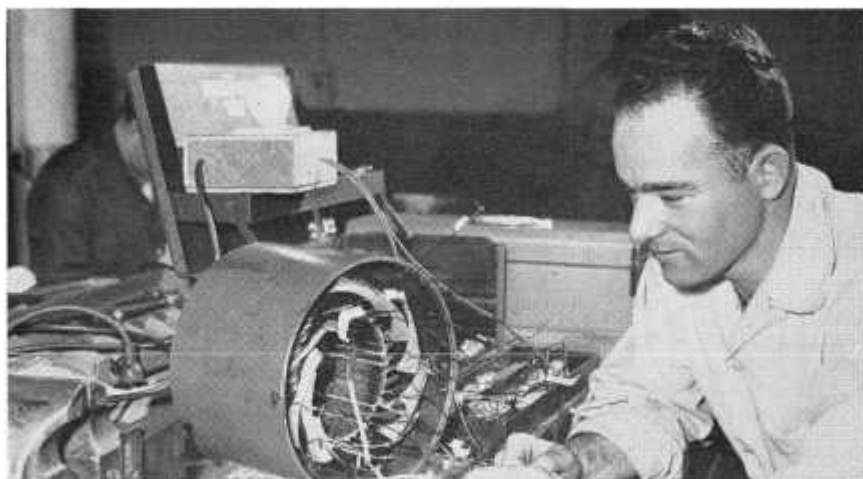
Safety  
Shop Management  
Power Production  
Power Flow  
Chemistry of Fuels  
Physics of Machines, Gasses

#### Related Subjects

Mathematics  
Communications  
Blueprint Reading  
Industrial Science

# ELECTRICITY

Eighteen Months — 2064 Hours



Our nation and industry rely more and more heavily upon electricity. This great source of power has brought changes to nearly every aspect of life in a modern community.

The course provides for students to become familiar with the basic laws governing the behavior of electricity, to learn of the many applications made to harness this great force to work for man and industry. Students will learn enough about the basic laws of electricity that they can enter into a variety of occupations as apprentices with a solid technological foundation.

A variety of occupations revolve about the use of electrical power in our modern world. It is intended that students completing this course have a thorough knowledge of the technology of electricity and be prepared to learn specific job skills as they enter into employment.

Approximate cost of Books, Tools, and Supplies: \$120.85

## Study Areas

### Work Experiences

Soldering  
Wiring  
Trouble Shooting  
Motor Winding  
Motor Hookup  
Generator Winding  
Generator Hookup  
Control Circuits  
Use of Electrical  
Instruments  
Generator Repair

### Technology

Trigonometry  
Electrical Fundamentals  
Transformers and Controls  
A. C. and D. C. Machines  
Electrical Instruments

### Related Subjects

Mathematics  
Communications  
Blueprint Reading  
Industrial Science  
Safety

## ELECTRONICS

Eighteen Months — 2064 Hours



A technical curriculum of two school years is offered requiring 2064 hours of training for a certificate of completion in electronics technology.

This curriculum is designed to prepare students to meet the requirements of industry in the several branches of the electronics field.

Comprehensive training in circuit analysis, combined with the use of modern test equipment in practical design and maintenance problems provides an excellent background for the electronic technician. Emphasis is placed on theoretical training and related educational subjects which are offered in close conjunction with practical application in the lab.

It is recommended that high school students planning careers in electronics take a balanced program including mathematics, physical sciences and drawing. Enrollment is restricted to fall and winter terms.

Approximate cost of Books, Tools, and Supplies: \$125.25

### Study Areas

#### Work Experiences

Chassis Wiring and Soldering  
General Electronics Servicing  
Construction of Electronic  
Devices  
Trouble Shooting  
General Use of Modern Test  
Equipment  
Specific Experiments  
Television Repair  
Sound System Analysis  
Repair of Electronic Units

#### Technology

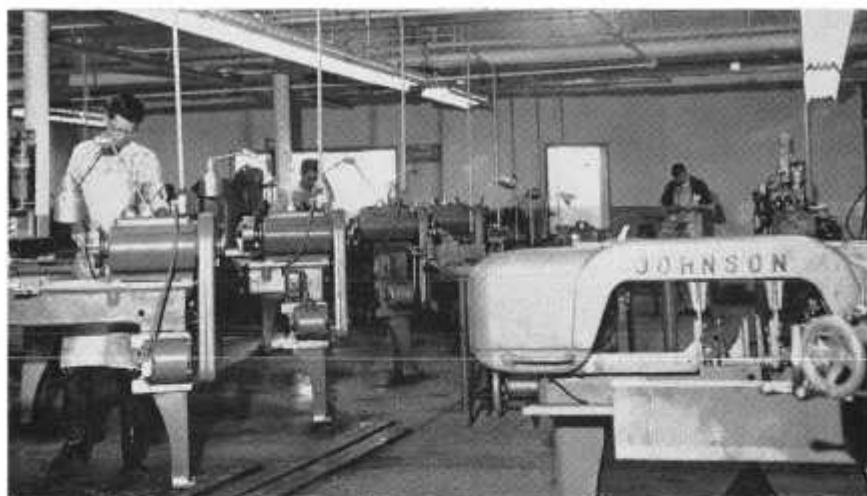
Basic Electronics  
Circuitry  
Physics  
Algebra  
Trigonometry  
Calculus

#### Related Subjects

Safety  
Problems of Handling People  
Communications

## MACHINE SHOP

Nine Months — 1032 Hours



In the multitude of manufacturing plants in this country there is produced by machinery every conceivable type of product. Machinery and machine tools have made the nation the most prosperous in history. If we are going to continue to progress there will always be a need for skilled workmen.

Emphasis is placed on: The use of hand tools; correct set-up and operational procedures and techniques of the basic machine tools; accuracy of measurement; quality of finish; bench work; drill press work; grinders and grinding operations; and speed of performance.

All necessary related information is correlated with the basic operations. Included are calculations; blueprint reading; shop drawing and sketching; strength of materials, metals and alloys; heat treatment; design; safety rules and regulations; and labor relations.

Approximate cost of Books, Tools, and Supplies: \$83.70

### Study Areas

#### Work Experiences

Bench Work  
Power Saws  
Drill Press Work  
Tool Care and Accounting  
Lathe Work  
Milling Machine Operation  
Blueprint Reading  
Heat Treating  
Use of Machine Tools  
Shaper Work  
Layout and Measurement

#### Technology

Safety  
Hand Tool and Machine Operations  
Machine Metals  
Milling Machine Indexing  
Gears and Gear Cutting

#### Related Subjects

Mathematics  
Communications  
Industrial Science  
Blueprint Reading

# MECHANICAL DRAFTING

Nine Months — 1032 Hours



This field of drafting is one which serves a wide and varied number of vocations, professions, and industries. Mechanical drafting is the graphic language by means of which the form, size, finish, color and construction of an object can be described accurately and clearly.

High school students planning a career in this field are strongly urged to plan a well-balanced program including mathematics, physical science, grammar, composition and mechanical drawing.

It is recommended that mechanical drafting students enter the course in the fall term, so that the proper sequence of subjects may be easily obtained. In this way technical and related subjects are presented in sequence and related to practical work in such a way that more thorough learning results.

Approximate cost of Books, Tools, and Supplies: \$85.00

## Study Areas

### Work Experiences

Care and Use of Drafting Equipment  
Lettering  
Working Drawings  
Dimensioning  
Tracing and Duplication  
Sheet Metal Drafting  
Machine Drafting  
Production Illustrations  
Topographic Drawings  
Structural Drafting  
Electrical Drafting  
Pattern Drafting

### Technology

Orthographic Projection  
Geometric Construction  
Triangulation  
Trade Practices  
Trade Terminology  
Safety Practices

### Related Subjects

Industrial Materials  
Industrial Science  
Mathematics  
Communications



## PRACTICAL NURSING

Twelve Months — 1740 Hours



This program is planned to develop in mature men and women, from 18 to 55, the 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. Students earn an educational allowance during the clinical practice. Graduates receive a Certificate of Accomplishment and are qualified to write the State Board 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: \$116.82

### Study Areas

#### Hospital Practices

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

#### Related Subjects

Nursing Principles and Skills  
Vocational Relations  
Personal and Community Health  
Body Structure and Functions  
Conditions of Illness  
Diversional and Rehabilitative  
Activities  
Growth and Development of  
the Child  
Nutrition and Diet Therapy  
Pharmacology  
Interpersonal Relations

## PRINTING

Nine Months — 1032 Hours



The printing industry is of tremendous importance in the communication of ideas on the mass scale required by our present society. The printing trade demands a wide variety of skills and knowledge to meet this great need.

Included in our printing course are: the history of printing, an evaluation of printing processes and media, a study of methods equipment, type faces, typography and a study of trade terminology. The students learn to follow from the preparation of copy to composition, layout, and tie-ups with art copy, photographs, engravings and plating to completed printing jobs.

Among the equipment used in this program are three presses for letterpress printing, linotype equipment, binding machines and cutters. Practical experience on these machines is planned in conjunction with technical and related subjects.

Approximate cost of Books, Tools, and Supplies: \$70.00

### Study Areas

#### Work Experiences

Preparation of copy  
Choosing of type faces  
Layout of pages  
Hand composition  
Operation of linotype  
Use of art work  
Composition of forms  
Lock-up and proofing  
Proofreading  
Printing  
Binding and cutting

#### Technology

History of printing  
Methods of printing  
Study of engraving  
Layout and composition  
Photographic processes  
Designing  
Safety

#### Related Subjects

Mathematics  
Basic Science  
Communications

## TAILORING AND FASHION DESIGN

Eighteen Months — 2064 Hours



This course is designed to provide the student with fundamental knowledge and practices used in the manufacturing of outer garments with emphasis on women's and children's wearing apparel.

Various types and qualities of fabrics are studied together with instruction in measuring, cutting, preparing and pressing fabrics.

Instruction is given in pattern making, pattern alteration, cutting, garment construction and alterations. Each student will learn to create designs and draft patterns for basic garment construction and current styles of women's and children's wearing apparel. Students are trained to match color, fabric and style suitable to the individual and the occasion.

Training is given in hand stitching, operating power sewing machines and the safety of operation and care of machines is stressed.

Approximate cost of Books, Tools, and Supplies: \$17.65

### Study Areas

#### Trade Practices

Power Sewing  
Overedger Operation  
Embroidery Machines  
Buttonhole Machines  
Application of Design in  
Tailoring  
Pattern Making  
Alterations  
Hand Finishing  
Proper Pressing  
Garment Construction  
Production Techniques

#### Related Subjects

Color Harmony  
Arithmetic for Estimating  
Principles of Garment Making  
Tailoring Technology  
Fashion Designing  
Trade History  
Public and Personal Health  
Pattern Construction  
Tailoring Design  
Personality Development  
Shop Management  
Textile Preparation

# WELDING, CUTTING AND METAL FABRICATION

Eighteen Months — 2064 Hours



Welding has practically revolutionized manufacturing in many lines by making it possible to process and fabricate materials cheaply. Thousands of new jobs have been created by the welding process.

The course will cover all of the fundamental practices used in welding iron, steel, and non-ferrous metals; the inspection and testing of welds; the various kinds of equipment used for arc and acetylene welding; acetylene and arc cutting; materials, such as rods, electrodes, and fluxes; and the equipment for personal safety. Basic information in chemistry, metallurgy, the testing of hardness and temperature, and the reading and interpretation of blueprints and specifications will be correlated with the actual shop practice.

Approximate cost of Books, Tools, and Supplies: \$119.35

## Work Experiences

Oxy-Acetylene Welding  
Arc Welding  
Inert Gas Arc Welding  
Basic Heat Treating  
Tool Maintenance  
Testing Welds  
Building with Metals  
Inspecting Welds  
Use of Hand and Machine  
Cutting Torch  
Finishing Techniques

## Study Areas

### Technology

Trade History and Community Relations  
Shop and Business Management  
Health and Safety  
Chemistry of Oxidation  
Metallurgy

### Related Subjects

Mathematics  
Communications  
Industrial Physics  
Blueprint Reading and Drawing

## School Hours

Day school hours are from 8:15 a.m. to 3:00 p.m., five days per week for a total of thirty clock hours of instruction. Two break periods and a lunch hour are included in the school day. Exceptions to this schedule are as follows:

Some classes may be scheduled after 3:00 p.m. in departments operating on double sessions.

Barbering and cosmetology classes operate from 8:15 a.m. to 4:45 p.m. each day for a total of forty clock hours.

Practical Nursing classes begin at 8:00 a.m. and run until 3:00 p.m. daily. During the hospital phase of the training students are required to attend 8 hours per day.

## Tuition and Fees

The cost of the regular nine-month school year is \$88.00. Exceptions are listed below.

Registration fee .....	\$10.00
Tuition fee .....	75.00
Student Activity fee .....	3.00

### Special fees:

Non-resident fee (per each 3 months) .....	\$35.00
Late registration fee .....	3.00

It is preferable to pay all costs for the year when a student registers; however, if this is not possible it may be pro-rated. The required payment at the time of registration is \$38.00. The student will be informed as to the amount of succeeding payments at the time of registration. Payments are due December 1, March 1, and June 1. Students who do not make payments on these dates will be charged the \$3.00 late fee.

### Exceptions:

*Barbering:* The cost of the six-month barbering course (1000 hours) including all tuition and fees is \$88.00. \$38.00 is payable at the time of registration, \$25.00 two months from the date of registration, and \$25.00 four months from the date of registration.

*Practical Nursing:* The cost of the twelve-month practical nursing course, including all tuition and fees, is \$113.00. \$38.00 is payable at the time of registration, \$25.00 three months from the date of registration, \$25.00 six months from the date of registration, and \$25.00 nine months from the date of registration.

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

**Non-resident fee:** A student who is not a legal resident of Utah is required to pay a non-resident fee of \$35.00 for each three months of instruction. This fee is in addition to the annual resident registration fee of \$10.00. 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.

## Registration

Registration at the beginning of the school year is recommended so that the proper sequence of subjects may be obtained. Announcements of the starting dates of courses which begin after the regular registration dates are listed in course descriptions.

Instruction begins September 9, 1959. Application for entrance into classes may be made prior to that date. Registration may be accomplished commencing September 1.

All students who pre-register in May, scholarship recipients, Vocational Rehabilitation students, Indian Rehabilitation students, and those being assisted by welfare organizations must appear at the school on or before September 1. No places will be held in classes.

The administration reserves the right to withdraw any course offered for which an insufficient number of registrations have been received. Likewise, any course will be discontinued, should the enrollment fall below a minimum number designated by the administration.

## Refunds

In the event of official withdrawal, only the tuition fee will be refunded on a pro-rated basis as follows:

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 eighth week of the quarter.

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

All other fees are not refundable, both registration fee and student-activity fee.

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

## Vocational Scholarships

The Salt Lake Area Board of Control has set up Vocational Scholarships for high school graduates. These scholarships cover tuition and fees for one school year. They are awarded upon the recommendation of the principal, counselor or teachers at the respective schools. The student can be either a boy or girl and 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."

## Salt Lake Kiwanis Club

Two tuition scholarships have been awarded by the Salt Lake Kiwanis Club each year for the past several years. These scholarships amount to \$88.00 each and are awarded to needy and qualified second-year students.

## Company Scholarships

AJAX PRESSING MACHINE COMPANY is again awarding two \$50.00 scholarships to deserving Machine Shop students.

BENNETT MOTOR COMPANY will award a tuition scholarship to a second year Automobile Mechanic student.

FRED A. CARLESON COMPANY is making available two scholarships to second year students—one in Automobile Mechanics and one in Auto Body Repair and Painting.

FREED MOTOR COMPANY will award a tuition scholarship to a second year Automobile Mechanics student.

J. M. GRISLEY will again provide a needy Machine Shop student with a tuition scholarship.

## Certificates

Upon completion of training, each student will be eligible to receive a Certificate of Accomplishment certifying the content and quality of work done. These certificates will be issued only to those completing courses and will be awarded at the annual Accomplishment Exercises.

Certificates will also be given to those persons who satisfactorily complete special short courses offered by the school.

## High School Credit

High school students expecting to receive high school credit for work done at this school must make such arrangements with the high school principal in advance of enrollment here.

## Grades and Reports

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

Outstanding	(Symbol O)
Satisfactory	(Symbol S)
Not Satisfactory	(Symbol NS)

The term "Outstanding" designates a student whose work is considered to be above acceptable standards of the occupation. The term "Satisfactory" identifies those students whose work would be acceptable in the occupation. The term "Not Satisfactory" designates those students whose work does not meet the accepted standards of the occupation.

The grade of "NS" results in a student being placed on probation for the succeeding twelve-week period. A second grade of "NS" will result in either a termination from school or a change in the occupational objective. Such change will be permitted only upon the advice of the counseling service.

## **Attendance**

Attendance regulations have been adopted by the school to simulate the situations found on the job as closely as possible and thereby assist in promoting good work habits and attitudes among the student body.

The school attendance regulations state that one day of absence will be charged each three times a student is tardy. Absence in excess of four days per quarter will automatically result in withdrawal. The only exception to this are in cases of emergency when written justification of the absence is accepted by the administration.

## **Transfers**

A transfer from one training program to another will be made only in justifiable cases. Transfer slips must be filled out by the student and approved by the school counselor. Veterans must have prior approval from the Veterans Administration and Vocational Rehabilitation students must have the approval of their Vocational Rehabilitation counselor.

## **Production Work and Student Projects**

All student projects must be approved by the instructor before they are started. It is expected that all student projects 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 satisfied.

## **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 will give to its graduates all possible assistance in securing jobs they are best qualified to perform. The school counseling service does all it can to place qualified graduates; however, the school cannot guarantee the placement of its graduates.

## **Housing**

It is recommended that those students who anticipate moving to Salt Lake City to attend school make arrangements for suitable housing in advance of their coming.

The school will do all possible to assist in the location of housing, but cannot assume responsibility for securing such facilities. Out-of-town students must have their housing facilities approved by the school.



## Part-Time Employment

A cosmopolitan city the size of Salt Lake has many and varied business establishments which offer a 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 Organization

To further the students' interests and education in the American ideals, a democratic student government is set up at this school. Each year the students elect class officers and a student-body council. Regular meetings are held to handle student-body activities and problems.

## Student Activities

Each year there is a student-body activity committee established, the committee being made up of members of the student-body plus faculty advisers. These regular activities for the year include assemblies, student-body dances, a school outing at the close of each school year, and student-body sponsored athletic activities, including volleyball, softball, horseshoe pitching, ping-pong, basketball, and whatever other organized activities the students may wish. The activities are all supervised by faculty advisers.

## Alumni Association

The Salt Lake Trade Technical Institute Alumni Association was formed in March, 1958, and officers were elected. Former students of the school are welcomed as members.

Objectives of this organization are the promotion of vocational education in Utah and the development of social events and activities making it possible for former school friends to renew their acquaintances.

Another important objective of the Association is to assist Salt Lake Trade Technical Institute in its development toward providing trade and industrial educational opportunities to an increasing number of individuals.

Association officers for 1959-1960 are:

Barrett Steadman, President  
7100 South 2200 West  
West Jordan, Utah

Kyle Riches, Vice President  
2130 Terra Linda Drive  
Salt Lake City, Utah

Eldean Kingston Belnap, Treasurer  
Bountiful, Utah

Judy Thomas, Secretary  
473 West 1st South  
Logan, Utah

Betty Dirkson Moore, Vice President  
38 I Street  
Salt Lake City, Utah

## SCHOOL STAFF

David T. Pearson, Sr. ....	Dean of Students
Grant H. Tuckett .....	Trng. Coord. & Cons.
William A. Thiriot .....	Evening Registrar
Jean Bird .....	Secretary
Romagene Christensen .....	Secretary
Mary Foley .....	Secretary-Evening School
Florence Piacitelli .....	Bookkeeper-Registrar
Amy Tomita .....	Secretary-Receptionist
Burton A. Talmage .....	Manager Aux. Accounts
Lloyd Peterson .....	Book Store Clerk
Lois C. Juhlin .....	Secretary-Book Store
Margaret Bush .....	Cafeteria
Bernice Raymond .....	Cafeteria
Howard Facer .....	Building Maintenance
Alvin I. Vance .....	Custodian

## Instructors—Day School

Joseph J. Baker .....	Electronics
Terry A. Barker .....	Printing
June A. Black .....	Auto Mechanics I
Delice A. Blackham .....	Related Training
Franklin F. Boulton .....	Machine Shop
George S. Bringham .....	Welding I
Jessie T. Buehler .....	Cosmetology
Maxine J. Cope .....	Practical Nursing
James J. Culligan .....	Electronics II
Ross E. Dean .....	Carpentry II
Ronald E. Glenn .....	Related Training
Raymond C. Graham .....	Diesel Mechanics I
Dorothy H. Hansen .....	Practical Nursing
Lavern Hansen .....	Auto Body II
E. H. Isenberg .....	Supervisory Personnel Development
Evan E. Jensen .....	Commercial Art
Martin H. Knuteson .....	Barbering
A. James Kroll, Jr. ....	Architectural Drafting
William E. LaPearle .....	Machine Shop
Corallene O. McKean .....	Practical Nursing
Martha Parrish .....	Practical Nursing
Bernice R. Patterson .....	Tailoring and Fashion Design
Violet N. Poulsen .....	Practical Nursing
Barbara M. Prater .....	Practical Nursing
Parker M. Pratt .....	Auto Mechanics II
Barbara Quirl .....	Practical Nursing
Lois K. Roth .....	Practical Nursing
C. Smithey Shults .....	Mechanical Drafting
Lillian C. Smith .....	Cosmetology
Dale W. Sorenson .....	Carpentry I
Orrin W. Spainhower .....	Auto Body I
Carlisle G. Tanner .....	Electronics I
Harriet B. Vigen .....	Business
F. Leroy Walters .....	Diesel Mechanics II
R. Donald Wellard .....	Welding II



**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

**Garage**

- G101—Auto Mechanics
- G103—Auto Body
- G104—Welding
- G200-G205—Classrooms
- G206—Upholstering

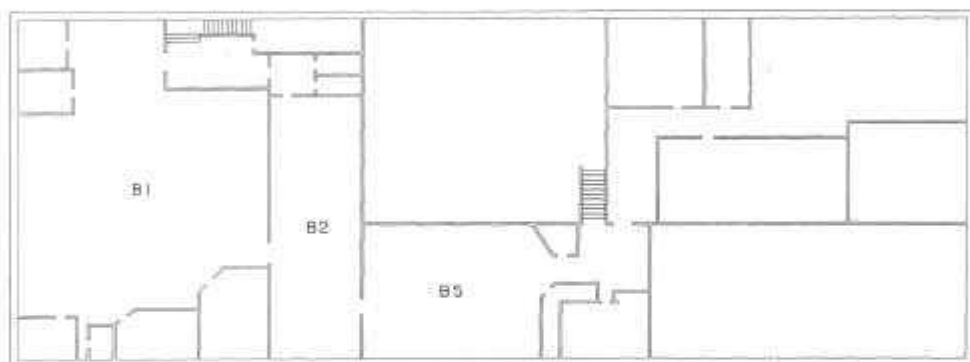
MAIN BUILDING

SECOND FLOOR



MAIN BUILDING

BASEMENT FLOOR



**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

**Main Building—Basement**

- B1—Machine Shop
- B2—Printing
- B5—Electricity

## **General Information About the School**

### **Advisory Committees**

Advisory Committees have been established in trade preparatory programs to foster closer cooperation between management, labor and the school; to integrate vocational training to meet more effectively the needs of all groups concerned. The committees act solely in an advisory capacity.

### **Joint Apprenticeship Committees**

To assist in the operation of specific school courses, there have been established Trade Advisory Committees, the membership of which is usually the same as the Joint Apprenticeship Committee of the trade. These committees will advise in such matters as training needs, types and amounts of instruction, etc.

The school is conducted neither in the interest of, nor in opposition to, any trade organization, whether it be employer or employee. The work is purely educational, with but one purpose — that of helping young people enter into or make satisfactory progress in a trade career.

### **Buildings and Equipment**

The school campus is located at 431 South Sixth East in the heart of Salt Lake City. The two large buildings have a composite floor space of over 96,000 square feet. These buildings have been completely renovated since the property was acquired by the school in 1948. All classrooms and modern shops have been designed specifically for the purpose of trade training. The school attempts to use the same types of equipment that are actually used in industry.

### **Counseling Service**

It is believed that the school can best give what its students most need when they are pursuing occupational objectives which offer for them the most favorable opportunities for success. To this end, a Counseling Service has been established to assist students in the selection of occupational objectives and in the solution of personal problems that may have bearing upon their school work.

## **Visitors**

The school is always anxious to have citizens of the State visit the school and 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 prior to entering any of the departments of the school.

## **Parking**

An expansive hard-surfaced parking lot is provided for visitors and students in the area to the north of the main building. There is a supplementary parking lot to the south of the main building. It is requested that all students utilize the facilities of the parking lots as much as possible in order to avoid congestion on the streets adjacent to the school.

Certain marked zones are reserved in order to facilitate the numerous business activities connected with operating the school. It is expected that speed limits will be observed as posted.

## **Bookstore**

The bookstore is operated to enable students to secure these books, tools, equipment and other training supplies. Each Day Program course has a required list of books, tools and supplies which all students are required to purchase during the course of their training. Items issued to PL 894 veterans, Vocational Rehabilitation students, Welfare students and others on authorization from an agency must be returned to the bookstore if the student withdraws before completing his training.

## **Cafeteria**

A cafeteria is operated at the school to provide warm, nourishing lunches for all those desiring them at nominal cost. For those individuals who do not care to purchase their lunches in the school cafeteria, there are eating areas and facilities provided.

## **Smoking**

For reasons of safety and to comply with the state law, smoking is prohibited in the shops and classrooms of the school. Smoking areas have been designated and containers have been provided to assist in keeping the campus clean.

## **Information for Veterans**

### **Public Law 894**

A Certificate of Eligibility must be obtained from the Veterans Administration prior to registration. In order to obtain a Certificate of Eligibility it is necessary for a veteran to present his discharge papers, marriage certificate, children's birth certificates and dependency certificates to the Veterans Administration at the time application is made for training. Supplies, books and equipment will be issued to veterans at no charge; however, these materials will not be issued until the school has received the Certificate of Eligibility and must be returned to the school bookstore if the veteran withdraws before completing his training program.

Accumulated leave will be charged for absence. In any case, notification of absence must be made to the school as soon as possible. All cases of excessive absence will be reported to the Veterans Administration.

### **Public Law 550 (Korean)**

P. L. 550 veterans must make application to the V. A. for their certificates for education and training prior to the time they register in school. If the veteran desires, the school registrar will assist the veteran in completing the necessary forms. The veteran must accompany his application with a copy of his discharge and, if he is claiming any dependents, the proper Veterans Administration form and photostatic copies of his marriage license and the birth certificate of at least one of his children.

P. L. 550 veterans pay all their own expenses at the school; no money is paid the school directly by the V. A. for the veteran's training costs. Korean veterans are required to make a deposit on their tuition and fees at the time of registration. They may purchase their tools, books and supplies through the school bookstore.

### **Information For Vocational Rehabilitation Students**

Students attending under the supervision of the State of Utah Department of Vocational Rehabilitation must have been authorized to attend before registration. Books, tools, equipment and training supplies authorized through the school bookstore do not become the property of the student until the training is satisfactorily completed. Students withdrawing before completion must return these items to the Department of Vocational Rehabilitation. Changes in training objectives must have prior approval of the Department of Vocational Rehabilitation.

## EVENING SCHOOL

### Information

The education process is not complete when one receives a high school or college diploma. Neither does a journeyman's card mean that a man can cease to put forth efforts to remain abreast of his trade. Education is a continuous, lifelong process. Although there are many roads to knowledge, schooling is perhaps the easiest and most direct.

People may wish to enroll in evening school for many reasons. Some may desire to acquire information which will help them to become better tradesmen. Others may wish to refresh themselves in new industrial developments. Still others may be interested in acquiring deeper understandings of labor and management, while all may enjoy the personal satisfaction of developing a vocational interest.





## EVENING SCHOOL

### Apprentice Training Courses

Air Conditioning and Refrigeration	Carpentry
Machine Shop	Electricity
Painting and Decorating	Foundry Practice
Pipe Fitting	Ironworking Layout
Plumbing	Ironworking-Structural
Welding	Lead Wiping
Sheet Metal	



### Occupational Extension Courses

Architectural Drafting	Mathematics for Electronics and Electricians
Auto Body	Machine Shop
Auto Mechanics	Mechanical Drafting
Blueprint Reading	Metal Fabrication and Shop Problems
Business Practice	Practical Nursing
Commercial Art	Printing
Custodial Training	Trade Mathematics
Diesel Mechanics	Upholstering
Electronics	Wire Preparation
Fundamentals of Electricity	Welding
Inert Gas Welding	

## Evening School Calendar—1959-1960

September 1-11 .....	Registration
September 14 .....	Instruction Commences
October 16-19 .....	Harvest Vacation
November 26-27 .....	Thanksgiving Holiday
December 18 .....	Quarter Ends
January 11-15 .....	Registration
January 18 .....	Instruction Commences
February 22 .....	Washington's Birthday
April 15 .....	Quarter Ends
April 18 .....	Registration
April 18 .....	Instruction Commences
May 27 .....	Quarter Ends

### 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.

### School Hours

Most of the evening classes meet two nights a week from 7:00 p.m. until 10:00 p.m., for a total of six hours per week. Information regarding specific nights for classes and/or any deviations from this schedule may be obtained from the school business office.

### Tuition and Fees

For courses not in excess of six clock hours per week the fees are as follows:

Registration for School Year .....	\$ 3.00
Tuition per Quarter .....	12.00

Tuition for students entering during the progress of the school year will be pro-rated at the rate of \$4.00 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 late registration fee of \$2.00 may be charged any student enrolled in a previous quarter who does not register and pay his fees before the end of the registration period.

## Refunds

Because of budgetary limitations and administrative organization it is impossible to make any refunds to students of tuition and fees paid for the quarter in which they are currently registered at the time of 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.

## Records

Permanent records of students' attendance and achievement are kept in the school office and may be obtained for reference, or school admission purposes by the student at any time.

## Attendance

A check is kept on attendance of all students. Continuation of school is dependent upon regular attendance and serious attention to work. Students who are withdrawn for poor attendance or unsatisfactory performance will not be permitted to return to class until the following term.

## Who is Eligible to Attend

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 at the close of each month. The student's progress will be rated as follows:

Outstanding	(Symbol O)
Satisfactory	(Symbol S)
Not Satisfactory	(Symbol NS)

## **Apprentice Training Courses**

Apprentice Training courses supply the related instruction necessary to complement daily on-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 vocational instruction in the classroom. To assure a training program which will give proper emphasis to all aspects of the trade, the apprentice and his employer are assigned to an agreement administered by the State Apprenticeship Council, the agency authorized to administer the apprenticeship law. This agreement defines the period of apprenticeship, the wages to be paid, the kinds of work the apprentice is to do, the training obligation of the employer, the time to be spent in a vocational school studying subjects bearing upon his occupational training, and any other conditions that the contracting parties agree upon as part of the contract.

Salt Lake Trade Technical Institute recognizes the need for, and diligently endeavors to promote high standards of apprentice training. Every effort is made to adjust related instruction to supplement job experiences.

## **Occupational Extension Courses**

Trade 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. Trade extension courses are intended to assist the skilled worker in remaining abreast of new developments.

## **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.

The human element is a tremendously significant factor in the efficient operation of industry. Study of relationships among employees and attention to techniques of doing work have resulted in improved methods of managing people and improved ways of doing jobs.



# EVENING SCHOOL

## Course Descriptions

### APPRENTICE TRAINING COURSES

#### 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 mechanisms 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.

## **Foundry Practice**

This related training class for apprentices teaches the related technical information required in the foundry. The study areas include iron and steel molding, bench molding, green sand molding, etc. The course also covers the necessary trade English, mathematics, safety, science and metallurgy required of the first class skilled worker.

## **Iron Working Layout**

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

## **Iron Working—Structural**

This course is offered for structural iron worker 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.



## Truck Mechanics

This course is set up specifically for apprentices and journeymen mechanics in the transportation industry. It covers the technical related information pertaining to the trade. Cooling systems, braking systems, power trains, fifth wheels, front ends, motors and trouble shooting are merely samples of the subjects covered in this program.

## 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 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. 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

### Air Conditioning and Refrigeration

The growth of factories and office buildings requires a force of men who are capable of maintaining, installing, and repairing air conditioning equipment. This course is designed to provide the technical and related information which the air conditioning mechanic must have in order to operate successfully on the job.

### Architectural Drafting

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.

### Auto Body

These courses provide related training for the auto body trade. They include 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, power transmissions and chassis units.

## **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. This class deals with blueprint reading for the construction, mechanical and manufacturing 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.

## **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 our course in fashion drawing.

## **Custodial Training**

Responsibility of the great working force employed in custodial activities is great. Custodial training courses will be designed to familiarize people with the broad range of working activities expected of custodial personnel and to prepare them to recognize and fulfill their ethical responsibility.

## **Diesel Mechanics**

This program provides both theoretical and practical training in the operation, maintenance repair, and servicing of diesel engines. Special unit type courses will be offered in fuel injection systems and diesel electric systems. Other programs may be offered as the needs of industry arise.

## **Fundamentals of Electricity**

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.

## **Heliarc Welding**

The Heliarc Welding class provides students first with instruction in the techniques used in this type of welding and second with practice in the heliarc 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.

## **Industrial Electronics**

The ever increasing use of electronic equipment and controls in industry has created a demand for trained service men and workers. This course gives the student the basic technical knowledge and theory behind industrial electronic equipment. The student will study mathematics, electron theory, the various applications and other information regarding the use of electronic equipment in industry.

## **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 for 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.

## **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.

## Mechanical Drafting

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.

## Practical Nursing

This short course has the objective of giving the individual who is working in nursing the technical information required under state law. In many cases this will be a refresher for graduate practical nurses. The course will cover nursing procedure, nutrition, home management, maternal and child care, body structure, occupational therapy and care of certain diseases.



## 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.

## **Trade Mathematics**

All of the mechanical trades have need of basic mathematics. This course is designed to approach the problems found in the machine trades, carpentry, and their allied areas. Special attention can be given to individual problems as they arise. The student can proceed as fast as he desires.

## **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.

## **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.

## **Upholstering**

Instruction for the upholstery 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.

## **Supervision and Management Courses**

### **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—Principles of 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 in 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—Improvement in Job Methods**

These five conferences of two hours duration each encompass actual case problems of re-arranging, re-combining 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.

## Instructors—Evening School

James R. Bell .....	Electricity I
Robert H. Blake .....	Supervisory Personnel Development
June A. Black .....	Auto Mechanics
Delice A. Blackham .....	Trade Mathematics
Franklin F. Boulton .....	Machine Shop II
Heber M. Bredsguard .....	Machine Shop
James Barlow .....	Plumbing V
George S. Bringhurst .....	Welding
Edwin S. Brown .....	Welding
LaVoy S. Christensen .....	Welding
Shirley L. Collins .....	Practical Nursing
James J. Culligan .....	Electronics
Courtney Darlington .....	Sheet Metal I
Vernon W. Dean .....	Carpentry III & IV
Bernice W. Dille .....	Electricity II
Lavern Hansen .....	Auto Body II
Robert D. Heath .....	Welding
Evan E. Jensen .....	Commercial Art
Harold E. Johnson .....	Plumbing I and II
Joseph S. Johnson .....	Carpentry & Cabinetwork
Wallace H. Johnson .....	Sheet Metal
A. James Kroll, Jr. ....	Architectural Drafting
Peter Lodder .....	Ironworkers (Layout)
E. H. Isenberg .....	Supervisory Personnel Development
George Madron .....	Plumbing III & IV
Max C. Manning .....	Painting & Decorating
Harold Mecham .....	Metal Layout for Fabricators
William W. Morris .....	Inert Gas Welding
Wayne N. Moss .....	Business Practice
Donald K. Nash .....	Sheet Metal II
Kenneth H. Olsen .....	Sheet Metal I
Parker M. Pratt .....	Auto Mechanics
Dominick Pellegrino .....	Wire Preparation
Charles G. Robinson .....	Welding
Dale W. Sorenson .....	Carpentry I and II
C. Smithey Shults .....	Mechanical Drafting
Orrin W. Spainhower .....	Auto Body I
Grant S. Stensrud .....	Upholstering
Carlisle G. Tanner .....	Electronics
Don Wellard .....	Welding Supervisor



Upper right: Christmas Dance  
Upper left: Halloween Assembly  
Middle left: Ping Pong  
Middle right: Alumni Banquet  
Lower right: Christmas Assembly



Diesel Mechanics

Supervisory Personnel Development

Sheet Metal

Radio

Iron Working

Blueprint Reading

Carpentry

Welding

Cosmetology

Electricity



Business Practice

Painting and Decorating

Electronics

Practical Nursing

Commercial Art

Truck Mechanics

Auto Mechanics

Architectural Drafting

Upholstering

Auto Body Repair

MAY I HELP YOU?

Plumbing

Cabinet Making

Sign Painting

Printing

Tailoring and Fashion Design

Barbering

Television

Appliance Repair

Food Hostess Training

Machine Shop

Mechanical Drafting