# Salt Lake Community College

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General Catalogs and Class Schedules

**Student Experience** 

1959

# General College Catalog 1958-1959

Salt Lake Area Vocational School

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# SALT LAKE AREA VOCATIONAL SCHOOL

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EL POWER

ANNUAL CATALOG

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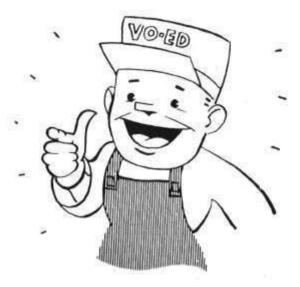
Salt Lake Area Vocational School is located at Fourth South and Sixth East, only a few blocks from downtown Salt Lake City. The campus occupies a location just four blocks east of the Salt Lake City and County Building and is easily accessible by all modes of transportation.

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 is Number 8.



Annual Catalog 1958-1959

# 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 trades.

# "Learn to Earn"

A State-Supported trade-technical school operated under the direction of the Salt Lake Area Board of Control 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

Dr. R. V. Larson-Roosevelt	Chairman
Mrs. Madeline B. Wirthlin-Murray	Vice-Chairman
Mrs. A. C. Jensen-Sandy	Member
Wilburn N, Ball-Salt Lake City	Member
Leonard Bishop-Garland	Member
Elmer H. Brown-Roy	Member
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Charles A. White-Monroe	Member
Rulon T. Hinckley-Salt Lake City	Member
Gomer T. Peacock-Price	
Dr. E. Allen Bateman-Salt Lake City	Executive Officer

# **Board of Control**

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Salt Lake City	Board of Education	
Ezra T. Clark		Vice-President
Davis District I	Board of Education	
M. Elmer Christensen		Member
Granite Boa	rd of Education	
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Salt Lake City I	Board of Education	
T. Quentin Cannon		Member
Salt Lake City I	Board of Education	
Leonard C. Beckstead		Member
Jordan District I	Board of Education	
John C. Green, Jr.		Member
Murray, Tooele	e, Park City Boards	

# Administration

Jay L. Nelson	President
Lloyd V. Tilt	
Algot E. Anderson	

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# 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 interest 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.

# 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:

- Those who wish to become qualified for employment in an occupation.
- 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.
- 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, 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, Blueprint Reading, Communications, Safety, and Problems of Handling People.

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 preemployment 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.

Name	Leng	yth	Page
Auto Body Repair and Painting	18 Mc	onths	10
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Drafting, Mechanical	9 Mc	onths	18
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Tailoring and Fashion Design	18 Mc	onths	24
Welding, Cutting and Metal Fabrication	18 Mc	onths	25

# Day Classes

# Day School Calendar 1958-1959

September 2-9	ation
September 10	arter
October 2-4	itute
October 17-20	ation
November 27-28	liday
December 1Instruction Commences-Second Qu	arter
December 22-January 2, inclusiveChristmas Ho	liday
March 2	arter
May 27 Gradua	ation
June 1-August 31 Summer Se	ssion



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#### 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 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.

## **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

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# 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.

## **Study Areas**

#### Work Experiences

Welding Soldering and Filling 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.

# 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

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#### 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.

Cauly Arens

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

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# 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.

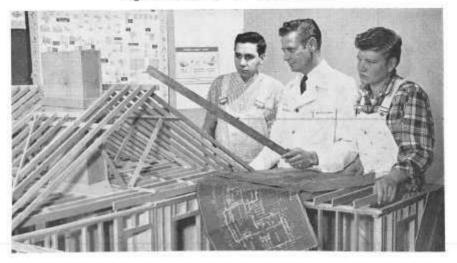
Laboratory Practices	Related Subjects
Typewriting Practice	Office Technique
Shorthand Dictation	Word Studies
Transcription	<b>Business Mathematics</b>
Bookkeeping	Business English
Business Mathematics	Filing Systems
Filing	Personality Development
Dictaphone	Shorthand Theory
Mimeographing	Bookkeeping Theory
Office Machine Operation	Business Law
Office Procedures	Office Machine Operation
Receptionist Training	Typewriting Principles
Telephone Training	Letter Writing
Safety	Problems of Handling People
10 C	

#### Study Areas

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#### 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.

# **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

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#### 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 prescribed 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.

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.

Laboratory Practices	Related Subjects
Permanent Waving	Hygiene and Personality
Hair Styling	Human Relations
Facials	Laws Affecting the Practice
Scalp Treatments	of Cosmetology
Manicuring	Sterilization and Sanitation
Hair Cutting	Electricity and Light Therapy
Hair Tinting and Bleaching	Chemistry of Cosmetics
Shampooing	Safety
Customer Relations	The Anatomy and Physiology of
Care and Use of Equipment	the Head, Face and Neck
Trade Ethics	The Skin and its Appendages
Trade Practices	Diseases of the Skin and Scalp
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# **Study Areas**

#### 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.

# **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

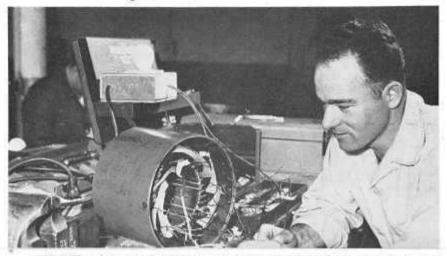
Safety Shop Management Power Production Power Flow Chemistry of Fuels Physics of Machines, Gasses

#### **Related Subjects**

Mathematics Communications Blueprint Reading Industrial Science

#### ELECTRICITY

Eighteen Months - 2064 Hours



Electricity has made possible the overwhelming development of our large industries, manufacturing plants, transportation systems and communication systems. All society relies more and more upon the electrical trades for its existence.

The course provides an analysis of the basic principles of electricity as applied to electrical machinery and equipment. Repair and maintenance of motors and generators is offered in conjunction with the related technical information concerning the principles of construction, operation and control. Also included is a study of transformers, their application, maintenance and repair. Included will be control equipment and its application to motors, generators and transformers. Other phases of the work include blueprint reading, use and care of electrical instruments, shop practices, safety habits and code requirements.

# **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

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# 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.

#### **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.

# **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

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# 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.

#### **Study Areas**

#### Work Experiences

Care and Use of Drafting Equipment Lettering Working Drawings Dimensioning Revolution Developments Intersections Isometric Drawing Oblique Drawing Perspective Drawing Shading Pattern Drafting

#### Technology

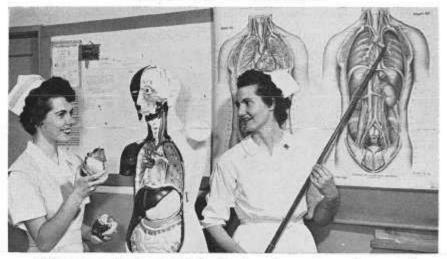
Orthographic Projection Geometric Construction Triangulation Trade Practices Trade Terminology Safety Practices

Related Subjects Industrial Materials Industrial Science Mathematics Communications

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# 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 eighteen weeks of instruction at the school and thirty-two weeks at affiliated hospitals. Students earn an educational allowance during this clinical affiliation. Graduates receive a Certificate of Accomplishment and are qualified to write the State Board Licensing Examination.

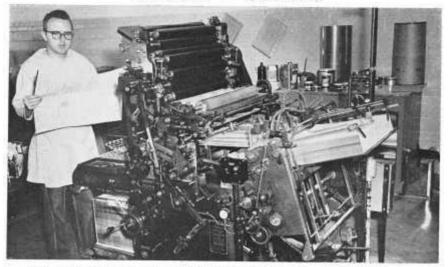
Applicants must be citizens of the United States or have applied for citizenship. Education will be evaluated individually for each applicant. Students are selected on the basis of aptitude tests, physical examinations, personal interviews and references. Classes begin every four months: February, June, and October.

# Study Areas

Hospital Practices	Related Subjects
Care of the Medical and	Nursing Principles and Skills
Surgical Patient	Vocational Relations
Care of Mothers and New Born	Personal and Community Health
Care of Children	Body Structure and Functions
Care of the Aged	Introduction to Conditions
Diet Therapy	of Illness
Central Supply Service	Diversional and Rehabilitative
Emergency and Recovery	Activities
Room Care	Growth and Development of
Isolation Technic	the Child
Interpersonal Relations	Family Life
Administration of Drugs	Nutrition
Care of Orthopedic	Pharmacology and Safety

#### 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.

Stu	idy Areas
Work Experiences	Technology
Preparation of copy	History of printing
Choosing of type faces	Methods of printing
Layout of pages	Study of engraving
Hand composition	Layout and composition
Operation of linotype	Photographic processes
Use of art work	Designing
Composition of forms	Safety
Lock-up and proofing	Related Subjects
Proof reading	Mathematics
Printing	Basic Science
Binding and cutting	Communications
	22.2

## 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 empasis 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.

## **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.

#### 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

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# 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:

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	
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 Area Vocational School 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.

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## 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 10, 1958. Application for entrance into classes may be made prior to that date. Registration may be accomplished commencing September 2.

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 studentactivity fee.

No refunds can be made without the presentation of the student's receipt for fees paid.

#### **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.

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#### J. M. Grisley

The first annual J. M. Grisley Scholarship will be awarded to a machine shop student for the 1958-59 school year. This scholarship will provide a student with \$88.00 for tuition and fees.

#### Ajax Pressing Machine Company

A contribution to the school scholarship fund was received from the Ajax Pressing Machine Company. This donation will result in two \$50.00 scholarships for deserving students during the 1958-59 school year.

#### 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 month. 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 occupaton. 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 exceptions 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 counselor. Veterans must have prior approval from the Veterans Administration.

# **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 student's 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, studentbody dances, a school outing at the close of each school year, and studentbody 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 Area Vocational School 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 the Salt Lake Area Vocational School in its development toward providing trade and industrial educational opportunities to an increasing number of individuals.

Association officers for 1958-59 are:

Barrett Steadman, President 7200 South 2200 West West Jordan, Utah

Marvin Tauffer, Vice President 341 Elizabeth Street Salt Lake City, Utah

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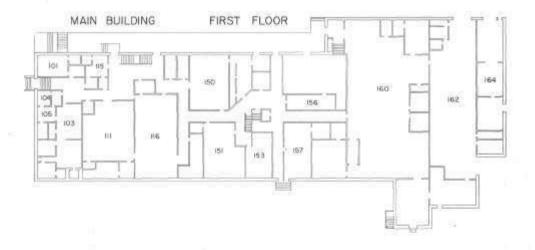
Judy Thomas, Secretary 473 West 1st South Logan, Utah

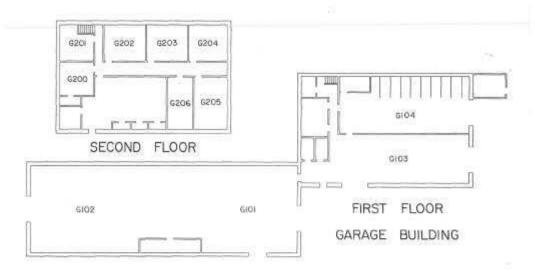
# School Staff

Margaret Bush	Cafeteria
Romagene Christensen	Secretary
Howard Facer	Secretary Building Maintenance
JoAnn M. Guthrie	Secretary
Mary Folcy	Secretary Secretary–Evening School
Lois C. Juhlin	Šecretary
John J. Muir	Book Store Clerk
David T. Pearson, Sr.	
	Bookkeeper-Registrar
Berniece Raymond	Cafeteria
	Manager Aux, Accounts
William A. Thiriot	Evening Registrar
Amy F. Tomita	Secretary-Receptionist
Grant H. Tuckett	Trng. Coord. & Cons.
	Custodian

# Instructors—Day School

June A. Black	Auto Mechanics I
Franklin F. Boulton	
George S. Bringhurst	Welding I Electricity
Wallace G. Burt	Electricity
James J. Culligan	Electronics II
Ronald E. Glenn	
Raymond C. Graham	Diesel Mechanics I
	Practical Nursing
Lavern Hansen	Auto Body II
Evan E. Jensen	
Joseph S. Johnson	Carpentry II
Martin H. Knuteson	Barbering
James A. Kroll, Jr.	Architectural Drafting Machine Shop
William E. LaPearle	Machine Shop
Madge S. Maas	Cosmetology
Keith M. Macfarlane	Supervisory Personnel Development
Florence E. Nealley	Cosmetology
Martha Parrish	Practical Nursing
Bernice R. Patterson	Tailoring and Fashion Design
VIOICE IN, I OUISCII	Tiactical Indisting
Barbara Quirl	Practical Nursing
Lois K. Roth	Practical Nursing
Smithey Shults	Mechanical Drafting
Dale W. Sorenson	Carpentry I
Orrin W. Spainhower	Auto Body I Practical Nursing
Carol Talmage	Practical Nursing
	Practical Nursing
Clair A, Thomson	
Harriet B. Vigen	Business
LeRoy F. Walters	Diesel Mechanics II. Welding II.
Richard D. Wellard	Welding II
Camilla S. Wood	Practical Nursing



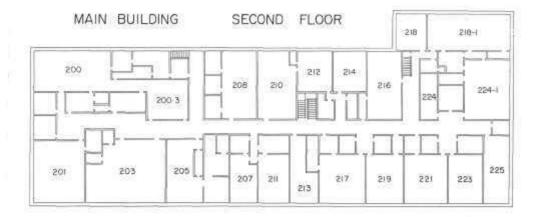


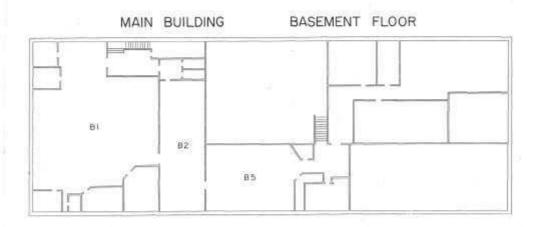
#### Main Building-First Floor

- 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

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 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.

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# 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)

PL 550 veterans must make application to the VA 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.

PL 550 veterans pay all their own expenses at the school; no money is paid the school directly by the VA 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 books, tools 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 bookstore.

# **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**

Machine Shop Painting and Decorating Pipe Fitting Plumbing Sheet Metal Truck Mechanics Welding Bricklaying Carpentry Electricity Foundry Practice Ironworking Layout Ironworking—Structural Lead Wiping



# **Trade Extension Courses**

Air Conditioning and Refrigeration Architectural Drafting Auto Body Auto Mechanics Blueprint Reading Business Practice Commercial Art Custodial Training Electrical Assembly Fundamentals of Electricity Fireman Training Food Hostess Training Heliarc Welding Industrial Electronics Machine Shop Mechanical Drafting Metal Fabrication and Shop Problems Power Sewing Practical Nursing Printing Sign Writing Trade Mathematics Trade Science Upholstering Welding

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### Evening School Calendar 1958-1959

September 2-16	Registration
September 17	The bound of the Construction of the second s
October 17-20	Harvest Vacation
November 27-28	
December 19	Quarter Ends
January 12-15	
January 19	
April 17	Quarter Ends
April 20	Registration
	Instruction Commences
June 30	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
Breakage and Library Deposit	2.00

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 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. Refund of the breakage and library deposit must be applied for within 30 days after termination of attendance.

#### 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:

(Symbol O)
(Symbol S)
(Symbol NS)

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#### 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.

The Salt Lake Area Vocational School 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.

### **Trade 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

#### \*

# Bricklaying

The bricklaying program covers all phases of the bricklaying trade. The student will receive training in blueprint reading, layout work, types of bonds, trade practices, estimation of materials and types of materials. This is a three-year course to correspond with the three years of apprenticeship training on the job.

# 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.



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### 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.

#### **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.



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### **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.



# TRADE 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.

### **Electrical Assembly**

The Electrical Assembly 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 electrical and electronic manufacturing industry.

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### **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.

#### **Firemen Training**

Courses in firemen training are offered in cooperation with the fire departments of communities in the area. They are designed to assist in the preparation and training of this group of men so vital to the well being of every community.

#### Food Hostess Training

Classes in food hostess training are designed to help the lady who works in the food service occupations to carry out her work with more skill, poise, grace, and dignity. In this way the employer is assured of continuous patronage and the employee experiences the satisfaction of a job well done.

#### 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.

# **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.

## Metal Fabrication and Shop Problems

The blueprint reading, cutting, layout, welding, and associated problems that enter into building with metals form the content of this course.

#### **Power Sewing**

The basic skill in the needle trades today is the ability to use a power sewing machine. This course will be designed to familiarize students with the operation of this type of machine.

### **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.

#### Sign Writing

Advertising seems to be an essential to the success of most business enterprises. The course in sign writing will assist those employed in merchandising activities to prepare window signs, etc.

## **Trade Mathematics**

This class will be particularly designed and geared to people employed in the construction trades, manufacturing and machine trades, electricity and electronics.

# **Trade Science**

The trade science courses will give particular attention to the natural laws of mechanics and materials which are fundamental in trades and industry today.

#### 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.

#### 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 six 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 16 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

Robert H. Blake	
	Machine Shop
Thomas C. Brennan	Plumbing III
Edwin S. Brown	
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Shirley Collins	Practical Nursing
	Radio and Television
Vernon W. Dean	
Bernice W. Dille	
	Auto Mechanics
Lavern Hansen	Auto Body II
Pratt F. Hawkes	
Robert D. Heath	
Evan E. Jensen	
Harold E. Johnson	
Bernard D. Kingery	
James A. Kroll, Jr.	Architectural Drafting
Peter Lodder	
Keith M. Macfarlane	
George Madron	
	Painting and Decorating II
Donald K. Nash	Sheet Metal II
Kenneth H. Olsen	Sheet Metal
Charles Grant Robinson	
Dale W. Sorenson	
	Auto Body I
Grant S. Stensrud	Upholstering
Carlisle G. Tanner	Industrial Electronics



Upper left — S. L. A. V. S. Upper right — Registration Middle left — Awards Assembly Middle right — Annual Outing Lower right — Valentine Ball (King and Queen)



