Madison Vocational and Adult School

Evening School CATALOG 1949-50

Board of Vocational and Adult Education

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211 North Carroll Street
Madison, Wisconsin
COMPOSED AND PRINTED BY THE STUDENTS IN THE PRINTING DEPARTMENT OF THE MADISON VOCATIONAL AND ADULT SCHOOL

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GENERAL INFORMATION

The Madison Vocational and Adult School is a public school and is open to all residents of the city of Madison.

There is no tuition charge for Madison residents, but there is a general registration fee of $1 per term, and in some classes fees will be charged to cover the cost of laboratory expense, incidental breakage, texts and supplies. In advance registration for the second term the fee is 50c.

Should an insufficient number of registrations be received for any course listed in the Evening School Catalog, the school administration reserves the right to withdraw the offering.

A class may be discontinued or combined with another if the enrollment becomes low.

Courses not listed may be organized if a sufficient number of persons register for such classes.

For many of the courses persons may enroll at any time and receive individualized instruction. Some of the courses are purposely short where the instructional objectives can be achieved within a few weeks.

TWO TERMS OF EVENING SCHOOL

The evening school year is composed of two terms of ten weeks each, the first term coming before the Christmas holidays and the second term in the New Year. If interest of students and value of the class instruction warrant it, the Director may authorize the continuation of a class for a maximum of five weeks after the close of the second term.

RECORDS

Permanent records of students' attendance and achievement are kept in the Director's 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. This is necessary because of the great demand for the use of the school's equipment and the need to eliminate any who are not serious about their work. Those who must be absent are requested to call 54561 so that they will not be withdrawn from class.

GUIDANCE AND PLACEMENT

The guidance office is located in room 237. This department is at the service of all the students for health, welfare, placement and all guidance problems. This department offers testing services including aptitude, interest and general information tests. Any person wishing to avail himself of the
opportunity to take these tests may arrange for it at this office.

The Placement Department is in a sense an extension of the teacher's classroom activities. Teacher's ratings of the student are sent to the Placement Department where an effort is made to place students in lines suitable to aptitudes and skills demonstrated in classwork.

Vocational School students who wish to be considered for employment should inform the Placement Office of this fact. The Placement Department has contacts with the various industries and business organizations in the city. Employers place calls with the Vocational School when they need help.

ADULT EDUCATION SPECIAL SERVICES

Adults wishing to meet special educational requirements for civil service equivalency or to make up educational deficiencies in order that they may enter fields of training which require certain educational requirements, may make up these deficiencies by making arrangements at the time of registration. These courses are in the nature of refresher courses which do not require full semester attendance.

NON-RESIDENT STUDENTS

Non-resident tuition for persons under twenty-one years of age is chargeable to the city, village or town in which the student resides. Those who wish to have their tuition thus paid are requested to obtain the proper blank from the Main Office and have it signed and returned to our school as evidence of residence.

All persons who are twenty-one years of age or older will pay their tuition when they register. The tuition fees are 50c per evening session, payable in advance by the term.

REFUNDS

Registration fee—No refunds. However, in cases where classes do not materialize because of insufficient enrollment, the registration fee will be returned.

Laboratory fee—If a person withdraws from school before completion of the course, a refund will be made which in no case shall exceed fifty per cent of the original fee. No refunds of less than 50c will be made. Laboratory fees may be transferred from one course to another.

CLASS SCHEDULE

Classes will be held from 7 to 9 p.m. unless otherwise designated.

The building will be open to students at 6:45 p.m. Class instruction will start promptly at 7 p.m. and close at 8 p.m. The doors of the building will be locked at 9:30 p.m.
General Education

Academic
Art
Music
ALGEBRA I
Tues. and Thurs., 7:00 p.m. to 9:00 p.m.
This course covers beginning algebra for which high school credit is given. It consists of nine assignment sheets. Unit tests are given when each assignment sheet is completed. A final test is given.

ALGEBRA II
(Advanced High School Algebra)
Tues. and Thurs., 7:00 p.m. to 9:00 p.m.
Prerequisite: Algebra I
Reviews the principles learned in Algebra I. Advanced topics in factoring and quadratics are included. Progressions and the binomial theorem are introduced at the end of the course. There are twenty short assignments. A final test is given and upon completion a one-half high school credit is given.

GEOMETRY
Tues. and Thurs., 7:00 p.m. to 9:00 p.m.
Prerequisite: Algebra I
Emphasis is to develop in the individual the ability to form a logical geometric proof. There are six assignment sheets covering the course. Tests are given when a unit is completed as well as a final test. One high school credit is given for successful completion of this course.

APPLIED MATHEMATICS
Tues. and Thurs., 7:00 p.m. to 9:00 p.m.
Arithmetic fundamentals are studied and applied to practical shop problems. One high school credit is given. This course can only be used as an elective. There are seventeen assignment sheets and a final test is given when the course is completed.

TRIGONOMETRY
Tues. and Thurs., 7:00 p.m. to 9:00 p.m.
Prerequisite: Algebra, Geometry
This is a high school course in trigonometry. Emphasis is placed on problem solving after the trigonometric relations are mastered. Twenty assignment sheets with a final examination after satisfactory completion of the assignment sheets constitute the course. One-half high school credit is given.

ARITHMETIC I
Tues. and Thurs., 7:00 p.m. to 9:00 p.m.
Introduces arithmetic fundamentals and mastery comes with drills and tests. Practical applications are given for all operations. So the student will not waste time doing work he already knows, a complete course is mapped out for him after he has taken an inventory test.

BUSINESS MATHEMATICS
Tues. and Thurs., 7:00 p.m. to 9:00 p.m.
Prerequisite: Arithmetic I
Course consists of mastering the arithmetic fundamentals and then applying them to situations in business. A book which enables the student to progress at his own speed is used.

CHEMISTRY
Tues. and Thurs., 7:00 p.m. to 9:00 p.m.
FEE—$7.50
TEXT—Fundamentals of Chemistry by Gray, Sandifer and Hanna
Parallels the average chemistry course given in high school. One high school chemistry course is given in successful completion of the course.

ENGLISH I
Mon. and Wed., 7 p.m. to 9 p.m.
Planned to meet the needs of those of our foreign born residents who wish to learn to speak, read, and write everyday English. This course will teach the beginners to use English for practical everyday purposes and it will enable them to go on independently in building up a reading and speaking knowledge of the English language.

ENGLISH II
Mon. and Wed., 7 p.m. to 9 p.m.
Organized to meet the needs of those foreign born who are already able to speak, read, and write English quite readily, and who wish to increase their vocabulary and knowledge of English grammar.

ENGLISH III
Tues. and Thurs., 7:00 p.m. to 9:00 p.m.
An elementary course in applied grammar which places emphasis upon the correct use of the several parts of speech, punctuation, capitalization, spelling, and the building of good sentences. The language difficulties of each member of the class are dealt with according to individual need.

ENGLISH IV
Tues. and Thurs., 7:00 p.m. to 9:00 p.m.
An advanced course in English grammar giving the student a thorough review of the principles of sentence construction, punctuation, capitalization, paragraphing, and spelling.

ENGLISH V (Creative Writing)
Mon., 7 p.m. to 9 p.m.
A course in writing for those who have ability and who have had a basic course in composition or its equivalent. The writing is done in class during
one hour of the two hour periods, the students producing on an average of three pages of material per class period.

FRENCH I
Tues. and Thurs., 7:00 p.m. to 9:00 p.m.
TEXT—Premier Livre by Berlitz
Conversational French will be taught from October until Christmas. All conversation and instruction will be in French only, by demonstration of objects and simple word association.

FRENCH II
The second part of the course will start in January and end in March. It will be a review course giving the student a systematic grammatical background.

GERMAN I
Mon. and Wed., 7 p.m. to 9 p.m.
TEXT—Erstes Buch by Berlitz
Conversational German will be taught from October until Christmas. All conversation and instruction will be in German only, by demonstration of objects and simple word association.

GERMAN II
The second part of the course will start in January and end in March. It will be a review course giving the student a systematic grammatical background.

SPANISH I
Tues. and Thurs., 7:00 p.m. to 9:00 p.m.
TEXTS—Spanish for Conversation by Leslie, Buenos Dias; One-minute Dialogues by Lopes.
A class in conversational Spanish with practice in pronunciation, comprehension of the spoken language, and conversational drill. The core of each lesson is a daily life situation or a "tourist situation" in a Spanish-speaking country.

LIP READING
Tues. and Thurs., 7:00 p.m. to 9:00 p.m.
Lip reading, or speech reading, is understanding spoken language when watching the speaker, without fully hearing, or if need be, without hearing at all.

This course is designed to give the hard of hearing or deafened adult an understanding of the movements of speech and to help him acquire the ability to lip read. The lessons consist of an explanation of the movements and drills and exercises of various kinds of practice work.

PUBLIC SPEAKING
Tues. and Thurs., 7:00 p.m. to 9:00 p.m.
FEE—$0.50
Emphasizes the type of public speaking that the average person is called upon to do in committee meetings, union, conferences, clubs, and similar smaller groups. It includes units on acquiring poise before an audience, voice, preparation of speech, and special types of speeches such as courtesy and after-dinner.

ART METAL
Mon., 5 p.m. to 7 p.m.; 7 p.m. to 9 p.m.
LABORATORY FEE—$1.50
MATERIAL FEE—$3.50
Design processes and techniques as applied to copper and brass. Processes include beating down, pluming, soldering, filing, etc., construction design and patternmaking, joints, oxidizing and finishing.

BRAIDED RUGS
Mon. and Wed., 7 p.m. to 9 p.m.
Size, shape, color and design arrangement stressed. Processes include braiding with three, four and five strands, splicing, padding and lacing. Discarded materials recommended.

CERAMICS
Tues. and Thurs., 7:00 p.m. to 9:00 p.m.
LABORATORY FEE—$1.50
MATERIAL FEE—$3.50
Methods of building pottery including coil, slab, throwing on potter’s wheel and casting. Surface enrichment, glazing, placing and firing the kiln are taught. Originality of design stressed.

COSTUME JEWELRY
Wed., 5 p.m. to 7 p.m.; 7 p.m. to 9 p.m.
Fri., 5 p.m. to 7 p.m.; 7 p.m. to 9 p.m.
LABORATORY FEE—$1.50
MATERIAL FEE—$3.50
Flat work in copper, brass and silver. Various processes include sawing, filing, soldering, peening, repoussé, chasing, casting, enameling, wire drawing, ring sizing, stone setting and finishing.
DESIGN
Tues. and Thurs., 7:00 p.m. to 9:00 p.m.
LABORATORY FEE—$1.50
A basis for artist, craftsman and homemaker with
instructional problems in line, space, light and dark,
color, tone and texture, to develop a person's feel-
ing for expression and line relationships.

DRAWING
Tues. and Thurs., 7:00 p.m. to 9:00 p.m.
LABORATORY FEE—$3
Basic training in structural relationship of form—
mass, line, value and perspective from still life and
imagination. Foreshortening and anatomy of the
head and figure from models. Emphasis on individual
interpretation. Media: pencil, charcoal, pen
and ink, pastel crayon and wash.

GENERAL CRAFTS
Mon. and Wed., 7 p.m. to 9 p.m.
LABORATORY FEE—$5
Planned to meet the demands of the adult, home-
maker, youth leader and hobbyist. Instruction given
in block printing, silk screen processes, leather work,
stenciling, plastics, cork craft, and bead work.

INTERIOR DECORATION
Wed., 7 p.m. to 9 p.m.
Thurs., 7 p.m. to 9 p.m.
Lectures on backgrounds, floor and wall treat-
ment. Color, fabrics, window treatment, furniture
arrangement and combination of furniture styles,
accessories, pictures and illumination. Field trips
and individual home problems discussed.

LETTERING
Tues. and Thurs., 7:00 p.m. to 8:00 p.m.
LABORATORY FEE—$2
Fundamental alphabets. Practical training in let-
tering adaptable to commercial use. Techniques
include pen and ink and brush lettering. Show card
layouts and color theory. Mediums include pencil,
pen and ink.

PAINTING AND COMPOSITION
Mon. and Wed., 7 p.m. to 9 p.m.
LABORATORY FEE—$1.50
Prerequisite: Drawing
Basic training in the study of form—arrangement,
color and texture from still life, outdoor sketches and
life. Emphasis is given on techniques, new subject
matter, dynamic color, creativeness and individual
expression of form. Mediums include crayon, oil,
paints and water color.

PHOTOGRAPHY
Mon. and Wed., 7 p.m. to 9 p.m.
LABORATORY FEE—$4
An elementary course for beginners, stressing the
construction and proper use of the camera, picture
composition, developing, printing, enlarging and
other darkroom procedure.

WEAVING
Tues. and Thurs., 7:00 p.m. to 9:00 p.m.
LABORATORY FEE—$1.50
Planned for the homemaker, craftsman, teacher,
camp instructor or youth leader. An elementary
course which includes the various processes and
techniques in producing plain and pattern weaving.

MUSIC

PIANO I
Wed. and Thurs., 7 p.m. to 9 p.m.
Oxford course for adult beginners. Easy solo
pieces to suit individuals; basic principles.

PIANO I AND II
Scales, arpeggios, and building exercises. Sup-
plementary pieces; sonatas. Two piano ensemble
music.

MUSIC APPRECIATION
Wed., 7 p.m. to 8 p.m.
A general survey of music—how to listen to good
music and enjoy it. No advance study necessary.

POPULAR PIANO THROUGH
KEYBOARD HARMONY
FEE—$2
Designed for students having some knowledge
of piano. Consists of learning the chords and necessary
formations to fill in left hand of popular music,
creating necessary breaks, etc. Also valuable to
classic music students since it provides reading short
cuts and helps create a technique usually ignored
by methods. A practical course, students learning
to do their own arranging.

GENERAL ACTIVITIES

MADISON CIVIC CHORUS
Mon. 7:30 p.m. to 9:15 p.m.
Made up of adults who must qualify. Standard
choral repertoire. Three concerts per season.
GENERAL EDUCATION

MADISON CIVIC SYMPHONY ORCHESTRA
Tues., 7:30 p.m. to 9:30 p.m.
Made up of adults who must qualify. Standard symphonic repertoire. Five concerts per season.

MAENNERCHOR
Thurs., 6 p.m. to 9:30 p.m.
For adults who must qualify. Standard American and German male choruses. Two concerts a year; guest concerts out of town.

MOZART CLUB
Wed., 7:30 p.m. to 9:30 p.m.
Adult singers who must qualify. Standard male choruses and a cappella. Concerts in Madison and tours.

STRING CLASS
Fri., 7 p.m. to 8 p.m.
For members of the string section of the Madison Civic Orchestra. Drill in current Civic Orchestra repertoire.

Business Education

Accounting
Business Principles
Office Training
Distributive Education
Training of Sales People
BUSINESS EDUCATION

ACCOUNTING

ACCOUNTING (Elementary)
Mon. and Wed., 7:00 p.m. to 8:00 p.m.
Intended for students who have had no previous instruction in bookkeeping and accounting. It is also a course for clerical workers and businessmen who wish to become familiar with the principles of bookkeeping and accounting in order that they may learn to keep books and to interpret financial statements. Thorough knowledge of the fundamental steps in the bookkeeping cycle is given in this course; namely: journalizing, posting, trial balance, business statements, and closing the ledger. The student becomes familiar with the special journals, notes, interest, as well as the uses of the usual business forms. Sets 1, 2, and 3 of the text give practical application of these principles.

ACCOUNTING II
Tues. and Thurs., 7:00 p.m. to 9:00 p.m.
For those students who have completed the elementary accounting course or its equivalent. Given thorough training in the study of partnership problems, control accounts, accruals, working sheets. Sets 4 and 5 are used to give practical application to these principles.

ACCOUNTING III
Tues. and Thurs., 7:00 p.m. to 8:00 p.m.
For those who have completed Accounting I and II or the equivalent. A study is made of department store problems, reserve accounts, depreciation, bad debts, and cash journals, with special emphasis on classification of accounts. Sets 6 and 7 are completed in this course.

ACCOUNTING IV
Tues. and Thurs., 7:00 p.m. to 9:00 p.m.
Only those who have completed Accounting III or the equivalent should register for this course. Corporation accounts including handling the various types of capital stock, bonds and the voucher system of record keeping are studied in connection with the manufacturing business. Set 8 and supplementary problems in elementary accounting are used for practical material.

BUSINESS PRINCIPLES

BUSINESS ARITHMETIC
Mon., 7 p.m. to 9 p.m.
Especially intended to serve the needs of people in business. The student intending to study account-
MONROE, MARCHANT AND FRIDEN
MACHINE CALCULATION
Mon. and Wed., 7 p.m. to 8:30 p.m.; 8 p.m. to 9 p.m.
Tues. and Thurs., 7 p.m. to 8:30 p.m.; 8 p.m. to 9 p.m.
Fri., 7 p.m. to 8:30 p.m.
FEE—$1
Covers addition and the various methods of multiplying, subtracting, and dividing by their applications to problems in business arithmetic. Upon completion of the course, a student should have a thorough training in the fundamental processes as they apply in business and sufficient knowledge to operate the machine in any business office. The course consists of thirty assignments.

REMITTONG RAND MACHINE
CALCULATION
Mon. and Wed., 7 p.m. to 8 p.m.; 8 p.m. to 9 p.m.
Tues. and Thurs., 7 p.m. to 8 p.m.; 8 p.m. to 9 p.m.
Fri., 7 p.m. to 8 p.m.
FEE—$1
Instruction is given on the new automatic printing calculator. This machine prints as it divides automatically, as it multiplies electrically, as it adds and subtracts. All factors for each calculation are recorded with totals automatically delivered and printed. It has the speedy ten-key keyboard and the combined features of a calculator and the printing adding machine tape.

SHORTHAND I
(Beginning Theory)
Tues. and Thurs., 7:00 p.m. to 9:00 p.m.
This is a study of shorthand only and is intended for students who are skilled typists but intended for those only who have had little or no previous training in shorthand. The beginning principles of shorthand are thoroughly covered in this course. The last two weeks of the term are devoted to a rapid review of shorthand principles and to the introduction to beginning dictation and transcription at the typewriter. Homework and regular attendance are necessary for progress in the study of beginning shorthand.

SHORTHAND II
(Advanced Theory)
Tues. and Thurs., 7:30 p.m. to 9:00 p.m.
FEE—$50
Prerequisite: Shorthand I (Beginning Theory) and typing skill.
A continuation of Shorthand I. It consists of a review of the theory of shorthand, practice in beginning dictation and transcriptions on the typewriter. The class period is divided into one hour of shorthand and one-half hour of transcription.

STENOGRAPHY I
(Beginning Shorthand Theory and Typewriting)
Tues. and Thurs., 7:00 p.m. to 9:00 p.m.
FEE—$50
A study of beginning shorthand and beginning typewriting. The beginning principles of shorthand are covered. Only half of the shorthand theory is covered and students enrolled in this course should continue their training in the following school year by enrolling in Stenography II. The work in typewriting covers a knowledge of machine parts, mastery of the keyboard, drills for rhythm and accuracy, and correct typing habits. Instruction is also given in centering, simple letter setup, simple tabulation, and timed writings. Group instruction is given in this course. The class period is divided into one hour of typewriting and one hour of shorthand.

STENOGRAPHY II
(Advanced Shorthand Theory and Typewriting)
Tues. and Thurs., 7:00 p.m. to 9:00 p.m.
FEE—$50
Prerequisite: Stenography I
A continuation of Stenography I. It consists of a rapid review of the beginning principles of shorthand, the completion of the advanced principles, and dictation practice in beginning dictation and transcription on the typewriter. The class period is divided into one hour of typewriting and one hour of shorthand.

STENOGRAPHY III
Tues. and Thurs., 7:00 p.m. to 8:30 p.m.
FEE—$50
Prerequisite: Stenography II
Consists of a rapid review of shorthand principles and beginning dictation work. Dictation is given at the rate of 80-80 words per minute. Transcription at the typewriter is required.

STENOGRAPHY IV
Tues. and Thurs., 7:30 p.m. to 9:00 p.m.
FEE—$50
Prerequisite: Stenography III
A course for stenographers who are working for a shorthand speed of 80-100 words per minute. Transcription at the typewriter is required. Students selecting this course should have a good understanding of the shorthand principles. Special emphasis is given to the writing of advanced phrases and to the building of a shorthand vocabulary of business terms.

STENOGRAPHY V
Tues. and Thurs., 7:00 p.m. to 8:30 p.m.
FEE—$50
Prerequisite: Stenography IV
A course for stenographers who have attained a shorthand speed of 100 words per minute. Transcription on the typewriter is required. The emphasis of this course is on building a dictation-taking speed of at least 150 words per minute on new material and teaching the techniques of accurate and rapid transcription. The advanced phrasing principle is also stressed in this course.

TYPEWRITING I
Mon. and Wed., 6 p.m. to 7 p.m.; 7 p.m. to 8 p.m.
Tues. and Thurs., 6 p.m. to 7 p.m.; 7 p.m. to 8 p.m.
FEE—$50
For those who wish to learn the touch system of typewriting. It includes the study of the parts of the machine, mastery of the keyboard, drills for rhythm and accuracy, correct typing habits, simple letter setup, simple tabulation, and timed writings.

TYPEWRITING II
Mon. and Wed., 7 p.m. to 8 p.m.
Tues. and Thurs., 8:00 p.m. to 9:00 p.m.
FEE—$50
Typewriting II is a continuation of Typewriting I. The course includes the following: technique check-up, speed and accuracy drills, tabulation practice, letter setup and placement, use of carbon paper, and office typing problems.

DISTRIBUTIVE EDUCATION

RETAIL SALESMASTSHIP
Wed., 7 p.m. to 8 p.m.
Salesmanship in the modern sense; retail selling fundamentals; study of the customer; selling techniques that help customers buy; meeting the customer; developing the sales presentation; making the sales talk convincing; helping the customer over buying obstacles; building permanent business.

ADVANCED SALESMASTSHIP*
Tues., 7:00 p.m. to 9:00 p.m.
No ceiling on selling; what makes a good sales- man better; how to find prospects; how to handle the price problem; how to build your sales talk; how to use advertising; how to dramatize your selling; how to close your sales; how to avoid competition complexes; how to sell quality products; how to make more sales.

MERCHANDISE INFORMATION*
Tues., 8:00 p.m. to 9:00 p.m.
Sources on merchandise that contribute to the salesperson's knowledge; how to get the most out of merchandise; to what use is your merchandise put; what to know about the trends in style and fashion; what about color, line and design; value of information and how to secure it; what are the selling points about your merchandise; how to present them most effectively.

Courses function well together in two hour sessions—one hour of Advanced Salesmanship followed by one hour of Merchandise Information.

ADVERTISING
Wed., 7 p.m. to 9 p.m.
Advertising in relation to distribution of merchandise and services; physical structure of advertisements; layout, printing, photo-engraving; relative values of various media for advertising; newspapers, magazines, radio, dealers' displays, outdoor advertising, car cards.

COLOR, LINE AND DESIGN
Thurs., 7 p.m. to 8 p.m.
Color and effect it has on modern merchandising—fundamentals of color, color behavior, physical and psychological aspects of color, mixing and matching of color; line in modern application; definition and aims of design, economic aspects of trends in merchandising design.

RETAIL CREDIT FUNDAMENTALS
Wed., 7 p.m. to 9 p.m.
Nature and importance of credit; developing new sources of credit customers; methods of identifying charge customers; safeguards; reducing merchandise returns; how to handle complaints; how to stimulate preferred customers; how to revive inactive accounts; how to develop effective collection methods; how to rehabilitate delinquent customers.

MERCHANDISE DISPLAY
Thurs., 8 p.m. to 9 p.m.
Values of display; physical makeup of display; display in the retail program; manufacturers' advertising in display; special display suggestions; testing the student.

RETAIL, GROCERY MERCHANDISING, COURSE I
Time to be arranged
Code for groceries: "Meal planning it is"; sugar, salt, spices; food values and diet; history of canning; tea, coffee, cocoa; butter and dairy products; cooking methods; olive oil; canned fruits and vegetables; anchovy, tuna, meat and meat products; cereals; bread; soup; bananas, coconuts, vanilla, oranges, avocados.
RETAIL GROCERY MERCHANDISING,
COURSE II

Time to be arranged
Salesmanship diet and food values; helpful selling; principles of refrigeration; air conditioning; the grocer and his competitors; baking powder; vinegar; understanding the housewives' problems; crackers and biscuits; fresh fruits and vegetables; salads and dressings.

RETAIL GROCERY MERCHANDISING,
COURSE III

Time to be arranged
What is merchandising; importance of turnover; relationship of cost to selling price; markup and margin; profits—gross and net; pricing for profit and profit range; determining cost of doing business; soap and detergents; merchandising staples, fresh meats, fresh produce, dairy products, frozen foods, specialties and sundries.

HOW TO TEACH AN EMPLOYEE

LENGTH OF COURSE—6 two-hour sessions, time to be arranged
Benefits derived from mastery of efficient teaching techniques; weaknesses of the two common training methods—telling and showing; need for task analysis; four basic steps of instructing; similarity of selling and teaching; principles of learning used in teaching an employee; teaching a manipulative type of task: teaching some necessary facts; helping to modify an attitude.

HUMAN RELATIONS IN RETAILING

LENGTH OF COURSE—6 two-hour sessions, time to be arranged
Training supervisory personnel in the use of the four-step method of problem solving; application of the four keys to good human relations: stimulating supervisor to further study of the important field of worker relations; supervisory personnel developing skill is getting results through the people they supervise.

JOB METHODS TRAINING

LENGTH OF COURSE—5 two-hour sessions, time to be arranged
A practical plan to produce greater quantities of quality products in less time with less fatigue by the best use of manpower, machines and materials available. Objectives are to be accomplished through the four-step method of (1) breaking down the job, (2) questioning every detail that makes up the job; (3) developing the new method through elimination, combination, rearrangement, simplification of the various details that make up the job, (4) application of the new method to various job conditions.

MANAGEMENT CLINIC

LENGTH OF COURSE—5 two-hour sessions, time to be arranged
Training in the techniques of job analysis, personnel selection, placement and training; to encourage management to make use of the techniques to insure successful and profitable operation; to point out management's responsibility in a training program.

BALANCED SELLING

LENGTH OF COURSE—5 two-hour sessions, time to be arranged
Need for a balanced selling program; value of product knowledge; position of the wholesale distributor; the retailer's problems; the salesmen's problems; responsibilities of the participants in the channels of distribution; the retailer's assets and liabilities; objectives of merchandising; the sales target; record keeping; professional salesmanship; requisites and results of good merchandising; effects of creative selling; measuring results; self-management; recognizing trends; objectives of balanced selling training.

PAINT POWER

LENGTH OF COURSE—One or two terms of ten weeks each in two-hour sessions, time and length to be arranged
Opportunities in the paint, varnish and lacquer industry: types of products; application of products; estimating; the power of color; paint styling; salesmanship and management; the painting contractor; effective sales promotion; advertising; publicity; to sell more paint power.

THE BALANCED JOB

LENGTH OF COURSE—11 two-hour sessions or 22 one-hour sessions, time and length to be arranged
For dairy route men. Covers the balanced job; satisfying the customer; customer relationships; the stop order; turning collection calls to advantage; increasing family consumption: "top line" products; suggestive selling; new business; handling obstacles; closing the sale.
Homemaking

Family Development
Food and Nutrition
Clothing and Textiles
FAMILY DEVELOPMENT

PROBLEMS OF THE MODERN HOME

A course for newlyweds or young people who plan to be married. Home ownership, joint budgeting, joint accounts, money management, family relationships, psychological problems of married life, spiritual aspects of marriage and adjustments in the family life, are topics to be discussed. This is a lecture and discussion course.

CHILD DEVELOPMENT (For Pre-School Level)

Wed., 7:30 p.m. to 9 p.m.

Planned for parents of pre-school age children. Topics to be covered: good for parents; habits and principles of habit formation; beginnings of patterns of behavior and how they develop; books, music, toys, games and occupations; children’s clothing; obedience; imagination; truth, falsehood; curiosity; tears and emotional control; child’s use of money; community services for the parents. This is a lecture and discussion course.

SPECIAL PROBLEMS OF THE ADOLESCENT

Tues., 7:30 p.m. to 9:00 p.m.

Planned for parents and those concerned with the adolescent. It will cover a study of the child as he enters adolescence, its duties and problems, a consideration of the factors at work within and outside of the home which influence his development. Other studies will be the meaning and significance of adolescence: growth and changes in body development; mental development; adolescent interests; emotional life of the adolescent; guidance and control of adolescent behavior.

PERSONAL ANALYSIS

Wed., 7:30 p.m. to 9 p.m.

Many phases of personality studied to learn how to develop naturalness of manner and relaxation. Importance of personality in career life and home life. Some of the highlights of the course are: developing a new or understanding philosophy of life; gaining self-assurance and poise; relation of dress to personality; leisure time activities; development of individuality; desirable personality traits and how to cultivate them.

HOSPITALITY AND TABLE DECORATION

Tues., 7:30 p.m. to 8:00 p.m.

Planned for anyone who is interested in learning more about the art of entertaining and being a successful, gracious hostess. It will include table setting for all occasions; arrangement of the table for teas and buffet meals: flower arrangement; selection of china, linen, silver and crystal. One tea and one buffet supper will be given sometime during the summer course. Correct table service for formal and informal occasions is given.

HOME NURSING

Mon., 7 p.m. to 9:00 p.m.

A twelve-week course for those people who wish to spend more time on home nursing than is provided for in the Red Cross course. All material in the Red Cross course is included. Opportunity is given in class for actual practice on taking temperatures, bathing the patient, making bed with patient in it, and practice in other sick-room procedures.

BUDGETING

Tues., 7:30 p.m. to 9:00 p.m.

Planned for those who would like some help on keeping a record of money spent and planning expenditures. Choosing an account system, what should the family understand about credit, customer credit sources, investments, insurance, are covered. Each student may work out a budget to suit her needs.

CONSUMER PROBLEMS

Tues., 7:30 p.m. to 9 p.m.

The consumer and re-conversion buying will be stressed. Some other topics are: how to use the food dollar to best advantage, the clothing dollar and how to spend it, the rental dollars for purchases for the home, inflation, new items on the market, evaluation of advertising, responsibilities of the consumer.

FOODS AND NUTRITION

FOODS I (Meals for Moderns)

Mon. and Wed., 7 p.m. to 9 p.m.

FEE—$3

Meals in the modern way suggest new methods in cookery; streamlining cooking processes; use of frozen foods; comparison of commercial mixes with home mixes; cooking to retain vitamins and minerals; planning of balanced meals. This is a practical course planned around the family meals—lunch, breakfast and dinner. It will include something in quick breads, vegetables, salads, casseroles, desserts. An excellent course for brides, bides-to-be or anyone desiring help in practical cookery.
FOODS II (Baking, Meat Cookery, Vegetable Cookery)

Tues. and Thurs., 7:00 p.m. to 9:00 p.m.
FEE—$3

The baking unit includes quick breads, yeast breads, cakes, cookies and pastry. Selection and cooking of poultry, stuffing and trussing a fowl for roasting are given prior to the holiday season. Selection of meat is stressed. Both tender and less tender cuts of meat are prepared as well as meat extenders. Sea food and fresh water fish cookery is a part of the course. B deadly of vitamins and minerals in vegetable cookery is stressed. Unusual ways of preparing vegetables are given, as well as vegetable plates and casseroles.

FOODS III (Salads, Casseroles, Desserts and Hospitality Cookery)

Mon. and Wed., 7 p.m. to 9 p.m.
FEE—$4

New and unusual salads, casserole dishes for the main part of the meal or for buffet serving, unusual desserts and a variety of meals for special occasions are given. The latter part of the course will feature buffet suppers, holiday dinners, receptions, teas, guest dinners and after-theater snacks. One should have some experience in cooking before taking this course.

FOODS IV (Supper Class)

Tues. and Thurs., 5:15 p.m. to 7:00 p.m.
FEE—$10

This is a supper class for business girls. It includes planning and preparing simple dinners and suppers suitable to serve in a small apartment for two to four people. Time management is featured. Nutritional principles are stressed in the planning and preparation of meals. Only those who can be here promptly at 5:15 are enrolled.

CAKE DECORATING I

Thurs., 7 p.m. to 9 p.m.
FEE—$2

Short course on the decorating of cakes. Actual practice will be given in the techniques of making flowers and other forms of decoration for wedding cakes, petit four mints.

CAKE DECORATING II

Thurs., 7 p.m. to 9 p.m.
FEE—$2

Advanced problems in cake decorating for those students who completed Cake Decorating I; also open to people on the job who wish to brush up on techniques.

NUTRITION

Wed., 7:30 p.m. to 9 p.m.
A practical course in nutrition which will give the student a basic knowledge of food. It will include the following: importance of a good diet and correct habits of living; how to choose and plan meals intelligently and economically; food customs and habits; energy needs of the body; proteins as body builders; vitamins, minerals; body needs; up-to-date food habits; food and its relation to a successful career; the part food plays in personality; pointers on correct meals for those interested in either losing weight or adding weight.

CLOTHING AND TEXTILES

CLOTHING I (Firsts in Sewing)

Mon., Tues. or Fri., 7:00 p.m. to 9:00 p.m.
FEE—$1

First lessons in sewing include the construction of simple garments such as blouses, pajamas, brunch coats, skirts and other simple garments. Streamlined methods of clothing construction are taught. Emphasis is given to care and use of the sewing machine; selection and use of patterns; basic principles in construction of simple garments. This is a foundation for more advanced classes.

CLOTHING II (Children’s Garments)

Tues., 7:00 p.m. to 9:00 p.m.
FEE—$1

Consists of a study of special problems in the selection and making of children’s garments. Selection of suitable patterns and material for all types of garments will be discussed. Special attention will be given to the making of worked and bound buttonholes, plackets and zippers, making and applying collars, patch and slot pockets, decorative stitches such as fagoting and smocking will be applied on cotton or silk dresses.

CLOTHING III (Refreshers Course)

Thurs., 7 p.m. to 9 p.m.
FEE—$1

Planned for the person who has done some sewing at home but who needs help in some of the construction processes such as bound buttonholes; conted buttonholes; putting in zippers; how to use a pattern correctly; how to use the buttonhole; worked buttonholes; cutting of true bias; pockets. Garments will not be made; people taking this course may also take Clothing IV or V as the purpose of this course is to give special help on the above processes to people who may be ready for more advanced work than Clothing I.

CLOTHING IV (Casual Clothes)

Thurs., 7 p.m. to 9 p.m.
FEE—$1
An elementary dressmaking course which follows
Clothing I or its equivalent. There will be oppor·
tunity to choose the type of garments to be made.
It may be dresses for morning wear, garden dresses
or active sport clothes. Problems found in this type
of garment will be used as a basis for the lessons.
Concise explanation with the detailed illustrative
material will be used to simplify each step of
construction.

CLOTHING V (That Ready-Made Effect)
Mon. or Wed., 7 p.m. to 9 p.m.
FEE-$1
How to secure that much desired ready-made
effect will be one of the purposes of this course. Selec·
tion of material and patterns will be stressed,
with emphasis on color, texture and becoming design
for each individual. Such fabrics as silk, wool, rayon,
nylon and the new fabrics on the market will be
studied. Garments to be made will be chosen from
the following: rayon dresses, wool dresses, two­
piece dresses, blouses and skirts, formals and dinner
dresses. Short cuts
in
construction processes, identifi­
cation of materials, interpretation and application of
pattern principles, and coodinating of the wardrobe
will be included. This course is for the advanced
student.

CLOTHING VI (Tailoring)
Tues. and Thurs., 7:00 p.m. to 9:00 p.m.
FEE-$1
For the advanced student and is planned for
those people who want to make tailored garments.
Some of the specific tailoring principles which are
given are: pattern altering to fit the figure, use of
interfacings, tape and pad stitch for collars, revers,
hand stitching of collars and front facing, fitting prob­
lems, use of pressing board for shaping garment to
the figure, bound and patch pockets, lining and inter­
lining for coats and suits, types of pads most suit­
able, selection of fabrics for coats, suit linings, inter­
linings, and interfacing. Garments to be made are
suits and coats from new material as well as make­
over problems in suits and coats.

CLOTHING VII (Challenge of
Make-over)
Wed., 7 p.m. to 9 p.m.
FEE-$1
It is essential that members of the class have had
Clothing IV or its equivalent before enrolling in the
remodeling class. Instruction will be given on the
preparation of the garment for class work, combina­
tion of new and old material, and selection of gar­
ments for remodeling. Almost any garment can be
remodeled.

CLOTHING VIII (Tailoring II)
Fri., 7:00 p.m. to 9:00 p.m.
FEE-$1
For students who have completed Tailoring I. The
problems to be emphasized are: moulding of gar­
ments with the iron, bound and welt pockets, cored
and worked buttonholes, study of sleeve and other
fitting problems. Suits and coats will be made.
KNITTING I

Mon., 7 p.m. to 9 p.m.
This is for the beginners or those who have had very little experience in knitting, and will include the fundamentals of knitting. Typical of what might be made are scarves, toppers, sweaters, mittens, afghans and similar articles. Equipment needed first lesson: two number-three knitting needles (ten- or twelve-inch bone), a small ball of any kind of yarn, notebook and pencil.

KNITTING II

Thurs., 7 p.m. to 9 p.m.
This is for the advanced student and will include planning, styling, and charting of garments to measurements. Types of garments which may be made are sweaters, blouses, skirts, suits, gloves and socks. Tools needed for first meeting are: two number-three knitting needles (ten- or twelve-inch bone), a small ball of yarn, notebook and pencil.

NEEDLEWORK

Mon., 7 p.m. to 9 p.m.
FEE—$1
This course is for all people interested in fine needlework. It includes all decorative stitches, some of which are satin stitch, needlepoint, outline stitch, crewel stitch, tatting, smocking, Italian hemstitching, applique, Swedish weaving. The instructor of this course has studied needlework abroad, and has many rare patterns which are available to the class.

CLOTHING CLASSES
AT VOCATIONAL ANNEX

Classes in Clothing will be offered at the Vocational Annex, 1237 Williamson Street, as follows:

Clothing I—Tues., 7:00 p.m. to 9:00 p.m.
Clothing II—Thurs., 7:00 p.m. to 9:00 p.m.
Clothing IV—Thurs., 7:00 p.m. to 9:00 p.m.
Clothing V—Tues., 7:00 p.m. to 9:00 p.m.
AUTOMOTIVE

AUTO MECHANICS
Tues. and Thurs., 7:00 p.m. to 9:00 p.m.
FEE—$3
Working, polishing, lubrication, accessories, electrical system, brakes, engines, engine tune-up, transmissions, clutches, drive shafts, fuel systems, rear axles, care of tools and equipment, engine rebuilding, front wheel alignment, frame straightening, wheel balancing.

BUILDING AND ALLIED TRADES

WOODWORKING (Cabinet Making)
Mon. and Wed., 5 p.m. to 7 p.m.; 7 p.m. to 9 p.m.
Tues. and Thurs., 5 p.m. to 7 p.m., 7 p.m. to 9 p.m.
FEE—$3
Course covers the woods we use, where found, the sawing and drying of lumber, stock sizes and actual sizes; working with wood, the use, care and sharpening of tools through project making; machine woodwork, milling of stock on power machines; wood finishing, prepare surfaces and apply finishes; cabinet making, joints and joint making, hardware, fastening of hardware, glues and gluing, and interior finishing and trim; carpentry, construction framing and installation of doors and windows; wood turning, methods of shaping wood on the lathes; pattern making, blueprint reading and methods of pattern building; wood carving; the home workshop, layout, the workshop as to purpose, size, and equipment needed.

DRAFTING (Architectural)
Tues. and Thurs., 7:00 p.m. to 9:00 p.m.
FEE—$1
Covers vocabulary, construction details, pictorial drawing, isometric, oblique and perspective drawing; layout of rafters, drafting and layout techniques; house layout and arrangement, selecting and planning a project; house plans and details, developing a drafting project; estimating, study costs and construction; specifications, translating plans into objective reality; perspective of house, drawing a convincing picture of the house.

DRAFTING (Mechanical Drawing)
Tues. and Thurs., 7:00 p.m. to 9:00 p.m.
FEE—$1
Covers geometric problems, how to handle drawing equipment and study geometric relations; elementary working drawings, elements of orthographic projection, dimensioning, skill in letters and numbers; problems in projection, advanced projection problems; layout and development; basic instructional and review material; completion problems;

TRADE AND INDUSTRY

ELECTRICITY
Mon. and Wed., 7 p.m. to 9 p.m.
FEE—$3
Covers elements of electricity; elementary circuits; mathematics, electrical formulas; kinds of wiring, types to use and where; motors, kinds, usage and repairs; generators, principles, practices, care; layout work, blueprints and estimating; code, state and federal building laws.

METAL INDUSTRIES

MACHINE SHOP
Tues. and Thurs., 7:00 p.m. to 9:00 p.m.
FEE—$3
Covers hand tools and gauges and how to use them in layout work; lathe nomenclature, the parts and functions of the lathe; lathe operations, how to do various operations on the engine lathe; industrial standards and learning the prevailing standards as used in industry; shop safety; milling machines and their operation; shaper and how to operate; tool grinding; drill press and how to operate it; power hack saw and how to operate it.

SHEET METAL
Tues. and Thurs., 7:00 p.m. to 9:00 p.m.
FEE—$3
Covers basic blueprint reading; shop practice to develop skill in the proper use of tools and machines; parallel line pattern development to develop skill in layout work; radial line pattern development; heat loss calculations to develop understanding of heating requirements; advanced shop practice to supplement shop work on the job; welding—oxy-acetylene, electric arc and cutting to develop skills necessary to trade in welding; mathematics; bookkeeping to help the worker understand the problems of management.

SHEET METAL AND PATTERN DRAFTING
Tues. and Thurs., 7:00 p.m. to 9:00 p.m.
FEE—$3
Covers essential and advanced pattern layout; parallel line; radial; triangulation development of the various problems and fittings used in sheet metal work; instruction in simplified and short cut methods of layout to those well grounded in fundamentals.
WELDING (Arc)
Mon. and Wed., 7 p.m. to 9 p.m.
Tues. and Thurs., 7:00 p.m. to 9:00 p.m.
FEE—$10
Covers industrial application of arc welding (flat position); arc welding machines and accessories (flat position welding); classification of welding electrodes (groove welding); joint characteristics and fundamentals; weld characteristics and fundamentals; metal working processes, expansion and contraction (vertical welding); testing and inspection (overhead welding); flame cutting metals (overhead welding); welding symbols and uses; quality for pressure, vessel work, pipe welding; alloy welding.

WELDING (Oxy-Acetylene)
Mon. and Wed., 7 p.m. to 9 p.m.
Tues. and Thurs., 7:00 p.m. to 9:00 p.m.
FEE—$10
Covers oxy-acetylene process, ripple welding, safety; technique of oxy-acetylene welding, butt weld (with rod); butt welding (back hand), edge welding, edge welding (with rod), corner fill; weld, flat position; butt weld vertical, Lee filler vertical; vertical overhead welding; horizontal butt weld, overhead butt weld; sheet metal welding, welding different metals (steel welding); bronze welding steel, welding for different metals; bronze welding cast iron, cast iron welding, oxy-acetylene cutting, manual and radiograph, safety; pipe welding and tubing; miscellaneous processes and miscellaneous metal (aluminum); lead burning; oxy-acetylene welding of auto parts.

SERVICE OCCUPATIONS

RADIO
Tues. and Thurs., 7:00 p.m. to 9:00 p.m.
FEE—$5
Covers basic theory; radio fundamentals; vacuum tubes; amplifiers; power supplies; signal amplification; signal tracing; signal tracing; signal amplification; detection; couplings; oscillators, mixer circuits; control circuits; public address systems; locating defects; mathematics, laws and formulas; mechanical practice and use of hand tools; circuits, automatic circuits; code, state and federal laws; wiring and how to install; mechanical practice, bearings and fittings, sales principles, methods of sales procedures.

REFRIGERATION AND AIR CONDITIONING
Tues. and Thurs., 7:00 p.m. to 9:00 p.m.
FEE—$2
Covers introduction to refrigeration, fundamentals of refrigeration and air conditioning; refrigeration cycle (operating cycle of a refrigeration unit); typical compression cycle; study of refrigeration, chemical properties, hazards and testing; machines and systems, unit setups for various applications; refrigeration and air-conditioning accessories, motor controls, liquid controls, and valves; laboratory exercises, shop work in all types of units and refrigeration accessories, psychrometric charts and computing heat gains of air; properties of air including the study of the chemical makeup of air; air-conditioning units, chemical types of units employed from package units to large industrial installations.

PRINTING

PRINTING
Tues. and Thurs., 7:00 p.m. to 9:00 p.m.
FEE—$2
Covers hand composition to become familiar with all types; presswork to become a press operator; machine composition to be able to set job and newspaper composition; bindery to develop skill at handling printed jobs; related reading in trade publications, new innovations, to learn about supply houses and to become acquainted with problems of printing; paper, manufacturing processes and uses; ink manufacture and uses, related fields, study of allied trades; display composition, advanced fields of composition; job composition or newspaper practice, kinds of work done in each field; newspaper advertising or printing design, to make up ads or jobs; English for printers, background of the fundamentals of English.
Madison Vocational and Adult School

Day School Catalog 1949-50

Board of Vocational and Adult Education

E. J. Frautschl, President
F. M. Mason, Vice President
P. H. Falk, Secretary
J. H. Brown
F. G. Collester

R. W. Bardwell, Director

211 North Carroll Street
Madison, Wisconsin
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GENERAL INFORMATION

The Madison Vocational and Adult School is a public school in which Madison residents above the age of fourteen may enroll without tuition cost. Laboratory or material fees to cover cost of materials consumed by the student are charged as listed in this catalog.

For many of the courses persons may enroll at any time and receive individualized instruction. They may enroll for part-time, half-time, or full-time attendance. Students who are working may arrange a part-time school program to fit into their work schedule.

In most of the courses there are no specific educational requirements for entrance. Individual differences are met by individual instruction.

VETERANS’ TRAINING

This school is approved for training by the Veterans Administration under P. L. 346 and P. L. 16. A full-time program under the G. I. Bill requires that a veteran attend school a minimum of twenty-five hours per week. Further information on veterans’ training may be obtained in Room 140.

HIGH SCHOOL CREDIT

Students wishing to secure high school credits for work done in the Vocational School will take this matter up with the Director before enrolling in the courses. Otherwise, no high school credit can be granted.

RECORDS

Permanent records of students’ attendance and achievements are kept in the Director’s 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, including the adults. This is necessary because of the great demand for the use of the school’s equipment and the need to eliminate any who are not serious about their work. Those who must be absent are requested to call 5-4541 so that they will not be withdrawn from class.

GUIDANCE AND PLACEMENT

The Guidance Office is located in Room 237. This department is at the service of all the students for health, welfare, placement and all guidance problems. It offers testing services including aptitude, interest and general information tests. Any young student or adult wishing to avail himself of the opportunity to take these tests may arrange for it at this office.
The Placement Department is in a sense an extension of the teacher's classroom activities. Teacher's ratings of students are sent to the Placement Department where an effort is made to place students in lines suitable to aptitudes and skills demonstrated in classwork.

Vocational School students who wish to be considered for employment should inform the Placement Office of this fact.

The Placement Department has contacts with the various industries and business organizations in the city. Employers place calls with the Vocational School when they need help.

ADULT EDUCATION SPECIAL SERVICES

Adults wishing to meet special educational requirements for civil service equivalency, or to make up educational deficiencies in order that they may enter fields of training which require certain educational requirements, may make up these deficiencies by making arrangements at the time of registration. These courses are in the nature of refresher courses which do not require full semester attendance.

NON-RESIDENT STUDENTS

In accordance with the laws of Wisconsin, non-resident tuition for persons under twenty-one years of age is chargeable to the city, village or town in which the student resides. Those desiring to enroll under the benefits of this law are requested to obtain the proper blank from the Main Office and have it signed and returned to our school as evidence of residence.

Those persons who desire to pay their own tuition may do so, and the charges are as follows:

- 50 cents per one-half day—8:30 to 11:45 a.m.
- 50 cents per one-half day—1:00 to 4:00 p.m.

Tuition is payable in advance for each nine-week period. Tuition is charged for only actual days of attendance. The student furnishes the necessary textbooks and supplies which are available at cost.

CLASS SCHEDULE

The Day School Class Schedule, showing days and hours of classes, is compiled just before the opening of school. A copy may be obtained at the main office.

MADISON VOCATIONAL AND ADULT SCHOOL CALENDAR 1949-1950

Thursday, September 8, and Friday, September 9, 1949—Advance day school registration.

Saturday, September 10, 1949—Meetings of staff and supervisors.

Monday, September 12, 1949—Day school opens.

Monday, September 26, through Thursday, September 29, 1949—Advance registration for evening school.

Monday, October 3, 1949—First term of evening school begins.

Thursday and Friday, November 3 and 4, 1949—Day and evening school closed for Milwaukee meeting of Wisconsin Education Association.

Thursday and Friday, November 24 and 25, 1949—Day and evening school closed for Thanksgiving vacation.

Friday, December 9, 1949—First term of evening school closes.

Saturday, December 17, 1949, through Monday, January 2, 1950—Day school closes for Christmas vacation.

Tuesday, December 27, through Thursday, December 29, 1949—Advance registration for second term of evening school.

Thursday, January 3, 1950—Day school and second term of evening school open.

Friday, February 3, 1950—End of first semester, day school.

Monday, February 8, 1950—Beginning of second semester, day school.

Friday, March 10, 1950—Second term of evening school closes.

Friday, April 7, through Sunday, April 16, 1950—Day school closed for spring vacation (Good Friday, April 7; Easter Sunday, April 9).

Monday, April 17, 1950—Day school reopens.

Friday, May 5, 1950—Day school closes for meeting of Wisconsin Association for Vocational and Adult Education.

Tuesday, May 30, 1950—Day school closes for Memorial Day.

Friday, June 16, 1950—End of school year.
General Education

Academic
Art
Music
ACADEMIC

ALGEBRA I (Beginning)
COURSE NUMBERS—101, 201, 401
TYPE OF STUDENT—Adult, Apprentice, Junior
FEE—None
LENGTH OF COURSE—180 forty-five minute periods
TEXT—Progressive First Algebra by W. W. Hart
COURSE CONTENT—Covers beginning of algebra for which high school credit is given. Consists of nine assignment sheets. Unit tests are given when each assignment sheet is completed. A final test is given.

ALGEBRA II
(Advanced High School Algebra)
COURSE NUMBERS—102, 202
TYPE OF STUDENT—Adult, Apprentice, Junior
FEE—None
LENGTH OF COURSE—90 forty-five minute periods
PREREQUISITE—Algebra I
TEXT—Progressive Second Algebra by W. W. Hart
COURSE CONTENT—Reviews the principles learned in algebra I. Advanced topics in factoring and quadratics are included. Progressions and the binomial theorem are introduced at the end of the course. There are twenty short assignments. A final test is given and upon completion a one-half high school credit is given.

GEOMETRY
COURSE NUMBERS—110, 210, 410
TYPE OF STUDENT—Adult, Apprentice, Junior
FEE—None
LENGTH OF COURSE—180 forty-five minute periods
PREREQUISITE—Algebra I
TEXT—Progressive Geometry by W. W. Hart
COURSE CONTENT—Emphasis in this course is to develop in the individual the ability of forming a logical geometric proof. There are six assignment sheets covering the course. Tests are given when a unit is completed as well as a final test. One high school credit is given for the successful completion of this course.

APPLIED MATHEMATICS
COURSE NUMBERS—100, 200, 300
TYPE OF STUDENT—Adult, Apprentice, Junior
FEE—None
LENGTH OF COURSE—180 forty-five minute periods
TEXT—Applied Mathematics by James F. Johnson
COURSE CONTENT—Arithmetic fundamentals are studied and applied to practical problems. One high school credit is given. The course can be used only as an elective. There are seventeen assignment sheets and a final test is given when the course is completed.

TRIGONOMETRY
COURSE NUMBERS—100, 200, 300
TYPE OF STUDENT—Adult, Apprentice, Junior
FEE—None
LENGTH OF COURSE—90 forty-five minute periods
TEXT—Plane Trigonometry by Rosenbach, Whitman, Moskovitz
PREREQUISITE—Algebra I
COURSE CONTENT—High school course in trigonometry. Emphasis is placed on problem solving after the trigonometric relations are mastered. Twenty assignment sheets with a final examination after satisfactory completion of the assignment sheets constitute the course. One-half high school credit is given.

ARITHMETIC I
COURSE NUMBERS—100, 200, 300
TYPE OF STUDENT—Adult, Apprentice, Junior
FEE—None
LENGTH OF COURSE—90 forty-five minute periods
PREREQUISITE—Arithmetic I
TEXT—College Business Arithmetic by Hanna and Walker
COURSE CONTENT—Consists of mastering arithmetic fundamentals and then applying them to situations in business. A book which enables the student to progress at his own speed is used.

BUSINESS MATHEMATICS
COURSE NUMBERS—425, 435
TYPE OF STUDENT—Adult, Apprentice, Junior
FEE—None
LENGTH OF COURSE—90 forty-five minute periods
PREREQUISITE—Arithmetic I
TEXT—College Business Arithmetic by Hanna and Walker
COURSE CONTENT—Consists of mastering arithmetic fundamentals and then applying them to situations in business. A book which enables the student to progress at his own speed is used.

CHEMISTRY
COURSE NUMBERS—203, 403
TYPE OF STUDENT—Adult, Junior
FEE—$7.50 per semester
LENGTH OF COURSE—180 forty-five minute periods
TEXT—Fundamentals of Chemistry by Gray, Sandifer and Hanna
COURSE CONTENT—Parallels the average chemistry course given in high school. One high school credit is given for the successful completion of this course.

PHYSICS
COURSE NUMBERS—213, 413
TYPE OF STUDENT—Adult, Junior
FEE—None
LENGTH OF COURSE—90 forty-five minute periods
TEXT—Modern Physics by Charles E. Dall
GENERAL EDUCATION

COURSE CONTENT—Parallels the average physics course given in high school. One high school credit will be given for the successful completion of this course.

ENGLISH FOR FOREIGNERS
COURSE NUMBER—204
TYPE OF STUDENT—Adult
FEE—None
LENGTH OF COURSE—180 forty-five minute periods
TEXTS—The Constitution of Our Country by Rexford and Carson; Applied English Essentials by Reigner; Practical Exercises Sheets
COURSE CONTENT—For all foreigners—those who wish to become American citizens, those who speak and read but cannot write English, and those who do not know any English. The wishes and needs of each group are considered and the instruction is conducted accordingly.

ENGLISH III
COURSE NUMBER—108
TYPE OF STUDENT—Junior Part-time Girls
FEE—None
LENGTH OF COURSE—36 forty-five minute periods
TEXTS—Socialized English Programs by Newton Baker Hammond; Living Speech by Gladys Reckers; Practical English published by Scholastic Magazine
COURSE CONTENT—Objective is to teach the practical value of oral English. The ends sought are the development of self-confidence, initiative, leadership, and personal effectiveness. Consists of the study of the speaker's mental and physical attitude, speech preparation, pantomime, sight reading, storytelling to children, presentation speeches, introduction speeches, announcement and welcome speeches, demonstration talks, chalk talks, personal improvement talks, and current events.

ORAL ENGLISH
COURSE NUMBER—108
TYPE OF STUDENT—Junior
FEE—None
LENGTH OF COURSE—180 forty-five minute periods
TEXTS—Everyday Speech by Smith, Kreeling and Lewis; Practical English published by Scholastic Magazine; Literary Cavalcade published by Scholastic Magazine
COURSE CONTENT—For the junior who needs a review of grammar, spelling and pronunciation. It is for the junior who asks, "How can I meet people easily, converse readily, discuss problems interestingly and effectively? Do I read aloud so others are interested? Are my interviews effective? Is my speech personality attractive? How can I improve in all my everyday speaking situations?"

ENGLISH FOR PRINTERS
COURSE NUMBER—307
TYPE OF STUDENT—Full-time Junior, Adult
FEE—None
LENGTH OF COURSE—360 forty-five minute periods
COURSE CONTENT—A specialized course for students interested in becoming printers. Each pupil's needs and abilities are discovered by especially prepared tests and each is helped accordingly. Correctness and variety of sentence construction are stressed. Punctuation, spelling and word meaning are included. To recognize errors and to be able to correct them is the purpose of the classroom work. This class work is helpful for all those interested in proofreading.

SPEECH (General)
COURSE NUMBERS—214, 414
TYPE OF STUDENT—Adult
FEE—Laboratory fee $1.00 per semester
LENGTH OF COURSE—180 forty-five minute periods
TEXTS—Principles and Types of Speech, Alan H. Monroe; The Art of Conversation, Milton Wright;
30 Days to a More Powerful Vocabulary, Wilfred Funk and Norman Lewis.

**COURSE CONTENT**—Essentials of public speaking, the characteristics of a successful speaker, means of developing self-confidence, physical behavior on the platform, improving the voice, developing vocal variety, process of preparing a speech, analyzing the audience and the occasion, organizing the speech, vocabulary building and word building. The student must (1) fulfill eight speech assignments before the class; (2) prepare and hand in an outline for four speeches.

**SPEECH FOR APPRENTICES**

**COURSE NUMBER**—308

**TYPE OF STUDENT**—Apprentice

**FEE**—None

**LENGTH OF COURSE**—37 forty-five minute periods

**TEXTS**—Principles and Types of Speech, Revised by Allen K. Monroe; 30 Days to a More Powerful Vocabulary by Wilfred Funk and Norman Lewis; The Art of Conversation by Milton Wright

**COURSE CONTENT**—To understand and develop skill in conversational speech; to learn how to express and defend one's attitude in a discussion; to learn how to give and receive criticism; to learn something about the cooperative discussion of a common problem such as the speech which is used in a committee or conference; to develop skill in making short public speeches for various purposes such as introductions, presentations, and the speech of welcome; to understand and develop skill in the oral reading of various types of literature; to master the pronunciation and spelling of 500 to 1000 words that are in daily use but are frequently misspelled and mispronounced such as data, apparatus and address; master the correct forms of fifty expressions in which the correct usage is frequently violated as “between you and me.” The student must (1) fulfill eight speech assignments before the class; (2) prepare and hand in outlines for four speeches.

**UNITED STATES HISTORY**

**COURSE NUMBER**—211

**TYPE OF STUDENT**—Full-time Junior, Adult

**FEE**—None

**LENGTH OF COURSE**—180 forty-five minute periods

**TEXT**—America by Faulkner and Kepner

**COURSE CONTENT**—The objectives of this course are to acquaint the student with the following phases in the growth and development of our country:

1. America—a part of the British Empire. Unrest in Europe; search for new trade routes; discovery and colonizing of America; revolt against Great Britain.

2. Growth of Democracy. Formation of our government; Articles of Confederation; The Constitution; formation of political parties; sectionalism; big business.

3. Industrialization of America. Industrial revolution; westward movement; banking system.

4. Cultural and Social America. Rural and urban life; our contribution to art and literature; increasing tempo of American life.

5. America as a World Power. Monroe Doctrine; determining our present boundaries; World War I and II.


**WORLD HISTORY**

**COURSE NUMBER**—212

**TYPE OF STUDENT**—Full-time Junior, Adult

**FEE**—None

**LENGTH OF COURSE**—180 forty-five minute periods

**TEXT**—World History by Smith, Muzzey and Lloyd

**COURSE CONTENT**—A comprehensive study of the beginnings of civilization; what it is, how our ancestors lived, what the Egyptians accomplished, and civilizations of Western Asia. A study of the great civilizations of Greece and Rome; their contributions and influence on the world. Life in the Middle Ages, the Barbarian Invasions, Christianity, feudalism, the Crusades. Beginnings of the modern world and the struggle for democracy. The growth of nationalism and conflict of the great powers. World War I, Treaty of Versailles, League of Nations, Europe and the United States. Reconstruction of Europe, rise of totalitarian powers, World War II and results. A critical analysis of current events and world problems.

**SOCIAL SCIENCE**

**COURSE NUMBER**—115

**TYPE OF STUDENT**—Full-time, Part-time Junior

**FEE**—None

**LENGTH OF COURSE**—36 forty-five minute periods for part-time and 180 forty-five minute periods for full-time

**COURSE CONTENT**—Planned to create an interest in what is happening today at home and abroad, and to gain information for a better understanding of the world we live in. During each class period the important news of the previous day is noted and discussed. Names associated with the most important news stories are learned and interesting details connected with such personalities are presented. Such topics as the following are included: How a law is made; the functions of the President's cabinet; the comics; radio programs. The meaning of words used in the news is explained—filibuster, closed shop, closure, veto, electoral college.
ART

APPLIED ART I

COURSE NUMBERS—221, 121
TYPE OF STUDENT—Full-time, Half-time Junior Girls
FEE—None
LENGTH OF COURSE—130 forty-five minute periods
COURSE CONTENT—Design and application of monograms for stationery; border designs for textile painting; Christmas cards for block printing; original designs for hooked rugs; and weaving on inkle and four-harness looms.

ART METAL

COURSE NUMBERS—221, 121
TYPE OF STUDENT—Full-time, Part-time Junior
FEE—None
LENGTH OF COURSE—50 forty-five minute periods
COURSE CONTENT—An elementary course in design processes and techniques as applied to copper and brass. Processes include beating down, soldering, filing and etching. One problem will be given to those students proving their ability.

ART METAL

COURSE NUMBER—221
TYPE OF STUDENT—Adult
FEE—Laboratory $1.50; material $3.50 per semester
LENGTH OF COURSE—100 forty-five minute periods
Mon. 1:45-4:00
COURSE CONTENT—Design processes and techniques as applied to copper and brass. The processes include beating down, piercing, soldering, filing, etching, construction design, patternmaking, finishing and oxidizing.

COSTUME JEWELRY

COURSE NUMBERS—226, 126
TYPE OF STUDENT—Adult
FEE—Laboratory $1.50; material $3.50 per semester
LENGTH OF COURSE—324 forty-five minute periods
Tue., Wed., Thur. 1:45-4:00
COURSE CONTENT—Design, processes and techniques as applied to flat silver and silver wire. These processes include sawing, filing, soldering, piercing, repoussé, chasing, enameling, casting, stone setting and finishing.

STONE CUTTING

COURSE NUMBERS—227, 427
TYPE OF STUDENT—Adult
FEE—Laboratory $1.50 per semester; stones to be purchased by student
LENGTH OF COURSE—100 forty-five minute periods
Fri. 1:45-4:00
COURSE CONTENT—Recognition and classification of semi-precious stones. The processes used on the lapidary machine include sawing, grinding, sanding and polishing stones suitable for costume jewelry.

COMMERCIAL ART

COURSE NUMBERS—122, 222, 322
TYPE OF STUDENT—Apprentice, Full-time, Part-time and Adult
FEE—Laboratory $1 per semester
TEXTS—Commercial Art by Wallace; Graphic Design by Friend
LENGTH OF COURSE—360 forty-five minute periods
Daily 8:30-10:00
COURSE CONTENT—Design, perspective drawing, light and shade, lettering, pen techniques, wash techniques, color theory, advertising layout, poster advertising, brush lettering, reproduction processes.

DESIGN

COURSE NUMBER—220
TYPE OF STUDENT—Adult
FEE—Laboratory $1.50 per semester
LENGTH OF COURSE—75 forty-five minute periods
first semester: 144 forty-five minute periods second semester
Tue. and Thur. 2:30-4:00
COURSE CONTENT—A basis for artist, craftsman and homemaker. Instructional problems in line, space, light and dark. Color, tone and texture to develop a person's feeling for expression and line relationships.

DRAWING (Elementary)

COURSE NUMBERS—223, 423
TYPE OF STUDENT—Apprentice, Part-time Junior and Adult
FEE—Laboratory $1.50 per semester
LENGTH OF COURSE—380 forty-five minute periods
Daily 10:15-11:45
COURSE CONTENT—Still-life drawing in line, value and color. Outdoor sketching stressing perspective and composition. Media are charcoal, colored pencils, water color.

DRAWING AND PAINTING (Advanced)

COURSE NUMBERS—223, 323
TYPE OF STUDENT—Apprentice, Adult
FEE—Laboratory $1.50 per semester; materials to be furnished by student
LENGTH OF COURSE—75 to 180 forty-five minute periods per semester
Daily 10:15-11:45
Mon., Wed., Fri. 2:30-4:00
COURSE CONTENT—Outdoor sketching and still life; preparation of painting grounds; the palette—under-painting, glazing and critical analysis; painting mediums—oil and water color.
GENERAL EDUCATION

GENERAL CRAFTS
COURSE NUMBERS—124, 224, 424
TYPE OF STUDENT—Full-time, Part-time Adult
FEE—Laboratory fee $1.50; material fee $3.50 per semester
LENGTH OF COURSE—540 forty-five minute periods
DAILY 1:00-3:15
COURSE CONTENT—Leather craft, block printing, textile decoration, chip carving, plastics, caning, cork craft, knotting and braiding, beadwork, decorative painting.

FIGURE DRAWING
COURSE NUMBERS—223, 223, 123
TYPE OF STUDENT—Full-time, Part-time, Adult and Apprentices
FEE—Laboratory fee $2.50 per semester
LENGTH OF COURSE—36 forty-five minute periods
COURSE CONTENT—Emphasizing line, proportion, rhythm and construction of model.

INTERIOR DECORATION
COURSE NUMBER—119
TYPE OF STUDENT—Part-time Junior
FEE—None
LENGTH OF COURSE—13 forty-five minute periods
COURSE CONTENT—Order, design and color harmony applied to the home. Walls, ceilings, floors, rugs, window treatment, textiles, furniture combinations and arrangement. Accessories given special consideration.

INTERIOR DECORATION
COURSE NUMBER—125
TYPE OF STUDENT—Adult
FEE—Laboratory fee $1.50 per semester
LENGTH OF COURSE—36 forty-five minute periods
FRI. 2:30-4:00 second semester
COURSE CONTENT—Constructional elements in making our homes more beautiful and functional; study of backgrounds as walls, floors, ceilings and windows; furniture styles and arrangements; study of light and dark color and textural effects for special effects and harmony of texture combinations. Lectures, laboratory, class discussions and field trips.

LETTERING
COURSE NUMBER—125
TYPE OF STUDENT—Part-time Junior
FEE—None
LENGTH OF COURSE—36 forty-five minute periods
COURSE CONTENT—Gothic and Roman alphabet in single stroke speedball pen, measurements, layout and technique stressed.

SHOW CARD WRITING
COURSE NUMBER—218
TYPE OF STUDENT—Adult
FEE—Laboratory fee $3 per semester
TEXTS—Marlius Idea: Books, 1, 2, 3, and 4
LENGTH OF COURSE—360 forty-five minute periods
COURSE CONTENT—Pen lettering; brush lettering; layouts for show cards; color in show cards; miscellaneous hints; bannners and window strips; illustrations for show cards; silk screen process; displays.

WEAVING
COURSE NUMBER—228
TYPE OF STUDENT—Adult
FEE—Laboratory fee $1.50 per semester
LENGTH OF COURSE—32 forty-five minute periods
Tues., Wed., Thurs. 1:45-4:00
COURSE CONTENT—Processes and techniques in producing plain design and pattern weaves; colonial overshot: summer and winter; bronson and bound weaves.

ADVANCED WEAVING
COURSE NUMBER—228
TYPE OF STUDENT—Adult
FEE—Laboratory fee $1.50 per semester
LENGTH OF COURSE—222 ninety minute periods
Mon. and Fri. 1:45-4:00
COURSE CONTENT—Design methods on two- and four-harness looms; laid-in (Italian, Coptic, French, Guatemalan or Swedish); openwork weaves (Danish, Spanish and Mexican); pile weaves (loops, Ghiordes and Soumak); tapestry weave (interlocking of wefts, dorr: and slit); drott writing for overshot colonial, summer and winter; bronson and double weaves; on four-, five-, six-, seven- and eight-harness looms.

MUSIC
HARMONY
COURSE NUMBERS—185, 285
TYPE OF STUDENT—Junior, Adult
FEE—None
LENGTH OF COURSE—36 forty-five minute periods
TEXT—Modern Harmony by Foote and Spalding
COURSE CONTENT—Intervals, consonance and dissonance in versions; major and minor scales, circle of the fifths, chromatic scale, triads, open and close position, voicings, leading tone in both major and minor keys, inversion of triads, first and second inversions, rules and the uses of the seventh chord including the dominant and leading tone sevenths, modulations, modulations into related keys, both major and minor.
GENERAL EDUCATION

PIANO I
COURSE NUMBERS—186, 286
TYPE OF STUDENT—Junior, Adult
FEE—None
LENGTH OF COURSE—10 forty-five minute periods
TEXT—Adult Piano Course, Book I by Wagness

PIANO II
COURSE NUMBERS—188, 288
TYPE OF STUDENT—Junior, Adult
FEE—None
LENGTH OF COURSE—37 forty-five minute periods
COURSE CONTENT—Texts suited to individual needs. Hanon, Czerny exercises. For students who are not interested in popular music.

POPULAR PIANO THROUGH KEYBOARD HARMONY
COURSE NUMBERS—187, 287
TYPE OF STUDENT—Junior, Adult
FEE—None
LENGTH OF COURSE—36 forty-five minute periods
TEXT—Modern Piano by Lee Sims
COURSE CONTENT—This course is designed for students having some knowledge of piano and consists of learning of popular music, creating necessary breaks, etc. Also valuable to classic music students, since it provides reading short cuts and helps create a technique usually ignored by methods. A practical course, students learning to do their own arranging.

CELLO FUNDAMENTALS
COURSE NUMBERS—188, 488
TYPE OF STUDENT—Grade and High School
FEE—None
LENGTH OF COURSE—37 forty-five minute periods
COURSE CONTENT—For Madison grade and high school students who are members of their school orchestra.
ACCOUNTING

ACCOUNTING I
COURSE NUMBER—230
TYPE OF STUDENT—Adult
FEE—50c per semester
LENGTH OF COURSE—180 forty-five minute periods
TEXT—Bookkeeping for Today, Elementary Course by Elwell
COURSE CONTENT—Intended primarily for those who have had no previous training in bookkeeping or accounting. A one-semester course that gives the student a very thorough knowledge of the fundamental steps in bookkeeping cycles; namely, journalizing, posting, trial balance, business statements, and closing the ledger. The student becomes familiar with the special journals, notes, interest and the uses of the usual business form. Covers the work of Sets 1, 2, and 3 in the text.

ACCOUNTING II
COURSE NUMBERS—231, 431
TYPE OF STUDENT—Adult
FEE—50c per semester
LENGTH OF COURSE—120 forty-five minute periods
TEXT—Bookkeeping for Today, Elementary Course by Elwell
COURSE CONTENT—A one-semester course which has as a prerequisite Accounting I. The students are given work in drafts, trade acceptances, cash and merchandise discounts, notes and insurance registers, accruals and controlling accounts. The partnership type of business organization is used in this course. Practice Sets 3, 4, and 5 are completed.

ACCOUNTING III
COURSE NUMBERS—232, 432
TYPE OF STUDENT—Adult
FEE—50c per semester
LENGTH OF COURSE—160 forty-five minute periods

ACCOUNTING IV
COURSE NUMBER—233, 433
TYPE OF STUDENT—Adult
FEE—50c per semester
LENGTH OF COURSE—180 forty-five minute periods
TEXT—Bookkeeping for Today, Advanced Course by Elwell
COURSE CONTENT—The aim is to acquaint the student with the more complex corporation problems, statement analysis and corporation statements. The voucher system of keeping records in a manufacturing business is the basis of the practice set work. Set 8 is completed during the semester.

ACCOUNTING V (Advanced)
COURSE NUMBER—234, 434
TYPE OF STUDENT—Adult
FEE—50c per semester
TEXTS—Varied Advanced Texts
LENGTH OF COURSE—37 forty-five minute periods
COURSE CONTENT—A thorough knowledge of accounting principles or two years' accounting training is a prerequisite of this course. The work is all individual, and the needs and problems of the students are fulfilled as far as possible. Work in advanced accounting, C.P.A. problems, cost accounting, federal income tax, and auditing is presented if an enrollment of ten students in each course is secured.

BUNROUGHS TYPEWRITER BOOKKEEPING—Machine Model 7600
COURSE NUMBER—531
TYPE OF STUDENT—Adult
FEE—50c per semester
LENGTH OF COURSE—45 forty-five minute periods
COURSE CONTENT—Prerequisite: Ability to operate a typewriter. Knowledge of bookkeeping is of great value. The student first learns the parts of the machine by name, the function of each key, the general principles of operation, and the various methods of posting debits and credits to
accounts receivable and of proving the operation. After the student has mastered these operations, he posts a set of business transactions using individual ledger and statement sheets and a control account. A Model 78 machine is less automatic than a Model 76 machine and requires the use of more keys to perform the various operations.

BURROUGHS TYPEWRITER BOOKKEEPING - Machine Model 7800
COURSE NUMBER—534
TYPE OF STUDENT—Adult
FEE—$50 per semester
LENGTH OF COURSE—45 forty-five minute periods
COURSE CONTENT—Prerequisite: Ability to operate a typewriter. Knowledge of bookkeeping is of great value. The student first learns the parts of the machine by name, the function of the various keys, the general principles of operation, and the various methods of posting debits and credits to accounts receivable and of proving the operations. After the student has mastered these operations, he posts a set of business transactions using individual ledger and statement sheets and a control account. A Model 78 machine is more automatic in operation than a Model 76 machine.

BURROUGHS COMPUTING-BILLING - Machine Model 7200
COURSE NUMBER—534
TYPE OF STUDENT—Adult
FEE—$50 per semester
LENGTH OF COURSE—25 forty-five minute periods
COURSE CONTENT—Prerequisite: Ability to operate a typewriter. Knowledge of bookkeeping is of great value. The student first learns the parts of the machine by name, the function of the various keys, the general principles of operation, and the various methods of posting debits and credits to accounts receivable and of proving the operations. After the student has mastered these operations, he posts a set of business transactions using individual ledger and statement sheets and a control account. A Model 78 machine is more automatic in operation than a Model 76 machine.

REMINGTON BOOKKEEPING - Machine Model 85
COURSE NUMBER—534
TYPE OF STUDENT—Adult
FEE—$50 per semester
LENGTH OF COURSE—20 forty-five minute periods
COURSE CONTENT—Prerequisite: Ability to operate a typewriter. Knowledge of bookkeeping is of great value. After a thorough study of the parts of the machine and the functions of the various keys, the student learns to post debits and credits to an account receivable from a list of business transactions bringing in all possible combinations of debits and credits and the resulting debit and credit balances. Methods of proving the work and the correction of errors are introduced.

BUSINESS PRINCIPLES
ADVANCED BUSINESS MATHEMATICS AND PROJECTS
COURSE NUMBERS—334, 434
TYPE OF STUDENT—Adult, On-the-job
FEE—None
LENGTH OF COURSE—18 weeks (90 forty-five minute periods)
TEXT—Problems and Projects by J. Marshall Hanna
COURSE CONTENT—This course is only for students who have satisfactorily completed the basic business arithmetic course. The student will be required to spend some time each day on outside preparation and drill. The units covered include: horizontal addition, determining averages, ratios, transportation costs, depreciation, inventory sheets and stock turn, consignment sales, distribution of expenses, property taxes, pricing of goods, stocks and bonds, bank discounts, bank reconciliation statements, payrolls, using sales data, invoicing and marking goods, miscellaneous application problems, insurance sinking fund and amortization schedules.

BUSINESS ARITHMETIC
COURSE NUMBERS—235, 335
TYPE OF STUDENT—Adult, On-the-job
LENGTH OF COURSE—90 forty-five minute periods
TEXT—College Business Arithmetic by J. Marshall Hanna
COURSE CONTENT—Especially intended to serve the needs of people in business. The student intending to study accounting or calculating machines but who is not strong in arithmetic will do well to elect this as a preparatory course. Cashiers, clerks and general office workers will find this course very helpful. The course embraces the following: intensive review of the fundamentals, percentage, practical short methods, bank discounts, trade and cash discounts, profit and loss, and payrolls.

BUSINESS ADMINISTRATION
COURSE NUMBER—435
TYPE OF STUDENT—On-the-job
FEE—None
LENGTH OF COURSE—18 forty-five minute periods
TEXT—Business Administration by W. H. Conant
COURSE CONTENT—Objectives are to teach how to conduct and administer business through intellectual control. Units covered are: The Enterprise, The Executives, and The Field.
BUSINESS EDUCATION

BUSINESS PRACTICE
COURSE NUMBER—152
TYPE OF STUDENT—Part-time Junior
FEE—None
LENGTH OF COURSE—72 forty-five minute periods
TEXT—Zumwalt's Business Practice Set
COURSE CONTENT—Aims to prepare the junior student for a general clerical position. The course covers arithmetic test, invoices, requisitions, stock record, payroll sales reports, salesmen's report, purchase record, invoices (compute amounts and verify work done by others), parcel post mailing list, itinerary, code telegrams, circular letter, branch store manager.

COMMERCIAL LAW
COURSE NUMBERS—238, 438
TYPE OF STUDENT—Adult, On-the-job
FEE—None
TEXT—Everyday Law by Sidney Bliss and Clyde Rowe
LENGTH OF COURSE—90 forty-five minute periods
COURSE CONTENT—To serve the needs of bookkeepers, accountants, clerks and others engaged in business. It includes a study of the following: contracts, negotiable instruments, market transactions and business organizations. It is conducted as a combination of lecture, text material, cases and discussion problems.

FILING AND INDEXING
COURSE NUMBERS—143, 243, 443
TYPE OF STUDENT—Junior, Adult, On-the-job
FEE—None
LENGTH OF COURSE—45 forty-five minute periods
TEXT—Progressive Indexing and Filing by Remington Rand, Inc
COURSE CONTENT—Divided into seven units as follows: (1) rules for alphabetizing and their application by use of 200 cards; (2) study of filing equipment; (3) methods of filing and practical application by the use of 75 miniature letters and filing trays—alphabetic, numeric, geographic, subject, triple check, Soundex and Variadex; (4) cross filing; (5) charge methods; (6) transfer methods; (7) follow-up. The work is organized on an individual basis to fit the needs of individual pupils.

GENERAL ECONOMICS
COURSE NUMBER—239
TYPE OF STUDENT—Adult
FEE—None
LENGTH OF COURSE—90 forty-five minute periods
TEXT—Everyday Problems in Economics by Dr. May Wood-Simons
COURSE CONTENT—Deals with present-day problems of American society, the relation of these problems to the past, and their possible effect on the future economic and political systems of our nation.

GENERAL ECONOMICS
COURSE NUMBER—439
TYPE OF STUDENT—On-the-job
FEE—None
LENGTH OF COURSE—56 forty-five minute periods
TEXT—Everyday Problems in Economics by Dr. May Wood-Simons
COURSE CONTENT—For veterans who are working and attending school four hours each week. It aims to give the student the basic principles of economics and their application in analyzing business problems intelligently. The units covered include: basic definitions of economics, the consumer, production, exchange, price determination, study of business cycle, national income, distribution, economic theory, the firm problem, labor problems, trade association.

RECORD KEEPING
COURSE NUMBER—547
TYPE OF STUDENT—On-the-job
FEE—None
LENGTH OF COURSE—108 forty-five minute periods
TEXT—Basic Bookkeeping and Accounting by Schneider-Sell-Lazenby
COURSE CONTENT—For veterans who are working and attending school four hours each week. Unit I is a study of general records including budgets, income and expense and cash records. Also information regarding forms such as checks, notes, drafts and other papers used in business. Elementary bookkeeping including journalizing, posting, closing the ledger and making business statements is a part of this unit. Unit II is a one-book outfit for keeping books in a small business. All transactions appear on one page by use of columns. Columns headings include G. A. B. and withholding taxes and profit and loss information at end of month.

BUSINESS CORRESPONDENCE
COURSE NUMBERS—241, 441
TYPE OF STUDENT—Adult, On-the-job
FEE—None
LENGTH OF COURSE—90 forty-five minute periods
TEXT—Effective Business Correspondence by Auer
COURSE CONTENT—A course in business letter writing intended for students who are studying to be stenographers, bookkeepers, clerical workers, sales people and other office workers. Objectives are: to develop skill in use of words, sentences to learn principles underlying effective letters to write effective reports. The units studied in this
BUSINESS EDUCATION

Course are: (1) creating effective business letters; (2) different types of letters; (3) form letters and mailing lists; (4) business reports.

BUSINESS INFORMATION

COURSE NUMBERS—242, 442
TYPE OF STUDENT—Adult, On-the-job
FEE—None
LENGTH OF COURSE—80 forty-five minute periods
TEXT—Consumer Economic Problems by Shields and Wilson
COURSE CONTENT—A course in English for general office workers and stenographers. The objectives are: to teach the students to use and define the technical terms common to banking, real estate, investments, insurance and general merchandising, and to know the simple problems involved in borrowing and investing money in insurance and real estate.

GRAMMAR

COURSE NUMBERS—240, 440
TYPE OF STUDENT—Adult, On-the-job
FEE—None
LENGTH OF COURSE—90 forty-five minute periods
TEXT—Applied English Essentials; Practical English Drills and Applied Punctuation
COURSE CONTENT—Objectives are: to help the pupil to speak and write correctly, to construct varied effective sentences, to punctuate correctly, to read with understanding and comprehension, and to spell simple words correctly.

JUNIOR ENGLISH

COURSE NUMBERS—140, 240
TYPE OF STUDENT—Junior, Adult
FEE—None
LENGTH OF COURSE—80 forty-five minute periods
TEXT—A Workbook Course in Business English by Kate Moura
COURSE CONTENT—For juniors and adults who have not completed their high school education. The course presents the essentials of English, correct use of words, capitalization, punctuation, and the essentials of an effective sentence. The use of the dictionary, spelling and syllabication are also presented.

PART-TIME ENGLISH

COURSE NUMBER—140
TYPE OF STUDENT—Junior
FEE—None
LENGTH OF COURSE—38 forty-five minute periods
TEXT—Applied English Essentials by Chas. H. Reigner
COURSE CONTENT—For the part-time student who attends school one day a week. It presents the principles of grammar, the parts of speech, the correct tense, the proper use of common words, and to spell simple words used in the text.

OFFICE TRAINING

COMPTOMETER AND BURROUGHS MACHINE CALCULATION

COURSE NUMBER—137
TYPE OF STUDENT—Junior
FEE—None
LENGTH OF COURSE—38 forty-five minute periods
TEXT—Key-Driven Calculator Course by Goodfellow and Agnew
COURSE CONTENT—A two-semester course for the part-time student who attends school one day a week. The units include the four basic operations: addition, multiplication, division, and subtraction. After the student has completed nine units of work
a timed test is given on the processes studied. A grade of at least 80 is required in order to continue. Beginning with unit 10 the course includes additional work in multiplication, split addition, crossfoot addition, long division, timed test and review problems.

MARCHANT, MONROE AND FRIDEN MACHINE CALCULATION

COURSE NUMBER—237
TYPE OF STUDENT—Adult
FEE—50c per semester
LENGTH OF COURSE—33 forty-five minute periods
TEXT—Key-Driven Calculator Course by Goodfellow and Agnew.
COURSE CONTENT—Covers addition and the various methods of multiplying, subtracting and dividing, followed by their application to problems in business arithmetic. Upon the completion of the course, a student should have a thorough training in the fundamental processes as they apply in business, and sufficient knowledge to operate the machine in any business office.

REMINGTON RAND AUTOMATIC PRINTING CALCULATOR

COURSE NUMBER—237
TYPE OF STUDENT—Adult
FEE—50c per semester
LENGTH OF COURSE—20 forty-five minute periods
COURSE CONTENT—Instruction is given on the new Automatic Printing Calculator. This machine prints as it divides automatically, as it multiplies electrically, as it adds and subtracts. All factors for each calculation are recorded with totals automatically delivered and printed. It has the speedy ten-key board and the combined features of a calculator and the printing adding machine tape.

DUPLICATING MACHINE—MIMEOGRAPH AND DITTO

COURSE NUMBER—247
TYPE OF STUDENT—Adult
FEE—None
LENGTH OF COURSE—5 forty-five minute periods
COURSE CONTENT—This course is designed to give students an adequate working knowledge of the mimeograph and ditto machines. The prerequisite is a minimum typing rate of forty-five words a minute. For the mimeograph, instructions include the cutting of stencils, the use of the mimeoscope, the use of the various stylii, screen plates, lettering guides, various methods of correcting errors, the running of copies, operation and care of the machines, and the filing of stencils for future use. The instruction for the ditto machine includes instruction in the preparation of the master copy, using ditto carbons, ribbons, pencils and inks, as well as the actual experience of running copies on both the gelatin and liquid process machines.

TRANSCRIBING MACHINES—DICTAPHONE AND EDIPHONE

COURSE NUMBER—248
TYPE OF STUDENT—Adult
FEE—None
LENGTH OF COURSE—5 forty-five minute periods
COURSE CONTENT—Designed to train students to become experienced on both the Dictaphone and Ediphone machines. Each operator transcribes a prescribed set of permanent practice records on both machines. Instruction is also given on the dictating and shaving machines.

SHORTHAND THEORY—Full-Time

COURSE NUMBER—245
TYPE OF STUDENT—Adult
FEE—50c per semester
LENGTH OF COURSE—90 forty-five minute periods
TEXT—Functional Method of Gregg Shorthand by John R. Gregg
COURSE CONTENT—This course is for beginners in shorthand. The Revised Gregg Manual will be the basic text used in the study of shorthand theory. No additional reading and dictation work will be given to these half-time students the first semester.

REVIEW AND BEGINNING DICTATION

COURSE NUMBER—245
TYPE OF STUDENT—Adult
FEE—None
LENGTH OF COURSE—50 forty-five minute periods
TEXT—Functional Method Dictation by Louis A. Leslie
COURSE CONTENT—For students who have completed the shorthand theory, or a refresher course for those who have had some previous work in shorthand. The course consists of a thorough review of shorthand theory, supplementary reading.
and dictation and transcription. The dictation range is between 60 and 80 words per minute. The English and shorthand teachers cooperate in checking errors and improving the transcripts.

**INTERMEDIATE DICTATION**

**COURSE NUMBER:** 246  
**TYPE OF STUDENT:** Adult  
**FEE:** 50c per semester  
**LENGTH OF COURSE:** 90 forty-five minute periods  
**TEXTS:** Speed Drills in Gregg Shorthand by Leslie and Zoubek, Refresher Course in Gregg Shorthand by John R. Gregg  
**COURSE CONTENT:** For students who have fulfilled the requirements of the beginning dictation course. It consists of advanced vocabulary and phrase building. Dictation and transcription. Dictation is given at rates ranging from 75 to 90 words per minute. Emphasis is placed on letter setup, spelling and typing. A carbon copy of each letter transcribed is required.

**ADVANCED DICTATION**

**COURSE NUMBER:** 246  
**TYPE OF STUDENT:** Adult  
**FEE:** 50c per semester  
**LENGTH OF COURSE:** 90 forty-five minute periods  
**TEXTS:** Speed Drills in Gregg Shorthand by Leslie and Zoubek, Refresher Course in Gregg Shorthand by John R. Gregg  
**COURSE CONTENT:** For advanced dictation students. The objective is the development of shorthand power through sustained dictation at high rates of speed. Emphasis is given to the writing of advanced phrases and to the building of a shorthand vocabulary of business terms. The dictation speed is between 90 and 120 words per minute on a five-minute basis.

**TECHNICAL DICTATION**

**COURSE NUMBER:** 246  
**TYPE OF STUDENT:** Adult, Full-time, Half-time, Part-time  
**FEE:** 50c per semester  
**LENGTH OF COURSE:** 90 forty-five minute periods  
**COURSE CONTENT:** A continuation of the advanced dictation course and is open to advanced students who wish highly specialized vocabulary in the legal and medical fields.

**GENERAL OFFICE TRAINING**

**COURSE NUMBER:** 249  
**TYPE OF STUDENT:** Adult  
**FEE:** None  
**LENGTH OF COURSE:** 45 forty-five minute periods  
**COURSE CONTENT:** For students who are studying to be stenographers, bookkeepers, clerks, and other office workers. The study includes nineteen units of work: (1) types of office workers; (2) the business letter; (3) mailing; (4) telegrams, cablegrams and radiograms; (5) express service; (6) office economy; (7) the telephone; (8) enclosures; (9) freight service; (10) miscellaneous information; (11) reference books; (12) office machines; (13) vocabulary; (14) method of travel; (15) business enterprise and ownership; (16) business ethics; (17) personality and personal analysis; (18) applying for the position. Prerequisite: typing.

**TYPEWRITER FUNDAMENTALS I**

**COURSE NUMBERS:** 150, 250  
**TYPE OF STUDENT:** Junior, Adult  
**FEE:** 50c per semester  
**LENGTH OF COURSE:** 90 forty-five minute periods  
**TEXT:** One-Year 20th Century Typewriting, Fourth Edition by Lessenberry  
**COURSE CONTENT:** For beginners in typewriting. The course covers the study of the basic machine parts and manipulation, simple letter setup and timed writings.

**TYPEWRITER FUNDAMENTALS II**

**COURSE NUMBERS:** 150, 250  
**TYPE OF STUDENT:** Junior, Adult  
**FEE:** 50c per semester  
**LENGTH OF COURSE:** 90 forty-five minute periods  
**TEXT:** Advanced 20th Century Typewriting, Fourth Edition by Lessenberry  
**COURSE CONTENT:** A continuation of Typewriting Fundamentals I. The emphasis is placed on building desirable typewriting habits in the development of speed and accuracy. The course includes the study of the basic business letter, different letter styles, folding and insertion of letters in envelopes, carbon copies, enclosures, postal rate, envelope addressing, tabulation, rough drafts; many kinds of placement problems including designs, title page, table of contents, menu.
CO U RSE CON TENT - Fundamentals of the sellers, basic

LENGTH OF COURSE - 38 forty-five minute periods
TEXT - Advanced 20th Century Typewriting, Fourth Edition by Lessenberry

TYPEWRITING III
COURSE NUMBER - 150, 250
TYPE OF STUDENT - Junior, Adult
FEE - $2.00 per semester

COURSE CONTENT - The objectives are: to prepare students for secretarial work and become familiar with all forms of office procedure involving typing. The course covers correct typing of telegrams, index cards, résumés, duplicating machine work, editing and preparing letters, adjusting typewriters, keyboarding, short-handing, and shorthand typing.

COURSE NUMBER - 250
COURSE CONTENT - Advanced 20th Century Typewriting, Fourth Edition by Lessenberry. This course is designed for the student who has completed a basic typing course.

LENGTH OF COURSE - 90 forty-five minute periods
TEXT - Successful Retail Salesmanship by Robinson

TYPEWRITING IV
COURSE NUMBER - 250
TYPE OF STUDENT - Adult
FEE - $50 per semester
LENGTH OF COURSE - 90 forty-five minute periods
TEXT - Advanced 20th Century Typewriting, Fourth Edition by Lessenberry. This course is designed for the student who has completed a basic typing course.

COURSE CONTENT - Objective is to prepare for civil service or special types of office work. Individualized review for students who need a refresher course is provided. Course covers preparation of typewritten reports, letters of application, types of questions and details in public examinations, operation of duplicating machines, manuscript writing, composition typing, outline, financial machine for duplicated copies, arrange bulletin material, efficient use of office forms as account tables, contract terminations, reports, etc. Advanced problems in tabulation from unassorted material. Arrangement of material in reports, special business letters. Efficient use of materials in office and emphasis on production efficiency. Rough draft work and minutes of meetings.

DISTRIBUTIVE EDUCATION
TRAINING FOR SALES PEOPLE
FUNDAMENTALS OF SELLING
COURSE NUMBER - 535
TYPE OF STUDENT - Junior, Apprentice
FEE - None
LENGTH OF COURSE - 38 forty-five minute periods
TEXT - Fundamentals of Selling by Walters and Wingate

COURSE CONTENT - Functions of the seller, basic knowledge needed in selling, the seller, the sales transactions, special mediums for selling, selling policies, selling oneself.

COLOR LINE AND DESIGN
COURSE NUMBER - 536
TYPE OF STUDENT - Junior, Adult, Apprentice
FEE - None
LENGTH OF COURSE - 8 forty-five minute periods
TEXTS - Practical Color Management by Burton, Chambers; Art Today by Faulkner

COURSE CONTENT - (1) Color and effect, new color, color family, color names, surface effects, color and medium, color reproduction. (2) Color in advertising, color in apparel, color in architecture, color in interior decoration. (3) Design, color and its application in business, color in advertising, color in apparel, color in architecture, color in interior decoration.

RETAIL SALESMANSHIP
COURSE NUMBER - 537
TYPE OF STUDENT - Junior, Apprentice
FEE - None
LENGTH OF COURSE - 38 forty-five minute periods
TEXT - Successful Retail Salesmanship by Robinson

COURSE CONTENT - Salesmanship in the modern sense: retail selling fundamentals; study of the customer; selling techniques that help customers buy; presenting the customer; developing the sales presentation; making the sales talk convincing; helping the customer over buying obstacles; stimulating buying action; suggestion selling; building permanent business.

ADVANCED SALESMANSHIP
COURSE NUMBER - 538
TYPE OF STUDENT - Adult, Apprentice
FEE - None
LENGTH OF COURSE - 38 forty-five minute periods
TEXT - Successful Selling for the New Day by Simmons

COURSE CONTENT - No ceiling on selling; America's next ten years: introduction to successful selling; what makes a good salesman better?; how to find prospects; how to handle the price problem; how to handle the chumper; how to build your sales talk; how to use advertising; how to dramatize your selling; how to close the sale; how to avoid competition completely; how to sell quality products; how to make more sales.
MERCHANDISE INFORMATION *
COURSE NUMBER—558
TYPE OF STUDENT—Adult, Apprentice
FEE—None
LENGTH OF COURSE—38 forty-five minute periods
TEXTS—Know Your Merchandise by Wingate, Allespie and Addison; Materials of Industry by Mirsmeau, Reid and Holdeman (depends on the selling field the student is working in)
Manual: Study Guide in Merchandise Information
COURSE CONTENT—Determine guides to customer satisfaction; what merchandise is in stock; sources that contribute to the salesperson's knowledge; how to get the most out of merchandise; what services are offered; to what use your merchandise is put; what possible objections; what to know about the trends in style and fashion; what about color, line and design in merchandise; values of information and how to secure it; what are the selling points about my merchandise; how to present them effectively.
These courses should be taken together in successive periods.

STORE ORGANIZATION AND MANAGEMENT
COURSE NUMBER—540
TYPE OF STUDENT—Apprentice, Adult
FEE—None
LENGTH OF COURSE—38 forty-five minute periods
TEXT—Retailing by N. A. Brisco
COURSE CONTENT—Scope of retailing; location, layout, equipment; store organization and function of management; market contacts; buying, receiving and marketing of merchandise; invoice procedure, mark-on of merchandise; the merchandise plan; employment problems; legal aspects of merchandising.

RETAIL CREDIT FUNDAMENTALS
COURSE NUMBER—541
TYPE OF STUDENT—Apprentice, Adult
FEE—None
LENGTH OF COURSE—38 forty-five minute periods
TEXT—Retail Credit Fundamentals by C. W. Phelps
Manual: Student Study Guide in Retail Fundamentals
COURSE CONTENT—Nature and importance of credit; developing new sources of credit customers; the double checking credit plan; methods of identifying charge customers; safeguards; reducing merchandise returns; how to handle complaints; how to stimulate preferred customers; how to revive inactive accounts; how to develop effective collection methods; how to rehabilitate delinquent customers.

ADVERTISING **
COURSE NUMBER—542
TYPE OF STUDENT—Adult, Apprentice
FEE—None
LENGTH OF COURSE—19 forty-five minute periods
TEXT—Advertising Procedures by Otto Kleppner
Manual: Student Study Guide in Advertising
COURSE CONTENT—Advertising in relation to distribution of merchandise and services; physical structure of advertisements; layout, printing, photo engraving; relative values of various media for advertising; newspapers, magazines, radio, dealers' displays, outdoor advertising, car cards.

MERCHANDISE DISPLAY **
COURSE NUMBER—543
TYPE OF STUDENT—Adult, Apprentice
FEE—None
LENGTH OF COURSE—19 forty-five minute periods
TEXT—Fundamentals of Window Display by Charles Ellison
Manual: Student Study Guide in Merchandise Display
COURSE CONTENT—Values of display; selling idea behind the display; physical makeup of display; display in the retail program; manufacturers' advertising in display; special display suggestions; testing the student.
These courses may be taken in two semesters or in one double period within the semester. More time is allowed for the course in Advertising than for Merchandise Display.

RETAIL GROCERY MERCHANDISING I ***
COURSE NUMBER—544
TYPE OF STUDENT—Apprentice, Adult
FEE—None
LENGTH OF COURSE—19 ninety minute periods or 38 forty-five minute periods
TEXT—First Study Course, National Grocers Institute
COURSE CONTENT—Good grocers; sugar, salt, spices; food values and diet; history of canning; tea, coffee, cocoa; butter and dairy products; cooking methods: olive oil; canned fruits and vegetables; aspic; anchovy; meat and meat products; tea; cereals; bananas; coconut; bread—vanilla; oranges; avocado.

RETAIL GROCERY MERCHANDISING II ***
COURSE NUMBER—545
TYPE OF STUDENT—Apprentice, Adult
FEE—None
LENGTH OF COURSE—19 ninety minute periods or 38 forty-five minute periods
TEXT—Second Study Course, National Grocers Institute
COURSE CONTENT—Salesmanship; diet and food values; helpful selling; principles of refrigeration and air conditioning; the grocer and his competitors; baking powder; vinegar; understanding the homemaker's problems; crackers and biscuits; fresh fruits and vegetables; salads and dressings; milk.

RETAIL GROCERY
MERCHANDISING III ***
COURSE NUMBER—546
TYPE OF STUDENT—Apprentice, Adult
FEE—None
LENGTH OF COURSE—19 ninety minute periods or 38 forty-five minute periods
TEXT—Third Study Course, National Grocers Institute
COURSE CONTENT—What is merchandising; importance of turnover; relation of cost to selling price; soap and the new detergents; mark-up and margin; profits—gross and net; pricing for profit and patronage; merchandising and advertising; special sales events; determining cost of doing business; insecticides; merchandising staple groceries; fresh produce, dairy products, frozen foods, specialties and sundries.
*** These courses should be taken in rotation to receive the greatest good.
FAMILY DEVELOPMENT

SOCIAL LIVING

COURSE NUMBER—157
TYPE OF STUDENT—Junior
FEE—None

LENGTH OF COURSE—90 forty-five minute periods
COURSE CONTENT—This course is planned for the beginning full-time or half-time student and includes the following units:
1. Personal Care and Improvement—personal, social and financial values of a well-groomed appearance are given emphasis.
2. Courtesy—social customs at home, in public; manners in hotels and restaurants and proper introductions are points emphasized. Value to individual who puts courteous behavior into use.
3. Understanding Yourself and Others—some of the topics emphasized in this unit are: personal characteristics which affect people, importance of understanding one's own behavior and behavior of others, need for security, meaning of friendship, use of leisure time, hobbies, their place in one's development.

HOME LIVING

COURSE NUMBER—158
TYPE OF STUDENT—Junior
FEE—None

LENGTH OF COURSE—90 forty-five minute periods
COURSE CONTENT—This course is for the beginning half-time and full-time students and consists of the following units:
1. The Child in the Home—this includes a study of the normal developments of children, the health needs of the pre-school child, children's clothing, play, games and development of social behavior.
2. Family Relationship—points emphasized are: importance of family life in the home, characteristics of a satisfying home, the contributions which each individual can make to the home life.
3. Social Life in the Home—this includes group activities of family recreation; determining amount of money to be used for recreation; the home as a hospitable center for friends; making friends and entertaining friends.

HUMAN RELATIONSHIPS AND MARRIAGE

COURSE NUMBER—159
TYPE OF STUDENT—Junior
FEE—None

LENGTH OF COURSE—18 forty-five minute periods
COURSE CONTENT—This is a semester course for the part-time student who attends school one day a week. This course centers around the girl and takes into consideration her background, interests, needs and her work outside of the home. High points in the course are: factors essential in a happy marriage; ability to get along with people; sources of conflict in the home; dating and steadies, friendship and courtship; engagements; economic adjustments; marriage and the future.

YOUR PERSONALITY

COURSE NUMBER—260
TYPE OF STUDENT—Adult
FEE—None

LENGTH OF COURSE—36 forty-five minute periods
COURSE CONTENT—Many phases of personality studied to learn how to develop self-control and self-confidence; importance of personality in career life and home life. Some of the highlights of the course are: developing a new or understanding philosophy of life; gaining self-assurance and poise; relation of dress and grooming to personality; leisure time activities; development of individuality. This is a lecture and discussion course.

PERSONALITY DEVELOPMENT

COURSE NUMBER—160
TYPE OF STUDENT—Junior
FEE—None

LENGTH OF COURSE—90 forty-five minute periods
COURSE CONTENT—This is planned for the full-time, half-time and advanced student. Beginning with a self-inventory of personality traits such as poise, self-confidence, sociability, tact, getting along with others, ability to carry on conversation, charm and many others. The student participates in discussions and in the planning of the course.

HOSPITALITY AND TABLE DECORATION

COURSE NUMBER—261
TYPE OF STUDENT—Adult
FEE—$1 per semester

LENGTH OF COURSE—36 forty-five minute periods
COURSE CONTENT—This course is planned for anyone who is interested in learning more about the art of entertaining and being a successful, gracious hostess. It will include: table setting for all occasions; arrangement of table for teas and buffet meals; flower arrangement; selection of china, linen, silver and crystal.
COURSE CONTENT—Hospitality through simple guest meals, invitations, conversations, selection of guests, responsibilities of hostess and of guest are some of the features of this course. Selection of silver, china, glassware and linen as well as flower arrangements and table decoration are included.

SAFETY IN THE HOME
COURSE NUMBER—590
TYPE OF STUDENT—Junior
FEE—None
LENGTH OF COURSE—9 forty-five minute periods
COURSE CONTENT—This course will include safety measures in the home, use and care of electrical equipment, arrangement and use of kitchen equipment, hazards in the home, safety measures in building a home, use and care of equipment, demonstrations, use of films, and special speakers.

SAFETY IN THE HOME
COURSE NUMBER—196
TYPE OF STUDENT—Junior
FEE—None
LENGTH OF COURSE—18 forty-five minute periods
COURSE CONTENT—Similar to course for half-time and full-time students but the course material is adapted to one day a week.

BUDGETING AND PERSONAL BUYING
COURSE NUMBER—198
TYPE OF STUDENT—Junior
FEE—None
LENGTH OF COURSE—13 forty-five minute periods
COURSE CONTENT—A course in consumer problems for the part-time student. Emphasis will be placed on the use of the girl’s own income; this will include wise spending and saving as well as the working out of an individual budget.

BUDGETING
COURSE NUMBER—569
TYPE OF STUDENT—Adult
FEE—None
LENGTH OF COURSE—36 forty-five minute periods
COURSE CONTENT—Planned for those who would like some help on keeping a record of money spent and planning expenditures. Choosing an account system, what should the family understand about credit, consumer credit sources, savings and investments, life insurance. Each student may work out a budget to suit her needs.

CONSUMER PROBLEMS
COURSE NUMBER—574
TYPE OF STUDENT—Adult

FEE—None
LENGTH OF COURSE—36 forty-five minute periods
COURSE CONTENT—The consumer and reconversion buying will be stressed. Some other topics are: how to use the food dollar to best advantage, the clothing dollar and how to spend it, the rental dollar and purchases for the home, inflation, new items on the market, evaluation of advertising, responsibilities of the consumer.

FOODS AND NUTRITION
JR. FOODS I (1st Semester)
COURSE NUMBER—162
TYPE OF STUDENT—Junior
FEE—None
LENGTH OF COURSE—180 forty-five minute periods
COURSE CONTENT—A two-period laboratory class which meets daily and is planned for the full-time, half-time and beginning student. Food preparation is on a meal basis. Planning of nutritious meals, food costs, management problems, principles of cookery, correct table service, table etiquette and table setting are included.

JR. FOODS II (2nd Semester)
COURSE NUMBER—163
TYPE OF STUDENT—Junior
FEE—None
LENGTH OF COURSE—180 forty-five minute periods
COURSE CONTENT—This is for the full-time and half-time student who has completed Foods I or its equivalent. Food preservation, the family dinner, the guest dinner, casserole dishes, meat cookery, pastry, cake making, baking and salad making are included.

JR. FOODS III (Cooking for Two)
COURSE NUMBER—164
TYPE OF STUDENT—Junior
FEE—None
LENGTH OF COURSE—72 forty-five minute periods
COURSE CONTENT—This is a series of units planned for the part-time student. Canning—This includes hot-water bath and pressure-canner canning, jelly making, jams and pickles. Lunch Box—Preparation of various types of lunches for the employed, as well as the packing of the lunch. Hospitality—How to entertain, actual preparation of meals. Buffet meals and teas.

JR. FOODS IV (Meal Planning and Preparation)
COURSE NUMBER—165
TYPE OF STUDENT—Junior
FEE—None
LENGTH OF COURSE—72 forty-five minute periods
COURSE CONTENT—Series of units in cookery for the part-time student in the second year.
Meal Planning—The planning and preparation of meals. This includes meat cookery and vegetable cookery, as well as desserts.
Breads—Quick breads and yeast breads. Orange bread, prune bread and banana bread come under the quick breads. Regular enriched white flour, whole wheat flour and soybean flour are used.
Hot Weather Dishes—Nutritive, appetizing and attractive dishes for hot weather go to make up this unit. Meats, salads and desserts are featured.

FOODS I (Meals for Moderns)
COURSE NUMBER—260
TYPE OF STUDENT—Adult
FEE—$4 per semester
LENGTH OF COURSE—36 forty-five minute periods
COURSE CONTENT—Meals in the modern way suggests new methods in cookery; streamlining cooking processes; pressure-pan cookery; use of frozen foods; comparison of commercial mixes with home mixes; cooking to retain vitamins and minerals; planning of balanced meals. This is a practical course planned around the family meals—breakfast, lunch and dinner. It will include something in quick breads, vegetables, salads, casserole dishes, soups, sandwiches and simple desserts. An excellent course for brides, brides-to-be or anyone desiring help in practical cookery.

UNIT III—CASSEROLES DISHES
(3rd Quarter)
LENGTH OF COURSE—18 forty-five minute periods
FEE—$5 per semester
COURSE CONTENT—A wide variety of casserole dishes are given in this course. Some of the types to be made are: various kinds of meat; vegetables; fish; chicken. Both fresh meat and leftover meats may be used. Their place in the family meal or for buffet meals is presented.

UNIT IV—PASTRY
(4th Quarter)
LENGTH OF COURSE—16 forty-five minute periods
FEE—$1.50 per semester
COURSE CONTENT—Principles underlying the making of pastry are given; also digestibility and place in the diet are included. Various kinds of shortenings are used; also comparison between prepared mixes and homemade mixes. One-shell, two-crust, and deep-dish pies are made. Some of the more popular pies, as well as some of the unusual pies, are prepared. Each student has the opportunity of making some form of pastry each time the class meets.

UNIT V—PASTRY
(5th Quarter)
LENGTH OF COURSE—16 forty-five minute periods
FEE—$1.50 per semester
COURSE CONTENT—Principles underlying the making of pastry are given; also digestibility and place in the diet are included. Various kinds of shortenings are used; also comparison between prepared mixes and homemade mixes. One-shell, two-crust, and deep-dish pies are made. Some of the more popular pies, as well as some of the unusual pies, are prepared. Each student has the opportunity of making some form of pastry each time the class meets.

FOODS II
UNIT I—VEGETABLE COOKERY
(1st Quarter)
COURSE NUMBER—263
TYPE OF STUDENT—Adult
FEE—$4 per semester
LENGTH OF COURSE—20 forty-five minute periods
COURSE CONTENT—This includes both usual and unusual methods of preparing vegetables. The place of vegetables in the lunch and dinner are given; also preparation for such meals. Vegetable loaves, casserole dishes and plates are prepared. Value in diet, as well as methods of cookery to retain vitamins and minerals are given.

UNIT II—VITAMIN BREADS
(2nd Quarter)
LENGTH OF COURSE—15 forty-five minute periods
FEE—$1 per semester
COURSE CONTENT—All types of quick breads and yeast breads are given in this unit. Banana bread, date bread, nut bread, and various fruit breads such as orange and prune are given.

UNIT VI—PASTRY
(6th Quarter)
LENGTH OF COURSE—16 forty-five minute periods
FEE—$1.50 per semester
COURSE CONTENT—Principles underlying the making of pastry are given; also digestibility and place in the diet are included. Various kinds of shortenings are used; also comparison between prepared mixes and homemade mixes. One-shell, two-crust, and deep-dish pies are made. Some of the more popular pies, as well as some of the unusual pies, are prepared. Each student has the opportunity of making some form of pastry each time the class meets.

FOODS III
UNIT I—SALADS FOR ALL OCCASIONS (1st Quarter)
COURSE NUMBER—264
TYPE OF STUDENT—Adult
FEE—$1.50 per semester
LENGTH OF COURSE—20 forty-five minute periods
COURSE CONTENT—Dinner salads, luncheon salads, and main course salads are included in this unit. Various combinations of vegetables, fruits, chicken, fish and meat are some of the materials used. Molded salads and tossed salads are also featured. All types of salad dressings are made. The place of salads in the diet is emphasized.

UNIT II—CAKES AND COOKIES
(2nd Quarter)
LENGTH OF COURSE—16 forty-five minute periods
FEE—$2 per semester
COURSE CONTENT—Modern up-to-date methods of mixing cakes are stressed. Types of so-called butter cakes and sponge cakes are included, giving a variety of new, unusual cakes. Various types of ices and frostings are a part of the unit. Christmas cookies and fruitcakes are given prior to the holiday season.

UNIT III—CASSEROLES DISHES
(3rd Quarter)
LENGTH OF COURSE—18 forty-five minute periods
FEE—$5 per semester
COURSE CONTENT—A wide variety of casserole dishes are given in this course. Some of the types to be made are: various kinds of meat; vegetables; fish; chicken. Both fresh meat and leftover meats may be used. Their place in the family meal or for buffet meals is presented.

UNIT IV—PASTRY
(4th Quarter)
LENGTH OF COURSE—16 forty-five minute periods
FEE—$1.50 per semester
COURSE CONTENT—Principles underlying the making of pastry are given; also digestibility and place in the diet are included. Various kinds of shortenings are used; also comparison between prepared mixes and homemade mixes. One-shell, two-crust, and deep-dish pies are made. Some of the more popular pies, as well as some of the unusual pies, are prepared. Each student has the opportunity of making some form of pastry each time the class meets.
UNIT III—UNUSUAL DESSERTS
(3rd Quarter)
LENGTH OF COURSE—18 forty-five minute periods
FEE—$1.50 per semester
COURSE CONTENT—The desserts featured in this unit are for special occasions; for instance, something for dessert bridge. Meringues, tortes, ice box desserts, and new things in pastry and frozen desserts are some of the desserts given.

UNIT IV—HOT WEATHER MEALS
(4th Quarter)
LENGTH OF COURSE—13 forty-five minute periods
FEE—$1.50 per semester
COURSE CONTENT—Attractive foods for hot days. Easy to prepare main dishes, simple and healthful desserts, summer salads and summertime beverages are some of the things featured.

FOODS IV
UNIT I—LOW COST MEALS
(1st Quarter)
COURSE NUMBER—265
TYPE OF STUDENT—Adult
LENGTH OF COURSE—20 forty-five minute periods
FEE—$1.50 per semester
COURSE CONTENT—Attractive, nutritive meals at a minimum cost are featured. How to buy and store foods is stressed. Planning as well as preparation is stressed.

UNIT II—MEAT, POULTRY AND FISH COOKERY (2nd and 3rd Quarters)
FEE—$4 per semester
LENGTH OF COURSE—57 forty-five minute periods
COURSE CONTENT—Prior to the holiday season a demonstration on the stuffing and trussing of a fowl is given. Pointers on selection of fowl, meat and fish are given. Preparation of both tender and less tender cuts of meat are included. Some of the more expensive cuts of meat are used, as well as the more commonly known cuts. Importance of meat in the diet is emphasized. Garnishing, carving and serving are stressed.

UNIT III—PLATTER DINNERS
(4th Quarter)
FEE—$1.50 per semester
LENGTH OF COURSE—27 forty-five minute periods
COURSE CONTENT—All-in-one main course dishes are featured. Oven dish meals are included. Planning to save time and money is stressed. Attractive, nutritive dishes are prepared.

FOODS V—HOSPITALITY COOKERY
(3rd and 4th Quarters)
COURSE NUMBER—266
TYPE OF STUDENT—Adult
LENGTH OF COURSE—54 forty-five minute periods
COURSE CONTENT—How to prepare and serve attractive, unusual guest meals is a part of this course. The art of being a gracious hostess is stressed. Some of the types of entertaining given are: teas, buffet meals, wedding reception, after-theater snacks, bridge dinners, guest dinners. Table setting for these special occasions is included in the class.

FOODS VI—INSTITUTIONAL FOODS
COURSE NUMBER—267
TYPE OF STUDENT—Veterans
FEE—None
LENGTH OF COURSE—38 forty-five minute periods
COURSE CONTENT—This is planned for veterans and others interested in restaurant work and various fields of institutional food services, the details of the preparation of food in large quantities, and the administration of food services. This will be a lecture, discussion, demonstration and laboratory course. It will include menu planning, new recipes and suggested leaders in menus. Also included in the course will be food costs, food buying in large quantities, food preparation, selection, operation and care of equipment and the organization and administration of food services. An opportunity will be given for experimentation and for working out individual problems.

CLOTHING AND TEXTILES
JUNIOR CLOTHING I
COURSE NUMBER—178
TYPE OF STUDENT—Junior
FEE—None
LENGTH OF COURSE—180 forty-five minute periods
COURSE CONTENT—This course is planned for the full-time or half-time student who has little or no training in clothing construction. Basic principles and fundamentals of sewing are stressed.

JUNIOR CLOTHING II
COURSE NUMBER—179
TYPE OF STUDENT—Junior
FEE—None
LENGTH OF COURSE—180 forty-five minute periods
COURSE CONTENT—This course is for the full-time or half-time student who has completed Clothing I or its equivalent. Included in this course are the following: study of linen and wool fabrics, planning of individual wardrobes, care and repair of clothing, adjusting the pattern to fit the figure.
Some of the more advanced construction processes; dressmaking as a creative art; importance of being well dressed.

JUNIOR CLOTHING III
COURSE NUMBER—180
TYPE OF STUDENT—Junior
FEE—None
LENGTH OF COURSE—72 forty-five minute periods
COURSE CONTENT—Unit I—My Ideal Wardrobe. Inventory of wardrobe is made and plans made for garments which are needed to complete the wardrobe. The garment selected to be made will depend upon the student's previous experience. Demonstrations will be given which apply to garments under construction. Review of the sewing machine is included.
UNIT II—What to Wear on the Job. What shall I wear to work and the importance of being dressed properly for the job. Garment construction is continued.
UNIT III—Care and Repair of Clothing. Clothing conservation, a need at all times, is given emphasis. When it is worthwhile to repair a garment, why proper care makes a garment give longer service, the real meaning of "a stitch in time saves nine," when to darn and when to mend—these and other worthwhile topics are considered.
UNIT IV—Fabric Study and Clothing Purchase. The study of the new fabrics on the market and a review of cotton, rayon, linen and wool is given in this unit. All students may make a garment for summer.

CLOTHING I (Firsts in Sewing)
COURSE NUMBER—270
TYPE OF STUDENT—Adult
FEE—None
LENGTH OF COURSE—72 forty-five minute periods
COURSE CONTENT—First lessons in sewing include the construction of simple garments such as pajamas, blouses, brunch coats, skirts and other simple garments. Streamlined methods of clothing construction are taught. Emphasis is given to care and use of the sewing machine; selection and use of patterns; basic principles in construction of simple garments. This is a foundation for more advanced courses.

CLOTHING II (Children's Garments)
COURSE NUMBER—279
TYPE OF STUDENT—Adult
FEE—None
LENGTH OF COURSE—72 forty-five minute periods
COURSE CONTENT—This course consists of a study of special problems in the selection and making of children's garments. Selection of suitable patterns and materials for all types of garments will be discussed. Special attention will be given to the making of worked and bound buttonholes, pockets and zippers, making and applying collars, patches and patch pockets, decorative stitches such as fagoting and smocking will be applied on cotton or silk dresses.

CLOTHING III (Refresher Course)
COURSE NUMBER—280
TYPE OF STUDENT—Adult
FEE—None
LENGTH OF COURSE—72 forty-five minute periods
COURSE CONTENT—This course is planned for the person who has done some sewing at home, but who needs help in some of the construction processes such as: bound buttonholes; corded buttonholes; putting in zippers; how to use a pattern correctly; how to use the buttonholer; worked buttonholes; cutting of true bias; pockets. Garments will not be made; people taking this course may also take Clothing IV or V, as the purpose of this course is to give special help on above processes to help people who may be ready for more advanced work than Clothing I.

CLOTHING IV (Casual Clothes)
COURSE NUMBER—281
TYPE OF STUDENT—Adult
FEE—$1 per semester
LENGTH OF COURSE—72 forty-five minute periods
COURSE CONTENT—This is an elementary dressmaking course and follows Clothing I or its equivalent. There will be opportunity to choose the types of garment to be made. It may be dresses for morning wear, garden dresses or active sport clothes. Problems found in this type of garment will be used as a basis for the lessons. Concise explanations with the detailed illustrative material will be used to simplify each step of construction.

CLOTHING V (That Ready-Made Effect)
COURSE NUMBER—282
TYPE OF STUDENT—Adult
FEE—None
LENGTH OF COURSE—72 forty-five minute periods
COURSE CONTENT—How to secure that much desired ready-made effect will be one of the purposes of this course. Selection of material and patterns will be stressed, with emphasis on color, texture and becoming design for each individual. Such fabrics as silk, wool, rayon, nylon and the new fabrics on the market will be studied. Garments to be made will be chosen from the following: rayon dresses, wool dresses, two-piece dresses, blouses and skirts, formal and dinner dresses. Short cuts in construction processes, identification of materials, interpretation and op-
plication of pattern principles, and coordinating of the wardrobe will be included. This course is for the advanced student.

CLOTHING VI (Tailoring)
COURSE NUMBER—283
TYPE OF STUDENT—Adult
FEE—None
LENGTH OF COURSE—72 forty-five minute periods
COURSE CONTENT—This course is for the advanced student and is planned for those people who want to make tailored garments. Some of the specific tailoring principles which are given are: pattern altering to fit the figure, use of interfacing, tape and pad stitch for collars, revers, hand stitching of collars and front facing, fitting problems, use of pressing boards for shaping garments to the figure, bound and patch pockets, lining and interlining for coats and suits, types of pads most suitable, selection of fabrics for coats, suit linings, interlinings, and interfonngs. Garments to be made are suits and coats from new material as well as make-over problems in suits and coats.

CLOTHING VII (Challenge of Make-over)
COURSE NUMBER—284
TYPE OF STUDENT—Adult
FEE—None
LENGTH OF COURSE—72 forty-five minute periods
COURSE CONTENT—It is essential that members of the class have had Clothing IV or its equivalent before enrolling in the remodeling class. Instruction will be given on the preparation of the garment for classwork, combination of new and old material and selection of garments for remodeling. Almost any garment may be remodeled.

CLOTHING VIII (Tailoring II)
COURSE NUMBER—584
TYPE OF STUDENT—Adult
FEE—None
LENGTH OF COURSE—72 forty-five minute periods
COURSE CONTENT—This course is for students who have completed Tailoring 1. The problems to be emphasized are: tailoring of garments with the iron, bound and welt pockets, cording and worked buttonholes, study of sleeve and other fitting problems. Suits and coats will be made.

CLOTHING IX (Workshop)
COURSE NUMBER—573
TYPE OF STUDENT—Adult
FEE—None
LENGTH OF COURSE—72 forty-five minute periods
COURSE CONTENT—This is only for students who have completed Clothing VI satisfactorily. Because of the nature of the course it is essential that all class members have a thorough understanding of both the elementary and advanced courses. Any type of garment may be made in this class.

CLOTHING X (Accessories)
COURSE NUMBER—585
TYPE OF STUDENT—Adult
FEE—None
LENGTH OF COURSE—54 forty-five minute periods
COURSE CONTENT—This course is planned for those people who are interested in making accessories for the wardrobe. Types of accessories which might be made are: blouses and blousettes; bags; dicskeys; collars and cuffs; scarfs; men's ties; belts; sashes; gloves; slips; earrings from buttons; aprons. Others may be suggested.

MILLINERY I
COURSE NUMBER—578
TYPE OF STUDENT—Adult
FEE—$2 per semester
LENGTH OF COURSE—72 forty-five minute periods
COURSE CONTENT—This is a course in millinery for the beginner and will include fundamental principles. Choosing becoming hats is featured. Hats may be made over as well as making new ones. Types of hats are: berets, cloches, sailors, pillboxes and any other styles which are in vogue. Steaming and blocking are taught. All class members must have a basic knowledge of sewing.

MILLINERY II
COURSE NUMBER—579
TYPE OF STUDENT—Adult
FEE—$1 per semester
LENGTH OF COURSE—72 forty-five minute periods
COURSE CONTENT—For the student who has had Millinery I and is concerned with more advanced problems. The type of hat made depends upon the season and styles which are in vogue. Use of glue in applying fabrics is taught, as well as use of sizing. Methods of applying trimming are given. Selection of hats to suit the individual is included.

MILLINERY III
COURSE NUMBER—580
TYPE OF STUDENT—Adult
FEE—$2 per semester
LENGTH OF COURSE—72 forty-five minute periods
COURSE CONTENT—This is an advanced course which will feature designing and draping.
FUR REMODELING
COURSE NUMBER—581
TYPE OF STUDENT—Adult
FEE—$1 per semester
LENGTH OF COURSE—72 forty-five minute periods
COURSE CONTENT—Making over fur coats, re-styling and modernizing the fur garment are two features of this course. Putting fur collars on coats and suits, and mending rips are also included. The actual work is done in class under the instruction of an expert in fur work.

SLIP COVERS AND DRAPERIES
COURSE NUMBER—583
TYPE OF STUDENT—Adult
FEE—None
LENGTH OF COURSE—54 forty-five minute periods
COURSE CONTENT—This includes the selection and construction of curtains, draperies, slip covers for davenports and chairs, skirts for dressing tables or any type of household sewing. Each student works on her own problem.

KNITTING I
COURSE NUMBER—575
TYPE OF STUDENT—Adult
FEE—None
LENGTH OF COURSE—72 forty-five minute periods
COURSE CONTENT—This is for the beginners or those who have had very little experience in knitting, and this will include fundamentals of knitting. Typical of what might be knit are: tams, scarfs, sweaters, mittens, afghans, and other similar articles. First lesson: two number-three knitting needles, 10- or 12-inch bone, a small ball of any kind of yarn, notebook and pencil.

KNITTING II
COURSE NUMBER—576
TYPE OF STUDENT—Adult
FEE—None
LENGTH OF COURSE—72 forty-five minute periods
COURSE CONTENT—This is for the advanced student. It will include planning, styling, and charting of garments to measurements. Types of garments which may be made are: sweaters, skirts, blouses, suits, gloves and socks. Equipment needed for first lesson: two number-three knitting needles, 10- or 12-inch bone, a small ball of yarn, notebook and pencil.

CLOTHING CLASSES AND FUR REMODELING ARE OFFERED AT THE FOLLOWING CENTERS:
LAFLAM SCHOOL—Tuesday P. M. the second semester
LOWELL SCHOOL—Wednesday P. M.
VOCATIONAL ANNEX—Wednesday and Friday P. M.
AUTOMOTIVE

AUTO BODY

COURSE NUMBER—288
TYPE OF STUDENT—Adult, Full-time
FEE—15c per day of four periods
LENGTH OF COURSE—750 forty-five minute periods

COURSE NUMBER—289
TYPE OF STUDENT—Junior, Part-time
FEE—None
LENGTH OF COURSE—140 forty-five minute periods

TEXT—Auto Body Fender and Repair Manual by C. E. Packer

COURSE CONTENT—Welding, to weld light-gauge metal and other metals of the auto body; metal work, to perform minor and major metal body repair; spray painting, matching and blending in colors and the performance of repaint jobs; upholstery, to sew, repair and rebuild upholstery; glazing, to cut and replace glass including servicing of window channels and regulators.

AUTO MECHANICS

COURSE NUMBER—290
TYPE OF STUDENT—Adult, Full-time
FEE—15c per day of four periods
LENGTH OF COURSE—1680 forty-five minute periods

COURSE NUMBER—380
TYPE OF STUDENT—Apprentice
FEE—15c per day of four periods
LENGTH OF COURSE—400 hours

COURSE CONTENT—Washing, polishing, lubrication, accessories, brakes, electrical system, engines, engine tune-up, clutches, transmissions, drive shafts, fuel systems, rear axles, care of tools and equipment, engine rebuilding, front wheel alignment, frame straightening, wheel balancing.

AUTOMOTIVE MACHINIST

COURSE NUMBER—390
TYPE OF STUDENT—Apprentice
FEE—15c per day of four periods
LENGTH OF COURSE—400 hours

COURSE CONTENT—Brakes, clutch, transmissions, engines, electrical system, accessories, welding—oxy-acetylene and arc—machine shop, how to operate the lathe, drill press, external grinder and all hand tools.

AUTOMOTIVE WHEEL ALIGNER

COURSE NUMBER—390
TYPE OF STUDENT—Apprentice

FEE—15c per day of four periods
LENGTH OF COURSE—400 hours

COURSE CONTENT—Wheel balancing, checking wheel alignment, check front wheels with Bear and Manbee equipment, correcting or adjusting wheel alignment, checking frames, straightening frames, to use Bear frame rack, axles and how to straighten, steering—checking, adjusting and repairing—welding—oxy-acetylene and arc.

AUTOMOTIVE ELECTRICIAN

COURSE NUMBER—390
TYPE OF STUDENT—Apprentice
FEE—15c per day of four periods
LENGTH OF COURSE—400 hours

COURSE CONTENT—General electricity and storage battery; fundamentals of electricity and testing, checking and charging of battery, ignition system, check and repair; starter, check and overhaul; generator and regulators, check and repair; car wiring, check and repair; periodic inspection.

The following texts are used in Auto Mechanics 290, Automotive Machinist 390, Automotive Electrician 390, Automotive Wheel Aligner 390:

TEXTS—Automobile Fundamentals by Kuns and Plumridge
Automobile Engines by Kuns and Plumridge
Automobile Ignition and Electrical Equipment by Kuns and Plumridge
Automotive Maintenance by Kuns and Plumridge
Automotive Electrical Equipment by Crouse
Automotive Machinist, Ford Trade School
Principles of Wheel Alignment by Bear
Bear Wheel Alignment Axle and Frame Straightening Service by Bear
Check and Correct Instruction Manual, Manbee Equipment Company

BUILDING AND ALLIED TRADES

BRICKLAYING

COURSE NUMBER—321
TYPE OF STUDENT—Apprentice
FEE—None
LENGTH OF COURSE—400 hours

TEXTS—Brick Masonry—Structural Clay Products Institute; Practical Bricklaying by Briggs and Carver

AUTOMOTIVE ELECTRICIAN

COURSE NUMBER—390
TYPE OF STUDENT—Apprentice
FEE—15c per day of four periods
LENGTH OF COURSE—400 hours

COURSE CONTENT—Types and use of motor, materials of bricklaying and stonelaying, laying straight wall in brick, corner and chimney work, blueprint reading, plan reading, estimating, arch construction, practical masonry, fireplace construction, brick and stone veneer, setting cut stone, laying glass block, glazed tile, transit practice.

WOODWORKING (Cabinet Making)

COURSE NUMBER—291
TYPE OF STUDENT—Adult, Full-time
TRADE AND INDUSTRY

FEE—$3 per semester.
LENGTH OF COURSE—1480 forty-five minute periods.

COURSE NUMBER—191.
TYPE OF STUDENT—Junior, Part-time.
FEE—None.
LENGTH OF COURSE—1480 forty-five minute periods.

TEXTS—Carpentry by Townsend.
Roof Framing by Wilson and Werner.
Building Trades Blueprint Reading by Dalzell.
Stair Building by Townsend.
Cyclopedia of Building Terms of American Lumbermen.

COURSE CONTENT—The woods we use, where found, the sawing and drying of lumber, stock sizes and actual sizes; working with wood, the use, care and sharpening of tools through project work; machine woodwork, milling of stock on power machines; wood finishing, prepare surfaces and apply finishes; cabinet making, joints and joint working, hardware, fastening of hardware, glass and glazing, and interior finishing of trim; carpentry, construction framing and installation of doors and windows; wood turning, methods of shaping wood on the lathe; pattern making, blueprint reading and methods of pattern building; wood curving; the home workshop; layout of the workshop as to purpose, size and equipment needed.

CARPENTRY

COURSE NUMBER—323.
TYPE OF STUDENT—Apprentice.
FEE—None.
LENGTH OF COURSE—400 hours.
TEXTS—Carpentry by Townsend.
Roof Framing by Wilson and Werner.
Building Trades Blueprint Reading by Dalzell.
Stair Building by Townsend.
Cyclopedia of Building Terms of American Lumbermen.

COURSE CONTENT—Wood and its properties; carpentry tools; fasteners; layout for basement; basement form construction; construction, types of framing; floor construction; walls and partitions; rough stairs; gable roof framing; equal pitch hip roof; underwater roof; unequal pitch intersecting roof; shingled roof; finish carpentry; interior trim; hardware; main stairs; power machines; safety construction; building codes; blueprint reading (house and masonry construction); blueprint reading (relevant concrete plans); transit operations; general reference reading.

DRAFTING, ARCHITECTURAL

COURSE NUMBER—292.
TYPE OF STUDENT—Adult, Full-time.
FEE—$5 per semester.

LENGTH OF COURSE—1480 forty-five minute periods.

COURSE NUMBER—392.
TYPE OF STUDENT—Apprentice.
FEE—$5 per semester.
LENGTH OF COURSE—1480 forty-five minute periods.

TEXT—Problems in Architectural Drawing and References by Franklin G. Elwood.

COURSE CONTENT—Vocabulary; construction details; pictorial drawing, isometric, oblique and perspective drawing; layout of rafters, drafting and layout techniques; house layout and arrangement; select and plan a project; house plans and details; develop a draughting project; estimating, study costs and construction; specifications, translate plans into objective reality; perspective of house, draw a convincing picture of the house.

MECHANICAL DRAFTING

COURSE NUMBER—192.
TYPE OF STUDENT—Junior, Part-time.
FEE—None.
LENGTH OF COURSE—480 forty-five minute periods.

COURSE NUMBER—292.
TYPE OF STUDENT—Adult, Full-time.
FEE—$5 per semester.
LENGTH OF COURSE—1480 forty-five minute periods.

TEXT—Problems in Architectural Drawing and References by Franklin G. Elwood.

COURSE CONTENT—Geometric problems, handle drawing equipment and to study geometric relations; elementary working drawings, elements of orthographic projection, dimensioning, solid in letters and numbers; problems in projection, advanced projection problems, layout and development; basic instructional and review material; completion problems; freehand sketching; auxiliary views, true-length lines, and angles and planes; cross sectioning and symbols; dimensioning; pictorial drawing; screw threads; pattern drawing.

STRENGTH OF MATERIALS

COURSE NUMBER—292.
TYPE OF STUDENT—Adult, Full-time.
FEE—None.
LENGTH OF COURSE—36 forty-five minute periods.

COURSE NUMBER—392.
TYPE OF STUDENT—Apprentice.
FEE—None.
LENGTH OF COURSE—36 forty-five minute periods.

TEXT—Strength of Materials by Breneman.

COURSE CONTENT—Simple stresses; shear, application of stresses to sheet problems; riveted joints; riveted joints and their design; stresses in thin-walled cylinders, hydraulic pressure and re-
ELECTRICITY

COURSE NUMBER—293
TYPE OF STUDENT—Adult, Full-time
FEE—$1.00 per day of four periods
LENGTH OF COURSE—1400 forty-five minute periods

COURSE CONTENT—Basic electrical theory; Ohm's Law; circuits and circuit calculation; power and distribution; instruments and measurements, construction and use of meters; D. C. motors and generators, operational characteristics of motors; alternating current; Part 1, Part 2: A. C. power; A. C. 3-phase, relation of single and polyphase; A. C. motors and generators, characteristics, repair and maintenance; electronics, understanding of industrial electronics.

The following texts are used in Electricity 293 and Electricity 393:

TEXTS—Industrial Electricity by Nodon and Glemine
Essentials of Electricity by Timbie
Essentials of Alternating Currents by Timbie
Armature Winding by Croft
Fractional Horsepower Motors by Viernott
Electrical Specifications by Whitehorn
Electrical Wiring by Schuler
State and National Codes by Abbott
Electrical Principles and Practice by Stakkind
Corduit Wiring by Croft
How to Read Electrical Blueprints by Reine and Dunlap
State Electric Code, State Bureau of Purchases
American Electricians Handbook by Croft
State Apprenticeship Program—Electricity, Racine Vocational School
Electrical Motor Repair by R. Rosenberg
Practical Electricity by Croft
National Electric Code Handbook by Abbott
TRADE AND INDUSTRY

work, layout and design, joint brazing, and lead burning; related welding, care and use of the oxy-acetylene torch in pipe cutting and welding.

SHEET METAL

COURSE NUMBER—198
TYPE OF STUDENT—Junior, Part-time
FEE—None
LENGTH OF COURSE—148 forty-five minute periods
COURSE NUMBER—298
TYPE OF STUDENT—Adult, Full-time
FEE—15c per day of four periods
LENGTH OF COURSE—740 forty-five minute periods
COURSE NUMBER—398
TYPE OF STUDENT—Apprentice
FEE—15c per day of four periods
LENGTH OF COURSE—400 hours
TEXTS—Sheet Metal Work. Study Guide, Wisconsin Schools of Vocational Education
Sheet Metal Pattern Drafting and Shop Problems by Daugherty
Air-Conditioning Metal Layout by Kaberlein
Duct Construction by Kothe
COURSE CONTENT—Basic blueprint reading; shop practice, to develop skill in the proper use of tools and machines; parallel line pattern development, to develop skill in layout work; radial line pattern development; triangulation development; heat loss calculations, to develop understanding of heating requirements; advanced shop practice, to supplement shop work on the job; welding (1) oxy-acetylene, (2) electric arc, (3) cutting, to develop skills necessary to trade in welding; mathematics; bookkeeping, to help the worker understand the problems of management.

STEAMFITTING

COURSE NUMBER—332
TYPE OF STUDENT—Apprentice
FEE—20c per day of four periods
LENGTH OF COURSE—400 hours
TEXT—Instructional Manual for Steamfitter Apprentices
COURSE CONTENT—Science related to steamfitter trade, the underlying scientific principles of pressure, weight, density and type of heat; related drafting, blueprint reading, fundamentals of isometric drawing, and heating plant layout; heating, design and installation procedures; heat transmission, calculating heat losses; review of mathematics; process piping, pipe standards, accessories, and pipe fittings; pipe welding, the use of oxyacetylene and arc welding equipment; controls, application and regulation of automatic controls used in heating and ventilating; refrigeration, fundamentals of refrigeration and the handling of refrigerants; air conditioning, the theory of air conditioning.

METAL INDUSTRIES

FOUNDRY PRACTICE

COURSE NUMBER—345
TYPE OF STUDENT—Apprentice
FEE—None
LENGTH OF COURSE—400 hours
TEXTS—Elementary Foundry Technology by Hartley
Metal Castings by Campbell
Advanced Blueprint Reading, Delmar Publishers
Mechanical Drawing by French and Swenson
Mathematics by Scola and Marquis
Handbook of Cupola Operations, American Foundrymen’s Association
Recommended Practices for the Sand Casting of Non-Ferrous Alloys, American Foundrymen’s Association
Foundry Manual, U.S. Navy Bureau of Ships
International Textbook Library on Foundry and Patternmaking Foundry Work by Wendi
COURSE CONTENT—Introduction, to give apprentices an overview of the foundry and patternmaking industry; molding practices; core practices; elementary metallurgy; foundry sands; related patternmaking theory; elements of arithmetic; calculation of areas, volumes, weights of castings; calculation of metal mixtures; slide-rule practice; principles of projection; sketching practice; use of instruments and equipment; blueprint reading.

ELEMENTS OF MACHINE OPERATION

COURSE NUMBER—194
TYPE OF STUDENT—Junior, Part-time
FEE—None
LENGTH OF COURSE—148 forty-five minute periods
COURSE NUMBER—294
TYPE OF STUDENT—Adult, Full-time
FEE—12c per day of four periods
LENGTH OF COURSE—1480 forty-five minute periods
COURSE NUMBER—394
TYPE OF STUDENT—Apprentice
FEE—21c per day of four periods
LENGTH OF COURSE—400 hours
TEXTS—How to Run a Lathe by O’Brien
Machine Shop Theory by Searles
Machinery Handbook by Oberg and Jones
COURSE CONTENT—Hand tools and gages, and use in layout work; lathe nomenclature, the parts and functions of the lathe; lathe operation, and various operations on the engine lathe: industrial standards, and the prevailing standards as used in industry: shop safety; milling machine and its operation: shaper and its operation: tool grinding: drill press and its operation: power hack saw and its operation.
HYDRAULICS*
COURSE NUMBER-394
TYPE OF STUDENT—Apprentice
FEE—None
LENGTH OF COURSE—3 forty-five minute periods
TEXT—Elementary Practical Mechanics by Jameson
COURSE CONTENT—Density and specific gravity, relation between density and specific gravity; Pascal’s Law, hydrostatic pressure on submerged surfaces; Archimedes principle, study buoyancy; liquids in motion, pressure, head and flow.

METALLURGY*
COURSE NUMBER-394
TYPE OF STUDENT—Apprentice
FEE—None
LENGTH OF COURSE—32 forty-five minute periods
TEXT—Elementary Metallurgy by Frier
COURSE CONTENT—Iron smelting; iron refining; cast and wrought iron; molding and metal forming; iron carbon diagram; physical structure; hardening of steel; grain structure; steel alloys.

APPRENTICE MATHEMATICS*
COURSE NUMBER—394
TYPE OF STUDENT—Apprentice
FEE—None
LENGTH OF COURSE—54 forty-five minute periods
TEXT—Machine Shop Mathematics by Aaron Axelrod
COURSE CONTENT—Weights and measures; practical measurements and geometry; formulas and methods used in area and volume problems; geometric construction; graphs; shop trigonometry; how trig functions can be used to solve length and angle problems; belting, mathematics and physics of belting; speeds of pulleys and gears, speed reduction formulas; speeds and feeds, application and relation of mathematics and machine shop practice; lathe work, taper turning and thread screw problems; gears, gear cutting and gear layout; milling machines, applications and indexing.

APPRENTICE PHYSICS*
COURSE NUMBER—394
TYPE OF STUDENT—Apprentice
FEE—None
LENGTH OF COURSE—28 forty-five minute periods
TEXT—Lesson Sheets
COURSE CONTENT—Composition and resolution of forces, and how forces can be analyzed; simple beams, the loading of beams and machine parts; work, energy, power, relation between force, mass and motion; simple machines, and the principles of physics to the study of machines; motion problems, linear and angular motion.

*Machine Shop Courses

PATTERNMAKING
COURSE NUMBER—328
TYPE OF STUDENT—Apprentice
FEE—None
LENGTH OF COURSE—400 hours
TEXTS—Mechanical Drawing by French and Svensen
Advanced Blueprint Reading, Delmar Publishers
Pattern Design by Hall and Kiley
Practical Wood Patternmaking by Hall
Patternmaking by Ritchie, Monroe, Beese and Hall
Mathematics by Slade and Margolis
Metal Castings by Campbell
Wood Patternmaking by McGuinness
Elementary Foundry Technology by Hartley
International Textbook Library on Foundry and Patternmaking
COURSE CONTENT—Introduction, the foundry industry and patternmaking trade; general trade qualifications of the patternmaker; apprenticeship; molding and core practices, types and methods, procedure and operations; cores—bench, machine, special; pattern construction, types of patterns and their relation to molding and machine shop; pattern allowances, contraction, draft, finish, layouts and templates; cores, coreprints and coreboxes; staved, stepped and segment work; related pattern casting theory, design, engineering, new methods; elements of arithmetic; areas of volume, cylinders, prisms, fillets, bosses, plates, ribs, pods, webs, etc.; irregular and composite solids; weights of castings, density of metals, estimation of casting weight by practical computation; geometry and layout; slide-rule practice; principles of projection; sketching practice; use of instruments and equipment; blueprint reading.

WELDING—ELECTRIC ARC
COURSE NUMBER 199
TYPE OF STUDENT—Junior, Part-time
FEE—None
LENGTH OF COURSE—148 forty-five minute periods
COURSE NUMBER—299
TYPE OF STUDENT—Adult, Full-time
FEE—94c per day of four periods
LENGTH OF COURSE—740 forty-five minute periods
COURSE NUMBER—399
TYPE OF STUDENT—Apprentice
FEE—84c per day of four periods
LENGTH OF COURSE—401J hours
TEXTS—Theory and Practice for Arc Welding by Sade; Welding Study Guide, Wisconsin Vocational Schools
COURSE CONTENT—Industrial application of arc welding (flat position); arc welding machines and accessories (flat position welding); classification of welding electrodes (groove welding); joint characteristics and fundamentals; weld characteristics and fundamentals (horizontal position welding); properties of iron and steel (ver-
TRADE AND INDUSTRY

WELDING—OXY-ACETYLENE

COURSE NUMBER—199

TYPE OF STUDENT—Junior, Part-time

FEE—None

LENGTH OF COURSE—143 forty-five minute periods

COURSE NUMBER—299

TYPE OF STUDENT—Adult, Full-time

FEE—84c per day of four periods

LENGTH OF COURSE—740 forty-five minute periods

COURSE NUMBER—399

TYPE OF STUDENT—Apprentice

FEE—84c per day of four periods

LENGTH OF COURSE—400 hours

COURSE CONTENT—Oxy-acetylene process, ripple welding, safety; technique of oxy-acetylene welding, butt weld (with rod); butt welding (back hand), edge welding; edge welding (with rod), corner fillet weld, flat position; butt weld vertical, tee fillet vertical; vertical overhead welding; horizontal butt weld, overhead butt weld; sheet metal welding, welding different metals (steel welding); bronze welding steel, welding for different metals; bronze welding cast iron, cast iron welding, oxy-acetylene cutting, manipulation and radiographic safety; pipe welding and tubing; miscellaneous processes and miscellaneous metal (aluminum); lead burning; oxy-acetylene welding of auto parts.

SERVICE OCCUPATIONS

BARBERING

COURSE NUMBER—320

TYPE OF STUDENT—Apprentice

FEE—None

LENGTH OF COURSE—432 hours

TEXT—14 Units, 14 Assignment Units in Barber Science

COURSE CONTENT—Introduction to apprenticeship, anatomy and physiology, bacteria and sanitation, scalp treatments, pharmacology, diseases, shop problems, facials and packs, barber law, therapeutic lights, hair, art of shaving, selling standard service, pathology, bacteriology.

COSMETOLOGY

COURSE NUMBER—324

TYPE OF STUDENT—Apprentice

FEE—None

LENGTH OF COURSE—288 hours

TEXT—Home Study Course, Wisconsin Schools of Vocational Education

COURSE CONTENT—Wisconsin laws of cosmetology; sterilization and sanitation; anatomy—familiarize student with location, function of bones, nerves, muscles and blood supply of head, face, hands and neck; hair and scalp diseases; structure and care of hair; recognize scalp diseases and their treatment; electricity and common knowledge of electrical wiring, operation of electrical devices, and application of electrical current; shampooing; hair drying; facials: skin and diseases, structure of skin and disease treatment; hair dressing: hands and nails; permanent waving; theory and technique of waving hair permanently with electricity and chemicals.

RADIO

COURSE NUMBER—296

TYPE OF STUDENT—Adult, Full-time

FEE—34c per day of four periods

LENGTH OF COURSE—1480 forty-five minute periods

COURSE NUMBER—396

TYPE OF STUDENT—Apprentice

FEE—34c per day of four periods

LENGTH OF COURSE—400 hours


COURSE CONTENT—Basic theory; radio fundamentals; vacuum tubes; amplifiers; power supplies; signal tracing; signal amplifications; detection; couplings; oscillators; mixer circuits; control circuits; public address systems; localizing defects; mathematics; laws and formulas; mechanical practice, use of hand tools; circuits, automatic circuits; code, state and federal laws; wiring and how to install; mechanical practice, bearings and fittings; sale principles, methods of sales procedures.

REFRIGERATION AND AIR CONDITIONING

COURSE NUMBER—297

TYPE OF STUDENT—Adult, Full-time

FEE—20c per day of four periods

LENGTH OF COURSE—1480 forty-five minute periods

COURSE NUMBER—397

TYPE OF STUDENT—Apprentice

FEE—20c per day of four periods
TRADE AND INDUSTRY

LENGTH OF COURSE—400 hours
TEXT—Instructional Manual for Steamfitters, Washburne Trade School
COURSE CONTENT—Introduction to refrigeration, fundamentals of refrigeration and air conditioning; refrigeration cycle, operating cycle of a refrigeration unit; typical compression cycle; study of refrigeration, chemical properties, hazards and testing; machines and systems, unit setups for various applications; refrigeration and air-conditioning accessories, motor controls; liquid controls and valves; laboratory exercises, shop work in all types of units and refrigeration accessories; psychometric charts, compute heat gains of air; properties of air, study the chemical makeup of air; air-conditioning units, chemical types of units employed from package units to large industrial installations.

PRINTING

PRINTING
COURSE NUMBER—195
TYPE OF STUDENT—Junior, Part-time
FEE—None
LENGTH OF COURSE—412 forty-five minute periods
COURSE NUMBER—295
TYPE OF STUDENT—Adult, Full-time
FEE—None
LENGTH OF COURSE—2072 forty-five minute periods
COURSE NUMBER—395
TYPE OF STUDENT—Apprentice
FEE—None
LENGTH OF COURSE—400 hours
TEXTS—I.T.U. Lessons in Printing
The Practice of Printing by Polk
General Printing by Cleaton and Pitkin
COURSE CONTENT—Hand composition, to become familiar with all types of hand composition; presswork, to become a press operator; machine composition, to be able to set job and newspaper composition; bindery, to develop skill at handling printed jobs; related reading in trade publications, new inventions, to learn about supply houses, and to become acquainted with problems of printing; paper, manufacturing processes and uses of papers; ink, manufacture and uses; related fields, study of allied trades; display composition, advanced fields of composition; job composition or newspaper practice, kinds of work done in each field; newspaper advertising or printing design, to make up ads or jobs; English for printers, background of the fundamentals of English.
COUNSELING

The guidance office is in room 237, and students may obtain counseling service there either directly or by referral through teacher or supervisor. The counseling service may include aptitude testing, occupational information, and such other aids as may be needed to give the student the most favorable opportunity for placement or occupational readjustment.

JOB PLACEMENT

Employers in the Madison area have available the services of our placement office in their effort to obtain the best qualified workers for jobs which become vacant. It will be the purpose of this office to recommend to employers only those who appear to be well qualified. Students in the school may register with the placement office for prospective jobs for which they would like to receive consideration. Supervisors and teachers will report to the placement office all inquiries and requests from employers as well as students recommended.

HEALTH GUIDANCE

The health of the students in the school is of first importance and will receive the special consideration of the guidance office. Any student may obtain emergency health service as well as counseling on health problems in room 237 during all hours of the school day. A special course in Mothercraft is offered expectant mothers. Enrollment in this course is often on recommendation of the attending physician, and the time and place of the class meeting will be announced as each class is organized.

GUIDANCE FOR OLDER ADULTS

In an effort to give intelligent counseling to adults who have reached retirement age or who are making readjustments, the guidance department is prepared to give appropriate aptitude tests and analysis of job and life opportunities.
1949-50 Evening School Catalog

Madison Vocational and Adult School
Madison Vocational
and
Adult School

Evening School
CATALOG
1949-50

Board of
Vocational and Adult Education

E. J. Frautsch, President
F. M. Moson, Vice President
P. H. Falk, Secretary
J. H. Brown
F. G. Collester

R. W. Bardwell, Director

211 North Carroll Street
Madison, Wisconsin
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GENERAL INFORMATION

The Madison Vocational and Adult School is a public school and is open to all residents of the city of Madison.

There is no tuition charge for Madison residents, but there is a general registration fee of $1 a term, and in some classes fees will be charged to cover the cost of laboratory expense, incidental breakage, texts and supplies. In advance registration for the second term the fee is 50c.

Should an insufficient number of registrations be received for any course listed in the Evening School Catalog, the school administration reserves the right to withdraw the offering.

A class may be discontinued or combined with another if the enrollment becomes low.

Courses not listed may be organized if a sufficient number of persons register for such classes.

For many of the courses persons may enroll at any time and receive individualized instruction. Some of the courses are purposely short where the instructional objectives can be achieved within a few weeks.

TWO TERMS OF EVENING SCHOOL

The evening school year is composed of two terms of ten weeks each, the first term coming before the Christmas holidays and the second term in the New Year. If interest of students and value of the class instruction warrant it, the Director may authorize the continuation of a class for a maximum of five weeks after the close of the second term.

RECORDS

Permanent records of students' attendance and achievement are kept in the Director's 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. This is necessary because of the great demand for the use of the school's equipment and the need to eliminate any who are not serious about their work. Those who must be absent are requested to call 54561 so that they will not be withdrawn from class.

GUIDANCE AND PLACEMENT

The guidance office is located in room 237. This department is at the service of all the students for health, welfare, placement and all guidance problems. This department offers testing services including aptitude, interest and general information tests. Any person wishing to avail himself of the
opportunity to take these tests may arrange for it at this office.

The Placement Department is in a sense an extension of the teacher's classroom activities. Teacher's ratings of the student are sent to the Placement Department where an effort is made to place students in lines suitable to aptitudes and skills demonstrated in classwork.

Vocational School students who wish to be considered for employment should inform the Placement Office of this fact. The Placement Department has contacts with the various industries and business organizations in the city. Employers place calls with the Vocational School when they need help.

ADULT EDUCATION SPECIAL SERVICES

Adults wishing to meet special educational requirements for civil service equivalency or to make up educational deficiencies in order that they may enter fields of training which require certain educational requirements, may make up these deficiencies by making arrangements at the time of registration. These courses are in the nature of refresher courses which do not require full semester attendance.

NON-RESIDENT STUDENTS

Non-resident tuition for persons under twenty-one years of age is chargeable to the city, village or town in which the student resides. Those who wish to have their tuition thus paid are requested to obtain the proper blank from the Main Office and have it signed and returned to our school as evidence of residence.

All persons who are twenty-one years of age or older will pay their tuition when they register. The tuition fees are 50c per evening session, payable in advance by the term.

REFUNDS

Registration fee—No refunds. However, in cases where classes do not materialize because of insufficient enrollment, the registration fee will be returned.

Laboratory fee—If a person withdraws from school before completion of the course, a refund will be made which in no case shall exceed fifty per cent of the original fee. No refunds of less than 50c will be made. Laboratory fees may be transferred from one course to another.

CLASS SCHEDULE

Classes will be held from 7 to 9 p.m. unless otherwise designated.

The building will be open to students at 6:45 p.m. Class instruction will start promptly at 7 p.m. and close at 8 p.m. The doors of the building will be locked at 9:30 p.m.
General
Education

Academic
Art
Music
GENERAL EDUCATION

ACADEMIC

ALGEBRA I
Tues. and Thurs., 7:00 p.m. to 9:00 p.m.
This course covers beginning algebra for which high school credit is given. It consists of nine assignment sheets. Unit tests are given when each assignment sheet is completed. A final test is given.

ALGEBRA II
(Advanced High School Algebra)
Tues. and Thurs., 7:00 p.m. to 9:00 p.m.
Prerequisite: Algebra I
Reviews the principles learned in Algebra I. Advanced topics in factoring and quadratics are included. Progressions and the binomial theorem are introduced at the end of the course. There are twenty short assignments. A final test is given and upon completion a one-half high school credit is given.

GEOMETRY
Tues. and Thurs., 7:00 p.m. to 9:00 p.m.
Prerequisite: Algebra I
Emphasis is to develop in the individual the ability to form a logical geometric proof. There are six assignment sheets covering the course. Tests are given when a unit is completed as well as a final test. One high school credit is given for successful completion of this course.

APPLIED MATHEMATICS
Tues. and Thurs., 7:00 p.m. to 9:00 p.m.
Arithmetic fundamentals are studied and applied to practical shop problems. One high school credit is given. This course can only be used as an elective. There are seventeen assignment sheets and a final test is given when the course is completed.

TRIGONOMETRY
Tues. and Thurs., 7:00 p.m. to 9:00 p.m.
Prerequisite: Algebra, Geometry
This is a high school course in trigonometry. Emphasis is placed on problem solving after the trigonometric relations are mastered. Twenty assignment sheets with a final examination after satisfactory completion of the assignment sheets constitute the course. One-half high school credit is given.

ARITHMETIC I
Tues. and Thurs., 7:00 p.m. to 9:00 p.m.
Introduces arithmetic fundamentals and mastery comes with drills and tests. Practical applications are given for all operations. So the student will not waste time doing work he already knows, a complete course is mapped out for him and the student has taken an inventory test.

BUSINESS MATHEMATICS
Tues. and Thurs., 7:00 p.m. to 9:00 p.m.
Prerequisite: Arithmetic I
Course consists of mastering the arithmetic fundamentals and then applying them to situations in business. A book which enables the student to progress at his own speed is used.

CHEMISTRY
Tues. and Thurs., 7:00 p.m. to 9:00 p.m.
FEE—$7.50
TEXT—Fundamentals of Chemistry by Gray, Sandifur, and Hanna
Parallels the average chemistry course given in high school. One high school chemistry course is given in this course.

ENGLISH I
Mon. and Wed., 7 p.m. to 9 p.m.
Planned to meet the needs of those of our foreign born residents who wish to learn to speak, read, and write everyday English. This course will teach the beginners to use English for practical everyday purposes and it will enable them to go on independently in building up a reading and speaking knowledge of the English language.

ENGLISH II
Mon. and Wed., 7 p.m. to 9 p.m.
Organized to meet the needs of those foreign born who are already able to speak, read, and write English quite readily and who wish to increase their vocabulary and knowledge of English grammar.

ENGLISH III
Tues. and Thurs., 7:00 p.m. to 9:00 p.m.
An elementary course in applied grammar which places emphasis upon the correct use of the several parts of speech, punctuation, capitalization, spelling, and the building of good sentences. The language difficulties of each member of the class are dealt with according to individual need.

ENGLISH IV
Tues. and Thurs., 7:00 p.m. to 9:00 p.m.
An advanced course in English grammar giving the student a thorough review of the principles of sentence construction, punctuation, capitalization, paragraphing, and spelling.

ENGLISH V (Creative Writing)
Mon., 7 p.m. to 9 p.m.
A course in writing for those who have ability and who have had a basic course in composition or its equivalent. The writing is done in class during
one hour of the two hour periods, the students producing an average of three pages of material per class period.

FRENCH I
Tues. and Thurs., 7:00 p.m. to 9:00 p.m.
TEXT—Premier Livre by Berlitz
Conversational French will be taught from October until Christmas. All conversation and instruction will be in French only, by demonstration of objects and simple word association.

TEXT—United French Course by Lecompte and Sundeen
The second part of the course will start in January and end in March. It will be a review course giving the student a systematic grammatical background. At the same time a play or short novel will be read. New students may join at this time. The class will occasionally dine at the University French House and view French movies.

(Government arrangements will be made for advanced students.)

GERMAN I
Mon. and Wed., 7 p.m. to 9 p.m.
TEXT—Erstes Buch by Berlitz
Conversational German will be taught from October until Christmas. All conversation and instruction will be in German only by demonstration of objects and simple word association.

TEXT—Shorter College German by Evans and Rossler
The second part of the course will start in January and end in March. It will be a review course giving the student a systematic grammatical background. At the same time a play or short novel will be read. New students may join at this time. The class will occasionally dine at the University German House and view German movies.

(Special arrangements will be made for advanced students.)

SPANISH I
Tues. and Thurs., 7:00 p.m. to 9:00 p.m.
TEXTS—Spanish for Conversation by Leslie Buenos Dias; One-minute Dialogues by Lopes.
A class in conversational Spanish with practice in pronunciation, comprehension of the spoken language, and conversational drill. The core of each lesson is a daily life situation or a "tourist situation" in a Spanish-speaking country.

LIP READING
Tues. and Thurs., 7:00 p.m. to 9:00 p.m.
Lip reading, or speech reading, is understanding spoken language when watching the speaker, without fully hearing, or if need be, without hearing at all.
This course is designed to give the hard of hearing or deafened adult an understanding of the movements of speech and to help him acquire the ability to lip read. The lessons consist of an explanation of the movements and drills and exercises of various kinds of practice work.

PUBLIC SPEAKING
Tues. and Thurs., 7:00 p.m. to 9:00 p.m.
FEE—50c
Emphasizes the type of public speaking that the average person is called upon to do in committee meetings, unions, conferences, clubs, and similar smaller groups. It includes units on acquiring voice before an audience, voice preparation of speech, and special types of speeches such as courtesy and after-dinner.

ART
ART METAL
Mon., 5 p.m. to 7 p.m.; 7 p.m. to 9 p.m.
LABORATORY FEE—$1.50
MATERIAL FEE—$3.50
Design processes and techniques as applied to copper and brass. Processes include beading, plating, soldering, filing, etching, construction design and patternmaking, joints, oxidizing and finishing.

BRAIDED RUGS
Mon. and Wed., 7 p.m. to 9 p.m.
Size, shape, color and design arrangement stressed. Processes include braiding with three, four and five strands, splicing, padding and tacking. Discarded materials recommended.

CERAMICS
Tues. and Thurs., 7:00 p.m. to 9:00 p.m.
LABORATORY FEE—$1.50
MATERIAL FEE—$3.50
Methods of building pottery including coil, slab, throwing on potter's wheel and casting. Surface enrichment, glazing, placing and firing the kiln are taught. Originality of design stressed.

COSTUME JEWELRY
Wed., 5 p.m. to 7 p.m.; 7 p.m. to 9 p.m.
Fri., 5 p.m. to 7 p.m.; 7 p.m. to 9 p.m.
LABORATORY FEE—$1.50
MATERIAL FEE—$3.50
Flat work in copper, brass and silver. Various processes include sawing, filing, soldering, chasing, repoussé, chasing, casting, enameling, wire drawing, ring sizing, stone setting and finishing.
DESIGN
Tues. and Thurs., 7:00 p.m. to 9:00 p.m.
LABORATORY FEE—$1.50
A basis for artist, craftsman and homemaker with instructional problems in line, space, light and dark, color, tone and texture, to develop a person’s feeling for expression and line relationships.

DRAWING
Tues. and Thurs., 7:00 p.m. to 9:00 p.m.
LABORATORY FEE—$3
Basic training in structural relationship of form—mass, line, value and perspective from still life and imagination. Foreshortening and anatomy of the head and figure from models. Emphasis on individual interpretation. Mediums: pencil, charcoal, pen and ink, pastel crayon and wash.

GENERAL CRAFTS
Mon. and Wed., 7 p.m. to 9 p.m.
LABORATORY FEE—$5
Planned to meet the demands of the adult, homemaker, youth leader and hobbyist. Instruction given in block printing, silk screen processes, leather work, stenciling, plastics, cork craft, and bead work.

INTERIOR DECORATION
Wed., 7 p.m. to 9 p.m.
Thurs., 7 p.m. to 9 p.m.
Lectures on backgrounds, floor and wall treatment. Color, fabrics, window treatment, furniture arrangement and combination of furniture styles, accessories, pictures and illumination. Field trips and individual home problems discussed.

LETTERING
Tues. and Thurs., 7:00 p.m. to 9:00 p.m.
LABORATORY FEE—$2
Fundamental alphabets. Practical training in lettering adaptable to commercial use. Techniques include pen and ink and brush lettering. Show card layouts and color theory. Mediums include pencil, pen and ink.

PAINTING AND COMPOSITION
Mon. and Wed., 7 p.m. to 9 p.m.
LABORATORY FEE—$1.50
Prerequisite: Drawing
Basic training in the study of form—arrangement, color and texture from still life, outdoor sketches and life. Emphasis is given on techniques, new subject matter, dynamic color, creativeness and individual expression of form. Mediums include crayon, oil, pastels and water color.

PHOTOGRAPHY
Mon. and Wed., 7 p.m. to 9 p.m.
LABORATORY FEE—$4
An elementary course for beginners, stressing the construction and proper use of the camera, picture composition, developing, printing, enlarging and other darkroom procedure.

WEAVING
Tues. and Thurs., 7:00 p.m. to 9:00 p.m.
LABORATORY FEE—$1.50
Planned for the homemaker, craftsman, teacher, camp instructor or youth leader. An elementary course which includes the various processes and techniques in producing plain and pattern weaving.

MUSIC
PIANO I
Wed. and Thurs., 7 p.m. to 9 p.m.
Oxford course for adult beginners. Easy solo pieces to suit individuals; basic principles.

PIANO I AND II
Scales, arpeggios, hand building exercises. Supplementary pieces; sonatas. Two piano ensemble music.

MUSIC APPRECIATION
Wed., 7 p.m. to 8 p.m.
A general survey of music—how to listen to good music and enjoy it. No advance study necessary.

POPULAR PIANO THROUGH KEYBOARD HARMONY
FEE—$2
Designed for students having some knowledge of piano. Consists of learning the chords and necessary formations to fill in left hand of popular music, creating necessary breaks, etc. Also valuable to classic music students since it provides reading short cuts and helps create a technique usually ignored by methods. A practical course, students learning to do their own arranging.

GENERAL ACTIVITIES
MADISON CIVIC CHORUS
Mon., 7:30 p.m. to 9:15 p.m.
Made up of adults who must qualify. Standard choral repertoire. Three concerts per season.
GENERAL EDUCATION

MADISON CIVIC SYMPHONY ORCHESTRA
Tues., 7:30 p.m. to 9:30 p.m.
Made up of adults who must qualify. Standard symphonic repertoire. Five concerts per season.

MAENNERCHOR
Thurs., 8 p.m. to 9:30 p.m.
For adults who must qualify. Standard American and German male choruses. Two concerts a year; guest concerts out of town.

MOZART CLUB
Wed., 7:30 p.m. to 9:30 p.m.
Adult singers who must qualify. Standard male choruses and a cappella. Concerts in Madison and tours.

STRING CLASS
Fri., 7 p.m. to 8 p.m.
For members of the string section of the Madison Civic Orchestra. Drill in current Civic Orchestra repertoire.

Business Education

Accounting
Business Principles
Office Training
Distributive Education
Training of Sales People
ACCOUNTING

ACCOUNTING (Elementary)

Mon. and Wed., 7:00 p.m. to 9:00 p.m.

Intended for students who have had no previous instruction in bookkeeping and accounting. It is also a course for clerical workers and businessmen who wish to become familiar with the principles of bookkeeping and accounting in order that they may learn to keep books and to interpret financial statements. Through knowledge of the fundamental steps in the bookkeeping cycle is given in this course; namely: journalizing, posting, trial balance, business statements, and closing the ledger. The student becomes familiar with the special journals, notes, interest, as well as the uses of the usual business forms. Sets 1, 2, and 3 of the text give practical application of these principles.

ACCOUNTING II

Tues. and Thurs., 7:00 p.m. to 9:00 p.m.

For those students who have completed the elementary accounting course or its equivalent. Given thorough training in the study of partnership problems, control accounts, accruals, working sheets. Sets 4 and 5 are used to give practical application to these principles.

ACCOUNTING III

Tues. and Thurs., 7:00 p.m. to 9:00 p.m.

For those who have completed Accounting I and II or the equivalent. A study is made of department store problems, reserve accounts, depreciation, bad debts, and cash journal, with special emphasis on classification of accounts. Sets 6 and 7 are completed in this course.

ACCOUNTING IV

Tues. and Thurs., 7:00 p.m. to 9:00 p.m.

Only those who have completed Accounting III or the equivalent should register for this course. Corporation accounts including handling the various types of capital stock, bonds and the voucher system of record keeping are studied in connection with the manufacturing business. Set 8 and supplementary problems in elementary accounting are used for practical material.

BUSINESS PRINCIPLES

BUSINESS ARITHMETIC

Mon., 7 p.m. to 9 p.m.

Especially intended to serve the needs of people in business. The student intending to study account-
MONROE, MARCHANT AND FRIDEN  
MACHINE CALCULATION
Mon. and Wed., 7 p.m. to 8 p.m.; 8 p.m. to 9 p.m.  
Tues. and Thurs., 7 p.m. to 8 p.m.; 8 p.m. to 9 p.m.  
Fri., 7 p.m. to 9 p.m.  
FEE—$1
Covers addition and the various methods of multiplying, subtracting, and dividing, followed by their applications to problems in business arithmetic. Upon completion of the course, a student should have a thorough training in the fundamental processes as they apply in business and sufficient knowledge to operate the machine in any business office. The course consists of thirty assignments.

REMITTNGTON RAND MACHINE CALCULATION
Mon. and Wed., 7 p.m. to 8 p.m.; 8 p.m. to 9 p.m.  
Tues. and Thurs., 7 p.m. to 8 p.m.; 8 p.m. to 9 p.m.  
Fri., 7 p.m. to 9 p.m.  
FEE—$1
Instruction is given on the new automatic printing calculator. This machine prints as it divides automatically, as it multiplies electrically, as it adds and subtracts. All factors for each calculation are recorded with totals automatically delivered and printed. It has the speedy ten-key keyboard, and the combined features of a calculator and the printing adding machine tape.

SHORTHAND I  
(Beginning Theory)
Tues. and Thurs., 7:00 p.m. to 8:00 p.m.
This is a study of shorthand only and is intended for students who are skilled typists but intended for those only who have had little or no previous training in shorthand. The beginning principles of shorthand are thoroughly covered in this course. The last two weeks of the term are devoted to a rapid review of shorthand principles and to the introduction to beginning dictation and transcription on the typewriter. Homework and regular attendance are necessary for progress in the study of beginning shorthand.

SHORTHAND II  
(Advanced Theory)
Tues. and Thurs., 7:30 p.m. to 8:30 p.m.  
FEE—$1
Prerequisite: Shorthand I (Beginning Theory) and typing skill
A continuation of Shorthand I. It consists of a review of the theory of shorthand, practice in beginning dictation and transcription on the typewriter. The class period is divided into one hour of shorthand and one-half hour of transcription.

STENOGRAPHY I (Beginning Shorthand Theory and Typewriting)
Tues. and Thurs., 7:00 p.m. to 8:00 p.m.
FEE—$1
A study of beginning shorthand and beginning typewriting. The beginning principles of shorthand are covered. Only half of the shorthand theory is covered and students enrolled in this course should continue their training in the following school year by enrolling in Stenography II. The work in typewriting covers a knowledge of machine parts, mastery of the keyboard, drills for rhythm and accuracy, and correct typing habits. Instruction is also given in centering, simple letter setup, simple tabulation, and timed writings. Group instruction is given in this course. The class period is divided into one hour of typewriting and one hour of shorthand.

STENOGRAPHY II (Advanced Shorthand Theory and Typewriting)
Tues. and Thurs., 7:00 p.m. to 8:00 p.m.
FEE—$1
Prerequisite: Stenography I
A continuation of Stenography I. It consists of a rapid review of the beginning principles of shorthand, the completion of the advanced principles, and dictation practice in beginning dictation and transcription on the typewriter. The class period is divided into one hour of typewriting and one hour of shorthand.

STENOGRAPHY III
Tues. and Thurs., 7:00 p.m. to 8:30 p.m.
FEE—$1
Prerequisite: Stenography II
Consists of a rapid review of shorthand principles and beginning dictation work. Dictation is given at the rate of 60-80 words per minute. Transcription at the typewriter is required.

STENOGRAPHY IV
Tues. and Thurs., 7:30 p.m. to 8:30 p.m.
FEE—$1
Prerequisite: Stenography III
A course for stenographers who are working for a shorthand speed of 80-100 words per minute. Transcription at the typewriter is required. Students enrolling in this course should have a good understanding of the shorthand principles. Special emphasis is given to the writing of advanced phrases and to the building of a shorthand vocabulary of business terms.

STENOGRAPHY V
Tues. and Thurs., 7:00 p.m. to 8:30 p.m.
FEE—$1
BUSINESS EDUCATION

Prerequisite: Stenography IV
A course for stenographers who have attained an shorthand speed of 150 words per minute. Transcription on the typewriter is required. The emphasis of this course is on building a dictation-taking speed of at least 150 words per minute on new material and teaching the techniques of accurate and rapid transcription. The advanced phrasing principle is also stressed in this course.

TYPEWRITING I
Mon. and Wed., 6 p.m. to 7 p.m.; 7 p.m. to 8 p.m.
Tues. and Thurs., 6 p.m. to 7 p.m.; 7 p.m. to 8 p.m.
FEE-$50
For those who wish to learn the touch system of typewriting. It includes the study of the parts of the machine, mastery of the keyboard, drills for rhythm and accuracy, correct typing habits, simple letter setup, simple tabulation, and timed writings.

TYPEWRITING II
Mon. and Wed., 7 p.m. to 8 p.m.
Tues. and Thurs., 8 p.m. to 9:00 p.m.
FEE-$50
Typewriting II is a continuation of Typewriting I. The course includes the following: technique check-up, speed and accuracy drills, tabulation practice, letter setup and placement, use of carbon paper, and office typing problems.

DISTRIBUTIVE EDUCATION

RETAIL SALESMAHSHIP
Wed., 7 p.m. to 8 p.m.
Salesmanship in the modern sense; retail selling fundamentals; study of the customer; selling techniques that help customers buy; meeting the customer; developing the sales presentation; making the sales talk convincing; helping the customer over buying obstacles; building permanent business.

ADVANCED SALESMAHSHIP* 
Tues., 7:00 p.m. to 8:00 p.m.
No ceiling on selling: what makes a good salesman better: how to find prospects: how to handle the price problem: how to build your sales talk: how to use advertising: how to dramatize your selling: how to close your sales: how to avoid competition complexes: how to sell quality products: how to make more sales.

MERCHANDISE INFORMATION* 
Tues., 8:00 p.m. to 9:00 p.m.
Sources on merchandise that contribute to the salesperson’s knowledge: how to get the most out

of merchandise: to what use is your merchandise put: what to know about the trends in style and fashion: what about color, line and design: value of information and how to secure it: what are the selling points about your merchandise: how to present them most effectively.

*Courses function well together in two hour sessions—one hour of Advanced Salesmanship followed by one hour of Merchandise Information.

ADVERTISING
Wed., 7 p.m. to 9 p.m.
Advertising in relation to distribution of merchandise and services: physical structure of advertising: layout, printing, photo-engraving; relative values of various media for advertising; newspapers, magazines, radio, dealers’ displays, outdoor advertising, car cards.

COLOR, LINE AND DESIGN
Thurs., 7 p.m. to 8 p.m.
Color and effect it has on modern merchandising—fundamentals of color, color behavior, physical and psychological aspects of color, mixing and matching of color: line in modern application: definition and aims of design: economic aspects of trends in merchandising design.

RETAIL CREDIT FUNDAMENTALS
Wed., 7 p.m. to 9 p.m.
Nature and importance of credit; developing new sources of credit customers: methods of identifying charge customers: safeguards: reducing merchandise returns: how to handle complaints: how to stimulate preferred customers: how to revive inactive accounts: how to develop effective collection methods: how to rehabilitate delinquent customers.

MERCHANDISE DISPLAY
Thurs., 8 p.m. to 9 p.m.
Values of display: physical makeup of display: display in the retail program: manufacturers’ advertising in display: special display suggestions: testing the student.

RETAIL GROCERY MERCHANDISING, COURSE I
Time to be arranged
RETIAL GROCERY MERCHANDISING, COURSE II

Time to be arranged
Salesmanship, diet and food values; helpful selling; principles of refrigeration, air conditioning; the grocer and his competitors; keeping powder, vinegar; understanding the housewives' problems; crackers and biscuits; fresh fruit and vegetables; salads and dressings.

RETIAL GROCERY MERCHANDISING, COURSE III

Time to be arranged
What is merchandising; importance of turnover; relationship of cost to selling price; markup and margin; profits—gross and net; pricing for profit and profit range; determining cost of doing business; soap and detergents; merchandising staples, fresh meats, fresh produce, dairy products, frozen foods, specialties and sundries.

HOW TO TEACH AN EMPLOYEE

LENGTH OF COURSE—6 two-hour sessions, time to be arranged
Benefits derived from mastery of efficient teaching techniques; weaknesses of the two common training methods—telling and showing; need for task analysis; four basic steps of instructing; similarity of selling and teaching; principles of learning used in teaching an employee; teaching a manipulative type of task; teaching some necessary facts; helping to modify an attitude.

HUMAN RELATIONS IN RETAILING

LENGTH OF COURSE—6 two-hour sessions, time to be arranged
Training supervisory personnel in the use of the four-step method of problem solving; application of the four keys to good human relations; stimulating supervisor to further study of the important field of worker relations; supervisory personnel developing skill in getting results through the people they supervise.

JOB METHODS TRAINING

LENGTH OF COURSE—5 two-hour sessions, time to be arranged
A practical plan to produce greater quantities of quality products in less time with less fatigue by the best use of manpower, machines and materials available. Objectives are to be accomplished through the four-step method of (1) breaking down the job; (2) questioning every detail that makes up the job; (3) developing the new method through elimination, combination, rearrangement, simplification of the various details that make up the job; (4) application of the new method to various job conditions.

MANAGEMENT CLINIC

LENGTH OF COURSE—5 two-hour sessions, time to be arranged
Training in the techniques of job analysis, personnel selection, placement and training; to encourage management to make use of the techniques for insuring successful and profitable operation; to point out management's responsibility in a training program.

BALANCED SELLING

LENGTH OF COURSE—5 two-hour sessions, time to be arranged
Need for a balanced selling program; value of product knowledge; position of the wholesale distributor; the retailer's problems; the salesman's problems; responsibilities of the participants in the channels of distribution; the retailer's assets and liabilities; objectives of merchandising; the sales target; record keeping; professional salesmanship; requisites and results of good merchandising; effects of creative selling; measuring results; self-management; recognizing trends; objectives of balanced selling training.

PAINT POWER

LENGTH OF COURSE—One or two terms of ten weeks each in two-hour sessions, time and length to be arranged
Opportunities in the paint, varnish and lacquer industry; types of products; application of products; estimating; the power of color; paint styling; salesmanship and management; the painting contractor; effective sales promotion; advertising; publicity, to sell more paint power.

THE BALANCED JOB

LENGTH OF COURSE—11 two-hour sessions or 22 one-hour sessions, time and length to be arranged
For dairy route men. Covers the balanced job; satisfying the customer; customer relationships; the stop order; turning collection calls to advantage; increasing family consumption; "top line" products; suggestive selling; new business; handling obstacles; closing the sale.
FAMILY DEVELOPMENT

PROBLEMS OF THE MODERN HOME

Thu., 7:30 p.m. to 9 p.m.
A course for newlyweds or young people who plan to be married. Home ownership, joint banking accounts, budgeting income, family relationships, psychological problems of married life, spiritual aspects of marriage and adjustments in the family life, are topics to be discussed. This is a lecture and discussion course.

CHILD DEVELOPMENT (For Pre-School Level)

Wed., 7:30 p.m. to 9 p.m.
Planned for parents of pre-school age children. Topics to be covered: goals for parents; habits and principles of habit formation; beginnings of patterns of behavior and how they develop; books, music, toys, games and occupations; children's clothing; obedience; imagination; truth, falsehood; curiosity; tears and emotional control; child's use of money; community services for the parents. This is a lecture and discussion course.

SPECIAL PROBLEMS OF THE ADOLESCENT

Tue., 7:30 p.m. to 9:00 p.m.
Planned for parents and others concerned with the adolescent. It will cover a study of the child as he enters adolescence, its duties and problems, a consideration of the forces at work within and outside of the home which influence his development. Other studies will be the meaning and significance of adolescence; growth and changes in bodily development; mental development; adolescent interests; emotional life of the adolescent; guidance and control of adolescent behavior.

PERSONAL ANALYSIS

Wed., 7:30 p.m. to 9 p.m.
Many phases of personality studied to learn how to develop naturalness of manner and relaxation. Importance of personality in career life and home life. Some of the highlights of the course are: developing a new or understanding philosophy of life; gaining self-assurance and poise; relation of dress and grooming to personality; leisure time activities; development of individuality; desirable personality traits and how to cultivate them.

HOSPITALITY AND TABLE DECORATION

Tue., 7:30 p.m. to 9:00 p.m.
FOODS II (Baking, Meat Cookery, Vegetable Cookery)

Tues. and Thurs., 7:00 p.m. to 9:00 p.m.
FEE—$3

The baking unit includes quick breads, yeast breads, cakes, cookies and pastry. Selection and cooking of poultry, stuffing and trussing a fowl for roasting are given prior to the holiday season. Selection of meat is stressed. Both tender and less tender cuts of meat are prepared as well as meat extenders. Sea food and fresh water fish cookery is a part of the course. Retention of vitamins and minerals in vegetable cookery is stressed. Unusual ways of preparing vegetables are given, as well as vegetable plates and casseroles.

FOODS III (Salads, Casseroles, Desserts and Hospitality Cookery)

Mon. and Wed., 7 p.m. to 9 p.m.
FEE—$4

New and unusual salads, casserole dishes for the main part of the meal or for buffet serving, unusual desserts and a variety of meals for special occasions are given. The latter part of the course will feature buffet suppers, holiday dinners, receptions, teas, guest dinners and after-theater snacks. One should have some experience in cooking before taking this course.

FOODS IV (Supper Class)

Tues. and Thurs., 5:15 p.m. to 7:00 p.m.
FEE—$10

This is a supper class for business girls. It includes planning and preparing simple dinners and suppers suitable to serve in a small apartment for two to four people. Time management is featured. Nutritional principles are stressed in the planning and preparation of meals. Only those who can be here promptly at 5:15 are enrolled.

CAKE DECORATING I

Thurs., 7 p.m. to 9 p.m.
FEE—$2

Short course on the decorating of cakes. Actual practice will be given in the techniques of making flowers and other forms of decoration for wedding cakes, petit four, etc.

CAKE DECORATING II

Thurs., 7 p.m. to 9 p.m.
FEE—$2

Advanced problems in cake decorating for those students who completed Cake Decorating I; also open to people on the job who wish to brush up on techniques.

NUTRITION

Wed., 7:30 p.m. to 9 p.m.
A practical course in nutrition which will give the student a basic knowledge of food. It will include the following: importance of a good diet and correct habits of living; how to choose and plan meals intelligently and economically; food customs and habits; energy needs of the body; proteins as body builders; vitamins; minerals; body needs; up-to-date food habits; food and its relation to a successful career; the part food plays in personality; pointers on correct meals for those interested in either losing weight or adding weight.

CLOTHING AND TEXTILES

CLOTHING I (Firsts in Sewing)

Mon., Tues., or Fri., 7:00 p.m. to 9:00 p.m.
FEE—$1

First lessons in sewing include the construction of simple garments such as blouses, pajamas, brunch coats, skirts and other simple garments. Streamlined methods of clothing construction are taught. Emphasis is given to care and use of the sewing machine; selection and use of patterns; basic principles in construction of simple garments. This is a foundation for more advanced classes.

CLOTHING II (Children’s Garments)

Tues., 7:00 p.m. to 9:00 p.m.
FEE—$1

Consists of a study of special problems in the selection and making of children’s garments. Selection of suitable patterns and materials for all types of garments will be discussed. Special attention will be given to the making of worked and bound buttonholes, plackets and zippers, making and applying collars, patch and slot pockets, decorative stitches such as zigzagging and smocking will be applied on cotton or silk dresses.

CLOTHING III (Refresher Course)

Thurs., 7 p.m. to 9 p.m.
FEE—$1

Planned for the person who has done some sewing at home but who needs help in some of the construction processes such as bound buttonholes; contoured buttonholes; putting in zippers; how to use a pattern correctly; how to use the buttonholer; buttonholing; cutting of true bias; pockets. Garments will not be made; people taking this course may also take Clothing IV or V. The purpose of this course is to give special help on the above processes to people who may be ready for more advanced work than Clothing I.

CLOTHING IV (Casual Clothes)

Thurs., 7 p.m. to 9 p.m.
FEE—$1
An elementary dressmaking course which follows Clothing I or its equivalent. There will be opportunity to choose the type of garments to be made. It may be dresses for morning wear, garden dresses or active sport clothes. Problems found in this type of garment will be used as a basis for the lessons. Concise explanation with the detailed illustrative material will be used to simplify each step of construction.

CLOTHING V (That Ready-Made Effect)
Mon. or Wed., 7 p.m. to 9 p.m.
FEE—$1
How to secure that much desired ready-made effect will be one of the purposes of this course. Selection of materials and patterns will be stressed, with emphasis on color, texture and becoming design for each individual. Such fabrics as silk, wool, rayon, nylon and the new fabrics on the market will be studied. Garments to be made will be chosen from the following: rayon dresses, wool dresses, two-piece dresses, blouses and skirts, formal and dinner dresses. Short cuts in construction processes, identification of materials, interpretation and application of pattern principles, and coordinating of the wardrobe will be included. This course is for the advanced student.

CLOTHING VI (Tailoring)
Tues. and Thurs., 7:00 p.m. to 9:00 p.m.
FEE—$1
For the advanced student and is planned for those people who want to make tailored garments. Some of the specific tailoring principles which are given are: pattern altering to fit the figure, use of interfacing, tape and pad stitch for collars, revers, hand stitching of collars and facing, fitting problems, use of pressing board for shaping garment to the figure, bound and welt pockets, cording and worked buttonholes, study of sleeves and other fitting problems. Suits and coats will be made.

CLOTHING VII (Challenge of Make-over)
Wed., 7 p.m. to 9 p.m.
FEE—$1
It is essential that members of the class have had Clothing IV or its equivalent before enrolling in the remodeling class. Instruction will be given on the preparation of the garment for class work, combination of new and old material, and selection of garments for remodeling. Almost any garment can be remodeled.
KNITTING I
Mon., 7 p.m. to 9 p.m.
This is for the beginners or those who have had very little experience in knitting, and will include the fundamentals of knitting. Typical of what might be made are scarfs, tops, sweaters, mittens, afghans and similar articles. Equipment needed first lesson: two number-three knitting needles (ten- or twelve-inch bone), a small ball of any kind of yarn, notebook and pencil.

KNITTING II
Thurs., 7 p.m. to 9 p.m.
This is for the advanced student and will include planning, styling, and charting of garments to measurements. Types of garments which may be made are sweaters, blouses, skirts, suits, gloves and socks. Tools needed for first meeting are: two number-three knitting needles (ten- or twelve-inch bone), a small ball of yarn, notebook and pencil.

NEEDLEWORK
Mon., 7 p.m. to 9 p.m.
FEE—$1
This course is for all people interested in fine needlework. It includes all decorative stitches, some of which are satin stitch, needlepoint, outline stitch, crewel stitch, faggoting, smocking, Italian hem-stitching, applique, Swedish weaving. The instructor of this course has studied needlework abroad, and has many rare patterns which are available to the class.

CLOTHING CLASSES AT VOCATIONAL ANNEX
Classes in Clothing will be offered at The Vocational Annex, 1237 Williamson Street, as follows:
Clothing I—Tues., 7:00 p.m. to 9:00 p.m.
Clothing II—Thurs., 7:00 p.m. to 9:00 p.m.
Clothing IV—Thurs., 7:00 p.m. to 9:00 p.m.
Clothing V—Tues., 7:00 p.m. to 9:00 p.m.
### Trade and Industry

#### Automotive

**Auto Mechanics**
- Tues. and Thurs., 7:00 p.m. to 9:00 p.m.
- Fee: $3
- Working, polishing, lubrication, accessories, electrical system, brakes, engines, engine tune-up, transmissions, clutch, drive shafts, fuel systems, rear axles, care of tools and equipment, engine rebuilding, front wheel alignment, frame straightening, wheel balancing.

#### Building and Allied Trades

**Woodworking (Cabinet Making)**
- Mon. and Wed., 5 p.m. to 7 p.m.; 7 p.m. to 9 p.m.
- Tues. and Thurs., 5 p.m. to 7 p.m.; 7 p.m. to 9 p.m.
- Fee: $3
- Course covers the woods we use, where found, the sawing and drying of lumber, stock sizes and actual sizes; working with wood, the use, care and sharpening of tools through project making; machine woodworking, milling of stock on power machines; wood finishing, prepare surfaces and apply finishes; cabinet making, joints and joint making, hardware, fastening of hardware, glues and gluing, and interior finishing and trim; carpentry, construction framing and installation of doors and windows; wood turning, methods of shaping wood on the lathes; pattern making, blueprint reading and methods of pattern building; wood carving; the home workshop, layout, the workshop as to purpose, size, and equipment needed.

**Drafting (Architectural)**
- Tues. and Thurs., 7:00 p.m. to 9:00 p.m.
- Fee: $1
- Covers vocabulary, construction details, pictorial drawing, isometric, oblique and perspective drawing; layout of rafters, drafting and layout techniques; house layout and arrangement, selecting and planning a project; house plans and details, developing a drafting project; estimating, study costs and construction; specifications, translating plans into objective reality; perspective of house, drawing a convincing picture of the house.

**Drafting (Mechanical Drawing)**
- Tues. and Thurs., 7:00 p.m. to 9:00 p.m.
- Fee: $1
- Covers geometric problems, how to handle drawing equipment and study geometric relations; elementary working drawings, elements of orthographic projection, dimensioning, skill in letters and numbers; problems in projection, advanced projection problems, layout and development; basic instructional and review material; completion problems; free-hand sketching; auxiliary views, true-length lines, and angles and planes; cross sectioning and symbols; dimensioning; pictorial drawing; screw threads; pattern drafting.

#### Electricity

**Mon. and Wed., 7 p.m. to 9 p.m.**
- Fee: $3
- Covers elements of electricity; elementary circuits; mathematics, electrical formulas; kinds of wiring, types to use and where; motors, kinds, usage and repair; generators, principles, practices, care; layout work, blueprints and estimating; code, state and federal building laws.

#### Metal Industries

**Machine Shop**
- Tues. and Thurs., 7:00 p.m. to 9:00 p.m.
- Fee: $3
- Covers hand tools and gauges and how to use them in layout work; lathe nomenclature, the parts and functions of the lathe; lathe operations, how to do various operations on the engine lathe; industrial standards and learning the prevailing standards as used in industry; shop safety; milling machines and their operation; sharp and how to operate; tool grinding; drill press and how to operate it; power hack saw and how to operate it.

**Sheet Metal**
- Tues. and Thurs., 7:00 p.m. to 9:00 p.m.
- Fee: $3
- Covers basic blueprint reading; shop practice to develop skill in the proper use of tools and machines; parallel line pattern development to develop skill in layout work; radial line pattern development; heat loss calculations to develop understanding of heating requirements; advanced shop practice to supplement shop work on the job; welding—oxy-acetylene, electric arc and cutting to develop skills necessary to trade in welding; mathematics; bookkeeping to help the worker understand the problems of management.

**Sheet Metal and Pattern Drafting**
- Tues. and Thurs., 7:00 p.m. to 9:00 p.m.
- Fee: $3
- Covers essential and advanced pattern layout; parallel line; radial; triangulation development of the various problems and fittings used in sheet metal work; instruction in simplified and short cut methods of layout to those well grounded in fundamentals.
WELDING (Arc)
Mon. and Wed., 7 p.m. to 9 p.m.
Tues. and Thurs., 7:00 p.m. to 9:00 p.m.
FEE—$10
Covers industrial application of arc welding (flat position); arc welding machines and accessories (flat position welding); classification of welding electrodes (groove welding); joint characteristics and fundamentals; weld characteristics and fundamentals (horizontal position welding); properties of iron and steel (vertical welding); metal working processes, expansion and contraction (vertical welding); testing and inspection (overhead welding); flame cutting metals (overhead welding); welding symbols and uses; quality for pressure, vessel work, pipe welding; alloy welding.

WELDING (Oxy-Acetylene)
Mon. and Wed., 7 p.m. to 9 p.m.
Tues. and Thurs., 7:00 p.m. to 9:00 p.m.
FEE—$10
Covers oxy-acetylene process, ripple welding, safety; technique of oxy-acetylene welding, butt weld (with rod); butt welding (back hand), edge welding; edge welding (with rod); corner fillet weld, flat position; butt weld vertical, Lee fillet vertical; vertical overhead welding; horizontal butt weld, overhead butt weld; sheet metal welding; welding different metals (steel welding); bronze welding steel; welding for different metals; bronze welding cast iron, cast iron welding, oxy-acetylene cutting, manual and radiograph, safety; pipe welding and tubing; miscellaneous processes and miscellaneous metals (aluminum); lead burning; oxy-acetylene welding of auto parts.

SERVICE OCCUPATIONS

RADIO
Tues. and Thurs., 7:00 p.m. to 9:00 p.m.
FEE—$5
Covers basic theory; radio fundamentals; vacuum tubes; amplifiers; power supplies; signal tracing; signal amplification; detection; coupling; oscillators; mixer circuits; control circuits; public address systems; localizing defects; mathematics, laws and formulas; mechanical practice and use of hand tools; circuits, automatic circuits; code, state and federal laws; wiring and how to install; mechanical practice, bearings and fittings; sales principles, methods of sales procedures.

REFRIGERATION AND AIR CONDITIONING
Tues. and Thurs., 7:00 p.m. to 9:00 p.m.
FEE—$2
Covers introduction to refrigeration, fundamentals of refrigeration and air conditioning; refrigeration cycle (operating cycle of a refrigeration unit); typical compression cycle; study of refrigeration, chemical properties, hazards and testing; machines and systems, unit setups for various applications; refrigeration and air-conditioning accessories, motor controls, liquid controls, and valves; laboratory exercises, shop work in all types of units and refrigeration accessories, psychrometric charts and computing heat gains of air; properties of air including the study of the chemical makeup of air; air-conditioning units, chemical types of units employed from package units to large industrial installations.

PRINTING

PRINTING
Tues. and Thurs., 7:00 p.m. to 9:00 p.m.
FEE—$7
Covers hand composition to become familiar with all types: presswork to become a press operator; machine composition to be able to set job and newspaper composition; bindery to develop skill at handling print shop jobs; related reading in trade publications, new innovations, to learn about supply houses and to become acquainted with problems of printing; paper, manufacturing processes and uses; ink manufacture and uses; related fields, study of allied trades; display composition, advanced fields of composition; job composition or newspaper practice, kinds of work done in each field; newspaper advertising or printing design, to make up ads or jobs; English for printers, background of the fundamentals of English.
1949-50
Day
School
Catalog
Madison
Vocational
and Adult
School
Madison Vocational and Adult School

Day School CATALOG 1949-50

Board of Vocational and Adult Education

E. J. Frautschl, President
F. M. Mason, Vice President
P. H. Vailk, Secretary
J. H. Brown
F. G. Collester

R. W. Bardwell, Director

211 North Carroll Street
Madison, Wisconsin
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GENERAL INFORMATION

The Madison Vocational and Adult School is a public school in which Madison residents above the age of fourteen may enroll without tuition cost. Laboratory or material fees to cover cost of materials consumed by the student are charged as listed in this catalog.

For many of the courses persons may enroll at any time and receive individualized instruction. They may enroll for part-time, half-time, or full-time attendance. Students who are working may arrange a part-time school program to fit into their work schedule.

In most of the courses there are no specific educational requirements for entrance. Individual differences are met by individual instruction.

VETERANS' TRAINING

This school is approved for training by the Veterans Administration under P.L. 346 and P.L. 16. A full-time program under the G.I. Bill requires that a veteran attend school a minimum of twenty-five hours per week. Further information on veterans' training may be obtained in Room 140.

HIGH SCHOOL CREDIT

Students wishing to secure high school credits for work done in the Vocational School will take this matter up with the Director before enrolling in the courses. Otherwise, no high school credit can be granted.

RECORDS

Permanent records of students' attendance and achievements are kept in the Director's 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, including the adults. This is necessary because of the great demand for the use of the school's equipment and the need to eliminate any who are not serious about their work. Those who must be absent are requested to call 5-4541 so that they will not be withdrawn from class.

GUIDANCE AND PLACEMENT

The Guidance Office is located in Room 237. This department is at the service of all the students for health, welfare, placement and all guidance problems. It offers testing services including aptitude, interest and general information tests. Any young student or adult wishing to avail himself of the opportunity to take these tests may arrange for it at this office.
The Placement Department is in a sense an extension of the teacher's classroom activities. Teacher's ratings of students are sent to the Placement Department where an effort is made to place students in lines suitable to aptitudes and skills demonstrated in classwork.

Vocational School students who wish to be considered for employment should inform the Placement Office of this fact.

The Placement Department has contacts with the various industries and business organizations in the city. Employers place calls with the Vocational School when they need help.

ADULT EDUCATION SPECIAL SERVICES

Adults wishing to meet special educational requirements for civil service equivalency, or to make up educational deficiencies in order that they may enter fields of training which require certain educational requirements, may make up these deficiencies by making arrangements at the time of registration. These courses are in the nature of refresher courses which do not require full semester attendance.

NON-RESIDENT STUDENTS

In accordance with the laws of Wisconsin, non-resident tuition for persons under twenty-one years of age is chargeable to the city, village or town in which the student resides. Those desiring to enroll under the benefits of this law are requested to obtain the proper blank from the Main Office and have it signed and returned to our school as evidence of residence.

 Those persons who desire to pay their own tuition may do so, and the charges are as follows:

50 cents per one-half day—8:30 to 11:45 a.m.
50 cents per one-half day—1:00 to 4:00 p.m.

Tuition is payable in advance for each nine-week period. Tuition is charged for only actual days of attendance. The student furnishes the necessary textbooks and supplies which are available at cost.

CLASS SCHEDULE

The Day School Class Schedule, showing days and hours of classes, is compiled just before the opening of school. A copy may be obtained at the main office.

MADISON VOCATIONAL AND
ADULT SCHOOL
CALENDAR
1949-1950

Thursday, September 8, and Friday, September 9, 1949—Advance day school registration.
Saturday, September 10, 1949—Meetings of staff and supervisors.
Monday, September 12, 1949—Day school opens.
Monday, September 26, through Thursday, September 29, 1949—Advance registration for evening school.
Monday, October 3, 1949—First term of evening school begins.
Thursday and Friday, November 3 and 4, 1949—Day and evening school close for Milwaukee meeting of Wisconsin Education Association.
Thursday and Friday, November 24 and 25, 1949—Day and evening school close for Thanksgiving.
Friday, December 9, 1949—First term of evening school closes.
Saturday, December 17, 1949, through Monday, January 2, 1950—Day school closes for Christmas vacation.
Tuesday, December 27, through Thursday, December 29, 1949—Advance registration for second term of evening school.
Tuesday, January 3, 1950—Day school and second term of evening school open.
Friday, February 3, 1950—End of first semester, day school.
Monday, February 6, 1950—Beginning of second semester, day school.
Friday, February 10, 1950—Day and evening school close for meeting of Southern Wisconsin Education Association.
Friday, March 10, 1950—Second term of evening school closes.
Friday, April 7, through Sunday, April 16, 1950—Day school closes for spring vacation (Good Friday, April 7; Easter Sunday, April 9).
Monday, April 17, 1950—Day school reopens.
Friday, May 5, 1950—Day school closes for meeting of Wisconsin Association for Vocational and Adult Education.
Tuesday, May 30, 1950—Day school closes for Memorial Day.
Friday, June 16, 1950—End of school year.
General Education

Academic
Art
Music
GENERAL EDUCATION

ACADEMIC

ALGEBRA I (Beginning)

COURSE NUMBERS—101, 201, 401
TYPE OF STUDENT—Adult, Apprentice, Junior
FEE—None
LENGTH OF COURSE—180 forty-five minute periods
TEXT—Progressive First Algebra by W. W. Hart
COURSE CONTENT—Covers beginning of algebra for which high school credit is given. Consists of nine assignment sheets. Unit tests are given when each assignment sheet is completed. A final test is given.

ALGEBRA II

(Advanced High School Algebra)

COURSE NUMBERS—102, 202
TYPE OF STUDENT—Adult, Apprentice, Junior
FEE—None
LENGTH OF COURSE—90 forty-five minute periods
PREREQUISITE—Algebra I
TEXT—Progressive Second Algebra by W. W. Hart
COURSE CONTENT—Reviews the principles learned in algebra I. Advanced topics in factoring and quadratics are included. Progressions and the binomial theorem are introduced at the end of the course. There are twenty-short assignments. A final test is given upon completion of a one-half high school credit is given.

GEOMETRY

COURSE NUMBERS—110, 210, 410
TYPE OF STUDENT—Adult, Apprentice, Junior
FEE—None
LENGTH OF COURSE—180 forty-five minute periods
PREREQUISITE—Algebra I
TEXT—Progressive Geometry by W. W. Hart
COURSE CONTENT—Emphasis in this course is to develop in the individual the ability of forming a logical geometric proof. There are six assignment sheets covering the course. Tests are given when a unit is completed as well as a final test. One high school credit is given for the successful completion of this course.

APPLIED MATHEMATICS

COURSE NUMBERS—100, 200, 300
TYPE OF STUDENT—Adult, Apprentice, Junior
FEE—None
LENGTH OF COURSE—180 forty-five minute periods
TEXT—Applied Mathematics by James F. Johnson
COURSE CONTENT—Arithmetic fundamentals are studied and applied to practical problems. One high school credit is given. The course can be used only as an elective. There are seventeen assignment sheets and a final test is given when the course is completed.

TRIGONOMETRY

COURSE NUMBERS—100, 200, 300
TYPE OF STUDENT—Adult, Apprentice, Junior
FEE—None
LENGTH OF COURSE—90 forty-five minute periods
TEXT—Plane Trigonometry by Rosenbach, Whitman, Moskovitz
PREREQUISITE—Algebra geometry
COURSE CONTENT—High school course in trigonometry. Emphasis is placed on problem solving after the trigonometric relations are mastered. Twenty assignment sheets with a final examination after satisfactory completion of the assignment sheets constitute the course. One-half high school credit is given.

ARITHMETIC I

COURSE NUMBERS—100, 200, 300
TYPE OF STUDENT—Adult, Apprentice, Junior
FEE—None
LENGTH OF COURSE—90 forty-five minute periods
COURSE CONTENT—Introduces arithmetic fundamentals and then applying them to situations in business. A book which enables the student to progress at his own speed is used.

CHEMISTRY

COURSE NUMBERS—203, 403
TYPE OF STUDENT—Adult, Junior
FEE—$7.50 per semester
LENGTH OF COURSE—180 forty-five minute periods
TEXT—Fundamentals of Chemistry by Gray, Sandifur and Hanna
COURSE CONTENT—Parallels the average chemistry course given in high school. One high school credit is given for the successful completion of this course.

PHYSICS

COURSE NUMBERS—213, 413
TYPE OF STUDENT—Adult, Junior
FEE—None
LENGTH OF COURSE—90 forty-five minute periods
TEXT—Modern Physics by Charles E. Doll
GENERAL EDUCATION

COURSE CONTENT—Parallels the average physics course given in high school. One high school credit will be given for the successful completion of this course.

ENGLISH FOR FOREIGNERS
COURSE NUMBER—204
TYPE OF STUDENT—Adult
FEE—None
LENGTH OF COURSE—180 forty-five minute periods
TEXTS—The Constitution of Our Country by Rexford and Carson; Applied English Essentials by Reigner; Practical Exercise Sheets
COURSE CONTENT—For all foreigners—those who wish to become American citizens, those who speak and read but cannot write English, and those who do not know any English. The wishes and needs of each group are considered and the instruction is conducted accordingly.

ENGLISH III
COURSE NUMBER—108
TYPE OF STUDENT—Junior Part-time Girls
FEE—None
LENGTH OF COURSE—36 forty-five minute periods
TEXTS—Socialized English Programs by Newton Baker Hammond; Living Speech by Gladys Reckers; Practical English published by Scholastic Magazine
COURSE CONTENT—Objective is to teach the practical value of oral English. The ends sought are the development of self-confidence, initiative, leadership, and personal effectiveness. Consists of the study of the speaker's mental and physical attitude, speech preparation, pantomime, sight reading, storytelling to children, presentation speeches, introduction speeches, announcement and welcome speeches, demonstration talks, chalk talks, personal improvement talks, and current events.

ORAL ENGLISH
COURSE NUMBER—103
TYPE OF STUDENT—Junior
FEE—None
LENGTH OF COURSE—180 forty-five minute periods
TEXTS—Everyday Speech by Smith, Kreeling, and Lewis; Practical English published by Scholastic Magazine; Literary Cavalcade published by Scholastic Magazine
COURSE CONTENT—For the junior who needs a review of grammar, spelling and pronunciation. It is for the junior who asks, "How can I meet people easily, converse readily, discuss problems interestingly and effectively? Do I read aloud so others are interested? Are my interviews effective? Is my speech personality attractive? How can I improve in all my everyday speaking situations?"

ENGLISH IV
COURSE NUMBER—207
TYPE OF STUDENT—Full-time Junior, Adult
FEE—None
LENGTH OF COURSE—180 forty-five minute periods
TEXTS—Century Collegiate Handbook by Greever and Jones; Magazine Essays of Today, Elias Lieberman
COURSE CONTENT—Basic principles of grammar—the sentence, parts of speech, spelling, ability to speak and write correct English, punctuate effectively, drills on correct usage and to use good English through familiarity with correct usage.

ENGLISH VI
COURSE NUMBER—209
TYPE OF STUDENT—Adult
FEE—None
LENGTH OF COURSE—180 forty-five minute periods
TEXTS—Century Collegiate Handbook by Greever and Jones; Modern English Readings by Loomis and Clarke
COURSE CONTENT—Principles of composition and a working knowledge of principles involved in good writing; literature, to improve the student's tastes in reading and to give him a love for good literature; themes, to write a good paper and to enjoy doing it.

ENGLISH FOR PRINTERS
COURSE NUMBER—307
TYPE OF STUDENT—Full-time Junior, Adult
FEE—None
LENGTH OF COURSE—360 forty-five minute periods
TEXTS—English for Printers, International Typographical Union; Applied Punctuation, Charles G. Reigner
For reference: College Business English, Charles G. Reigner; Century Collegiate Handbook, Greever and Jones; Daily Drills for Better English, Edward H. Webster
COURSE CONTENT—A specialized course for students interested in becoming printers. Each pupil's needs and abilities are discovered by especially prepared tests and each is helped accordingly. Correctness and variety of sentence construction are stressed. Punctuation, spelling and word meaning are included. To recognize errors and to be able to correct them is the purpose of the classroom work. This class work is helpful for all those interested in proofreading.

SPEECH (General)
COURSE NUMBER—214, 414
TYPE OF STUDENT—Adult
FEE—Laboratory fee $1.00 per semester
LENGTH OF COURSE—180 forty-five minute periods
TEXTS—Principles and Types of Speech, Alan H. Monroe; The Art of Conversation, Milton Wright.
GENERAL EDUCATION

30 Days to a More Powerful Vocabulary, Wilfred Funk and Norman Lewis

COURSE CONTENT—Essentials of public speaking, the characteristics of a successful speaker, means of developing self-confidence, physical behavior on the platform, improving the voice, developing vocal variety, process of preparing a speech, analyzing the audience and the occasion, organizing the speech, vocabulary building and word ing the speech. The student must (1) fulfill eight speech assignments before the class; (2) prepare and hand in an outline for four speeches.

SPEECH FOR APPRENTICES

COURSE NUMBER—309
TYPE OF STUDENT—Apprentice
FEE—None
LENGTH OF COURSE—37 forty-five minute periods
TEXTS—Principles and Types of Speech, Revised by Allen K. Monroe; 30 Days to a More Powerful Vocabulary by Wilfred Funk and Norman Lewis; The Art of Conversation by Milton Wright

COURSE CONTENT—To understand and develop skill in conversational speech; to learn how to express and defend one’s attitude in a discussion; to learn how to give and receive criticism; to learn something about the cooperative discussion of a common problem such as the speech which is used in a committee or conference; to develop skill in making short public speeches for various purposes such as introductions, presentations, and the speech of welcome; to understand and develop skill in the oral reading of various types of literature; to master the pronunciation and spelling of 500 to 1000 words that are in daily use but are frequently mispronounced and misspelled such as data, apparatus and address; master the correct forms of fifty expressions in which the correct usage is frequently violated as “between you and me.” The student must (1) fulfill eight speech assignments before the class; (2) prepare and hand in outlines for four speeches.

UNITED STATES HISTORY

COURSE NUMBER—211
TYPE OF STUDENT—Full-time Junior, Adult
FEE—None
LENGTH OF COURSE—180 forty-five minute periods
TEXT—America by Faulkner and Kepner

COURSE CONTENT—The objectives of this course are to acquaint the student with the following phases in the growth and development of our country:
1. America—a part of the British Empire. Unrest in Europe; search for a new trade route; discovery and colonizing of America; revolt against Great Britain.
2. Growth of Democracy. Formation of our govern-
ART

APPLIED ART I
COURSE NUMBERS—221, 121
TYPE OF STUDENT—Full-time, Part-time Junior
Girls
FEE—None
LENGTH OF COURSE—180 forty-five minute periods
COURSE CONTENT—Design and application of monograms for stenciling; border designs for textile painting; Christmas cards for block printing; original designs for hooked rugs; and weaving on inkle and four-harness looms.

ART METAL
COURSE NUMBERS—221, 121
TYPE OF STUDENT—Full-time, Part-time Junior
FEE—None
LENGTH OF COURSE—90 forty-five minute periods
COURSE CONTENT—An elementary course in design processes and techniques as applied to copper and brass. Processes include beating down, soldering, filing, and etching. One problem will be given to those students proving their ability.

COSTUME JEWELRY
COURSE NUMBERS—226, 426
TYPE OF STUDENT—Adult
FEE—Laboratory $1.50; material $3.50 per semester
LENGTH OF COURSE—108 forty-five minute periods
Mon. 1:45-4:00
COURSE CONTENT—Design processes and techniques as applied to flat silver and silver wire. These processes include sawing, filing, soldering, piercing, repousse, chasing, enameling, casting, ring sizing, stone setting, and finishing.

STONE CUTTING
COURSE NUMBERS—227, 427
TYPE OF STUDENT—Adult
FEE—Laboratory $1.50; materials to be furnished by student
LENGTH OF COURSE—100 forty-five minute periods
Fri. 1:45-4:00
COURSE CONTENT—Recognition and classification of semi-precious stones. The processes used on the lapidary machine include sawing, grinding, sanding, and polishing stones suitable for costume jewelry.

COMMERCIAL ART
COURSE NUMBERS—122, 222, 322
TYPE OF STUDENT—Apprentice, Full-time, Part-time and Adult
FEE—Laboratory $1.50 per semester
TEXTS—Commercial Art by Wallace; Graphic Design by Friend
LENGTH OF COURSE—360 forty-five minute periods
Daily 8:30-10:00
COURSE CONTENT—Design, perspective drawing, light and shade, lettering, pen techniques, wash techniques, color theory, advertising layout, poster advertising, brush lettering, reproduction processes.

DESIGN
COURSE NUMBER—220
TYPE OF STUDENT—Adult
FEE—Laboratory $1.50 per semester
TEXTS—Commercial Art by Wallace; Graphic Design by Friend
LENGTH OF COURSE—72 to 180 forty-five minute periods per semester
Mon. 10:15-11:45
COURSE CONTENT—Outdoor sketching and still life; preparation of painting grounds; the palette —under-painting, glazing, and critical analysis; painting mediums —oil and water color.
GENERAL EDUCATION

GENERAL CRAFTS
COURSE NUMBERS—124, 224, 424
TYPE OF STUDENT—Full-time, Part-time, Adult
FEE—Laboratory fee $1.50, material fee $3.50 per semester
LENGTH OF COURSE—540 forty-five minute periods
DAILY 1:00-3:15
COURSE CONTENT—Leather craft, block printing, textile decoration, chip carving, plastics, caning, cork craft, knotting and braiding, beadwork, decorative painting.

FIGURE DRAWING
COURSE NUMBERS—223, 224, 123
TYPE OF STUDENT—Full-time, Part-time, Adult, and Apprentices
FEE—Laboratory fee $2.50 per semester
LENGTH OF COURSE—36 forty-five minute periods
COURSE CONTENT—Emphasizing line, proportion, rhythm and construction of model.

INTERIOR DECORATION
COURSE NUMBER—119
TYPE OF STUDENT—Part-time Junior
FEE—None
LENGTH OF COURSE—13 forty-five minute periods
COURSE CONTENT—Design, style and color harmony applied to the home. Walls, ceilings, floors, rugs, window treatment, textiles, furniture combinations and arrangement. Accessories given special consideration.

INTERIOR DECORATION
COURSE NUMBER—125
TYPE OF STUDENT—Adult
FEE—Laboratory fee $1.50 per semester
LENGTH OF COURSE—36 forty-five minute periods
FRI. 2:30-4:00 second semester
COURSE CONTENT—Constructional elements in making our homes more beautiful and functional; study of backgrounds as walls, floors, ceilings and windows; furniture styles and arrangements; study of light and dark color and textures for special effects and harmony of texture combinations. Lectures, laboratory, class discussions and field trips.

LETTERING
COURSE NUMBER—125
TYPE OF STUDENT—Part-time Junior
FEE—None
LENGTH OF COURSE—36 forty-five minute periods
COURSE CONTENT—Gothic and Roman alphabet in single stroke speedball pen; measurements, layout and technique stressed.

SHOW CARD WRITING
COURSE NUMBER—218
TYPE OF STUDENT—Adult
FEE—Laboratory fee $3 per semester
TEXTS—Marlius Idea: Books, 1, 2, 3, and 4
LENGTH OF COURSE—360 forty-five minute periods
DAILY 1:00-3:15
COURSE CONTENT—Pen lettering; brush lettering; layouts for show cards; color in show cards; miscellaneous hints; banniers and window strips; illustrations for show cards; silk-screen process; displays.

WEAVING
COURSE NUMBER—228
TYPE OF STUDENT—Adult
FEE—Laboratory fee $1.50 per semester
LENGTH OF COURSE—222 ninety minute periods
MON. and FRI. 1:45-4:00
COURSE CONTENT—Design methods on two- and four-harness looms; Italian, Coptic, French, Guatemalan or Russian and Swedish; openwork weaves (Danish, Spanish and Mexican); pile weaves (loops, Ghiordes and Soumak); tapestry weave (interlocking of wefts, dovetail and slit); draft writing for overshot colonial, summer and winter; bronson and double weaves; on four- five- six- seven- and eight-harness looms.

ADVANCED WEAVING
COURSE NUMBER—229
TYPE OF STUDENT—Adult
FEE—Laboratory fee $1.50 per semester
LENGTH OF COURSE—222 ninety minute periods
MON. and FRI. 1:45-4:00
COURSE CONTENT—Design methods on two- and four-harness looms; Italian, Coptic, French, Guatemalan or Russian and Swedish; openwork weaves (Danish, Spanish and Mexican); pile weaves (loops, Ghiordes and Soumak); tapestry weave (interlocking of wefts, dovetail and slit); draft writing for overshot colonial, summer and winter; bronson and double weaves; on four-, five-, six-, seven- and eight-harness looms.

MUSIC
HARMONY
COURSE NUMBERS—185, 285
TYPE OF STUDENT—Junior, Adult
FEE—None
LENGTH OF COURSE—36 forty-five minute periods
TEXT—Modern Harmony by Foote and Spalding
COURSE CONTENT—Intervals, consonance and dissonance in versions, major and minor scales, circle of the fifths, chromatic scale, triads, open and close position, voicing leading, leading tone in both major and minor keys, inversion of triads, first and second inversions, rules and the uses of the seventh chord including the dominant and leading tone sevenths, modulations, modulations into related keys, both major and minor.
PIANO I
COURSE NUMBERS—186, 286
TYPE OF STUDENT—Junior, Adult
FEE—None
LENGTH OF COURSE—10 forty-five minute periods
TEXT—Adult Piano Course, Book I by Wagness

PIANO II
COURSE NUMBERS—186, 286
TYPE OF STUDENT—Junior, Adult
FEE—None
LENGTH OF COURSE—37 forty-five minute periods
COURSE CONTENT—Texts suited to individual needs. Hanon, Czerny exercises. For students who are not interested in popular music.

POPULAR PIANO THROUGH KEYBOARD HARMONY
COURSE NUMBERS—187, 287
TYPE OF STUDENT—Junior, Adult
FEE—None
LENGTH OF COURSE—36 forty-five minute periods
TEXT—Modern Piano by Lee Sims
COURSE CONTENT—This course is designed for students having some knowledge of piano and consists of learning of popular music, creating necessary breaks, etc. Also valuable to classic music students, since it provides reading short cuts and helps create a technique usually ignored by methods. A practical course, students learning to do their own arranging.

CELLO FUNDAMENTALS
COURSE NUMBERS—188, 488
TYPE OF STUDENT—Grade and High School
FEE—None
LENGTH OF COURSE—37 forty-five minute periods
COURSE CONTENT—For Madison grade and high school students who are members of their school orchestra.
ACCOUNTING

ACCOUNTING I
COURSE NUMBER—230
TYPE OF STUDENT—Adult
FEE—50c per semester
LENGTH OF COURSE—180 forty-five minute periods
TEXT—Bookkeeping for Today, Elementary Course by Elwell
COURSE CONTENT—Intended primarily for those who have had no previous training in bookkeeping or accounting. A one-semester course that gives the student a thorough knowledge of the fundamental steps in bookkeeping cycles; namely, journalizing, posting, trial balance, business statements, and closing the ledger. The student becomes familiar with the special journals, rules, interest and the uses of the usual business form. Covers the work of Sets 1, 2, and 3 in the text.

ACCOUNTING II
COURSE NUMBERS—231, 431
TYPE OF STUDENT—On-the-job Trainee
FEE—50c per semester
LENGTH OF COURSE—180 forty-five minute periods
TEXT—Bookkeeping for Today, Elementary Course by Elwell
COURSE CONTENT—For veterans who are working and attending school four hours each week. The units covered include journalizing, posting, trial balance, business statements, closing the ledger, the work sheet, and Practice Set 1 of the text.

ACCOUNTING III
COURSE NUMBERS—232, 432
TYPE OF STUDENT—Adult
FEE—50c per semester
LENGTH OF COURSE—160 forty-five minute periods
TEXT—Bookkeeping for Today, Advanced Course by Elwell
COURSE CONTENT—A one-semester course which has as a prerequisite Accounting I. The students are given work in drafts, trade acceptances, cash and merchandise discounts, notes, insurance registers, accruals, and controlling accounts. The partnership type of business organization is used in this course. Practice Sets 3, 4, and 5 are completed.

ACCOUNTING IV
COURSE NUMBERS—233, 433
TYPE OF STUDENT—Adult
FEE—50c per semester
LENGTH OF COURSE—180 forty-five minute periods
TEXT—Bookkeeping for Today, Advanced Course by Elwell
COURSE CONTENT—The aim is to acquaint the student with the more complete corporation problems, statement analysis and financial statements. The voucher system of keeping records in a manufacturing business is the basis of the practice set work. Set 8 is completed during the semester.

ACCOUNTING V
COURSE NUMBER—234
TYPE OF STUDENT—Adult
FEE—50c per semester
LENGTH OF COURSE—37 forty-five minute periods
TEXTS—Varied Advanced Texts
COURSE CONTENT—A thorough knowledge of accounting principles or two years' accounting training is a prerequisite of this course. The work is all individual, and the needs and problems of the student are fulfilled as far as possible. Work in advanced accounting, C.P.A. problems, cost accounting, federal income tax, and auditing is presented if an enrollment of ten students in each course is secured.

BURROUGHS TYPEWRITER BOOK-KEEPING Machine Model 7600
COURSE NUMBER—534
TYPE OF STUDENT—Adult
FEE—50c per semester
LENGTH OF COURSE—45 forty-five minute periods
COURSE CONTENT—Prerequisite: Ability to operate a typewriter. Knowledge of bookkeeping is of great value. The student first learns the parts of the machine by name, the function of the various keys, the general principles of operation, and the various methods of posting debits and credits to
accounts receivable and of proving the operation. After the student has mastered these operations, he posts a set of business transactions using individual ledger and statement sheets and a control account. A Model 76 machine is less automatic than a Model 78 machine and requires the use of more keys to perform the various operations.

**BURROUGHS TYPEWRITER BOOK-KEEPING - Machine Model 7800**
- COURSE NUMBER—534
- TYPE OF STUDENT—Adult
- FEE—50c per semester
- LENGTH OF COURSE—45 forty-five minute periods
- COST—Model 78 machine is more automatic in operation than a Model 76 machine.

**BURROUGHS COMPUTING-BILLING—Machine Model 7200**
- COURSE NUMBER—534
- TYPE OF STUDENT—Adult
- FEE—50c per semester
- LENGTH OF COURSE—25 forty-five minute periods
- TEXT—Operating Instructions and Practice Problems by Burroughs Adding Machine Co.

**REMINGTON BOOKKEEPING - Machine Model 85**
- COURSE NUMBER—534
- TYPE OF STUDENT—Adult
- FEE—50c per semester
- LENGTH OF COURSE—20 forty-five minute periods
- TEXT—Instruction and Practice Course by Remington Rand, Inc.

**BUSINESS PRINCIPLES**
**ADVANCED BUSINESS MATHEMATICS AND PROJECTS**
- COURSE NUMBERS—234, 434
- TYPE OF STUDENT—Adult, On-the-job
- FEE—None
- LENGTH OF COURSE—18 weeks (90 forty-five minute periods)
- TEXT—Problems and Projects by J. Marshall Hanna

**BUSINESS ARITHMETIC**
- COURSE NUMBERS—235, 435
- TYPE OF STUDENT—Adult, On-the-job
- FEE—None
- LENGTH OF COURSE—90 forty-five minute periods
- TEXT—College Business Arithmetic by J. Marshall Hanna

**BUSINESS ADMINISTRATION**
- COURSE NUMBER—436
- TYPE OF STUDENT—On-the-job
- FEE—None
- LENGTH OF COURSE—18 forty-five minute periods
- TEXT—Business Administration by W. H. Conant

**BUSINESS ADMINISTRATION**
- OBJECTIVES—Objectives are to teach how to conduct and administer business through intellectual control. Units covered are: The Enterprise, The Executives, and The Field.
BUSINESS EDUCATION

BUSINESS PRACTICE
COURSE NUMBER—152
TYPE OF STUDENT—Part-time Junior
FEE—None
LENGTH OF COURSE—72 forty-five minute periods
TEXT—ZuTavern's Business Practice Set
COURSE CONTENT—Aims to prepare the junior student for a general clerical position. The course covers arithmetic test, invoices, requisitions, stock record, payroll sales reports, salesman's report, purchase record, invoices (compute amounts and verify work done by others), parcel post mailing list, itinerary, code telegrams, circular letter, branch store manager.

COMMERCIAL LAW
COURSE NUMBERS—238, 438
TYPE OF STUDENT—Adult, On-the-job
FEE—None
TEXT—Everyday Law by Sidney Bliss and Clyde Rowe
LENGTH OF COURSE—90 forty-five minute periods
COURSE CONTENT—To serve the needs of bookkeepers, accountants, clerks and others engaged in business. It includes a study of the following: contracts, negotiable instruments, market transactions and business organizations. It is conducted as a combination of lecture, text material, cases and discussion problems.

FILING AND INDEXING
COURSE NUMBERS—143, 243, 443
TYPE OF STUDENT—Junior, Adult, On-the-job
FEE—None
LENGTH OF COURSE—45 forty-five minute periods
TEXT—Progressive Indexing and Filing by Remington Rand, Inc
COURSE CONTENT—Divided into seven units as follows: (1) rules for alphabetizing and their application by use of 200 cards; (2) study of filing equipment; (3) methods of filing and practical application by the use of 75 miniature letters and filing trays—alphabetical, numeric, geographic, subject, triple check, Soundex and Variadex; (4) cross filing; (5) charge methods; (6) transfer method; (7) follow-up. The work is organized on an individual basis to fit the needs of individual pupils.

GENERAL ECONOMICS
COURSE NUMBER—239
TYPE OF STUDENT—Adult
FEE—None
LENGTH OF COURSE—90 forty-five minute periods
TEXT—Everyday Problems in Economics by Dr. May Wood-Simons
COURSE CONTENT—Deals with present-day problems of American society, the relation of these problems to the past, and their possible effect on the future economic and political systems of our nation.

GENERAL ECONOMICS
COURSE NUMBER—439
TYPE OF STUDENT—On-the-job
FEE—None
LENGTH OF COURSE—36 forty-five minute periods
TEXT—Everyday Problems in Economics by Dr. May Wood-Simons
COURSE CONTENT—For veterans who are working and attending school four hours each week. It aims to give the student the basic principles of economics and their application in analyzing business problems intelligently. The units covered include definition of economics, the consumer, production, exchange, prices determination, study of business cycle, national income, distribution, economic theory, the farm problem, labor problems, trade association.

RECORD KEEPING
COURSE NUMBER—547
TYPE OF STUDENT—On-the-job
FEE—None
LENGTH OF COURSE—108 forty-five minute periods
TEXT—Basic Bookkeeping and Accounting by Schneider-Sell-Lazenby
COURSE CONTENT—For veterans who are working and attending school four hours each week. Unit I is a study of general records including budgets, income and expense and cash records. Also information regarding forms such as checks, notes, drafts and other papers used in business. Elementary bookkeeping including journalizing, posting, closing the ledger and making business statements is a part of this unit. Unit II is a one-book outfit for keeping books in a small business. All transactions appear on one page by use of columns. Column headings include O. A. B. and withholding taxes and profit and loss information at end of month.

BUSINESS CORRESPONDENCE
COURSE NUMBERS—241, 441
TYPE OF STUDENT—Adult, On-the-job
FEE—None
LENGTH OF COURSE—90 forty-five minute periods
TEXT—Effective Business Correspondence by Amer
COURSE CONTENT—A course in business letter writing intended for students who are studying to be stenographers, bookkeepers, clerical workers, sales people and other office workers. Objectives are: to develop skill in use of words, sentences; learn principles underlying effective letters; to write effective reports. The units studied in this...
BUSINESS EDUCATION course are: (1) creating effective business letters; (2) different types of letters; (3) form letters and mailing lists; (4) business reports.

BUSINESS INFORMATION
COURSE NUMBERS—242, 442
TYPE OF STUDENT—Adult, On-the-job
FEE—None
LENGTH OF COURSE—60 forty-five minute periods
TEXT—Consumer Economic Problems by Shields and Wilson
COURSE CONTENT—A course in English for general office workers and stenographers. The objectives are: to teach the students to use and define the technical terms common to banking, real estate, investments, insurance and general merchandising, and to know the simple problems involved in borrowing and investing money in insurance and real estate.

GRAMMAR
COURSE NUMBERS—240, 440
TYPE OF STUDENT—Adult, On-the-job
FEE—None
LENGTH OF COURSE—90 forty-five minute periods
TEXT—Applied English Essentials; Practical English Drills and Applied Punctuation
COURSE CONTENT—Objectives are: to help the pupil to speak and write correctly, to construct varied sentences, to punctuate correctly, to read with understanding and comprehension, and to spell simple words correctly.

JUNIOR ENGLISH
COURSE NUMBERS—140, 240
TYPE OF STUDENT—Junior, Adult
FEE—None
LENGTH OF COURSE—90 forty-five minute periods
TEXT—A Workbook Course in Business English by Kate Moura
COURSE CONTENT—For juniors and adults who have not completed their high school education. The course presents the essentials of English, correct use of words, capitalization, punctuation, and the essentials of an effective sentence. The use of the dictionary, spelling and syllabication are also presented.

PART-TIME ENGLISH
COURSE NUMBER—140
TYPE OF STUDENT—Junior
FEE—None
LENGTH OF COURSE—38 forty-five minute periods
TEXT—Applied English Essentials by Cahn, H. Reigner
COURSE CONTENT—For the part-time student who attends school one day a week. It presents the principles of grammar, the parts of speech, the correct tense, the proper use of common words, and to spell simple words used in the text.

OFFICE TRAINING
COMPTOMETER AND BURROUGHS MACHINE CALCULATION
COURSE NUMBER—237
TYPE OF STUDENT—Adult
FEE—50c per semester
LENGTH OF COURSE—45 forty-five minute periods
TEXT—Key-Driven Calculator Course by Goodfellow and Agnew
COURSE CONTENT—This is a nine-week introductory course for beginners. The four fundamental principles—addition, multiplication, division and subtraction—are taught. The course is not planned to train operators but to acquaint students with the fundamental operations of the above machines.

COMPTOMETER AND BURROUGHS MACHINE CALCULATION
COURSE NUMBER—237
TYPE OF STUDENT—Adult
FEE—50c per semester
LENGTH OF COURSE—95 forty-five minute periods
TEXT—Key-Driven Calculator Course by Goodfellow and Agnew
COURSE CONTENT—Includes all phases of machine operation. Students should take the introductory try-out course before Calculating II to determine whether or not they have a liking or an aptitude for the work before specializing in it. It is advisable for students who cannot obtain a grade of at least 85 in the introductory try-out course to take Calculating II. This course includes the application of fundamentals to business problems, percentage, discounts, inventories, reciprocals, parcel post charges, etc. It qualifies students for jobs with a fair degree of speed on all possible uses of the machine.

COMPTOMETER AND BURROUGHS MACHINE CALCULATION
COURSE NUMBER—137
TYPE OF STUDENT—Junior, Part-time
FEE—None
LENGTH OF COURSE—38 forty-five minute periods
TEXT—Key-Driven Calculator Course by Goodfellow and Agnew
COURSE CONTENT—A two-semester course for the part-time student who attends school one day a week. The units include the four basic operations: addition, multiplication, division, subtraction. After the student has completed nine units of work...
a timed test is given on the processes studied. A grade of at least 80 is required in order to continue. Beginning with unit 10 the course includes additional work in multiplication, split addition, crossfoot addition, long division, timed test and review problems.

MARCHANT, MONROE AND FRIDEN MACHINE CALCULATION
COURSE NUMBER—237
TYPE OF STUDENT—Adult
FEE—50c per semester
LENGTH OF COURSE—35 forty-five minute periods
TEXT—Key-Driven Calculator Course by Goodfellow and Agnew.
COURSE CONTENT—Covers addition and the various methods of multiplying, subtracting and dividing, followed by their application to problems in business arithmetic. Upon the completion of the course, a student should have a thorough training in the fundamental processes as they apply in business, and sufficient knowledge to operate the machine in any business office.

REMINGTON RAND AUTOMATIC PRINTING CALCULATOR
COURSE NUMBER—237
TYPE OF STUDENT—Adult
FEE—50c per semester
LENGTH OF COURSE—20 forty-five minute periods
COURSE CONTENT—Instruction is given on the new Automatic Printing Calculator. This machine prints as it divides automatically, as it multiplies electrically, as it adds and subtracts. All factors for each calculation are recorded with totals automatically delivered and printed. It has the speedy ten-key board and the combined features of a calculator and the printing adding machine tape.

DUPLICATING MACHINE—MIMEOGRAPH AND DITTO
COURSE NUMBER—247
TYPE OF STUDENT—Adult
FEE—None
LENGTH OF COURSE—5 forty-five minute periods
COURSE CONTENT—This course is designed to give students an adequate working knowledge of the mimeograph and ditto machines. The prerequisite is a minimum typing rate of forty-five words a minute. For the mimeograph, instructions include the cutting of stencils, the use of the mimeoscope, the use of the various styles, screen plates, lettering guides, various methods of correcting errors, the running of copies, operation and care of the machine, and the lifting of stencils for future use. The instruction for the ditto machine includes instruction in the preparation of the master copy, using ditto carbons, ribbons, pencils and inks, as well as the actual experience of running copies on both the gelatin and liquid process machines.

TRANScribing MACHINES—DICTAPHONE AND EDIPHONE
COURSE NUMBER—248
TYPE OF STUDENT—Adult
FEE—None
LENGTH OF COURSE—5 forty-five minute periods
COURSE CONTENT—Designed to train students to become experienced on both the Dictaphone and Ediphone machines. Each operator transcribes a prescribed set of permanent practice records on both machines. Instruction is also given on the dictating and stenographic machines.

SHORTHAND THEORY—Full-Time
COURSE NUMBER—245
TYPE OF STUDENT—Adult
FEE—$1.00 per semester
LENGTH OF COURSE—50 forty-five minute periods
TEXT—Functional Method of Gregg Shorthand by John R. Gregg
COURSE CONTENT—For beginners in shorthand. The Revised Gregg Manual will be the basic text used in the study of shorthand theory. The second quarter of the course will consist of an automatic review, dictation and transcriotion on the type-writer.

SHORTHAND THEORY—Half-Time
COURSE NUMBER—245
TYPE OF STUDENT—Adult
FEE—None
LENGTH OF COURSE—90 forty-five minute periods
TEXT—Functional Method of Gregg Shorthand by John R. Gregg
COURSE CONTENT—This course is for beginners in shorthand. The Revised Gregg Manual will be the basic text used in the study of shorthand theory. No additional reading and dictation work will be given to these half-time students the first semester.

REVIEW AND BEGINNING DICTATION
COURSE NUMBER—243
TYPE OF STUDENT—Adult
FEE—50c per semester
LENGTH OF COURSE—30 forty-five minute periods
TEXT—Functional Method Dictation by Louis A. Leslie
COURSE CONTENT—For students who have completed the shorthand theory, or a refresher course for those who have had some previous work in shorthand. The course consists of a thorough review of shorthand theory, supplementary reading,
and dictation and transcription. The dictation range is between 60 and 80 words per minute. The English and shorthand teachers cooperate in checking errors and improving the transcripts.

INTERMEDIATE DICTATION

COURSE NUMBER—246
TYPE OF STUDENT—Adult
FEE—$0.50 per semester
LENGTH OF COURSE—90 forty-five minute periods
TEXTS—Speed Drills in Gregg Shorthand by Leslie and Zoubek, Refresher Course in Gregg Shorthand by John R. Gregg

COURSE CONTENT—For students who have fulfilled the requirements of the beginning dictation course. It consists of advanced vocabulary and phrase building. Dictation and transcription. Dictation is given at rates ranging from 75 to 90 words per minute. Emphasis is placed on letter setup, spelling and typing. A carbon copy of each letter transcribed is required.

ADVANCED DICTATION

COURSE NUMBER—246
TYPE OF STUDENT—Adult
FEE—$0.50 per semester
LENGTH OF COURSE—90 forty-five minute periods
TEXTS—Speed Drills in Gregg Shorthand by Leslie and Zoubek, Refresher Course in Gregg Shorthand by John R. Gregg

COURSE CONTENT—For advanced dictation students. The objective is the development of shorthand power through sustained dictation at high rates of speed. Emphasis is given to the writing of advanced phrases and to the building of a shorthand vocabulary of business terms. The dictation speed is between 90 and 120 words per minute on a five-minute basis.

TECHNICAL DICTATION

COURSE NUMBER—246
TYPE OF STUDENT—Adult, Full-time, Half-time, Part-time
FEE—$0.50 per semester
LENGTH OF COURSE—90 forty-five minute periods
TEXTS—Speed Drills in Gregg Shorthand by Leslie and Zoubek, Refresher Course in Gregg Shorthand by John R. Gregg

COURSE CONTENT—A continuation of the advanced dictation course and is open to advanced students who wish highly specialized vocabulary in the legal and medical fields.

GENERAL OFFICE TRAINING

COURSE NUMBER—249
TYPE OF STUDENT—Adult
FEE—None
LENGTH OF COURSE—45 forty-five minute periods

COURSE CONTENT—For students who are studying to be stenographers, bookkeepers, clerks, and other office workers. The study includes nineteen units of work: (1) types of office workers; (2) the business letter; (3) mailing; (4) telegrams, cablesgrams and radiograms; (5) express service; (6) office economy; (7) the telephone; (8) enclosures; (9) freight service; (10) miscellaneous information; (11) reference books; (12) office machines; (13) vocabulary; (14) method of travel; (15) business enterprise and ownership; (16) business organization; (17) business ethics; (18) personality and personal analysis; (19) applying for the position.

Prerequisite: typing.

TYPEWRITER FUNDAMENTALS I

COURSE NUMBERS—150, 250
TYPE OF STUDENT—Junior, Adult
FEE—$0.50 per semester
LENGTH OF COURSE—90 forty-five minute periods
TEXT—One-Year 20th Century Typewriting, Fourth Edition by Lessenberry

COURSE CONTENT—For beginners in typewriting. The work covers development and mastery of keyboard control, knowledge of machine parts, simple tabulation, centering, simple letter setup and timed writings.

TYPEWRITER FUNDAMENTALS II

COURSE NUMBERS—150, 250
TYPE OF STUDENT—Junior, Adult
FEE—$0.50 per semester
LENGTH OF COURSE—90 forty-five minute periods
TEXT—Advanced 20th Century Typewriting, Fourth Edition by Lessenberry

COURSE CONTENT—A continuation of Typewriting Fundamentals I. The emphasis is placed on developing desirable typewriting habits in the development of speed and accuracy. The course includes the study of the basic machine parts and manipulation centering, simple letter setup and timed writings.

GENERAL OFFICE TRAINING

COURSE NUMBER—249
TYPE OF STUDENT—Adult
FEE—None
LENGTH OF COURSE—45 forty-five minute periods
COURSE CONTENT—For students who are studying to be stenographers, bookkeepers, clerks, and...
BUSINESS EDUCATION

TYPEWRITING III
COURSE NUMBER—150, 250
TYPE OF STUDENT—Junior, Adult
FEE—$1.00 per semester
LENGTH OF COURSE—38 forty-five minute periods
TEXT—Advanced 20th Century Typewriting. Fourth Edition by Lessenberry

COURSE CONTENT—The objectives are: to prepare students for secretarial work and become familiar with all forms of office procedure involving typing. The course covers correct typing of telegrams, index cards, purchase orders, cables, chain feeding of envelopes; window envelopes; invoices, credit memorandum; freight bill; letters with tabulation. Improvement of speed and control up to 60-70 words per minute. Use of mimeograph machines for duplicate copies, arrange bulletin material, efficient use of office forms as account tables, contract terminations, reports, etc. Advanced problems in tabulation from unassorted material. Arrangement of material in present reports, special business letters. Efficient use of materials in an office and emphasis on production efficiency. Rough draft work and minutes of meetings.

TYPEWRITING IV
COURSE NUMBER—250
TYPE OF STUDENT—Adult
FEE—$50 per semester
LENGTH OF COURSE—38 forty-five minute periods

COURSE CONTENT—Objective is to prepare for civil service or special types of office work. Individualized review for students who need a refresher course. Includes preparation of legal forms, letters of application, types of questions and details in public examinations, operation of duplicating machines, manuscript writings, composition typing, outlines, financial machine for duplicate copies, arrange bulletin material, efficient use of office forms as account tables, contract terminations, reports, etc. Advanced problems in tabulation from unassorted material. Arrangement of material in present reports, special business letters. Efficient use of materials in an office and emphasis on production efficiency. Rough draft work and minutes of meetings.

DISTRIBUTIVE EDUCATION
TRAINING FOR SALES PEOPLE

FUNDAMENTALS OF SELLING
COURSE NUMBER—535
TYPE OF STUDENT—Junior, Apprentice
FEE—None
LENGTH OF COURSE—38 forty-five minute periods
TEXT—Fundamentals of Selling by Walters and Wingate

Manual: Workbook for use with fundamentals of selling

COURSE CONTENT—Functions of the seller, basic knowledge needed in selling, the seller, the sales transactions, special mediums for selling, selling policies, selling oneself.

COLOR LINE AND DESIGN
COURSE NUMBER—536
TYPE OF STUDENT—Junior, Adult, Apprentice
FEE—None
LENGTH OF COURSE—8 forty-five minute periods
TEXTS—Practical Color Management by Beronica Chambers; Art Today by Faulkner

Manual: Study Guide in Color, Line and Design

COURSE CONTENT—(1) Color and effect it has in modern merchandising; fundamentals of color; color behavior, physical and psychological aspects of color mixture and matching of color. (2) Line in modern application. (3) Definitions and aim of design: economic aspects of trends in merchandising design.

RETAIL SALESMA NSHIP
COURSE NUMBER—537
TYPE OF STUDENT—Adult, Apprentice
FEE—None
LENGTH OF COURSE—31 forty-five minute periods
TEXT—Successful Retail Salesmanship by Robinson and Robinson

Manual: Student Study Guide in Retail Salesmanship

COURSE CONTENT—Salesmanship in the modern sense: retail selling fundamentals: study of the customer: selling techniques that help customers buy; meeting the customer: developing the sales presentation: making the sales talk convincing: helping the customer over buying obstacles: stimulating buying action: suggestion selling: building permanent business.

ADVANCED SALESMA NSHIP
COURSE NUMBER—538
TYPE OF STUDENT—Adult, Apprentice
FEE—None
LENGTH OF COURSE—31 forty-five minute periods
TEXT—Successful Selling for the New Day by Simmons

COURSE CONTENT—No ceiling on selling; America's next ten years: introduction to successful selling: what makes a good salesperson? how to find prospects; how to handle the price problem; how to handle the challenger; how to build your sales talk; how to use advertising; how to dramatize your selling; how to close the sale; how to avoid competition: complexes; how to sell quality products; how to make more sales.
BUSINESS EDUCATION

MERCHANDISE INFORMATION *
COURSE NUMBER—558
TYPE OF STUDENT—Adult, Apprentice
FEE—None
LENGTH OF COURSE—38 forty-five minute periods
TEXTS—Know Your Merchandise by Wingate, Allespie and Addison; Materials of Industry by Mirsmeau, Reef and Holdeman (Depends on the selling field the student is working in)
Manual: Study Guide in Merchandise Information
COURSE CONTENT—Determine guides to customer satisfaction; what merchandise is in stock; sources that contribute to the salesperson's knowledge; how to get the most out of merchandise; what services are offered; to what use your merchandise is put; what possible objections; what to know about the trends in style and fashion; what about color, line and design in merchandise; value of information and how to secure it; what are the selling points about my merchandise; how to present them effectively.

STORE ORGANIZATION AND MANAGEMENT
COURSE NUMBER—540
TYPE OF STUDENT—Apprentice, Adult
FEE—None
LENGTH OF COURSE—38 forty-five minute periods
TEXT—Retailing by N. A. Brisco
COURSE CONTENT—Scope of retailing; location; layout; equipment; store organization and function of management; market contacts; buying; receiving and marketing of merchandise; inventory procedure, mark-on of merchandise; the merchandise plan; employment problems; legal aspects of merchandising.

RETAIL CREDIT FUNDAMENTALS
COURSE NUMBER—541
TYPE OF STUDENT—Apprentice, Adult
FEE—None
LENGTH OF COURSE—38 forty-five minute periods
TEXT—Retail Credit Fundamentals by C. W. Phelps
Manual: Student Study Guide in Retail Fundamentals
COURSE CONTENT—Nature and importance of credit; developing new sources of credit customers; the double checking credit plan; methods of identifying charge customers; safeguards; reducing merchandise returns; how to handle complaints; how to stimulate preferred customers; how to revitalize inactive accounts; how to develop effective collection methods; how to rehabilitate delinquent customers.

ADVERTISING **
COURSE NUMBER—542
TYPE OF STUDENT—Adult, Apprentice
FEE—None
LENGTH OF COURSE—19 forty-five minute periods
TEXT—Advertising Procedures by Otto Kleppner
Manual: Student Study Guide in Advertising
COURSE CONTENT—Advertising in relation to distribution of merchandise and services: physical structure of advertisements; layouts, printing, photo engraving; relative values of various media for advertising; newspapers, magazines, radio, dealers' displays, outdoor advertising, car cards.

MERCHANDISE DISPLAY **
COURSE NUMBER—543
TYPE OF STUDENT—Adult, Apprentice
FEE—None
LENGTH OF COURSE—19 forty-five minute periods
TEXT—Fundamentals of Window Display by Charles Ellison
Manual: Student Study Guide in Merchandise Display
COURSE CONTENT—Values of display; selling idea behind the display; physical makeup of display; display in the retail program; manufacturers' advertising in display; special display suggestions; testing the student.

RETAIL GROCERY MERCHANDISING I ***
COURSE NUMBER—544
TYPE OF STUDENT—Apprentice, Adult
FEE—None
LENGTH OF COURSE—19 ninety minute periods or 38 forty-five minute periods
TEXT—First Study Course, National Grocers Institute
COURSE CONTENT—Cod. for good grocers; sugar, salt, spices; food values and diet; history of canning: tea, coffee, cocoa; butter and dairy products; cooking methods; olive oil; canned fruits and vegetables; acorn; anchovy; meat and meat products; tea; cereals; banana; coconut; bread—vanilla; orange; avocado.

RETAIL GROCERY MERCHANDISING II ***
COURSE NUMBER—545
TYPE OF STUDENT—Apprentice, Adult
FEE—None
LENGTH OF COURSE—19 ninety minute periods or 38 forty-five minute periods
BUSINESS EDUCATION

TEXT—Second Study Course, National Grocers Institute

COURSE CONTENT—Salesmanship; diet and food values; helpful selling; principles of refrigeration and air conditioning; the grocer and his competitors; baking powder; vinegar; understanding the homemaker’s problems; crackers and biscuits; fresh fruits and vegetables; salads and dressings; milk.

RETAIL GROCERY

MERCHANDISING III

COURSE NUMBER—546
TYPE OF STUDENT—Apprentice, Adult
FEE—None
LENGTH OF COURSE—19 ninety minute periods or 38 forty-five minute periods

TEXT—Third Study Course, National Grocers Institute

COURSE CONTENT—What is merchandising; importance of turnover; relation of cost to selling price; soap and the new detergents; mark-up and margin; profits—gross and net; pricing for profit and patronage; merchandising and advertising; special sales events; determining cost of doing business; insecticides; merchandising staple groceries; fresh produce, dairy products, frozen foods, specialties and sundries.

*** These courses should be taken in rotation to receive the greatest good.
FAMILY DEVELOPMENT

SOCIAL LIVING
COURSE NUMBER—157
TYPE OF STUDENT—Junior
FEE—None
LENGTH OF COURSE—90 forty-five minute periods
COURSE CONTENT—This course is planned for the beginning full-time or half-time student and includes the following units:
1. Personal Care and Improvement—personal, social and financial values of a well-groomed appearance are given emphasis.
2. Courtesy—social customs at home, conduct in public, manners in hotels and restaurants and proper introductions are points emphasized. Value to individual who puts courteous behavior into use.
3. Understanding Yourself and Others—some of the topics emphasized in this unit are: personal characteristics which affect people, importance of understanding one's own behavior and behavior of others, need for security, meaning of friendship, use of leisure time, hobbies, their place in one's development.

HOME LIVING
COURSE NUMBER—158
TYPE OF STUDENT—Junior
FEE—None
LENGTH OF COURSE—90 forty-five minute periods
COURSE CONTENT—This course is for the beginning half-time and full-time students and consists of the following units:
1. The Child in the Home—this includes a study of the normal developments of children, the health needs of the preschool child, children's clothing, play, games and development of social behavior.
2. Family Relationship—points emphasized are: importance of family life in the home, characteristics of a satisfying home, the contributions which each individual can make to the home life.
3. Social Life in the Home—this includes group activities of family recreation; determining amount of money to be used for recreation; the home as a hospitable center for friends; making friends and entertaining friends.

HUMAN RELATIONSHIPS AND MARRIAGE
COURSE NUMBER—159
TYPE OF STUDENT—Junior
FEE—None
LENGTH OF COURSE—18 forty-five minute periods
COURSE CONTENT—This is a semester course for the part-time student who attends school one day a week. This course centers around the girl and takes into consideration her background, interests, needs and her work outside of the home. High points in the course are: factors essential in a happy marriage; ability to get along with people; sources of conflict in the home; dating and steady, friendship and courtship; engagements; economic adjustments; marriage and the future.

YOUR PERSONALITY
COURSE NUMBER—160
TYPE OF STUDENT—Adult
FEE—None
LENGTH OF COURSE—36 forty-five minute periods
COURSE CONTENT—Many phases of personality studied to learn how to develop naturalness of manner and relaxation. Importance of personality in career life and home life. Some of the highlights of the course are: developing a new or understanding philosophy of life; gaining self-assurance and poise; relation of dress and grooming to personality; leisure time activities; development of individuality. This is a lecture and discussion course.

PERSONALITY DEVELOPMENT
COURSE NUMBER—161
TYPE OF STUDENT—Junior
FEE—None
LENGTH OF COURSE—18 forty-five minute periods
COURSE CONTENT—This is a semester course for the full-time, half-time and advanced student. Beginning with a self-inventory of personality traits such as poise, sense of humor, ability to carry on conversations, charm and many others. The student participates in discussions and in the planning of the course.

HOSPITALITY AND TABLE DECORATION
COURSE NUMBER—162
TYPE OF STUDENT—Adult
FEE—$1 per semester
LENGTH OF COURSE—36 forty-five minute periods
COURSE CONTENT—This course is planned for anyone who is interested in learning more about the art of entertaining and being a successful, gracious hostess. It will include: table setting for all occasions; arrangement of table for teas and buffet meals; flower arrangement; selection of china, linen, silver and crystal.
COURSE CONTENT—Hospitality through simple guest meals, invitations, conversations, selection of guests, responsibilities of hostess and of guest are some of the features of this course. Selection of silver, china, glassware and linen as well as flower arrangements and table decoration are included.

SAFETY IN THE HOME
COURSE NUMBER—590
TYPE OF STUDENT—Junior
FEE—None
LENGTH OF COURSE—9 forty-five minute periods
COURSE CONTENT—This course will include safety measures in the home, use and care of electrical equipment, arrangement and use of kitchen equipment, hazards in the home, safety measures in building a home, use and care of equipment, demonstrations, use of films, and special speakers.

SAFETY IN THE HOME
COURSE NUMBER—156
TYPE OF STUDENT—Junior
FEE—None
LENGTH OF COURSE—18 forty-five minute periods
COURSE CONTENT—Similar to course for half-time and full-time students but the course material is adapted to one day a week.

BUDGETING AND PERSONAL BUYING
COURSE NUMBER—159
TYPE OF STUDENT—Junior
FEE—None
LENGTH OF COURSE—13 forty-five minute periods
COURSE CONTENT—A course in consumer problems for the part-time student. Emphasis will be placed on the use of the girl's own income; this will include wise spending and saving as well as the working out of an individual budget.

BUDGETING
COURSE NUMBER—569
TYPE OF STUDENT—Adult
FEE—None
LENGTH OF COURSE—36 forty-five minute periods
COURSE CONTENT—Planned for those who would like some help on keeping a record of money spent and planning expenditures. Choosing an account system, what should the family understand about credit, consumer credit sources, savings and investments, life insurance. Each student may work out a budget to suit her needs.

CONSUMER PROBLEMS
COURSE NUMBER—574
TYPE OF STUDENT—Adult
FEE—None
LENGTH OF COURSE—36 forty-five minute periods
COURSE CONTENT—The consumer and reconversion buying will be stressed. Some other topics are: how to use the food dollar to best advantage, the clothing dollar and how to spend it, the rental dollar and purchases for the home, inflation, new items on the market, evaluation of advertising, responsibilities of the consumer.

FOODS AND NUTRITION
JR. FOODS I (1st Semester)
COURSE NUMBER—162
TYPE OF STUDENT—Junior
FEE—None
LENGTH OF COURSE—180 forty-five minute periods
COURSE CONTENT—A two-period laboratory class which meets daily and is planned for the full-time, half-time and beginning student. Food preparation is on a meal basis. Planning of nutritious meals, food costs, management problems, principles of cookery, correct table service, table etiquette and table setting are included.

JR. FOODS II (2nd Semester)
COURSE NUMBER—163
TYPE OF STUDENT—Junior
FEE—None
LENGTH OF COURSE—180 forty-five minute periods
COURSE CONTENT—This is for the full-time and half-time student who has completed Foods I or its equivalent. Food preservation, the family dinner, the guest dinner, casserole dishes, meat cookery, pastry, cake making, baking and salad making are included.

JR. FOODS III (Cooking for Two)
COURSE NUMBER—164
TYPE OF STUDENT—Junior
FEE—None
LENGTH OF COURSE—72 forty-five minute periods
COURSE CONTENT—This is a series of units planned for the part-time student. Canning—This includes hot-water bath and pressure-cooker canning, jelly making, jams and pickles. Lunch Box—Preparation of various types of lunches for the employed, as well as the packing of the lunch. Hospitality—How to entertain, actual preparation of meals, buffet meals and teas.

JR. FOODS IV (Meal Planning and Preparation)
COURSE NUMBER—165
TYPE OF STUDENT—Junior
FEE—None
LENGTH OF COURSE—72 forty-five minute periods
COURSE CONTENT—Series of units in cookery for the part-time student in the second year.

Meat Planning—The planning and preparation of meals. This includes meat cookery and vegetable cookery, as well as dessert.

Breads—Quick breads and yeast breads. Orange bread, prune bread and banana bread come under the quick breads. Regular enriched white flour, whole wheat flour and soybean flour are used.

Hot Weather Dishes—Nutritive, appetizing and attractive dishes for hot weather go to make up this unit. Meats, salads and desserts are featured.

FOODS I (Meals for Moderns)
COURSE NUMBER—260
TYPE OF STUDENT—Adult
FEE—$4 per semester
LENGTH OF COURSE—36 forty-five minute periods
COURSE CONTENT—Meals in the modern way suggests new methods in cookery; streamlining cooking processes; pressure-pan cookery; use of frozen foods; comparison of commercial mixes with home mixes; cooking to retain vitamins and minerals; planning of balanced meals. This is a practical course planned around the family meals—breakfast, lunch and dinner. It will include something in quick breads, vegetables, salads, casserole dishes, soups, sandwiches and simple desserts. An excellent course for brides, brides-to-be or anyone desiring help in practical cookery.

UNIT I—VEGETABLE COOKERY
(1st Quarter)
COURSE NUMBER—263
TYPE OF STUDENT—Adult
FEE—$1.50 per semester
LENGTH OF COURSE—20 forty-five minute periods
COURSE CONTENT—This includes both usual and unusual methods of preparing vegetables. The place of vegetables in the lunch and the dinner are given; also preparation for such meals. Vegetable loaves, casserole and plates are prepared. Value in diet, as well as methods of cookery to retain vitamins and minerals are given.

UNIT II—VITAMIN BREADS
(2nd Quarter)
LENGTH OF COURSE—12 forty-five minute periods
FEE—$1 per semester
COURSE CONTENT—All types of quick breads and yeast breads are given in this unit. Banana bread, date bread, nut bread, and various fruit breads such as orange and prune are given.

UNIT III—CASSEROLE DISHES
(3rd Quarter)
LENGTH OF COURSE—12 forty-five minute periods
FEE—$2 per semester
COURSE CONTENT—Wide variety of casserole dishes are given in this course. Meats, fish, chicken, both fresh meat and leftover meats may be used. Their place in the family meal or for buffet meals is presented.

UNIT IV—PASTRY
(4th Quarter)
LENGTH OF COURSE—16 forty-five minute periods
FEE—$1.50 per semester
COURSE CONTENT—Principles underlying the making of pastry are given; also digestibility and place in the diet are included. Various kinds of shortenings are used; also comparison between prepared mixes and home mixes. One-shell, two-crust, and deep-dish pies are made. Some of the more popular pies, as well as some of the unusual pies, are prepared. Each student has the opportunity of making some form of pastry each time the class meets.

FOODS II
UNIT I—SALADS FOR ALL OCCASIONS (1st Quarter)
COURSE NUMBER—264
TYPE OF STUDENT—Adult
FEE—$1.50 per semester
LENGTH OF COURSE—20 forty-five minute periods
COURSE CONTENT—Dinner salads, luncheon salads, and main course salads are included in this unit. Molded salads and frozen salads are also featured. All types of salad dressings are made. The place of salads in the diet is emphasized.

UNIT II—CAKES AND COOKIES
(2nd Quarter)
LENGTH OF COURSE—12 forty-five minute periods
FEE—$2 per semester
COURSE CONTENT—Modern up-to-date methods of mixing cakes are stressed. Types of so-called butter cakes and sponge cakes are included, giving a variety of new, unusual cakes. Various types of iced and frosted cakes are a part of the unit. Christmas cookies and fruitcakes are given prior to the holiday season.
UNIT III—UNUSUAL DESSERTS
(3rd Quarter)
LENGTH OF COURSE—18 forty-five minute periods
FEE—$1.50 per semester
COURSE CONTENT—The desserts featured in this unit are for special occasions; for instance, something for dessert bridge. Meringues, tortes, ice box desserts, and new things in pastry and frozen desserts are some of the desserts given.

UNIT IV—HOT WEATHER MEALS
(4th Quarter)
LENGTH OF COURSE—13 forty-five minute periods
FEE—$1.50 per semester
COURSE CONTENT—Attractive foods for hot days. Easy to prepare main dishes, simple and healthful desserts, summer salads and summertime beverages are some of the things featured.

FOODS IV
UNIT I—LOW COST MEALS
(1st Quarter)
COURSE NUMBER—265
TYPE OF STUDENT—Adult
LENGTH OF COURSE—20 forty-five minute periods
FEE—$1.50 per semester
COURSE CONTENT—Attractive, nutritious meals at a minimum cost are featured. How to buy and store foods is stressed. Planning as well as preparation is stressed.

UNIT II—MEAT, POULTRY AND FISH COOKERY
(2nd and 3rd Quarters)
FEE—$4 per semester
LENGTH OF COURSE—57 forty-five minute periods
COURSE CONTENT—Prior to the holiday season a demonstration on the stuffing and trussing of a fowl is given. Pointers on selection of fowl, meat and fish are given. Preparation of both tender and less tender cuts of meat are included. Some of the more expensive cuts of meat are used, as well as the more commonly known cuts. Importance of meat in the diet is emphasized. Garnishing, carving and serving are stressed.

UNIT III—PLATTER DINNERS
(4th Quarter)
FEE—$1.50 per semester
LENGTH OF COURSE—27 forty-five minute periods
COURSE CONTENT—All-in-one main course dishes are featured. Oven dish meals are included. Planning to save time and money is stressed. Attractive, nutritious dishes are prepared.

FOODS V—HOSPITALITY COOKERY
(3rd and 4th Quarters)
COURSE NUMBER—266
TYPE OF STUDENT—Adult
LENGTH OF COURSE—54 forty-five minute periods
COURSE CONTENT—How to prepare and serve attractive, unusual guest meals is a part of this course. The art of being a gracious hostess is stressed. Some of the types of entertaining given are: teas, buffet meals, wedding reception, after-theater snacks, bridge desserts, guest dinners. Table setting for these special occasions is included in the class.

FOODS VI—INSTITUTIONAL FOODS
COURSE NUMBER—267
TYPE OF STUDENT—Veterans
LENGTH OF COURSE—38 forty-five minute periods
FEE—None
COURSE CONTENT—This is planned for veterans and others interested in restaurant work and various fields of institutional food services, the details of the preparation of food in large quantities, and the administration of food services. It will include lecture, discussion, demonstration and laboratory courses. It will include menu planning, new recipes and suggested leaders in menus. Also included in the course will be food costs, food buying in large quantities, operation, and care of equipment and the organization and administration of food services. An opportunity will be given for experimentation and for working out individual problems.

CLOTHING AND TEXTILES
JUNIOR CLOTHING I
COURSE NUMBER—178
TYPE OF STUDENT—Junior
LENGTH OF COURSE—180 forty-five minute periods
COURSE CONTENT—This course is planned for the full-time or half-time student who has little or no training in clothing construction. Basic principles and fundamentals of sewing are stressed.

JUNIOR CLOTHING II
COURSE NUMBER—179
TYPE OF STUDENT—Junior
LENGTH OF COURSE—180 forty-five minute periods
COURSE CONTENT—This course is for the full-time or half-time student who has completed Clothing I or its equivalent. Included in this course are the following: study of linen and wool fabrics, planning of individual wardrobes, care and repair of clothing, adjusting the pattern to fit the figure.
Some of the more advanced construction processes; dressmaking as a creative art: importance of being well dressed.

JUNIOR CLOTHING III

COURSE NUMBER—189
TYPE OF STUDENT—Junior
FEE—None
LENGTH OF COURSE—72 forty-five minute periods

COURSE CONTENT—First lessons in sewing include the construction of simple garments such as pajamas, blouses, brunch coats, skirts and other simple garments. Streamlined methods of clothing construction are taught. Emphasis is given to care and use of the sewing machine; selection and use of patterns; basic principles in construction of simple garments. This is a foundation for more advanced courses.

CLOTHING I (Firsts in Sewing)

COURSE NUMBER—278
TYPE OF STUDENT—Adult
FEE—None
LENGTH OF COURSE—72 forty-five minute periods

COURSE CONTENT—First lessons in sewing include the construction of simple garments such as pajamas, blouses, brunch coats, skirts and other simple garments. Streamlined methods of clothing construction are taught. Emphasis is given to care and use of the sewing machine; selection and use of patterns; basic principles in construction of simple garments. This is a foundation for more advanced courses.

CLOTHING II (Children’s Garments)

COURSE NUMBER—279
TYPE OF STUDENT—Adult
FEE—None
LENGTH OF COURSE—72 forty-five minute periods

COURSE CONTENT—This course consists of a study of special problems in the selection and making of children’s garments. Selection of suitable patterns and materials for all types of garments will be discussed. Special attention will be given to the making of worked and bound buttonholes, pockets and zippers, mating and applying collars, patch and slot pockets, decorative stitches such as fagoting and smocking will be applied on cotton or silk dresses.

CLOTHING III (Refresher Course)

COURSE NUMBER—280
TYPE OF STUDENT—Adult
FEE—None
LENGTH OF COURSE—72 forty-five minute periods

COURSE CONTENT—This course is planned for the person who has done some sewing at home, but who needs help in some of the construction processes such as: bound buttonholes; cording buttonholes; putting in zippers; how to use a pattern correctly; how to use the buttonholer; working buttonholes; cutting of true bias; pockets. Garments will not be made; people taking this course may also take Clothing IV or V, as the purpose of this course is to give special help on above processes to help people who may be ready for more advanced work than Clothing I.

CLOTHING IV (Casual Clothes)

COURSE NUMBER—281
TYPE OF STUDENT—Adult
FEE—51 per semester
LENGTH OF COURSE—72 forty-five minute periods

COURSE CONTENT—This is an elementary dressmaking course and follows Clothing I or its equivalent. There will be opportunity to choose the types of garment to be made. It may be dresses for morning wear, garden dresses or active sport clothes. Problems found in this type of garment will be used as a basis for the lessons. Concise explanations with the detailed illustrative material will be used to simplify each step of construction.

CLOTHING V (That Ready-Made Effect)

COURSE NUMBER—282
TYPE OF STUDENT—Adult
FEE—None
LENGTH OF COURSE—72 forty-five minute periods

COURSE CONTENT—How to secure that much desired ready-made effect will be one of the purposes of this course. Selection of material and patterns will be stressed, with emphasis on color, texture and becoming designs for each individual. Such fabrics as silk, wool, rayon, nylon and the new fabrics on the market will be studied. Garments to be made will be chosen from the following: rayon dresses, wool dresses, two-piece dresses, blouses and skirts, formal and dinner dresses. Short cuts in construction processes, identification of materials, interpretation and op-
Homemaking

Application of pattern principles, and coordinating of the wardrobe will be included. This course is for the advanced student.

CLOTHING VI (Tailoring)
COURSE NUMBER—283
TYPE OF STUDENT—Adult
FEE—None
LENGTH OF COURSE—72 forty-five minute periods
COURSE CONTENT—This course is for the advanced student and is planned for those people who want to make tailored garments. Some of the specific tailoring principles which are given are: pattern altering to fit the figure, use of interfacing, tape and pad stitch for collars, revers, hand stitching of collars and front facing, fitting problems, use of pressing boards for shaping garment to the figure, bound and patch pockets, lining and interfacing for coats and suits, types of pads most suitable, selection of fabrics for coats, suit linings, interlinings, and interfacing. Garments to be made are suits and coats from new material as well as make-over problems in suits and coats.

CLOTHING VII (Challenge of Make-over)
COURSE NUMBER—284
TYPE OF STUDENT—Adult
FEE—None
LENGTH OF COURSE—72 forty-five minute periods
COURSE CONTENT—It is essential that members of the class have had Clothing IV or its equivalent before enrolling in the remodeling class. Instruction will be given on the preparation of the garment for classwork, combination of new and old material and selection of garments for remodeling. Almost any garment may be remodeled.

CLOTHING VIII (Tailoring II)
COURSE NUMBER—284
TYPE OF STUDENT—Adult
FEE—None
LENGTH OF COURSE—72 forty-five minute periods
COURSE CONTENT—This course is for students who have completed Tailoring I. The problems to be emphasized are: moulding of garments with the iron, bound and welt pockets, cording and worked buttonholes, study of sleeve and other fitting problems. Suits and coats will be made.

CLOTHING IX (Workshop)
COURSE NUMBER—573
TYPE OF STUDENT—Adult
FEE—None
LENGTH OF COURSE—72 forty-five minute periods
COURSE CONTENT—This is only for students who have completed Clothing VI satisfactorily. Because of the nature of the course it is essential that all class members have a thorough understanding of both the elementary and advanced courses. Any type of garment may be made in this class.

CLOTHING X (Accessories)
COURSE NUMBER—586
TYPE OF STUDENT—Adult
FEE—None
LENGTH OF COURSE—54 forty-five minute periods
COURSE CONTENT—This course is planned for those people who are interested in making accessories for the wardrobe. Types of accessories which might be made are: blouses and blouses; bags; dickeys; collars and cuffs; scuffs; men's ties; belts, sashes; gloves; slippers; earrings from buttons; aprons. Others may be suggested.

MILLINERY I
COURSE NUMBER—578
TYPE OF STUDENT—Adult
FEE—$2 per semester
LENGTH OF COURSE—72 forty-five minute periods
COURSE CONTENT—This is a course in millinery for the beginner and will include fundamental principles. Choosing becoming hats is featured. Hats may be made over as well as making new ones. Types of hats are: berets, calottes, sailors, pillboxes and any other styles which are in vogue. Steaming and blocking are taught. All class members must have a basic knowledge of sewing.

MILLINERY II
COURSE NUMBER—579
TYPE OF STUDENT—Adult
FEE—$1 per semester
LENGTH OF COURSE—72 forty-five minute periods
COURSE CONTENT—For the student who has had Millinery I and is concerned with more advanced problems. The type of hat made depends upon the season and styles which are in vogue. Use of glue in applying fabrics is taught, as well as use of sizing. Methods of applying trimming are given. Selection of hats to suit the individual is included.

MILLINERY III
COURSE NUMBER—580
TYPE OF STUDENT—Adult
FEE—$2 per semester
LENGTH OF COURSE—72 forty-five minute periods
COURSE CONTENT—This is an advanced course which will feature designing and draping.
FUR REMODELING
COURSE NUMBER—581
TYPE OF STUDENT—Adult
FEE—$1 per semester
LENGTH OF COURSE—7½ forty-five minute periods
COURSE CONTENT—Making over fur coats, re-styling and modernizing the fur garment are two features of this course. Putting fur collars on coats and suits, and mending rips are also included. The actual work is done in class under the instruction of an expert in fur work.

SLIP COVERS AND DRAPERIES
COURSE NUMBER—583
TYPE OF STUDENT—Adult
FEE—None
LENGTH OF COURSE—54 forty-five minute periods
COURSE CONTENT—This includes the selection and construction of curtains, draperies, slip covers for davenports and chairs, skirts for dressing tables or any type of household sewing. Each student works on her own problem.

KNITTING I
COURSE NUMBER—575
TYPE OF STUDENT—Adult
FEE—None
LENGTH OF COURSE—72 forty-five minute periods
COURSE CONTENT—This is for the beginners or those who have had very little experience in knitting, and this will include fundamentals of knitting. Typical of what might be knit are: tams, scarfs, sweaters, mittens, argyles, and other similar articles. Equipment needed first lesson: two number-three knitting needles, 10- or 12-inch bone, a small ball of any kind of yarn, notebook and pencil.

KNITTING II
COURSE NUMBER—576
TYPE OF STUDENT—Adult
FEE—None
LENGTH OF COURSE—72 forty-five minute periods
COURSE CONTENT—This is for the advanced student. It will include planning, styling, and charting of garments to measurements. Types of garments which may be made are: sweaters, skirts, blouses, suits, gloves and socks. Tools needed for first meeting are: two number-three knitting needles, 10- or 12-inch bone, a small ball of yarn, notebook and pencil.

CLOTHING CLASSES AND FUR REMODELING ARE OFFERED AT THE FOLLOWING CENTERS:
LAPHAM SCHOOL—Tuesday P. M., the second semester
LOWELL SCHOOL—Wednesday P. M.
VOCATIONAL ANNEX—Wednesday and Friday P. M.
AUTOMOTIVE

AUTO BODY
COURSE NUMBER—288
TYPE OF STUDENT—Adult, Full-time
FEE—15c per day of four periods
LENGTH OF COURSE—710 forty-five minute periods

AUTO MECHANICS
COURSE NUMBER—290
TYPE OF STUDENT—Adult, Full-time
FEE—15c per day of four periods
LENGTH OF COURSE—1400 forty-five minute periods

AUTOMOTIVE MACHINIST
COURSE NUMBER—390
TYPE OF STUDENT—Apprentice
FEE—15c per day of four periods
LENGTH OF COURSE—400 hours

AUTOMOTIVE WHEEL ALIGNER
COURSE NUMBER—390
TYPE OF STUDENT—Apprentice
FEE—15c per day of four periods
LENGTH OF COURSE—400 hours

BUILDING AND ALLIED TRADES

BRICKLAYING
COURSE NUMBER—321
TYPE OF STUDENT—Apprentice
FEE—None
LENGTH OF COURSE—400 hours

WOODWORKING (Cabinet Making)
COURSE NUMBER—281
TYPE OF STUDENT—Adult, Full-time

TRADE AND INDUSTRY

FEE—$3 per semester
LENGTH OF COURSE—1480 forty-five minute periods
COURSE NUMBER—391
TYPE OF STUDENT—Junior, Part-time

TRADE AND INDUSTRY

FEE—None
LENGTH OF COURSE—1480 forty-five minute periods
COURSE NUMBER—191
TYPE OF STUDENT—Junior, Part-time

FEE—None
LENGTH OF COURSE—1480 forty-five minute periods
COURSE NUMBER—292
TYPE OF STUDENT—Adult, Full-time

TEXTS—Carpentry by Townsend
Roof Framing by Wilson and Werner
Building Trades Blueprint Reading by Dalzell
Stair Building by Townsend
Cyclopedia of Building Terms of American Lumbermen

COURSE CONTENT—The woods we use, where found, the sawing and drying of lumber, stock sizes and actual sizes; working with wood, the use, care and sharpening of tools through project making; machine woodwork, milling of stock on power machines; wood finishing, prepare surfaces and apply finishes; cabinet making, joints and joint making, hardware, fastening of "raw" to wall, glues and gluing, and interior finishing of trim; carpentry, construction framing and installation of doors and windows; wood turning, methods of shaping wood on the lathe; patternmaking, blueprint reading and methods of pattern building; wood carving; the home workshop; layout of the workshop as to purpose, size and equipment needed.

CARPENTRY

COURSE NUMBER—323
TYPE OF STUDENT—Apprentice
FEE—None
LENGTH OF COURSE—400 hours
TEXTS—Carpentry by Townsend
Roof Framing by Wilson and Werner
Building Trades Blueprint Reading by Dalzell
Stair Building by Townsend
Cyclopedia of Building Terms of American Lumbermen

COURSE CONTENT—Wood and its properties; carpentry tools; fasteners; laying out for basement; basement form construction; construction, types of framing; floor construction: walls and partitions; rough stairs; gable roof framing; equal pitch hip roof; intersecting roof; unequal pitch intersecting roof; shingled roof; finish carpentry; interior trim; hardware; main stairs; power machines; safety construction; building codes; blueprint reading (house and masonry construction); blueprint reading (reinforced concrete plans); auxiliary views, true-length lines, and angles and planes; cross sectioning and symbols; dimensioning: pictorial drawing; screw threads; pattern drawing.

DRAFTING, ARCHITECTURAL

COURSE NUMBER—292
TYPE OF STUDENT—Adult, Full-time
FEE—$5 per semester

COURSE NUMBER—392
TYPE OF STUDENT—Apprentice
FEE—None
LENGTH OF COURSE—1480 forty-five minute periods

COURSE NUMBER—392
TYPE OF STUDENT—Apprentice
FEE—None
LENGTH OF COURSE—1480 forty-five minute periods

TEXT—Problems in Architectural Drawing and References by Franklin G. Elwood

COURSE CONTENT—Vocabulary; construction details: pictorial drawing, isometric, oblique and perspective drawing; layout of rafters, drafting and layout techniques; house layout and arrangement; select and plan a project; house plans and details; develop a draughting project; estimating, study costs and construction; specifications, translate plans into objective reality; project a house, draw a convincing picture of the house.

MECHANICAL DRAFTING

COURSE NUMBER—192
TYPE OF STUDENT—Junior, Part-time
FEE—None
LENGTH OF COURSE—480 forty-five minute periods
COURSE NUMBER—292
TYPE OF STUDENT—Adult, Full-time
FEE—$5 per semester
LENGTH OF COURSE—1480 forty-five minute periods
COURSE NUMBER—392
TYPE OF STUDENT—Apprentice
FEE—None
LENGTH OF COURSE—1480 forty-five minute periods

TEXT—Problems in Architectural Drawing and References by Franklin G. Elwood

COURSE CONTENT—Geometric problems, handle drawing equipment and to study geometric relations; elementary working drawings, elements of orthographic projection, dimensioning, skill in letters and numbers; problems in projection, advanced projection problems, layout and development; basic instructional and review material; completion problems; freehand sketching: auxiliary views, true-length lines, and angles and planes: cross sectioning and symbols: dimensioning: pictorial drawing: screw threads: pattern drawing.

STRENGTH OF MATERIALS

COURSE NUMBER—292
TYPE OF STUDENT—Adult, Full-time
FEE—None
LENGTH OF COURSE—36 forty-five minute periods
COURSE NUMBER—392
TYPE OF STUDENT—Apprentice
FEE—None
LENGTH OF COURSE—36 forty-five minute periods

TEXT—Strength of Materials by Bremenske

COURSE CONTENT—Simple stresses; shear, application of stresses to sheet problems; riveted joints; riveted joints and their design; stresses in thin-walled cylinders, hydraulic pressure and re-
toining vessels: welded joints; torsion, torque and strength of shafts; beams, shear and moment diagrams, to study the design of beams; stresses in beams; beam deflections, to study the theory of bending; combined axial and bending stresses, advanced theory and design of loaded members; columns, to study the theory of columns.

ELECTRICITY

COURSE NUMBER—293
TYPE OF STUDENT—Adult, Full-time
LENGTH OF COURSE—400 hours
FEE—None

TEXT—Elements of Electricity; elementary circuits; mathematics, electrical formulas; kind of wiring, types to use and where; motors, kinds, usage and repairs; generators, principles, practices, care; layout work, blueprints and estimating; code, state and federal building laws.

COURSE NUMBER—393
TYPE OF STUDENT—Apprentice
LENGTH OF COURSE—1400 forty-five minute periods
FEE—34c per day of four periods

TEXT—Industrial Electricity by Nadon and Gleine

COURSE CONTENT—Basic electrical theory; Ohm’s Law; circuits and circuit calculations; power and distribution; instruments and measurements; construction and use of meters; D.C. motors and generators, operational characteristics of motors; alternating current, Part 1, Part 2; A.C. power; A.C. 3-phase, relation of single and polyphase; A.C. motors and generators, characteristics, repair and maintenance; electronics, understanding of industrial electronics.

The following texts are used in Electricity 293 and Electricity 393:

TEXTS—Industrial Electricity by Nadon and Gleine
Essentials of Electricity by Timbie
Essentials of Alternating Currents by Timbie
Armature Winding by Croft
Fractional Horsepower Motors by Viemott
Electrical Specifications by Whitehorn
Electrical Wiring by Schuler
State and National Codes by Abbott
Electrical Principles and Practice by Stakkind
Conduit Wiring by Croft
How to Read Electrical Blueprints by Reine and Dunlap
State Electric Code, State Bureau of Purchases
American Electricians Handbook by Croft
State Apprenticeship Program—Electricity, Racine Vocational School
Electrical Motor Repair by H. Rosenberg
Practical Electricity by Croft
National Electric Code Handbook by Abbott

TRADE AND INDUSTRY

LATHING AND PLASTERING

COURSE NUMBER—329
TYPE OF STUDENT—Apprentice
FEE—None
LENGTH OF COURSE—400 hours
TEXT—Woshburn Trade School Course

COURSE CONTENT—Plan reading; drawing, the drawing and layout of cornices, beams and arches; estimating, to estimate materials and make quantity surveys; corner beads and screeds; to erect corn贝 beads and screeds; cornices and beams, the layout and erection of cornices and beams; ornamental ceilings, treatment, layout and erection; partitions, principles involved in erection of partitions and curtain walls.

PAINTING AND DECORATING

COURSE NUMBER—237
TYPE OF STUDENT—Apprentice
FEE—None
LENGTH OF COURSE—400 hours
TEXT—Elementary Studies in House Painting, Decorating and Paper Hanging, Association of Master Painters

COURSE CONTENT—Color mixing, color harmony; exterior painting; materials; new materials and processes; drawing and design; preparation of wall services; varnishing and enameling; glazing; graining of woods; graining of marble; plastic paints; paper hanging

PLUMBING

COURSE NUMBER—331
TYPE OF STUDENT—Apprentice
FEE—None
LENGTH OF COURSE—400 hours
TEXT—How to Design and Install Plumbing by Matthias
Joint Wiping and Lead Work by Hutton
Plumbing, Heating, Air-Conditioning Shop Mathematics by Harper
How to Read Blueprints by Owen and Slingluff
Wisconsin State Plumbing Code, State Board of Health
Cross Connections in Plumbing and Water Supply Systems, State Board of Health
Chapter 145, Wisconsin Statutes, State Plumbing Law, by State Board of Health

COURSE CONTENT—Plumbing theory, the principles of sewage treatment; types and use of materials; proper methods of drainage, ventilation, water supply and distribution; pumps and lifts; plumbing fixtures and appliances; plumbing safety; codes and laws, to interpret and use the Wisconsin State Plumbing Law, the Wisconsin State Plumbing Code and local plumbing ordinances; plumbing mathematics, use and apply formulas; plumbing drawing, ventilation design and layout, to make isometric layouts; blueprint reading; lead

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work layout and design, joint welding, and lead burning; related welding, care and use of the oxy-acetylene torch in pipe cutting and welding.

SHEET METAL

COURSE NUMBER—188
TYPE OF STUDENT—Junior, Part-time
FEE—None
LENGTH OF COURSE—148 forty-five minute periods
COURSE NUMBER—288
TYPE OF STUDENT—Adult, Full-time
FEE—15c per day of four periods
LENGTH OF COURSE—74 forty-five minute periods
COURSE NUMBER—388
TYPE OF STUDENT—Apprentice
FEE—15c per day of four periods
LENGTH OF COURSE—400 hours
TEXTS—Sheet Metal Work, Study Guide, Wisconsin Schools of Vocational Education
Sheet Metal Pattern Drafting and Shop Problems by Daugherty
Air-Conditioning Metal Layout by Kaberlein
Duct Construction by Kothe
COURSE CONTENT—Basic blueprint reading; shop practice, to develop skill in the proper use of tools and machines; parallel line pattern development, to develop skill in layout work; radial line pattern development; triangulation development; heat loss calculations, to develop understanding of heating requirements; advanced shop practice, to supplement shop work on the job; welding (1) oxy-acetylene, (2) electric arc, (3) cutting, to develop skills necessary to trade in welding; mathematics; bookkeeping, to help the worker understand the problems of management.

STEAMFITTING

COURSE NUMBER—332
TYPE OF STUDENT—Apprentice
FEE—None
LENGTH OF COURSE—400 hours
TEXT—Instructional Manual for Steamfitter Apprentices
COURSE CONTENT—Science related to steamfitter trade, the underlying scientific principles of pressure, weight, density and type of heat; related drawing, blueprint reading, fundamentals of isometric drawing, and heating plant layout; heating, design and installation procedures; heat transmission, calculating heat losses; review of mathematics; process piping, pipe standards, accessories, and pipe fittings; pipe welding, the use of oxyacetylene and arc welding equipment; controls, application and regulation of all automatic controls used in heating and ventilating; refrigeration, fundamentals of refrigeration and the handling of refrigerants; air conditioning, the theory of air conditioning.

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METAL INDUSTRIES

FOUNDRY PRACTICE

COURSE NUMBER—325
TYPE OF STUDENT—Apprentice
FEE—None
LENGTH OF COURSE—400 hours
TEXTS—Elementary Foundry Technology by Hartley
Metal Castings by Cambell
Advanced Blueprint Reading, Delmar Publishers
Mechanical Drawing by French and Swann
Mathematics by Sessa and Margolis
Handbook of Cupola Operation, American Foundrymen's Association
Recommended Practice for the Sand Casting of Non-Ferrous Alloys, American Foundrymen's Association
Foundry Manual, U. S. Navy Bureau of Ships
International Textbook Library on Foundry and Patternmaking Foundry Work by Wendt
COURSE CONTENT—Introduction, to give apprentices an overview of the foundry and pattern-making industry; molding practices; core practices; elementary metallurgy; foundry sands; related patterncasting theory; elements of arithmetic; calculation of areas and volumes; weights of castings; calculation of metal mixtures; slide-rule practice; principles of projection; sketching practice; use of instruments and equipment; blueprint reading.

ELEMENTS OF MACHINE OPERATION*

COURSE NUMBER—194
TYPE OF STUDENT—Junior, Part-time
FEE—None
LENGTH OF COURSE—148 forty-five minute periods
COURSE NUMBER—294
TYPE OF STUDENT—Adult, Full-time
FEE—25c per day of four periods
LENGTH OF COURSE—1480 forty-five minute periods
COURSE NUMBER—394
TYPE OF STUDENT—Apprentice
FEE—25c per day of four periods
LENGTH OF COURSE—400 hours
TEXTS—How to Run a Lathe by O'Brien
Machine Shop Theory by Searles
Machinery Handbook by Oberg and Jones
COURSE CONTENT—Hand tools and gages, and use in layout work; lathe nomenclature, the parts and functions of the lathe; lathe operation, and various operations on the engine lathe; industrial standards, and the prevailing standards as used in industry; shop safety; milling machine and its operation; shaper and its operation; tool grinding; drill press and its operation; power hack saw and its operation.
HYDRAULICS*
COURSE NUMBER—394
TYPE OF STUDENT—Apprentice
FEE—None
LENGTH OF COURSE—8 forty-five minute periods
TEXT—Elementary Practical Mechanics by Jameson
COURSE CONTENT—Density and specific gravity, relation between density and specific gravity; Poiseuille's Law, hydrostatic pressure on submerged surfaces; Archimedes principle, study buoyancy; liquids in motion, pressure, head and flow.

METALLURGY*
COURSE NUMBER—394
TYPE OF STUDENT—Apprentice
FEE—None
LENGTH OF COURSE—32 forty-five minute periods
TEXT—Elementary Metallurgy by Friar
COURSE CONTENT—Iron smelting, iron refining; cast and wrought iron, molding and metal forming; iron carbon diagram, physical structure, hardening of steel, grain structure, steel alloys.

APPRENTICE MATHEMATICS*
COURSE NUMBER—394
TYPE OF STUDENT—Apprentice
FEE—None
LENGTH OF COURSE—54 forty-five minute periods
TEXT—Machine Shop Mathematics by Aaron Axelrod
COURSE CONTENT—Weights and measures, practical measurements and geometry, formulas and methods used in area and volume problems; geometric construction, graphs, shop trigonometry, how trig functions can be used to solve length and angle problems; belting, mathematics and physics of belting, speeds of pulleys and gears, speed reduction formulas, speeds and feeds, applications and relation of mathematics and machine shop practice; lathe work, taper turning and thread screw problems, gears, gear cutting and gear layout; milling machines, applications and indexing.

APPRENTICE PHYSICS*
COURSE NUMBER—394
TYPE OF STUDENT—Apprentice
FEE—None
LENGTH OF COURSE—28 forty-five minute periods
TEXT—Lesson Sheets
COURSE CONTENT—Composition and resolution of forces, and how forces can be analyzed: simple beams, the loading of beams and machine parts: work, energy, power, relation between force, mass and motion; simple machines, and the principles of physics to the study of machines; motion problems, linear and angular motion.
*Machinery Shop Courses
TRADE AND INDUSTRY

WELDING—OXY-ACETYLENE
COURSE NUMBER—199
TYPE OF STUDENT—Junior, Part-time
FEE—None
LENGTH OF COURSE—143 forty-five minute periods
COURSE NUMBER—299
TYPE OF STUDENT—Adult, Full-time
FEE—$4 per day of four periods
LENGTH OF COURSE—143 forty-five minute periods
COURSE NUMBER—399
TYPE OF STUDENT—Apprentice
FEE—$4 per day of four periods
LENGTH OF COURSE—400 hours
COURSE CONTENT—Oxy-acetylene process, rippel welding, safety; techniques of oxy-acetylene welding; butt weld (with rod); butt welding (back hand), edge welding; edge welding (with rod), corner fillet weld, flat position; butt weld vertical, tee fillet vertical; vertical overhead welding; horizontal butt weld, overhead butt weld; sheet metal welding, welding different metals (steel welding); bronze welding steel, welding for different metals; bronze welding cast iron, cast iron welding, oxy-acetylene cutting, manual and radiographic safety; pipe welding and tubing; miscellaneous processes and miscellaneous metal (aluminum); lead burning; oxy-acetylene welding of auto parts.

SERVICE OCCUPATIONS

BARBERING
COURSE NUMBER—320
TYPE OF STUDENT—Apprentice
FEE—None
LENGTH OF COURSE—432 hours
TEXT—14 Units, 14 Assignment Units in Barber Science
COURSE CONTENT—Introduction to apprenticeship, anatomy and physiology, bacteria and sanitation, scalp treatments, pharmacology, diseases, shop problems, facials and packs, barber law, therapeutic lights, hair, art of shaving, selling standard service, pathology, bacteriology.

COSMETOLOGY
COURSE NUMBER—324
TYPE OF STUDENT—Apprentice
FEE—None
LENGTH OF COURSE—288 hours

TEXT—Home Study Course, Wisconsin Schools of Vocational Education
COURSE CONTENT—Wisconsin laws of cosmetology; sterilization and sanitation; anatomy—familiarize student with location, function of bones, nerves, muscles and blood supply of head, face, hands and neck; hair and scalp diseases; structure and care of hair; recognize scalp diseases and their treatment; electricity and common knowledge of electrical wiring, operation of electrical devices, and application of electrical current; shampooing; hair dying; facials; skin and diseases, structure of skin and disease treatment; hair dressing; hands and nails; permanent waving, theory and technique of waving hair permanently with electricity and chemicals.

RADIO
COURSE NUMBER—296
TYPE OF STUDENT—Adult, Full-time
FEE—34c per day of four periods
LENGTH OF COURSE—400 hours
COURSE NUMBER—396
TYPE OF STUDENT—Apprentice
FEE—34c per day of four periods
LENGTH OF COURSE—400 hours
COURSE CONTENT—Basic theory; radio fundamentals; vacuum tubes; amplifiers; power supplies; signal tracing; signal amplifications; detection; couplings; oscillators; mixer circuits; control circuits; public address systems; localizing defects; mathematics; laws and formulas; mechanical practice; use of hand tools; circuits, automatic circuits; code, state and federal laws; wiring and how to install; mechanical practice, bearings and fittings; sale principles, methods of sales procedures.

REFRIGERATION AND AIR CONDITIONING
COURSE NUMBER—297
TYPE OF STUDENT—Adult, Full-time
FEE—20c per day of four periods
LENGTH OF COURSE—1440 forty-five minute periods
COURSE NUMBER—397
TYPE OF STUDENT—Apprentice
FEE—20c per day of four periods

60
LENGTH OF COURSE—400 hours
TEXT—Instructional Manual for Steamfitters, Washburne Trade School
COURSE CONTENT—Introduction to refrigeration, fundamentals of refrigeration and air conditioning: refrigeration cycle, operating cycle of a refrigeration unit; typical compression cycle: study of refrigeration, chemical properties, hazards and testing; machines and systems; unit setups for various applications: refrigeration and air-conditioning accessories: motor controls: liquid controls and valves; laboratory exercises: shop work in all types of units and refrigeration accessories: psychrometric charts, compute heat gains of air; properties of air, study the chemical makeup of air: air-conditioning units, chemical types of units employed from package units to large industrial installations.

PRINTING

COURSE NUMBER—195
TYPE OF STUDENT—Junior, Part-time
FEE—None
LENGTH OF COURSE—412 forty-five minute periods
COURSE NUMBER—295
TYPE OF STUDENT—Adult, Full-time
FEE—None
LENGTH OF COURSE—2072 forty-five minute periods
COURSE NUMBER—395
TYPE OF STUDENT—Apprentice
FEE—None
LENGTH OF COURSE—400 hours
TEXTS—I.T.U. Lessons in Printing
The Practice of Printing by Polk
General Printing by Clinton and Pitkin
COURSE CONTENT—Hand composition, to become familiar with all types of hand composition: presswork, to become a press operator: machine composition, to be able to set job and newspaper composition: bindery, to develop skill at handling printed jobs: related reading in trade publications: new innovations, to learn about supply houses, and to become acquainted with problems of printing: paper, manufacturing processes and uses of papers: ink, manufacture and uses: related fields: study of allied trades: display composition, advanced fields of composition: job composition or newspaper practice, kinds of work done in each field: newspaper advertising or printing design, to make up ads or jobs: English for printers, background of the fundamentals of English.
GUIDANCE

COUNSELING

The guidance office is in room 237, and students may obtain counseling service there either directly or by referral through teacher or supervisor. The counseling service may include aptitude testing, occupational information, and such other aids as may be needed to give the student the most favorable opportunity for placement or occupational readjustment.

JOB PLACEMENT

Employers in the Madison area have available the services of our placement office in their effort to obtain the best qualified workers for jobs which become vacant. It will be the purpose of this office to recommend to employers only those who appear to be well qualified. Students in the school may register with the placement office for prospective jobs for which they would like to receive consideration. Supervisors and teachers will report to the placement office all inquiries and requests from employers as well as students recommended.

HEALTH GUIDANCE

The health of the students in the school is of first importance and will receive the special consideration of the guidance office. Any student may obtain emergency health service as well as counseling on health problems in room 237 during all hours of the school day. A special course in Mothercraft is offered expectant mothers. Enrollment in this course is often on recommendation of the attending physician, and the time and place of the class meeting will be announced as each class is organized.

GUIDANCE FOR OLDER ADULTS

In an effort to give intelligent counseling to adults who have reached retirement age or who are making readjustments, the guidance department is prepared to give appropriate aptitude tests and analysis of job and life opportunities.