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Student Experience

1951

General College Catalog 1950-1951

Salt Lake Area Vocational School

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SALT LAKE AREA
VOCATIONAL SCHOOL

Annual Catalog
1950-1951





Salt Lake Area Vocational School

SALT LAKE AREA VOCATIONAL SCHOOL

431 South Sixth East
Salt Lake City, Utah
Dial 3-4594 3-0160

Annual Catalog
1950 - 1951

“Learn to Earn”

A public supported trade-technical school operated under the direction
of the Salt Lake Area Board of Control for Vocational Education.

UTAH STATE BOARD FOR VOCATIONAL EDUCATION

Board Members and Executive Officers

- Dr. E. Allen Bateman - Salt Lake City.....Superintendent and Chairman
- Wm. O. Bentley, Jr. - St. George.....Vice-Chairman
- Wm. C. Jensen - Ogden.....Member
- Dr. George L. Rees - Smithfield.....Member
- Ray P. Dyreng - Manti.....Member
- Dr. Harold E. Nelson - Midvale.....Member
- Dr. Wells T. Brockbank - Spanish Fork.....Member
- Parley T. Richens - Henefer.....Member
- A. L. Elmer - Panguitch.....Member
- Lynn Richards - Salt Lake City.....Member
- N. J. Barlow - Salt Lake City.....Secretary

BOARD OF CONTROL

- Dr. J. O. Jones - Jordan District Board of Education.....Chairman
- Grant M. Burbidge - Salt Lake City Board of Ed.....Vice-Chairman
- Horace B. Richards - Salt Lake City Board of Education.....Member
- Lincoln F. Hanks - Salt Lake City Board of Education.....Member
- Dr. Calvin S. Smith - Granite District Board of Education.....Member
- Lawrence P. Parry - Murray, Tooele, Park City Boards.....Member
- E. Virgil Norton - Davis District Board of Education.....Member

ADMINISTRATION

- President.....Jay L. Nelson
- Supervisor, Evening School and Apprentice Training..LeRoy A. Blaser
- Supervisor, Day School.....
- Guidance Counselor.....
- Teacher Trainer

ON-THE-JOB TRAINING OF VETERANS

- Stephen J. Beeley.....Veteran Coordinator, On-The-Job-Training
- Fred R. Greene, Jr.....Veteran Coordinator, On-The-Job-Training
- Bennett Cash.....Veteran Coordinator, On-The-Job-Training

FACULTY

Day School

Auto Body Repair and Painting.....	Don G. Nelson
Auto Body Repair and Painting.....	Levern Hansen
Automotive Mechanics.....	Jack J. Brown
Automotive Mechanics.....	Parker M. Pratt
Barbering.....	Martin Knuteson
Business Practice.....	Harriet B. Vigen
Carpentry and Cabinet Making.....	Simon R. Kuegele
Carpentry and Cabinet Making.....	Stanley D. Jones
Commercial Art.....	Evan Jensen
Cosmetology.....	Madge S. Maas
Diesel Mechanics.....	Paul H. Petersen
Drafting.....	T. Burdell Tenney
Electricity.....	J. Burton Hunter
Electronics - Radio.....	Joseph C. Miller
Machine Shop.....	William E. LaPearle
Practical Nursing.....	Elaine Mellor
Practical Nursing.....	Vestha Sandberg
Practical Nursing.....	Jean Dart
Refrigeration.....	W. Moile Triplett
Tailoring and Fashion Design.....	Adelia Busch
Welding, Cutting and Metal Fabrication.....	Richard D. Wellard
Welding, Cutting and Metal Fabrication.....	James G. Shaw

Evening School

It is economy of effort to use the Day School instructors in the Evening Program. However, due to the wider variation of subjects taught in the Evening School, this is not always possible. Evening School instructors are brought in directly from the trade to teach a specific phase of the program.

SCHOOL CALENDAR 1950 — 1951

September 1-9	Day School Registration
September 11	Day School Instruction Begins
September 25-29	Evening School Registration
October 2	Evening School Instruction Begins
October 12, 13, 14	U.E.A. Institute
November 23, 24	Thanksgiving Holiday
December 23 — January 2	Christmas Holiday
February 22	Washington's Birthday
May 30	Memorial Day
June 1	Regular Session Ends

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.

During the two years in operation the combined enrollment in the day and evening classes exceeded one thousand 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 9:00 A.M. to 3:30 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	100.00
Shop fee.....	10.00
Locker and Towel fee.....	2.25
Student Activity fee.....	3.00
(Special fees, if charged, are listed under the course description.)	

HIGH SCHOOL STUDENTS

Registration for school year of nine months.....	10.00
Tuition	90.00
(High school students attend under an approval from their local school district.)	

Evening School

For courses not in excess of 6 clock hours per week the fees are as follows:

Registration for school year.....	3.00
Tuition per quarter.....	9.00
(Special fees, if charged, are listed under the course description.)	

ALL FEES ARE PAYABLE IN ADVANCE EACH QUARTER

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 11, 1950. 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, locker and towel fee, student activity fee, etc.

INFORMATION FOR VETERANS

A Certificate of Eligibility must be obtained from the Veterans Administration prior to registration and presented to the school registrar at the time of 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.

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.

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 12 week period. The student's progress will be rated as follows.

Outstanding	(Symbol O)
Satisfactory	(Symbol S)
Not Satisfactory	(Symbol NS)

The term "Outstanding" designates a student whose work is considered to be above acceptable standards of the occupation. The term "Satisfactory" identifies those students whose work would be acceptable in the occupation. The term "Not satisfactory" designates those students whose work does not meet the accepted standards of the occupation.

The grade of "NS" results in a student being placed on probation for the succeeding twelve week period. A second grade of "NS" will result in either a termination from school or a change in the occupational objective. Such change will be permitted only upon the advice of the counseling service.

ADVISORY COMMITTEES

General

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 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 and the registrar.

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 registrar. 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.

Telephone Calls

Students will not be called to the telephone during class hours except in cases of emergency. All students' calls must be made from the pay station which is located near the bookstore.

Tools and Equipment

Each course has a required list of books, tools and supplies, which all students are expected to purchase. These items are provided for veterans. The veteran is permitted to use them during his training period. At the completion of the course they are given to the veterans. Veterans who do not complete the course must 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

GENERAL

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.

EVENING SCHOOL

1. A student who registers for a class must start within one week from the date on the enrollment card. If he fails to appear, enrollment will be void.
2. A student will be withdrawn from class if he is absent without excuse more than three times in succession. In case of veterans in On-The-Job Training, the procedure will be as follows.
 - A. After the third consecutive absence the veteran will be notified by letter that unless he returns to school or gives an excuse for absence, he will be withdrawn. A copy of the letter will go to the employer.

- B. If the veteran continues to be absent without cause, the school will recommend that the State Approval Agency cancel the approval of the company, firm, or employer as an On-The-Job Training institution.
 - C. Under conditions as given in 2 B above, the school will also request the Veterans Administration to terminate subsistence to the veteran.
3. When a student has been withdrawn from class, he may, if he wishes, be placed on the waiting list to return. He may be re-entered for training only when his turn comes.



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—nine months, and Business Practice—nine months.



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.

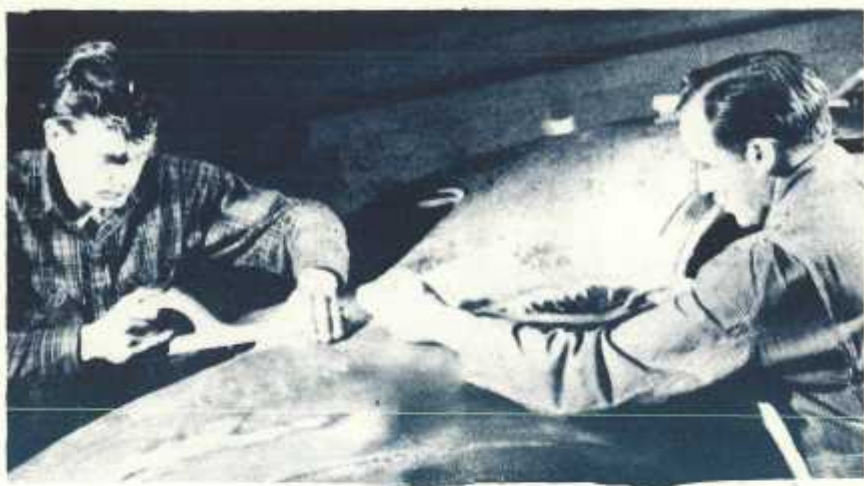
Study Areas

Trade Practice

Principles of Design
 Construction
 Preliminary Sketching
 Working Drawings
 Pictorial Drawing,
 Isometric and Perspective
 Rendering
 Lettering
 Tracing and Duplicating
 Pattern Drafting
 Care and Use of Drafting
 Equipment

Related Subjects

Arithmetic
 Architectural Terminology
 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.

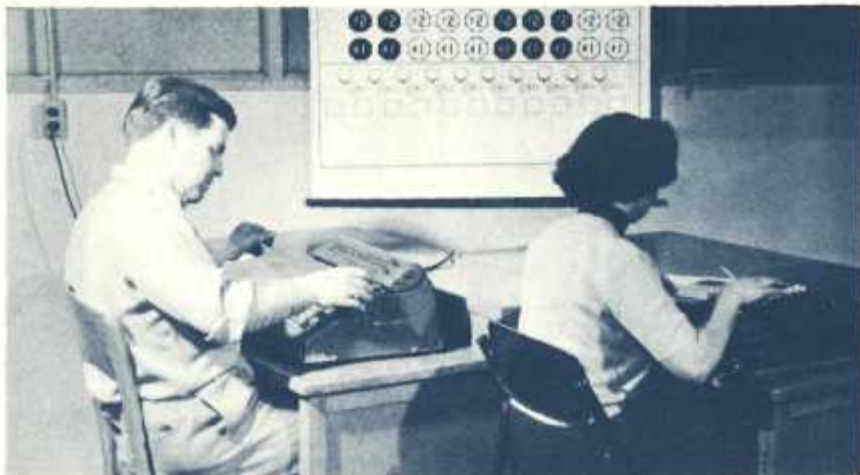
Study Areas

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.

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.

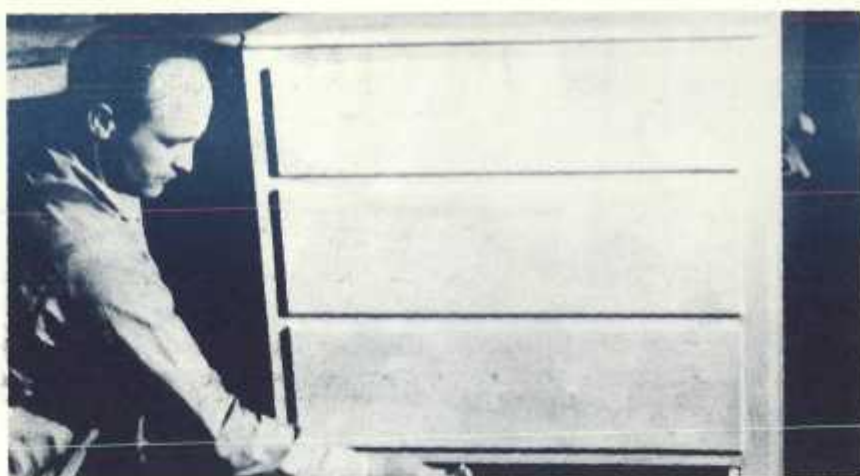
Study Areas

Laboratory Practice

Typewriting Practice
 Shorthand Dictation
 Transcription
 Bookkeeping
 Business Mathematics
 Filing
 Dictaphone
 Mimeographing
 Office Machine Operation
 Machine Calculation
 Production (on-the-job-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 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 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 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 Cosmetics
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



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



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 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
 Nursing Care Studies

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.

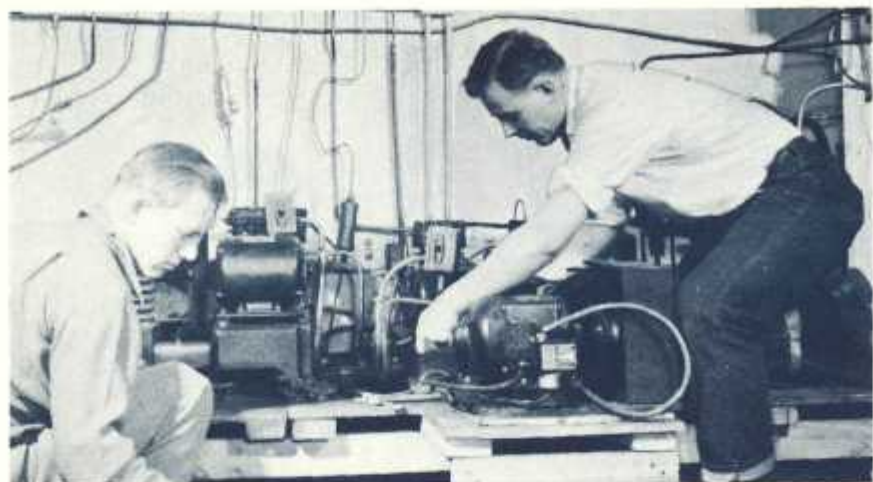
Study Areas

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



REFRIGERATION

2880 Hours

Modern commercial refrigeration units and home refrigerators safeguard the life and health of the people in the country by the preservation of food. They make it possible for us to store our perishable food supplies over extended periods. There is an ever growing need in business and industry for well-trained tradesmen to service and maintain these units.

In this course the student will be given training in installing, maintaining and servicing commercial refrigeration systems and domestic machines. Course content includes thorough study of basic and advanced theory of the physics of refrigeration and the application of these principles to actual shop experience. The student is given training and experience in calculating, designing and installing different types of commercial refrigerating systems.

Study Areas

Trade Practice

Fabrication of Copper Tubing
 Compressor Overhaul
 Installation, Operation and Maintenance of Simple Refrigerating Systems
 Installation, Operation and Maintenance of Multiple Refrigerating Systems
 Control and Motor Circuit Wiring
 Basic Electricity
 Summer Air Conditioning

Related Subjects

Thermodynamics of the Refrigeration Cycle
 Thermostatic and Pressure Motor Controls
 Properties of Air
 Load and Job Calculations
 Multiple Operation of Evaporators
 Controls for Multiple Operation
 Electrical Circuits and Electrical Motors
 Health and Safety



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.

The cost of materials used in this course necessitates a special laboratory fee of \$15.00 per quarter.

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

EVENING SCHOOL

The Evening School makes available training for those individuals who are working at their trades, either as learners, apprentices or journeymen. The night school courses fall into one of the four following categories:

TRADE EXTENSION COURSES — Intended to enable tradesmen or journeymen to upgrade their skill and knowledge in their own particular trade.

APPRENTICE TRAINING COURSES — Designed to supply the related instruction, both practical and technical, to complement the daily on-the-job experience of the apprentice or trainee.

SUPERVISION AND MANAGEMENT COURSES — Offered for foremen, supervisors and executives (or those preparing for those positions) to keep abreast of new techniques, improved methods and new developments.

GENERAL INDUSTRIAL COURSES — Organized to meet the needs of those individuals who wish to improve their knowledge of the arts of industry, and provide for avocational activities.

TRADE AND INDUSTRIAL EXTENSION CLASSES

Evening trade extension classes are set up to extend the knowledge and skill of workers already employed in a specific occupation. Such courses are not designed to give preparatory training and will thus be open only for persons who are employed in the occupation for which the extension training is set up. Short unit courses covering various aspects of the occupation will be available for periods of time ranging from 36 to 144 clock hours or more.

Some of the evening extension courses which will be offered are listed below.

Additional courses may be offered as demand justifies.

- Automobile Servicing—Mechanical
- Automobile Servicing—Electrical
- Automobile Engine Analyzing and Tune-Up
- Blueprint Reading for Building Trades
- Blueprint Reading for Machine Trades
- Carpentry—General
- Carpentry—Framing and Steel Square
- Carpentry—Blueprint Reading and Drafting
- Cabinet Making



Commercial Art
Cosmetology and Hair Styling
Diesel Mechanics
Drafting—Architectural
Drafting—Machine
Electricity—Motors, Generators and Automatic Controls
Electrical Power Generation and Distribution
Electronics
Machine Shop
Nursing—Practical
Plumbing
Radio
Refrigeration and Air Conditioning
Sheet Metal
Welding—Arc
Welding—Acetylene

A special fee of \$15.00 per quarter is charged all students for welding supplies and material furnished by the school.

APPRENTICE TRAINING COURSES

Employers who need skilled workers are depending increasingly upon the apprenticeship method for securing them. This method provides for the training of young people as apprentices in the shops, factories, stores, or places of business of employers to whom they are apprenticed, and for related instruction in the vocational school to supplement the work experience of the apprentice, that is, a contract is drawn under the supervision of the State Apprenticeship Council, the authorized agency to administer the apprenticeship law. This contract or agreement states the period of time the learner must serve as an apprentice, the wages he is to be paid, the kind of work he is to be given, the training obligations of the employer, the portion of his time to be spent at the vocational school in the study of related subjects bearing upon his occupational training and apprenticeship, 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. When a young person becomes apprenticed to learn a trade, he is set to work in the shop under the direction of a foreman or apprentice supervisor, either of whom have had years of successful trade experience. He begins with simple jobs and advances to more

difficult work as he learns more about the trade, and the vocational school provides related subjects as the special needs of the occupation may require. In most cases the apprentices attend the school during the evening until their terms of agreement related to school attendance have been satisfied. Many employers arrange for a longer period of school instruction than that specified in the contract.

The related instruction of the apprentice is scheduled to supplement the daily work experience in so far as possible. The course is planned to operate on a school year basis to correspond as nearly as possible to the yearly advancement of the apprentice on the job. In some instances, satisfactory training completion is required before the next yearly advancement of the apprentice can be granted.

In the courses listed below, the apprentices are grouped in classes according to the number of years experience as apprentices or as rated by the Joint Apprentice Committee. For example, there will be a class for first year apprentices, for second year apprentices, for third year apprentices and for fourth year apprentices in all of the courses listed below requiring a four year apprenticeship. Courses are for apprentices or learners, many of whom may be in On-The-Job Training for veterans. Courses are not restricted to veterans, non-veterans may attend. These courses operate from 144 to 216 clock hours per year. The amount of time for the completion of courses as set forth in the yearly program is based upon an average and should not be construed as the maximum time for any individual to complete the course.



Course Title	Years of Apprenticeship	Class Hours Per Year
Auto Body Repair and Painting	1 to 4	216
Auto Mechanics	1 to 4	216
Barbering	1	216
Beauticians	1	216
Bricklaying and Masonry	1 to 4	216
Cabinet Making	1 to 4	216
Carpentry	1 to 4	216
Commercial Art	1 to 3	216
Drafting	1 to 4	216
Electricity—Basic	1 to 3	216
Electricity—Motors, Generators and Automatic Controls—Advanced	1 to 4	216
Electricity—Power Generation and Transmission	1 to 4	216
Ironworkers—Fabrication	1 to 4	216
Ironworkers—Structural and Erection	1 to 4	216

Linoleum and Carpet Laying	1 to 2	216
Machinist	1 to 4	216
Meat Cutting	1 to 3	216
Painting and Decorating	1 to 4	216
Plastering and Lathing	1 to 3	216
Plumbers and Steamfitters	1 to 5	216
Printing—Composing	1 to 6	216
Printing—Linotype Operating	1 to 6	216
Printing—Pressman	1 to 6	216
Radio and Electronics	1 to 4	216
Refrigeration and Air Conditioning	1 to 4	216
Sheet Metal	1 to 4	216
Sign Electricians	1 to 4	216
Sign Painting	1 to 4	216
Tailoring	1 to 4	216
Upholstering	1 to 4	216
Welding	1 to 4	216

SUPERVISION AND MANAGEMENT PROGRAM

The processes of industry concerned with the handling of material things is being well analyzed and relatively well understood today. However, the handling of the human element is somewhat more complex and offers a great many new problems under present day operating conditions.

If the demand justifies, the school will offer courses designed to train foremen and supervisors for their special responsibilities in industrial production. Some of the courses that may be offered on a conference basis are as follows:

- The Supervisor as an Instructor
- Improvement of Job Methods
- Organization and Management of Production
- Problems of Handling People
- The Supervisor's Part in Safety
- Human Relations in Industry—Employee Relations

GENERAL INDUSTRIAL COURSES

The courses in this field are designed to meet the needs of those individuals who wish to improve their knowledge of the arts of industry and provide for leisure time activities.

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|------------------------------|--------------------------------|
| Drawing | Shorthand |
| Household Service | Typewriting |
| Tailoring and Fashion Design | Industrial Machine Orientation |
| Office Machines | Upholstery |
| Sewing | Woodwork |

