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General Catalogs and Class Schedules

Student Experience

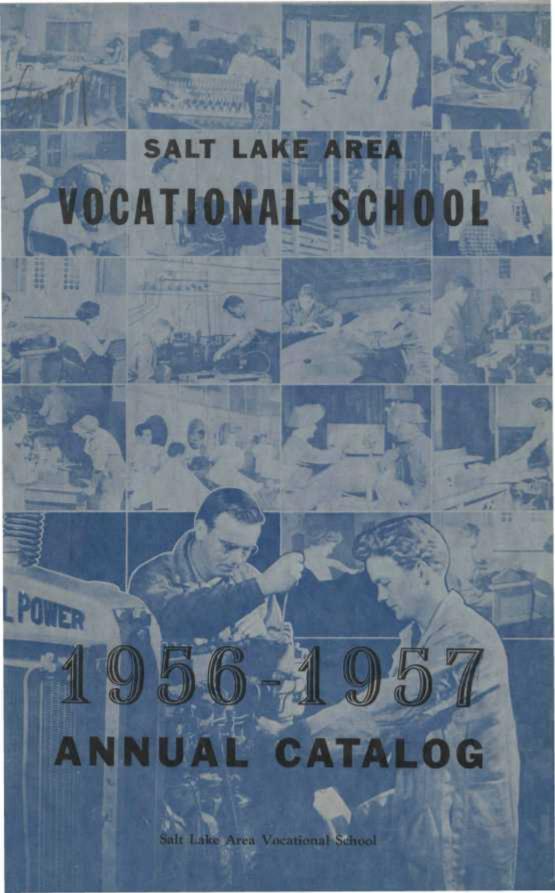
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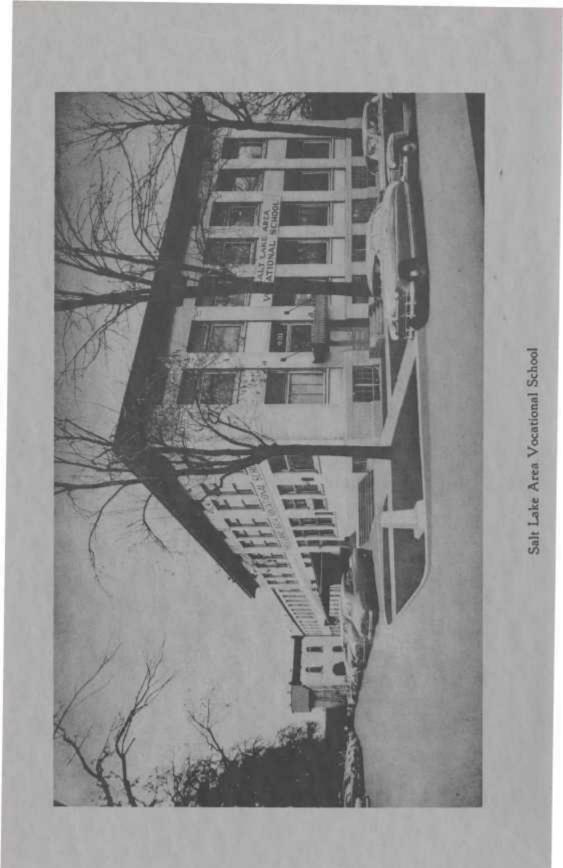
General College Catalog 1956-1957

Salt Lake Area Vocational School

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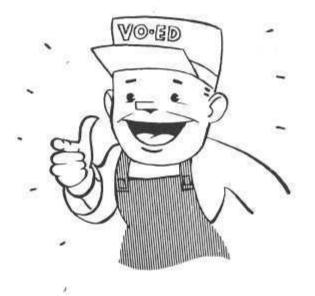
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Annual Catalog 1956-1957

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

56-51

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Utah State Board

For Vocational Education

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Board Members and Executive Officers

Dr. R. V. Larsen — Roosevelt	Chairman
Mrs. Joseph L. Wirthlin - Murray Vice-	Chairman
Mrs. A. C. Jensen — Sandy	Member
Rulon T. Hinckley - Salt Lake City	Member
William O. Bentley - St. George	Member
Leonard Bishop - Garland	Member
Ray P. Dyreng — Manti	Member
William C. Jensen - Ogden	Member
Charles A. White - Monroe	
Elmer J. Hartvigsen - Salt Lake City	
E. Allen Bateman - Salt Lake City Executiv	e Officer

Board of Control

Dr. J. O. Jones	Chairman
Jordan District Board of Education	
M. Elmer Christensen	Vice-Chairman
Granite District Board of Education	
Waldo M. Andersen	
Salt Lake City Board of Education	
T. Quentin Cannon	Member
Salt Lake City Board of Education	
Ezra T. Clark	Member
Davis District Board of Education	
Robert J. Birkbeck	Member
Murray, Tooele, Park City Boards	
Wallace F. Toronto	Member
Salt Lake City Board of Education	

Administration

President		Jay L. Nelson
Supervisor,	Day Program	Algot E. Anderson
Supervisor,	Evening Program	Lloyd V. Tilt

Staff

Training Coordinator and Consultant	Stephen J. Beeley
Counselor	
	Florence Piacitelli
Evening Registrar	William A. Thiriot
Bookstore Manager	
Secretary	Amy Tomita
Secretary	Sylvia Shiplett
Building Engineer	Leo Bishop
Cafeteria Jane Mor	rison, Margaret Bush

[3]

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, applications 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 eight 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 Vocatioanl 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 only specific things, namely, technical knowledge 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.

Advisory Committees

A General Advisory Committee has been established to foster closer cooperation between management, labor and the school; to integrate vocational training to meet more effectively the needs of all groups concerned. This committee acts 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.

General Information About the School

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 student 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 346 and PL 16 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 346 and Public Law 16

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	June A. Black
Automotive Mechanics	
Barbering	
Business Practice	
Carpentry	
Carpentry	Dale W. Sorenson
Commercial Art	Evan E. Jensen
Cosmetology	
Diesel Mechanics	
Drafting	A. James Kroll, Jr.
Electricity	Wallace G. Burt
Electronics - Radio	
Electronics - Radio	James J. Culligan
Machine Shop	William E. LaPearle
Practical Nursing	
Practical Nursing	Dorthy Hansen
Practical Nursing	Martha Parrish
Practical Nursing	
Supervisory Personnel Development	
Tailoring and Fashion Design	
Welding, Cutting, and Metal Fabrication	Richard D. Wellard
Welding, Cutting and Metal Fabrication	
	2007 No. 101

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Day School Calendar - 1956-1957

September 1-12 l	Day School Registration
September 12 Day Sc	hool Instruction Begins
October 11-12-13	U. E. A. Institute
October 19-22	Harvest Vacation
November 22-23	Thanksgiving Holiday
December 22 - January 1, incl.	Christmas Holiday
February 22	Washington's Birthday
May 29	School Closes
June 1 - August 31	Summer Session

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School Hours

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

Barbering and cosmetology classes operate from 8:30 a. m. to 5:00 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
Tuition fee	75.00
Student Activty 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.

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 12, 1955. Application for entrance into classes may be made prior to that date. Registration may be accomplished commencing September 1. Veterans will be given preference.

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. There is one scholarship available to be awarded each year to a worthy student in each of the high schools of the state. These scholarships cover only the 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".

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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 schoool 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. 346 veterans will be provided with the specified items. These books, tools and supplies provided to P. L. 346 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 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, 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 usually two years in length, except for Barbering, 6 months; Practical Nursing, 12 months; Cosmetology, 10 months; and Business Practice, 9 months.



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

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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

[21]

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

[22]

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



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

[24]

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

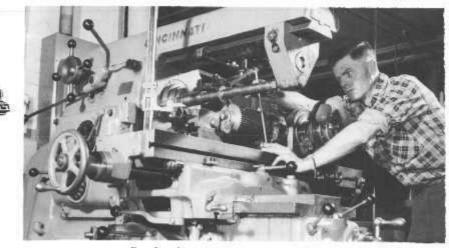
MACHINE SHOP

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 a 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

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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

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DAY SCHOOL

Specialized and Related Classes

Specialized and related units of study are avilable 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.



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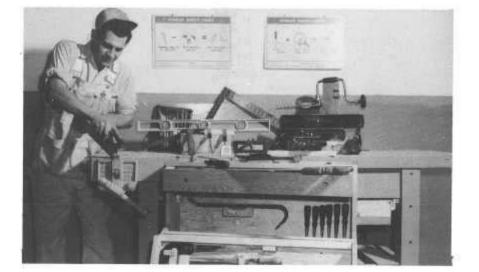
EVENING SCHOOL

Information

The education process is not complete when one receives a high school or college dipoma. 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			
Auto Body Repair and Painting			
Automotive Mechanics			
Bricklaying			
Business Practice			
Carpentry			
Carpentry			
Commercial Art			
Drafting (Architectural)	A. James Kroll, Jr.		
Drafting (Mechanical)	Douglas K. Jones		
Electricity	NG 2012 2013 2014 2014 2014 2014 2014 2014 2014 2014		
Electricity	Wallace G. Burt		
Foundry Practice			
Industrial Electronics			
Iron Working Layout	Peter Lodder		
Iron Working Structural			
Lead Wiping			
Machine Shop			
Machine Shop			
Machine Shop	나 그는 것에서 가지 그 그 모델 일을 것 같아? 이 것 것 같아? 것 같아? 가지 않는 것 같아? 아님께 정하는 것 같아?		
Pipe Fitting	William D. Dixon		
Plumbing	Harold Johnson		
Plumbing			
Power Sewing	Grace V. Steely		
Radio and Television	James J. Culligan		
Sheet Metal	그는 그 그 그 그 그 그 그 그 그 그 그 그 그 그 그 그 그 것 같아. 그 같은 것 같아. 가 있는 것 같아. 그 그 것 같아. 그 그 것 같아. 그 그 것 같아. 그 그 가 가 있는 것 같아. 그 그 그 그 그 그 그 그 그 그 그 그 그 그 그 그 그 그 그		
Sheet Metal			
Sheet Metal			
Truck Mechanics			
Upholstering	August Gref		
Welding	George S. Bringhurst		
Welding			
Welding	Richard D. Wellard		
Welding	Charles E. Kelly		
Welding	Elvin A. Christiansen		

"Learn to Earn"

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Evening School Calendar - 1956-1957

September 10-13	Registration Period			
September 17				
October 19-22				
November 22-23				
December 15	End of Instruction			
January 7-10				
January 14	Instruction Begins			
February 22				
April 30	End of Instruction			
May 1	Registration Period			
May 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:

Registra	tion for school	yea	r	\$ 3.00
Tuition	Sept. 17 - Dec.	15	(3 months)	9.00
Tuition	Jan. 14 - April	30	(4 months)	12.00

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 already regisered for the current school year who does not re-register and pay his fees during or before the registration period for the subsequent periods.

Refunds

Because of budgetary limitations and administrative organization it is impossible to make any refunds to students of tuition and fees paid for the guarter 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)

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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 signed 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



Blueprint Reading

The blueprint reading course is designed to teach the necessary fundamentals essential to interpret plans. The course covers drafting signs and symbols, clrawing techniques, sketching, etc. It is designed to provide the practical understanding of blueprints essential to tradesmen in all fields today.

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.

Cabinet Making

This is a course of related instruction for apprentices and tradesmen which includes instruction in shop drawings, shop mathematics, safety, layout, industrial economics, hand and machine tools, shop methods, techniques, and construction problems, estimating, materials, and labor and management relations.

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.

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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, oxyacetylene welding. Advanced work involves review of basic work, theory and related information as well as demonstrations and limited practice in the following sepcialty welding:

Cast ironShaft rebuildingInert arc weldingPipe weldingStainless steelSilver brazingHard surfacingAluminumLead burningImage: Stainless steel

A special fee of \$7.50 per quarter is charged all students for welding supplies and material furnished by the school.

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.



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TRADE EXTENSION COURSES

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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.

Blueprint Reading

This short, intensive course is designed to teach the skilled worker the necessary fundamentals of blueprint reading. The course covers drafting signs and symbols, some drawing technique, sketching, etc. It will give the necessary practical understanding required in this field.

Business Practice

This course is designed primarily to develop greater efficiency, skill and competence. Instruction includes beginning typewriting, refresher and advanced typewriting, general office machines, beginning shorthand, refresher and advanced shorthand and instruction in the use of the comptometer calculator.

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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.

Diesel Mechanics

This evening extension class is intended to aid workers employed in the diesel field. The course includes technical information and theory related to diesel operations and repairs such as cooling, lubrication, fuel and injection systems, engine block, flywheel and master clutch, transmission, steering clutches, final drives, fundamentals of operation, maintenance of diesel electric installations, and trade mathematics and English.

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.

Power Sewing

This short intensive six-week training program is designed to teach the student the necessary operating fundamentals of the industrial power sewing machine. The student will actually operate a machine, doing different types of work to gain necessary job skills.

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.

Tailoring

This course includes clothing design, fabric selection and tailoring methods. The theory of pattern selection and drafting, fabric construction and basic sewing techniques for achieving the professional look are discussed. Laboratory work includes power machine operation, fitting and alteration, and application of tailoring techniques.

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 particularly 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 in the following specialty welding:

> Cast iron Inert arc welding Stainless steel Hard surfacing Lead burning

Shaft rebuilding Pipe welding Silver brazing Aluminum

A special fee of \$7.50 per quarter is charged all students for welding supplies and material furnished by the school.

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.

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Supervision and Management Courses

Series #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 #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 #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 #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 #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 #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

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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 Blueprint Reading **Business** Practice Cabinet Making Carpentry Commercial Art Diesel Mechanics Electricity Foundry Practice Iron Working Layout Iron Working - Structural Lead Wiping Machine Shop Meat Cutting Mechanical Drafting Painting and Decorating Pipe Fitting Plumbing Practical Nursing Radio and Television Sheet Metal Tailoring Truck Mechanics Upholstering Welding

The 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 fulltime training or 1050 hours above the basic two years of 2100 hours. Q.

Supervisory Personnel Developm **Diesel** Mechanics Iron Working Sheet Metal Radio

Welding Blueprint Reading Carpentry

Electricity Cosmetology VO·BD Business Practice Painting and Decorating Electronic Practical Nursing Commercial Art Sign Electricity-

Drafting

Upholstering

Barbering

Auto Mechan

Plumbing

Auto Body Repair MAY I HELP YOU?

Cabinet Making

Sign Painting

Tailoring and Fashion Design

Floor Covering Television

Appliance Repair

Food Hostess Training

Machine Shop

Refrigeration