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1955

General College Catalog 1954-1955

Salt Lake Area Vocational School

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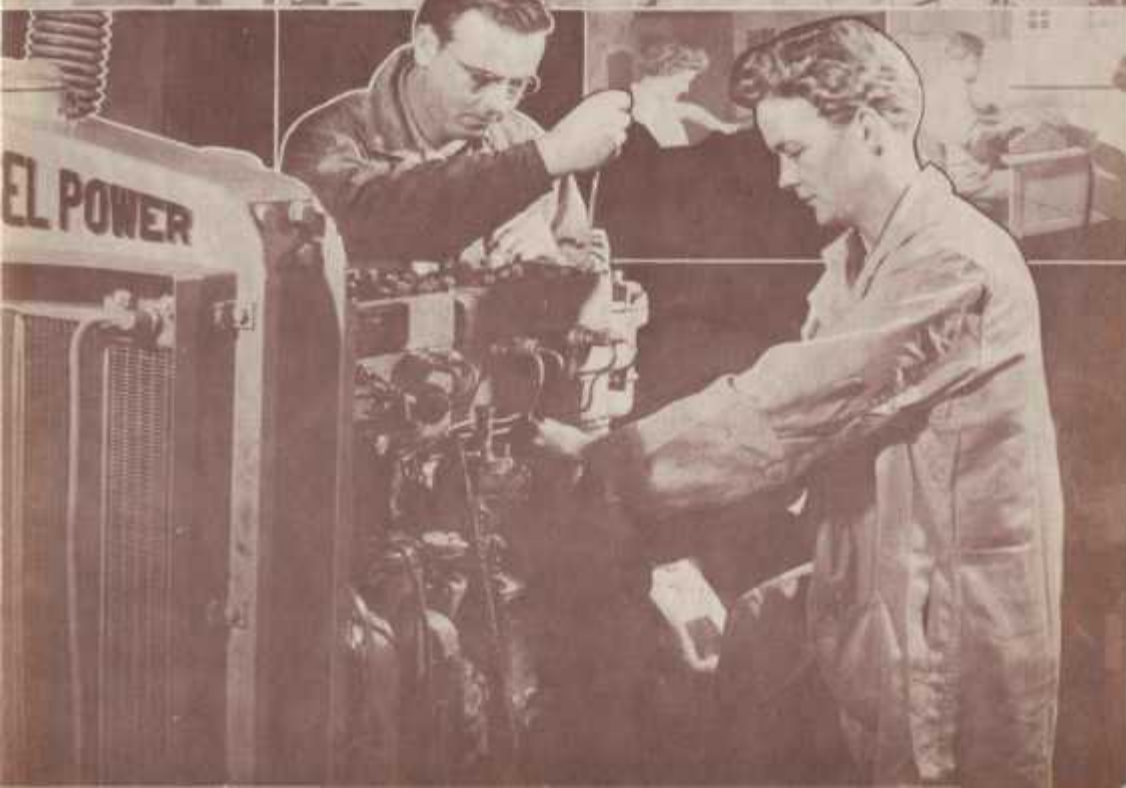


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SALT LAKE AREA VOCATIONAL SCHOOL

Annual Catalog
1954-1955





Salt Lake Area Vocational School

Annual Catalog

1954 - 1955

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. He can help anyone who wants to prepare for a future in the skilled trades.

"Learn to Earn"

A public 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 3-4594 3-0160

UTAH STATE BOARD FOR VOCATIONAL EDUCATION

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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.....	David T. Pearson
Day Registrar and Bookkeeper.....	Florence Piacitelli
Evening Registrar.....	William A. Thiriot
Bookstore Manager.....	Burton A. Talmage
Secretaries.....	Betty Owen, Amy Tomita
Building Engineers.....	Louis Howcroft, Leo Bishop
Cafeteria.....	Jane Morrison

FACULTY

Day School

Appliance Repair.....	
Auto Body Repair and Painting.....	Orrin W. Spainhower
Auto Body Repair and Painting.....	Levern Hansen
Automotive Mechanics.....	June A. Black
Automotive Mechanics.....	Parker M. Pratt
Barbering.....	Martin H. Knuteson
Business Practice.....	Harriet B. Vigen
Carpentry and Cabinet Making.....	Joseph S. Johnson
Carpentry and Cabinet Making.....	Stanley D. Jones
Commercial Art.....	Evan E. Jensen
Cosmetology.....	Madge S. Maas
Diesel Mechanics.....	F. LeRoy Walters
Drafting.....	T. Burdell Tenney
Electricity.....	Wallace G. Burt
Electronics - Radio.....	Gordon W. Moses
Machine Shop.....	William E. LaPearle
Practical Nursing.....	Shirley L. Collins
Practical Nursing.....	Venita Capson
Practical Nursing.....	Ellen Anderson
Supervisory Personnel Development.....	Keith M. MacFarlane
Tailoring and Fashion Design.....	Bernice R. Patterson
Welding, Cutting and Metal Fabrication.....	Richard D. Wellard
Welding, Cutting and Metal Fabrication.....	George S. Bringham

Evening School

For information regarding the Evening School Instructional Staff see the Evening School section of this catalog beginning on page 30.

SCHOOL CALENDAR 1954-1955

September 1-7	Day School Registration
September 8	Day School Instruction Begins
October 7-8-9	U. E. A. Institute
October 18-19	Harvest Vacation
November 25-26	Thanksgiving Holiday
December 22-January 2	Christmas Holiday
February 22	Washington's Birthday
May 26	School Closes
June 1 - August 31	Summer Session

PURPOSES OF THE SCHOOL

The Salt Lake Area Vocational School has been organized to meet the needs of three main groups:

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

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

HISTORY

The establishment the Salt Lake Area Vocational School was authorized by the 1947 State Legislature in recognition of the serious shortages of trained industrial and crafts workers in the State of Utah. The organization of the School effected a coordination and consolidation of vocational interests and activities among the several school districts in and around Salt Lake City. The school districts participating are: Davis, Granite, Jordan, Murray, Park City, Salt Lake City and Tooele.

The school organization was established, the site was selected, and the school opened its doors for the first classes September 1, 1948. The student body of the school has grown steadily each year reaching an accumulative total for both day and evening students of over 1800 during the past school year.

While the bulk of the enrollment has come from the area of the participating school districts, applications are accepted from the state at large. Students from out of the state are also welcome.

WHO MAY ATTEND

The facilities of the school are planned to meet the needs of three main groups of people: (1) persons who can qualify for pre-employment training with the aim of actually entering an apprenticeship upon completion of their school program; (2) persons who need related training to supplement regular apprenticeships in which they are currently engaged; (3) journeymen who want trade extension training to promote their growth in an occupation for which they are already prepared.

It is recognized that trade competency cannot be acquired in the short time available in an evening course. Therefore, pre-employment

training which requires six hours per day, five days per week, is available only on the full day program. This program is fully explained under the heading, "Types of Instruction," which follows.

The related and technical training classes for apprentices and the trade extension classes for journeymen are scheduled to meet the time requirements of the trade. These are usually held in the evening.

All applicants sixteen years of age and over who belong in any of the groups listed above will be admitted to any class for which their qualifications give promise of ultimate satisfactory job performance.

However, each applicant is considered individually, and the school reserves the right to refuse to admit unqualified applicants and drop students who do not or cannot make progress in their 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 pay attention to instruction, to display proper care in the use of tools, to be orderly and to follow every safety precaution.

TYPES OF INSTRUCTION

The instruction of the school is organized around two basic programs, each of which is designed to meet a specific need.

Plan A, for persons 16 years of age and over, has the purpose of giving instruction in the standard practice or occupation with such trade, technical and related instruction as will best fit the individual for profitable employment. The instructional program provides for a minimum of four hours per day of actual shop or laboratory practice with the balance of the day devoted to technical and related subjects. By arrangement with the high school principal, high school students may participate in the program and receive high school credit.

Plan B provides supplementary training, usually on an evening basis for apprentices already engaged in an occupation. It provides the related and technical instruction to supplement the training they receive on the job. Where the demand is evident, special training will be made available to upgrade journeymen in their respective fields.

SCHOOL HOURS

Day School hours are from 8:30 A.M. to 3:15 P.M., five days a week; a total of 30 hours per week.

Evening School hours are from 7:00 P.M. to 10:00 P.M., two nights a week; a total of 6 hours per week.



TUITION AND FEES

Day School

REGULAR SESSION

Registration for school year of nine months.....	\$ 10.00
(A student who is not a legal resident of Utah is required by state law to pay a quarterly non-resident fee of \$35.00 in addition to the registration and other fees charged by the school.)	
Tuition per Quarter \$22.00; per Year.....	65.00
Shop Fee	10.00
Student Activity Fee	3.00
(Special fees, if charged, are listed under the course description.)	

Evening School

For information regarding Evening School fees see the Evening School section of this catalog, beginning on page 30.

FEES ARE PAYABLE IN ADVANCE
TUITION MAY BE PAID QUARTERLY

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 above.

Instruction begins September 8, 1954.. 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 at the beginning of the year may receive all payments back for the quarters they do not attend.

All other fees are not refundable—registration fee, shop fee, student activity fee, etc.

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.

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 and the Bonneville Kiwanis Club both have set up a scholarship for the coming school year. Each of these scholarships is in the amount of one hundred and fifty dollars; eighty-eight dollars to be spent for tuition and the remainder to be applied to the purchase of the hand tools of the trade for the student.

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".

CERTIFICATES

Upon completion of a course of training, each student will receive a Certificate of Accomplishment certifying the content and quality of work done. This will be issued only to those completing the course.

Certificates will also be given to those people who 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 at 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.

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 is located at 431 South Sixth East Street. The building has been completely renovated and equipped with modern shops and class rooms. Its expansive floor space of 96,000 square feet presents an ideal setting for a large vocational school.

Bookstore

The bookstore has been established to enable the students to secure conveniently at retail prices, equipment and other supplies essential to their programs. Supplies, books and equipment will be issued to P.L. 346 veterans at no charge; however, these materials will not be issued until the school has received the veteran's Certificate of Eligibility. The bookstore will be open on school days at designated hours.



Food Service

A Food Service Department is operated at the school for the benefit of the students and faculty. Here, warm, nourishing lunches may be secured at a nominal cost. Eating facilities are available for those who carry their lunches.

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.

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.

STUDENT REGULATIONS

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.

Visiting

It is expected that students will not visit in classes in which they are not enrolled.

Visitors are welcome but are requested to obtain a pass and guide from the office before entering any shop or class room.

Parking

A limited parking area has been provided on the north and the south sides of the building. Cars may be parked here only in designated areas. However, ample parking is available on all streets adjacent to and in the immediate vicinity of the school.

Smoking

For reasons of safety and to comply with the state law, smoking is prohibited in the shops and class rooms of the school.

Smoking areas have been designated and containers have been provided to assist in keeping the campus clean.

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.

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.

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.

DAY SCHOOL

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.

Courses are usually two years in length; except for Barbering—six months, Practical Nursing—twelve months, Cosmetology—ten months, and Business Practice—nine months.





APPLIANCE REPAIR

2160 Hours

Appliances have become an integral part of our everyday life. Without them the modern American household would not be able to function as it does. This comprehensive course covers the repair and maintenance of all of the standard appliances used in the American home. A partial list of these is wringer washers, automatic washers, electric irons, ironers, automatic toasters, refrigerators, home freezers, food mixers, vacuum cleaners, water heaters and a myriad more which we use in our homes.

The course will give the student a thorough understanding of the principles of electricity as used in electric appliances. The trainee will be trained in refrigeration theory and repair. The shop phases of the course will include work on all types of home appliances.

Study Areas

Trade Practice

Acetylene Welding
 Brazing
 Soldering
 Electric Motor Repair
 Trouble Shooting
 Electrical Wiring
 Service of Automatic Controls
 Repair of Washers and Ironers
 Small Appliance Repair
 Appliance Installation
 Refrigeration Maintenance
 Repair Techniques

Related Theory

The Theory of Electricity
 Refrigeration Principles
 Welding Theory
 Trade Terminology
 Trade Mathematics
 Care and Use of Tools and Equipment
 Employer-Employee Relations
 Customer Relations
 Salesmanship
 Appliance Design
 Appliance Construction



ARCHITECTURAL DRAFTING

2160 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 Practice

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

2160 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 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, Lubri-
cation, Fluids, Heat
Estimating, Finishing and
Materials
Trade English
Basic Social Science and Trade
History



AUTOMOBILE MECHANICS

2160 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 & 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 & Fluid Couplings
Front System Service

Related Subjects

Arithmetic
Algebraic & 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

Because of the necessity of this type of work in society, barbering has become one of the most well-established, well-thought-of vocations of the personal service group.

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.

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

1080 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; 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 gives students practice and develops skill in taking and transcribing dictation; letter writing; accounting; setting up filing systems; use of all office machines; business law; telephone training; supervising typists and file clerks. Instruction will be given in office procedure and office management.

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



CABINET MAKING

2160 Hours

This is one of the oldest and most well-established trades in this country. The cabinetmaker is a highly skilled craftsman; to become an expert he must spend a great deal of time both in a vocational school as a student and on the job as an apprentice.

The course covers the hand manipulations and machine processes necessary to cut, shape, assemble and prepare units. The student learns to make sketches, shop drawings, and to prepare quantitative take-offs of material for the fabrication of units. Also included are the types of lumber used in the trade, as well as the selection and matching of lumber. The trainee will learn the care and use of hand tools and machinery used in the trade. He will learn the proper preparation of wood surfaces for the application of various wood finishes.

Study Areas

Trade Practice

Preliminary Planning and
Layout
Preparation of Stock
Joint Construction
Assembly
Finishing
Grinding, Filing and Sharpening
Sawing
Drilling and Mortising
Sanding
Shaping
Dovetailing

Related Subjects

Arithmetic Review
Calculations of Areas, Cubical
Contents, etc.
Trade English and Vocabulary
Drawing and Blueprint Reading
Art in Design
Finishing Materials—Abrasives
Science of Wood Growth
Health and Safety
Basic Social Science and Trade
History
Business Management



CARPENTRY

2160 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
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, Mater-
ials, Abrasives
Insulation



COMMERCIAL ART

2160 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 class room 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

2160 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 serviceman 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, turbochargers, air filtration, the repair and maintenance of clutches, transmissions, final drives and truck and trailer chassis.

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

2160 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.

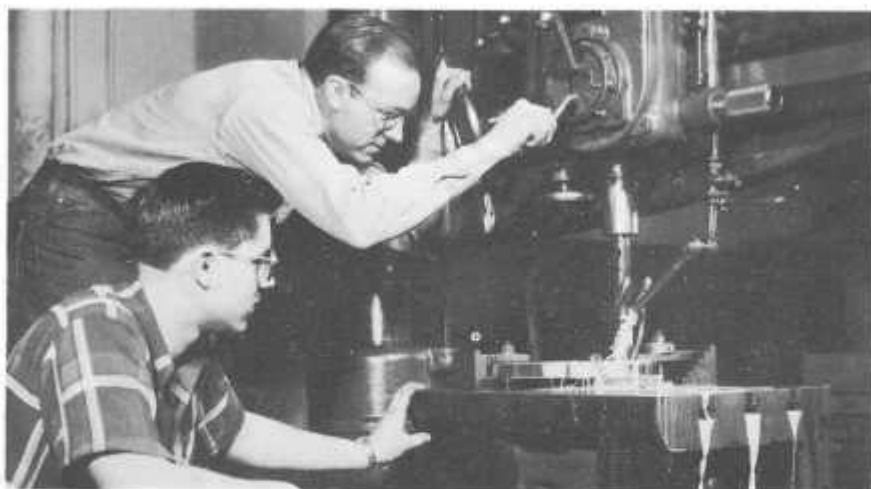
Study Areas

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

2160 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 Math.
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



PRACTICAL — NURSING

1680 Hours

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

During the first four months the student will receive instruction and practice in the nursing of different age groups. Included as an integral part of the program is homemaking, which takes in meal planning, nutritional studies and budgeting.

The next phase of the program, six months, covers the care of medical, surgical, maternity, and pediatric patients in one of Salt Lake's general hospitals. During this time the school will pay the student an educational stipend to help defray the trainee's expenses. Following the hospital service, there is one month of vacation and one month of review study in preparation for the Utah State Licensing examination.

Study Areas

Lab. and Hospital Practice

Male Surgical Ward
Female Surgical Ward
Pediatric Ward
Maternity Ward
Nursery, New Born
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

2160 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

2160 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



WELDING, CUTTING AND METAL FABRICATION

2160 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
Brazeing
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

1954-1955

EVENING SCHOOL

CALENDAR

REGISTRATION.....	September 6 to September 10, 1954
FIRST TERM.....	September 13 to December 17, 1954
SECOND TERM.....	January 3 to March 31, 1955
THIRD TERM.....	April 1 to May 28, 1955

HOLIDAYS

HARVEST.....	October 18-19
THANKSGIVING.....	November 25-26
CHRISTMAS.....	December 19-January 2 inclusive
WASHINGTON'S BIRTHDAY.....	February 22

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.

FEES

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

Registration for school year.....	\$3.00
Tuition per quarter (3 months).....	9.00
(Special fees, where required, are listed under the course description.)	
All 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.

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.

ATTENDANCE

A check is kept on attendance of all students. Continuation of school is dependent upon regular attendance and serious attention to work. Students are requested to call 3-4594 and report unavoidable absences so they will not be withdrawn from class.

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.

MINIMUM ENROLLMENT

It is not feasible to operate a course with fewer than eight registrants. When it is impossible to maintain a sufficient enrollment, classes are discontinued.

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. Apprentices and on-the-job trainees are required to attend related instruction in their respective trades when classes are offered.

WHY ATTEND EVENING SCHOOL

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 and finding new uses for leisure.

WHAT TYPES OF COURSES ARE OFFERED

The needs of people are varied, and in order to deal with the many requirements encountered, the Salt Lake Area Vocational School offers the following types of courses:

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 ad-

minister 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 relationship among employees and attention to techniques of doing work have resulted in improved methods of managing people and improved ways of doing jobs.



General Industrial Courses

Improving knowledge of industrial arts and offering an avocational outlet for creative talents is the objective of these programs. People are constantly faced with the problem of executing and completing tasks for which they are not specifically prepared. Thus, efforts to extend the field of knowledge may be rewarded by greater job competence and greater ability to profit from leisure.



COURSE DESCRIPTIONS

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 of 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.

Blue Print Reading

This short, intensive course is designed to teach the skilled worker the necessary fundamentals of blue print 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.

Cabinet Making

This is a course of related instruction for apprentices and tradesmen which includes instruction in shop drawings, shop mathematics, safety, lay-out, 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.

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.

Drafting

The drafting course for apprentices and tradesmen includes trade theory, working drawing, detailing, design, three dimensional sketching, perspective and isometric drawing, descriptive geometry and drafting room practice.

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.

Food Hostess Training

Food hostess training teaches the proper care and handling of restaurant equipment. The different types of table setting, personal appearance, personality development, practical experience, service and side work will be taught. This is a short intensive course designed to prepare the new worker for the higher paying jobs in this growing industry.

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.

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.

Meat Cutting

This highly specialized course is designed to provide the journeyman and apprentice meat cutter with related information vital to his trade. Estimating, cutting, handling, storing, salesmanship, meat market management and state and local requirements are some of the subjects covered in this course.

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.

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. In the fifth year class, apprentices will be given joint wiping and lead work.

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.

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.

Sign Painting

Sign painting is a theory and working program which includes lettering and spacing, copy arrangement and layout, pictorial practice, color theory, tools — their selection, care and use, materials, surfaces, sketches and blueprints, pattern making, mathematics for the sign man, sign ordinances, safety, industrial and labor relations, and types of sign painting and procedures.

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 workers 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 principle concern of this series of four, two-hour conferences. Communication between the business and the public is also a matter of investigation.

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.

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 specialty welding:

Cast iron	Shaft rebuilding
Inert arc welding	Pipe welding
Stainless steel	Silver brazing
Hard surfacing	Aluminum
Lead burning	

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.

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 eight or more students, a class will be organized to fulfill the need.



MAY I HELP YOU?