## Salt Lake Community College

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General Catalogs and Class Schedules

**Student Experience** 

1958

## **General College Catalog 1957-1958**

Salt Lake Area Vocational School

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**EL POWER** 

Salt Lake Area Vocational School

## Annual Catalog 1957-1958

# 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.

## 66 Learn to Earn's

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

Board Members and Executive Office	eers
Dr. R. V. Larson-Roosevelt	Chairman
Mrs. Joseph L. Wirthlin-Murray	Vice-Chairman
Mrs. A. C. Jensen-Sandy	Member
Mrs. A. C. Jensen—Sandy	Member
Gomer P. Peacock—Price	Member
Leonard Bishop—Garland	Member
W. C. Cole—Delta	
Elmer H. Brown—Roy	
Charles A. White—Monroe	
Dr. E. Allen Bateman—Salt Lake City	
Board of Control	
M. Elmer Christensen	President
Granite District Board of Education	
Wallace F. Toronto	Vice-President
Salt Lake City Board of Educatio	
Waldo M. Andersen	
Salt Lake City Board of Educatio	
T. Quentin Cannon	
Salt Lake City Board of Educatio	
Ezra T. Clark	
Davis District Board of Education	
Leonard C. Beckstead	
Jordan District Board of Education	
James B. Kilby	
Murray, Tooele, Park City Board	
50 June 150	
Administration	
President	
Supervisor, Instruction	
Supervisor, Related Training	Algot E. Anderson
Staff	
Training Coordinator and Consultant	Grant H. Tuckett
Counselor	
Day Registrar and Bookkeeper	
Evening Registrar	
Book Store Manager	
Secretary	
Secretary Ro	
Secretary	Aleda Vanas
Building Maintenance Jane Morr	loon Monager P. 1
Careteria	ison, Margaret Bush

#### 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 during the nine years since the school's inception. During the last year alone nearly two thousand individuals have been registered as either full or part-time students.

## Purposes of the School

The school has as its avowed purpose the training of skilled hands for industry. Salt Lake Area Vocational 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 the labor force, an occupation or phase of an occupation may be offered at the school for one or more of the following types of workers:

- 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 very nature of trade training requires that the offerings in the school be tailored to the needs of the individual students as much as is practicable. For this reason 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.

#### Trade Preparatory Training

The purpose of trade preparatory training is to take the individual who has had no experience in an occupation and teach him the skills and technical knowledge that he will need to enter that occupation as a gainfully employed worker. Upon completion and subsequent employment, 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. Some occupations taught at Salt Lake Area Vocational School require forty hours per week, as will be seen in the individual class description. 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 actually using the tools of his trade and working on meaningful projects which will develop necessary trade skills.

#### Related Training

For the worker who is learning his trade through the apprenticeship system or some other type of on-the-job training, the school has established related theory and technical training programs. The apprentice or other trainee learns to master the manual skills of the trade while actually employed on the job. Therefore, related training classes for apprentices are almost wholly restricted in course material and form of presentation to technical information offered in a classroom situation. Only rarely will a related training course include shop work, because the student achieves his competence in manual skills on the job. These courses are offered on a part-time basis.

#### Trade Extension Training

Trade extension training 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 or to prepare himself for future opportunities 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 taking the training. All trade extension training is offered on a part-time basis.

## Who May Attend

Any applicant 16 years of age or over, meeting the requirements listed below, will be admitted to any class for which his or her qualifications give promise of ultimate satisfactory job performance. Each applicant is considered individually and the school reserves the right to refuse to admit any unqualified applicant and, moreover, to drop any student who cannot make progress in his or her work.

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.

Salt Lake Area Vocational 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 imparted to a student in the short time available in the evening programs. Therefore, pre-employment training is offered only on a full-time basis as will be seen under 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.

#### Legal Residence

A prospective student whose credentials indicate non-residence in the state will be so classified. The following material is quoted from Utah statute:

"A student cannot acquire a domicile in this state, until he or she or the parent or guardian, if the student is a minor, has lived in the state for a period of one year prior to registration."

All such students will be required to pay the non-resident fees.

#### 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.

It is expected that all students will remain in the class in which they are enrolled and will not visit in other classes during school hours.

#### 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.

#### Bookstore

The bookstore is operated to enable students to secure conveniently books, tools, equipment and other training supplies. Books, equipment and tools approved by the Veterans Administration will be issued to PL 894 veterans at no charge. However, these materials cannot be issued until the school has received the veteran's Certificate of Eligibility.

#### Cafeteria

A cafeteria has been organized 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.

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.

#### 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.



All of us believe that everyone is entitled to equal educational opportunities in preparing for his life's work.

## FACULTY—DAY SCHOOL

Auto Body Repair and Painting	Orrin W. Spainhower
Auto Body Repair and Painting	Levern Hansen
Automotive Mechanics	
Automotive Mechanics	Parker M. Pratt
Barbering	
Business Practice	Harriet B. Vigen
Carpentry	
Carpentry	Dale W. Sorenson
Commercial Art	
Cosmetology	Madge S. Maas
Diesel Mechanics	F. LeRoy Walters
Diesel Mechanics	***************************************
Drafting, Architectural	
Drafting, Architectural	
Electricity	Wallace G. Burt
Electronics—Radio	
Electronics—Radio	James J. Culligan
Machine Shop	
Practical Nursing	Camilla S. Wood
Practical Nursing	Dorthy Hansen
Practical Nursing	Martha Parrish
Practical Nursing	Violet N. Poulsen
Practical Nursing	Lois K. Roth
Practical Nursing	
Related Training	Ronald E. Glenn
Related Training	
Supervisory Personnel Development	Keith M. Macfarlane
Tailoring and Fashion Design	Bernice Patterson
Welding, Cutting and Metal Fabrication	Richard D. Wellard
Welding, Cutting and Metal Fabrication	George S. Bringhurst

## Day School Calendar—1957-1958

September 3-13	Registration
September 16	Instruction Begins
October 10-11-12	U.E.A. Institute
October 18	
November 28-29	Thanksgiving Holiday
December 23-January 1, inclusive	Christmas Holiday
May 28	
June 1-August 31	Summer Session

#### 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 3:15 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
LULGIUL ICC	1 60,000
Student Activity fee	3.00
Non-resident fee (per each 3 months)	\$35.00

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.

#### Registration

Students may register and begin their work at any time during the school year. However, it is preferable to register at the beginning of the school year or at the time a particular class starts. Announcement will be made of the starting date of each course which begins after the regular registration dates as given on page 11.

Instruction begins September 16, 1957. Application for entrance into classes may be made prior to that date. Registration may be accomplished

commencing September 3.

Due to budgetary limitations it is not possible for the school to accept any students on other than a full-time basis for the present school year.

#### 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.

#### Scholarships

The Salt Lake Area Board of Control grants scholarships to qualified persons each year. Those interested should make application to the registrar before registering.

The Salt Lake Kiwanis Club has set up two tuition scholarships for the current year. These scholarships are in the amount of eighty-eight dollars each and will be awarded to two second year students at this school.

## 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."

#### Terminations

Students desiring to discontinue their course must be cleared by the instructor, the bookstore manager, the registrar, and the counselor.

#### Transfers

A transfer from one occupational objective 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.

#### 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 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.

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#### Absence and Tardiness

It is expected that students will be both punctual and regular in their attendance. Absence without excuse will not be condoned. Three consecutive absences without notification will result in termination. High school students must submit excuses from their parents or guardians in writing.

The following are excerpts from the school attendance regulations:

"Three unexcused absences on any monthly report will result in termination."

"Instructors are required to submit a withdrawal on any student having three consecutive unexcused absences."

"Excessive absence may result in a 'not satisfactory' rating."

"Students dismissed for violation of attendance regulations may not make application for re-entrance until the succeeding quarter."

#### 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.

## Policy of Class Operation

Space limitations and budgetary restrictions require that all courses be operated to the capacity of the available facilities. Therefore, 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.

## Tools and Equipment

Each Day Program course has a required list of books, tools and supplies which all students are required to acquire during the course of their training. P. L. 550 veterans are expected to purchase their own; however, P. L. 894 veterans will be provided with the specified items. These books, tools and supplies provided to P. L. 894 veterans will become the property of the veteran only if he completes the course; veterans who do not complete their course will be required to return these items to the school.

#### 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, an annual school carnival, 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.

#### DAY SCHOOL

#### Course Descriptions

Courses are two years in length, except Barbering, 6 months; Practical Nursing, 12 months; Cosmetolgy, 10 months; and Business Practice, 9 months.

#### Related Training

Certain general and technical knowledge is a necessary part of the preparation of every competent craftsman. Related training includes those areas of knowledge which are necessary to supplement the craft training which a student receives. The related training needs are determined by the nature of the trade.



#### ARCHITECTURAL DRAFTING

#### 2080 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.

#### Study Areas

#### Trade Practices

Principles of Design Construction Principles Preliminary Sketching Working Drawings Pictorial Drawing,

Isometric and Perspective Rendering Lettering Tracing and Duplicating Pattern Drafting Care and Use of Drafting Equipment

#### Related Subjects

Mathematics
Architectural Terminology
Trade Spelling
Art and Design Appreciation
Color Harmony
Building Codes
Trade Practices
Architectural Design
Building Materials
Local Conditions
Industrial Design
Basic Social Science

#### AUTO BODY REPAIR AND PAINTING

#### 2080 Hours



Auto body repair and painting is one of the most important phases of the automobile industry. To be successful, the worker must not only be well-trained in the manipulative operations of the trade, but he must also have a good working knowledge of the theory behind the work.

In the modern, well-equipped shops the student will be trained in the techniques of metal shrinking, soldering, welding, bumping, filing, grinding, sanding and polishing of auto bodies and fenders. Experience will also be given in body and frame alignment, replacement of body parts, glass installation and some upholstery work. Another large division of the occupation, that of auto painting, is included in the course; it is taught in the up-to-date, well-equipped painting division laboratory.

#### Study Areas

#### Trade Practice

Fender Repair
Alignment and Repair of Frame
and Body Members
Welding, Cutting and Lead
Filling
Panel Repair
Replacement of Glass, Trim and
Hardware
Painting and Finishing
Repair and Replacement of Tops,
Radiator Shell, Grill, etc.
Rear Assemblies

#### Related Subjects

Business Management
Health and Safety
Human Relations
Simple Blueprint Reading and
Sketching
Physics of Machines, Lubrication,
Fluids, Heat
Estimating, Finishing and
Materials
Trade English
Basic Social Science and Trade
History

#### AUTOMOBILE MECHANICS

#### 2080 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

#### Trade Practice

The Fuel, Ignition and Cooling Systems The Chassis and Body Engine Tune-Up Welding, Brazing, Soldering The Engine Block Assembly Flywheel and Clutch Assembly Transmission Universal Joints and Drive Shafts Differentials and Fluid Couplings Front System Service

#### Related Subjects

Arithmetic Algebraic and Geometrical Formulas for Automotive Calculations Health and Safety Physics of Machines, Fluids, Gases, Heat, Electricity Chemistry of Lubrication, Fuels, Oxidation, Materials Trade English Shop Organization **Business Management** 

#### BARBERING

#### 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.

Tuition and fees for the six-month Barbering program are \$88.00.

#### Study Areas

#### Trade Practice

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

#### 1040 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.

#### Study Areas

#### Laboratory Practice

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

## 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

#### CARPENTRY

#### 2080 Hours



The greatly accelerated building program in the country, caused by the housing shortage, has created an ever-expanding need for capable, well-trained rough and finish carpenters. 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 covers the layout and construction of forms; floor, stud and roof framing; and the application of siding. The student will learn to make doors, cabinets, and do interior finishing of buildings. Included are blueprint reading, estimating, and specification interpretation.

#### Study Areas

#### Trade Practice

Basic Wood Fabrication
Foundation Form Work
Wall and Floor Framing
Roof Framing and Covering
Stair Building
Interior and Exterior Finishing
Mill Work and Cabinet Making
Safety Practices
Care and Use of Hand and
Power Tools

Layout Estimating

#### Related Subjects

Trade Mathematics
Growth of Woods
Physics of Mechanics, Stress
and Strain
Trade English, Vocabulary,
Expression
Drawing and Blueprint Reading
Basic Social Science
Business Management
Chemistry of Oxidation, Materials,
Abrasives
Insulation

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#### COMMERCIAL ART

#### 2080 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 Practice

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
Salesmanship in Art
Fundamentals of Woodwork
Drafting
Industrial Design

#### COSMETOLOGY

#### 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 Board 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.

To the young woman or man choosing this occupation as a career, this course offers 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.

#### Study Areas

#### Laboratory Practice

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 as Applied to
Cosmetics
The Anatomy and Physiology of
the Head, Face and Neck
The Skin and its Appendages

Diseases of the Skin and Scalp

#### DIESEL MECHANICS

#### 2080 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.

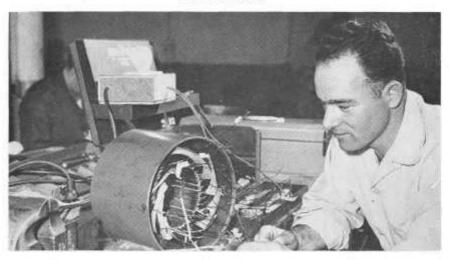
#### Study Areas

Trade Practice
Basic Metal Fabrication
Cooling System and Maintenance
Complete Engine Block Assembly
Repair and Maintenance
Flywheel and Master Clutch
Transmission Repair and Maintenance
Steering Clutches
Final Drives
Welding, Brazing, Soldering
Basic Machine Work

Related Subjects
Basic Mathematics
Trade English
Shop Management
Physics of Machines, Gases,
Liquids, Electricity, Heat
Chemistry of Fuels, Lubricants,
Combustion
Blueprint Reading
Labor Relations
Trade Ethics
Care of Tools and Equipment
Basic Social Science

#### ELECTRICITY

#### 2080 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

#### Trade Practice

Direct Current Windings
Single Phase A. C. Windings
Polyphase Windings
Polyphase Connections
Multi-Speed Machines
Transformer Connections
Use of Electrical Instruments
D. C. Controls
A. C. Controls
Rectifiers
Basic Electronic Controls

Safety Practices

#### Related Subjects

Mathematics for Electricity Work
Fundamentals of Electricity
Direct Current Machines
Alternating Current Machines
Transformers
Controllers
Rectifiers
Electrical Instruments
Motor and Generator Windings
Trouble Shooting
Maintenance and Repair
Blueprint Reading

#### MACHINE SHOP

#### 2080 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

#### Trade Practice

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

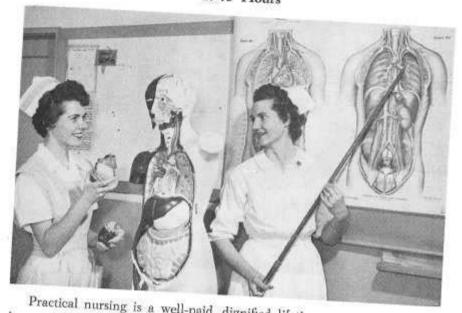
## Related Subjects

Trade Mathematics
Trade English and Vocabulary
History of Trade
Chemistry of Metallurgy, Lubricants,
Oxidation and Materials
Physics of Machines, Heat, Liquids,
Gases, Solids, Electricity and
Magnetism
Health and Safety
Community Relations
Trade Algebra, Geometry and
Trigonometry

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## PRACTICAL NURSING

## 1740 Hours



Practical nursing is a well-paid, dignified lifetime vocation; moreover, it can make you a better and more successful wife and mother.

A trained practical nurse is a person prepared by an approved educational program to share in the care of the sick, in rehabilitation and in prevention of illness, always under the supervision of a licensed physician and/or a registered professional nurse. Our approved course in Practical Nursing lasts for one year. During this time 4 months are spent in class work at the school and the remaining time is spent in a hospital for Clinical Instruction. Job opportunities for Licensed Practical Nurses are many and varied both locally and nationally. A new class is started every four months.

## Study Areas

## Lab. and Hospital Practice

Male Surgical Ward Female Surgical Ward Pediatric Ward Maternity Ward Nursery, Newborn General Hospital Duties Home Nursing Care Occupational Therapy Male Medical Ward Female Medical Ward Diet Therapy Isolation Nursing

## Related Subjects

Care of Selected Diseases Body Structure Care of Children Maternity and Infant Care First Aid Home Management Nutrition Vocational Relationships Community Health Occupational Therapy Personal Hygiene Bedside Nursing Arts

#### RADIO AND ELECTRONICS

2080 Hours



The field of radio and electronics is one of the largest and most diversified areas in our modern industrial economy. This is a field in which a skilled, trained person can make good progress in one of its many branches. In industry the emphasis is placed even more on the need for highly skilled, well-trained technicians.

The objective of the course is to provide the student with theoretical information and practical skills sufficient to enable him to service radios, television equipment and electronic control devices. Complete laboratory facilities, equipped with modern testing and measuring equipment, permit ample practical experience to supplement the student's theoretical training. Basic electronics, test instruments, servicing techniques, trouble shooting, tubes and circuits, and circuit analysis are completely covered.

#### Study Areas

Trade Practice
Basic Shop Work
Construction of Electronic
Devices
Experiments in Electronics
Installation and Maintenance of
Sound Systems
Trouble Shooting and Repairing
of Radio and Television
Receivers
Construction and Operation of
Electronic Control Systems

Testing Equipment

Related Subjects
Types and Kinds of Circuits
Arithmetic Review
Mathematics
Drawing and Blueprint Reading
Physics of Radio and Electronic
Devices
Business Management
Basic Social Science
Trade Terminology
Shop Safety
Trade History
Theory of Radio

#### TAILORING AND FASHION DESIGN

#### 2080 Hours



Humanity, individually and as a group, is continually striving to better its living conditions and personal appearance. It is only logical that highly specialized and diversified trade should be established for the business of clothing people.

The course will cover all of the fundamental practices used in the manufacture of outer garments. A study will be made of the various kinds, types and qualities of materials, designs and styles to fit varying individuals. The processes of measuring, cutting, fitting, hand and power sewing and pressing will be covered.

The student will learn to create designs and prepare patterns for new types and styles of women's wearing apparel. He will learn to write specifications for garments describing construction, color scheme and type of fabric to be used.

#### Study Areas

#### Trade Practice

Power Sewing Overedger Operation Embroidery Machines Buttonhole Machines Application of Design in

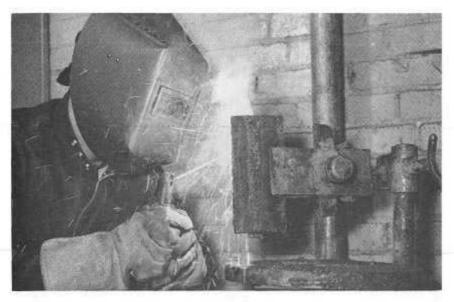
Tailoring
Pattern Making
Alterations
Hand Finishing
Proper Pressing
Garment Construction
Production Techniques

## 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

#### 2080 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.

#### Study Areas

Trade Practice
Oxy-Acetylene Welding and
Brazing
Arc Welding
Basic Metal Fabrication
Basic Heat Treating
Tool Maintenance and Shop
Management
Construction Techniques
Local Practices
Inspection and Testing
Finishing Techniques

Cutting

Related Subjects
Arithmetic for Job Estimating
Trade English and Expression
Trade History and Community
Relations
Drawing and Blueprint Reading
Shop and Business Management
Health and Safety
Chemistry of Oxidation and
Metallurgy
Theory of Welding
Stresses and Strains
Chemistry and Metallurgy

#### DAY SCHOOL

#### Specialized and Related Classes

Specialized and related units of study are available in the Day School program for those who wish further specialization in their respective fields. These units or combination of units may be taken with the approval of the school administration.

Architectural Drafting
Auto Body Repair and Painting
Automobile Mechanics
Barbering
Business Practice
Carpentry
Commercial Art
Cosmetology
Diesel Mechanics
Electricity
Machine Shop
Practical Nursing
Radio and Electronics
Tailoring and Fashion Design
Welding, Cutting and Metal Fabrication

The classes shown on this page may be taken for a maximum of one year of full-time training or 1050 hours above the basic course as listed in the Day School section of the catalog.



#### 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.



## FACULTY—EVENING SCHOOL

Auto Body Repair and Painting	Orrin W. Spainhower
Auto Body Repair and Painting	
Automotive Mechanics	
Bricklaying	
Carpentry	
Carpentry	
Carpentry	Vernon W. Dean
Commercial Art	
Drafting (Architectural)	A. James Kroll, Jr.
Drafting (Mechanical)	Mack S. Kesler
Electricity	
Electricity	
Electricity	
Foundry Practice	Robert H. Blake
Industrial Electronics	
Iron Working Layout	Peter Lodder
Iron Working Structural	
Lead Wiping	
Machine Shop	
Machine Shop	
Machine Shop	Heber M. Bredsguard
Pipe Fitting	
Plumbing	
Plumbing	George F. Madron
Radio and Television	James J. Culligan
Sheet Metal	
Sheet Metal	Donald K. Nash
Sheet Metal	Courtney Darlington
Truck Mechanics	June A. Black
Upholstering	Grant S. Stensrud
Welding	Edwin S. Brown
Welding	
Welding	Walter M. Thomas
Welding	Robert D. Heath

"Learn to Earn"

## Evening School Calendar—1957-1958

September 3-12	Registration Period
September 16	Instruction Begins
October 18-21	
November 21-22	Thanksgiving Holiday
December 20	End of Instruction
January 2-3	Registration Period
January 6	Instruction Begins
February 22	Washington's Birthday
March 28	End of Instruction
April 1	Registration Period
April 1	Instruction Begins
June 30	End of Instruction

## Registration

Students may register and begin work at any time during the school year. It is preferable, however, to register at the beginning of the school year, or at the time a particular class starts. 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 Sept. 16-Dec. 20 (3	months) 9.00
Tuition Jan. 6-March 28 (3	months) 9.00

Tuition for students entering during the progress of the school year will be pro-rated at the rate of \$3.00 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,

#### 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.

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.



## 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.



#### 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

## 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

Auto mechanics courses provide related training for the automotive repair trade. They include technical information and theory related to automotive repair operations, repairs and frame, steering, front suspension, brakes, selective transmissions, final drives and axles, cooling systems, engines, carburetors, electrical systems, fuels and fuel systems, springs and shock absorbers, propeller shafts, universal joints, clutches, etc.



#### 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.

#### 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.

## 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.



#### Radio and Television

The radio and television program consists of technical information and theory related to radio and TV repair, including basic electronic concepts such as Ohm's law, continuity testing, radio wave propagation, general radio and TV servicing techniques; television theory such as modern TV receivers, picture tube, tuners and sound systems.

## Trade Mathematics

Trade mathematics courses are designed to improve knowledge and skills in the areas of mathematics particularly applied to trades. It is the intent of these courses to teach the mathematics actually used by tradesmen as it is used in the estimating and planning done on the job.

#### 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-Improvement in Job Methods

These six 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.

## 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-Communication in Industry

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

#### Other Classes

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

#### EVENING SCHOOL

#### Specialized and Trade Related Classes

Specialized and related units of study are available in the Evening School program for those who wish further specialization in their respective fields. These units or combination of units may be taken, subject to the approval of the school administration:

> Architectural Drafting Auto Body Auto Mechanics Carpentry Commercial Art Electricity Fireman Training Foundry Practice Industrial Electronics Iron Working Layout Iron Working-Structural Journeyman Training Courses-by arrangement Lead Wiping Machine Shop Mechanical Drafting Painting and Decorating Pipe Fitting Plumbing Practical Nursing Radio and Television Sheet Metal Supervision and Management Tailoring Truck Mechanics Upholstering Welding

These classes shown on this page may be taken as related training at any time throughout four years of on-the-job training, or they may be taken as part-time training for the equivalent of a maximum of one year of full-time training or 1050 hours above the basic two years of 2100 hours.



Diesel Mechanics

Supervisory Personnel Developmen

Iron Working

Sheet Metal

Radio

Welding

Blueprint Reading

Carpentry

Electricity

Cosmetology

Painting and Decorating

Practical Nursing

Sign Electricity

Drafting

VO-ED

Business Practice

Electronics

Commercial Art

Auto Mechanic

Plumbing

Upholstering

# MAY I HELP YOU?

Auto Body Repair

Floor Covering

Sign Painting

Cabinet Making

Tailoring and Fashion Design

Barbering

Television

Appliance Repair

Food Hostess Training

Machine Shop

Refrigeration