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Student Experience

1954

General College Catalog 1953-1954

Salt Lake Area Vocational School

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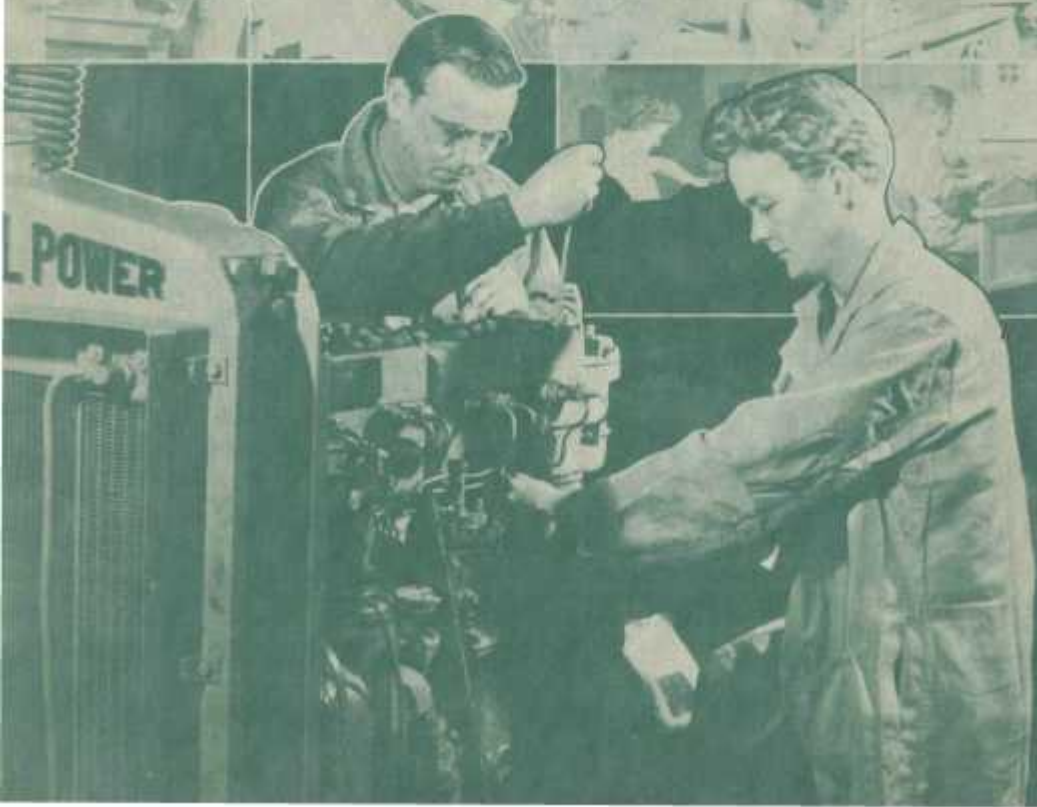


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SALT LAKE AREA
VOCATIONAL SCHOOL

Annual Catalog
1953-1954





Salt Lake Area Vocational School

Annual Catalog

1953-1954

SALT LAKE AREA VOCATIONAL SCHOOL



This man named VO-ED 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

1953-54

UTAH STATE BOARD FOR VOCATIONAL EDUCATION

Board Members and Executive Officers

Wm. O. Bentley - St. George.....	Chairman
Dr. Wells T. Brockbank - Spanish Fork.....	Vice-Chairman
William C. Jensen - Ogden.....	Member
Dr. George L. Rees - Smithfield.....	Member
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A. L. Elmer - Panguitch.....	Member
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Mrs. A. C. Jensen - Sandy.....	Member
William P. Miller - Salt Lake City.....	Secretary
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Lincoln F. Hanks - Salt Lake City Board of Education.....	Member
M. Elmer Christensen - Granite District Board of Education.....	Member
Charles A. Orme - Murray, Tooele, Park City Boards.....	Member
Charles H. Larsen - Davis District Board of Education.....	Member

ADMINISTRATION

President.....	Jay L. Nelson
Supervisor, Day Program.....	Cecil O. Samuelson
Supervisor, Evening Program.....	Lloyd V. Tilt

STAFF

Training Coordinator and Consultant.....	Stephen J. Beeley
Counselor.....	<i>Pearse</i>
Day Registrar and Bookkeeper.....	Florence Piacitelli
Evening Registrar.....	William A. Thiriot
Bookstore Manager.....	Burton A. Talmage
Secretary.....	Edith Syphers, Betty Owen
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 Repainting.....	Levern Hansen
Automotive Mechanics.....	June Black
Automotive Mechanics.....	Parker Pratt
Barbering.....	Martin Knuteson
Business Practice.....	Harriet B. Vigen
Carpentry and Cabinet Making.....	
Carpentry and Cabinet Making.....	Stanley D. Jones
Commercial Art.....	Evan E. Jensen
Cosmetology.....	Madge S. Maas
Diesel Mechanics.....	
Drafting.....	T. Burdell Tenney
Electricity.....	Wallace Burt
Electronics - Radio.....	Gordon Moses
Food Hostess Training.....	Anne Hogg
Machine Shop.....	William E. LaPearle
Practical Nursing.....	Shirley Collins
Practical Nursing.....	Vestha Sandberg
Practical Nursing.....	Ellen Anderson
Supervisory Personnel Development.....	F. LeRoy Walters
Tailoring and Fashion Design.....	Bernice Patterson
Welding, Cutting and Metal Fabrication.....	Richard D. Wellard
Welding, Cutting and Metal Fabrication.....	George S. Bringhurst

Evening School

For information regarding the Evening School Instructional Staff see the Evening School section of this catalog beginning on page 33.

SCHOOL CALENDAR 1953-1954

September 1-9	Day School Registration
September 10	Day School Instruction Begins
October 8-9-10	U.E.A. Institute
October 19-20	Harvest Vacation
November 26-27	Thanksgiving Holiday
December 23-January 3 (inclusive)	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 of 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.

Since the inception of the program the combined enrollment in the day and evening classes exceeded thirteen hundred students each 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. Other hours may be arranged to meet a specific need.

TUITION AND FEES

Day School

18.25
 13.00
 3.00
34.25
 23.00
 15.00
38.00
 89.00

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	65.00
Shop Fee	10.00
Student Activity Fee	3.00
(Special fees, if charged, are listed under the course description.)	

7.25
 91.65.00
63.00
 28.65

Evening School

For information regarding Evening School fees see the Evening School section of this catalog, beginning on page 32.

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 10, 1953. 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 given 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

There are eleven vocational scholarships awarded each year, one each to be awarded to a graduating senior from either East, West, South, Granite, Jordan, Murray, Tooele, Bingham, Cyprus, Park City or Davis High schools. 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

*(250 hrs for
1 credit)*

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 on the east side of 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.

However, the school does not assume responsibility for 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.

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 courses 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

2880 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

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
- Repair Techniques



ARCHITECTURAL DRAFTING

2880 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

2880 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, Lubrica-
 tion, Fluids, Heat
 Arithmetic for Estimating and
 Finishing Materials
 Trade English
 Basic Social Science and Trade
 History



AUTOMOBILE MECHANICS

2880 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 Tuning
 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 used in industry.

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

2880 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

2880 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

2880 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 AND HAIR DRESSING

1500 Hours

Cosmetology has developed into one of 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 or her 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 Cosme-
 tics
 The Anatomy and Physiology of
 The Head, Face and Neck
 The Skin and its Appendages
 Diseases of the Skin and Scalp



DIESEL MECHANICS

2880 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 — MOTORS, GENERATORS AND CONTROLS

2880 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



FOOD HOSTESS TRAINING

180 Hours

Out of the American system of free enterprise has grown the tremendous restaurant and food service industry. There is an ever increasing need for qualified persons to fill the many openings. This course is designed to meet this great demand for trained personnel in food service establishments in this area. The personable, well-trained food hostess has practically unlimited opportunities for advancement in this type of work.

This comprehensive course gives the new student a knowledge of how to find and apply for a position; it gives the student information about personal appearance, personality development and salesmanship. The trainee will learn the proper care and handling of restaurant equipment; the different types of table settings are also covered. Practical experience is gained in table setting, serving, clearing and side work.

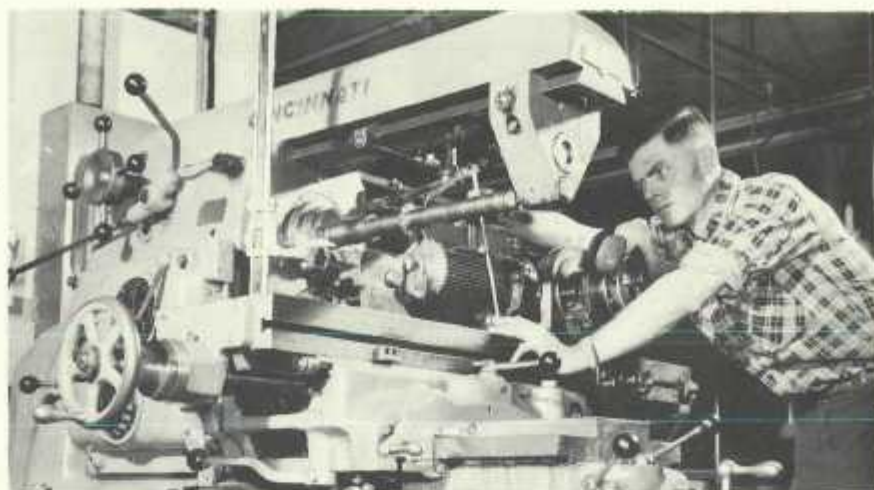
Study Areas

Laboratory Practice

Greeting
 Table Setting
 Table Approach
 Order Taking
 Serving
 Clearing
 Side Work
 Case and Use of
 Restaurant Equipment
 Salesmanship
 Personality Development

Related Subjects

Personal Hygiene
 Trade Customs
 Trade Terminology
 State and Local Laws
 Covering the Trade
 Types of Table Settings
 Types of Menus
 Courtesy and Dependability
 Kinds of Service
 Proper Serving Techniques
 Customer Relations
 Employer-Employee Relations



MACHINE SHOP

2880 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



class starts Sept 10 - March 2

NURSING — PRACTICAL

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 sixteen weeks 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, thirty weeks, 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 are two weeks of vacation and two weeks of review study in preparation for the Utah State Licensing examination.

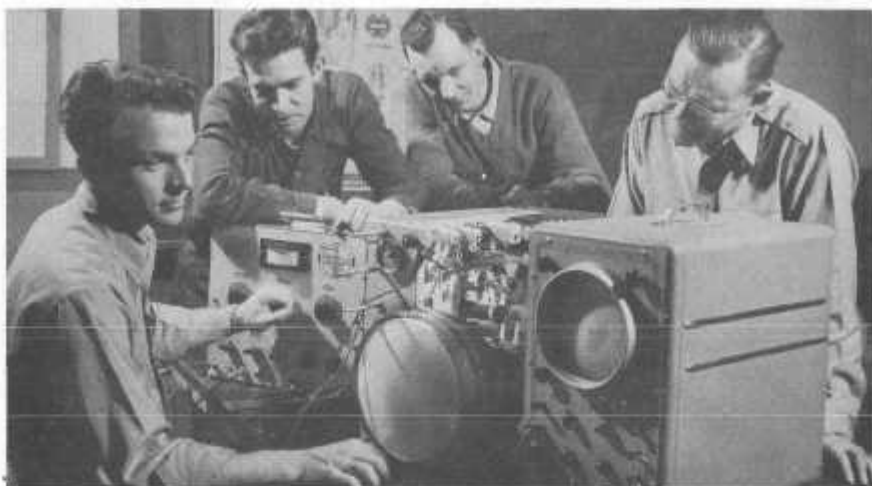
Study Areas

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

2880 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



SHEET METAL

2880 Hours

This course is designed to give the trainee experience in all phases of the sheet metal trade. The student learns all of the basic hand and machine operations involved in the trade.

The course includes a very complete investigation into the field of estimating and layout. The student learns to estimate both time and materials for complete jobs. Layout and preparation is another important phase of the training; the trainee will learn all necessary mathematical calculations involved in the trade. The proper care and use of hand tools as well as proper application of both hand and power shop equipment is covered. The student learns to operate such machines as the drift, hand and power breaks, crimper, and both hand and power shears.

Also included are drilling, riveting, soldering, welding and other fastening techniques.

Mathematics for Job Estimating	Maintenance of Power Tools and Equipment
Trade Terminology	Layout
Drawing and Blueprint Reading	Hand Cutting
Health and Safety	Machine Cutting
Construction Principles	Drilling
Trade Practices	Riveting
Code Requirements	Soldering
Business operation	Welding
Strength of Materials	Finishing Techniques
Air Conditioning Principles	Tool Maintenance
Duct Construction	Shop Management
Specialty Work	



TAILORING AND FASHION DESIGN

2880 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

2880 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

1953-1954 EVENING SCHOOL CALENDAR

REGISTRATION.....	September 7 to September 11, 1953
FIRST TERM.....	September 14 to December 18, 1953
SECOND TERM.....	January 4 to March 31, 1954
THIRD TERM.....	April 1 to May 28, 1954

HOLIDAYS

HARVEST	October 19-20
THANKSGIVING	November 26-27
CHRISTMAS.....	December 18-January 3 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.

REFUNDS

In the event of official withdrawal, only the tuition can be refunded on a pro-rated basis.

any student attending one day or more of any month will be charged for a full month

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 are requested to call 3-4594 and report unavoidable absences so they will not be withdrawn from class.

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 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 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.

Business

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.

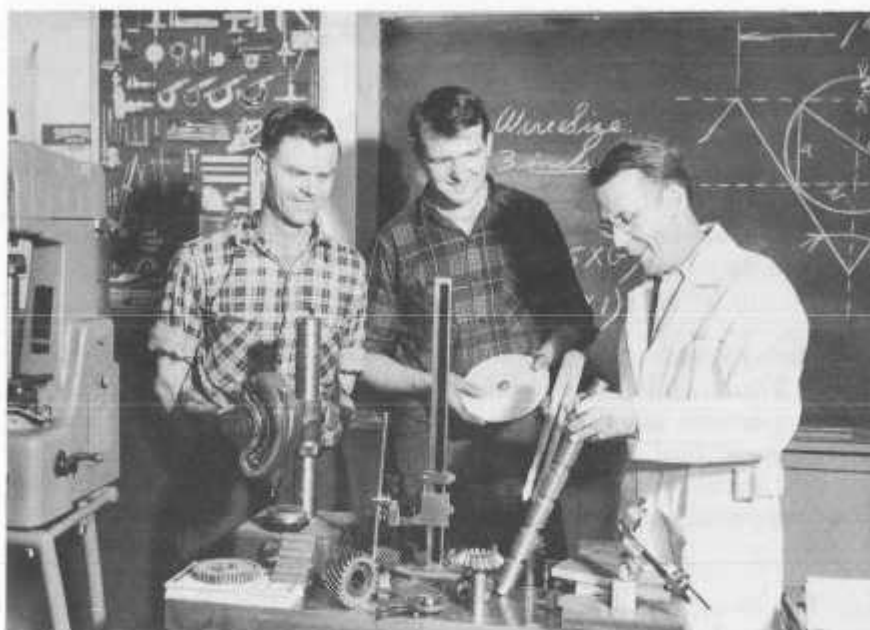
Carpentry

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. 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.

Iron Working Layout

Related training for iron working apprentices and tradesmen includes technical information and theory related to the iron workers 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.

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

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.

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?

