Madison Vocational
and
Adult School

Day School
Catalog
1950-51

Board of
Vocational and Adult Education

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211 North Carroll Street
Madison, Wisconsin
CONTENTS

General Information .......................... 1
School Calendar ............................. 3
General Education ............................ 5
   Academic ..................................... 6
   Art ............................................. 12
   Music ....................................... 17
Business Education ............................ 19
   Accounting .................................. 20
   Business Principles ...................... 23
   Office Training ............................. 26
   Distributive Education ................... 33
Homemaking .................................... 37
   Family Development ....................... 39
   Foods and Nutrition....................... 42
   Clothing and Textiles ................. 47
Trade and Industry .......................... 55
   Automotive ................................. 56
   Building and Allied Trades ............ 59
   Metal Industries ........................... 63
   Service Occupations .................... 67
   Printing .................................... 69
Guidance ...................................... 71
   Counseling .................................. 72
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 fees to cover the cost of supplies used by the students enrolled in the course are charged as listed in the catalog. Material used for an individual project is paid for by student.

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 133. 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 the 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 completed just before the opening of school. A copy may be obtained at the main office.

MADISON VOCATIONAL AND ADULT SCHOOL

CALENDAR 1950-1951

Tuesday and Wednesday, September 5 and 6, 1950—Workshop for supervisors to plan for work of year.

Thursday and Friday, September 7 and 8, 1950—Advance day school registration.

Saturday, September 9 and 10—Meetings of staff and supervisors.


Monday, September 25, through Thursday, September 28, 1950—Advance registration for evening school.

Monday, October 2, 1950—First term of evening school begins.

Thursday and Friday, November 2 and 3, 1950—Day and evening school close for Milwaukee meeting of Wisconsin Education Association.

Thursday and Friday, November 23 and 24, 1950—Day and evening school close for Thanksgiving vacation.

Friday, December 8, 1950—First term of evening school closes.


Monday, January 8, 1951—Day school and second term of evening school reopen.

Monday, Tuesday and Wednesday, January 8, 9 and 10, 1951—Registration for second term of evening school.

Friday, February 2, 1951—End of first semester, day school.

Monday, February 5, 1951—Beginning of second semester, day school.

Friday, February 8, 1951—Day and evening school close for meeting of Southern Wisconsin Education Association.

Friday, March 15, 1951—Second term of evening school closes.

Friday, March 25, through Sunday, April 1, 1951—Day school for spring vacation. (Good Friday, March 23; Easter Sunday, March 25.)

Monday, April 2, 1951—Day school reopens.

Friday, May 4, 1951—Day school for meeting of Wisconsin Association of Vocational and Adult Education.

Wednesday, May 30, 1951—Day school closes for Memorial Day.

Friday, June 15, 1951—End of school year.
General Education

Academic Art Music
ACADEMIC

ALGEBRA I (Beginning)

COURSE NUMBERS—1131, 2131
TYPE OF STUDENT—Adult, Apprentice, Junior
FEE—None
LENGTH OF COURSE—165 forty-five minute periods
TEXT—Progressive First Algebra by W. W. Hart
COURSE CONTENT—Covers beginning of algebra
for which one 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—1132, 2132
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—1133, 2133
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—1134, 2134
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-half 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 NUMBER—2135
TYPE OF STUDENT—Adult, Apprentice, Junior
FEE—None
LENGTH OF COURSE—80 forty-five minute periods
TEXT—Plane Trigonometry by Rosenbach, Whitman, Moscovitz
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.

BUSINESS MATHEMATICS

COURSE NUMBERS—1137, 2137
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 arith­
metic fundamentals and then applying them to situations in business. A book which enables the student to progress at his own speed is used. One-half high credit is earned when course is completed.

CHEMISTRY

COURSE NUMBERS—1121, 2121
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—1122, 2122
TYPE OF STUDENT—Adult, Junior
FEE—None
LENGTH OF COURSE—80 forty-five minute periods
TEXT—Modern Physics by Charles E. Dull
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 PART-TIME BOYS  
COURSE NUMBER—1103  
TYPE OF STUDENT—Part-time  
FEE—None  
LENGTH OF COURSE—37 forty-five minute periods  
TEXTS—Adapted Classics, such as The Count of Monte Cristo, The Adventures of Sherlock Holmes, A Tale of Two Cities, and Moby Dick.  
COURSE CONTENT—Materials used to improve the boy's ease and fluency of reading and understanding of what he reads; and to improve the quality of his writing through frequent practice in class.

ENGLISH FOR FOREIGNERS  
COURSE NUMBER—2101  
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 needs of each group are considered and the instruction is conducted accordingly.

ELEMENTARY SPEECH  
COURSE NUMBER—1110  
TYPE OF STUDENT—Junior  
FEE—None  
LENGTH OF COURSE—180 forty-five minute periods  
TEXTS—Everyday Speech by Smith, Kreeting and Lewis; Practical English and Literary Cavalcade published by Scholastic Magazine  
COURSE CONTENT—For the junior who needs grammar, spelling, and pronunciation, and who needs to improve his reading speed and understanding. A short unit is included on personality traits which spell success on the job. Students are encouraged to rate themselves on these traits and the articles are used for classroom round-table discussions. The course aims to improve the student in all of his everyday speaking situations.

ELEMENTARY GRAMMAR  
COURSE NUMBER—1103  
TYPE OF STUDENT—Junior Part-time Girls  
FEE—None  
LENGTH OF COURSE—36 forty-five minute periods  
TEXTS—Practical English, published by Scholastic Magazine; Literary Cavalcade published by Scholastic  
COURSE CONTENT—This is a short course based on the chief "Stumbling Blocks" in grammar, spelling, punctuation, usage, vocabulary, reading and composition.

ADVANCED GRAMMAR  
COURSE NUMBER—2104  
TYPE OF STUDENT—Adult  
FEE—None  
LENGTH OF COURSE—180 forty-five minute periods  
TEXTS—Grammar Made Easy, Richard D. Mallery Work Books; Applied English Essentials; Practical English Drills; Practical Punctuation Drills by Chas. G. Reigner  
COURSE CONTENT—Basic principles of grammar—the sentence, parts of speech, spelling, and punctuation taught through drill on correct usage.

COMPOSITION  
COURSE NUMBER—2105  
TYPE OF STUDENT—Adult  
FEE—None  
LENGTH OF COURSE—90 forty-five minute periods  
TEXTS—Century Collegiate Handbook by Greever and Jones; Modern English Readings, edited by Loomis and Clark  
COURSE CONTENT—Literature, selected to improve the student's tastes in reading and to give him an appreciation of good contemporary writing; themes, to teach the student to write a good paper and to enjoy doing it.

LITERATURE  
COURSE NUMBER—2106  
TYPE OF STUDENT—Adult  
FEE—None  
LENGTH OF COURSE—90 forty-five minute periods  
TEXTS—Century Collegiate Handbook by Greever and Jones; Literary Masters of English, edited by Bushnell, Fulcher, and Taylor  
COURSE CONTENT—Selections from the Classics, to give the student a literary background; themes, to develop the student's own writing ability.

JOURNALISM  
COURSE NUMBER—2108  
TYPE OF STUDENT—Full time Junior, Adult  
FEE—None  
LENGTH OF COURSE—72 forty-five minute periods  
COURSE CONTENT—The purpose of this course in journalism is to help students to see, observe, and evaluate the events of everyday life and to tell about them in brief, concise English. Class practice will include writing news stories, reports, interviews, biographical sketches, short features, club and activity reports and radio news releases such as the average person may be called upon to write for his firm, club, lodge or church. THE VOCATIONAL NEWS will be the outlet for these stories.
ENGLISH FOR PRINTERS

COURSE NUMBER—3107
TYPE OF STUDENT—Full-time Junior, Adult
FEE—None
LENGTH OF COURSE—180 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, Greener and Jones; Daily Drill for Better English, Edward H. Webster; Mimeographed exercise sheets
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—1110, 2111
TYPE OF STUDENT—Adult
FEE—Laboratory fee 50c 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 wording 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—3112
TYPE OF STUDENT—Apprentice
FEE—None
LENGTH OF COURSE—37 forty-five minute periods
TEXTS—Principals 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 NUMBERS—1116, 2116
TYPE OF STUDENT—Full-time Junior, Adult
FEE—None
LENGTH OF COURSE—180 forty-five minute periods
TEXT—America by Pauliuker and Kepper
COURSE CONTENT—This course is planned for students interested in broadening their knowledge on the history of the United States. Assignment sheets for each chapter enable the student to progress at his own rate. Class discussions cover: Discovery and colonization; formation of our Constitution and Government; Industrialization of America; development of our cultural and social life; acquisition of boundaries and territories; current problems.

WORLD HISTORY

COURSE NUMBERS—1117, 2117
TYPE OF STUDENT—Full-time Junior, Adult
FEE—None
LENGTH OF COURSE—180 forty-five minute periods
TEXT—World History by Smith, Murray and Lloyd
GENERAL EDUCATION

SOCIAL SCIENCE
COURSE NUMBER—1115
TYPE OF STUDENT—Full-time, Part-time Junior
FEE—None
TEXTS—Current Events; Junior Review; the Scholastic.
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 read 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—billboards, closed shop, closure, veto, electoral college.

ART
APPLIED ART I
COURSE NUMBER—1240
TYPE OF STUDENT—Full-time, Half-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 NUMBER—1260
TYPE OF STUDENT—Full-time, Half-time, Part-time
FEE—None
LENGTH OF COURSE—36 forty-five minute periods
COURSE CONTENT—An elementary course in design processes and techniques as applied to copper and brass. Processes include beating down, piercing, soldering, filing, etching, construction design, patternmaking, finishing and oxidizing.

COSTUME JEWELRY
COURSE NUMBERS—2262, 5262
TYPE OF STUDENT—Adult
FEE—Laboratory $1.50, material $3.50 per semester
LENGTH OF COURSE—108 forty-five minute periods
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, ring sizing, stone setting and finishing.

STONE CUTTING
COURSE NUMBERS—2263, 5263
TYPE OF STUDENT—Adult
FEE—Laboratory $1.50 per semester; stones to be purchased by student
LENGTH OF COURSE—108 forty-five minute periods
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.

LETTERING
COURSE NUMBER—1230
TYPE OF STUDENT—Part-time Junior
FEE—None
LENGTH OF COURSE—36 forty-five minute periods
COURSE CONTENT—Single stroke alphabet in pen, proportion, spacing and layout stressed.

COMMERCIAL ART
COURSE NUMBERS—1231, 2231, 3231, 4231, 5231
TYPE OF STUDENT—Apprentice, Full-time, Part-time and Adult
FEE—Laboratory $3 per semester
TEXTS—Commercial Art by Wallace; Graphic Design by Friend
LENGTH OF COURSE—360 forty-five minute periods
COURSE CONTENT—Design, perspective drawing, light and shade, lettering, pen techniques, wash techniques, color theory advertising layout, poster advertising, brush lettering, reproduction processes.

SHOW CARD WRITING
COURSE NUMBERS—1232, 2232, 3232
TYPE OF STUDENT—Adult
FEE—Laboratory fee $3 per semester
TEXTS—Martius Idea Books 1, 2, 3, and 4
LENGTH OF COURSE—360 forty-five minute periods
GENERAL EDUCATION

COURSE CONTENT—Pen lettering; brush lettering; layouts for show cards; color in show cards; miscellaneous hints; banners and window strips; illustrations for show cards; silk screen process; displays.

DESIGN

COURSE NUMBERS—2203, 5203
TYPE OF STUDENT—Adult
FEE—Laboratory $1.50 per semester
LENGTH OF COURSE—72 forty-five minute periods
first semester; 144 forty-five minute periods second semester
Tue. and Thur. 1:45-4:00 first semester
Tue. and Thur. 1:45-4:00 second semester
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 fine relationships.

DRAWING (Elementary)

COURSE NUMBER—1201
TYPE OF STUDENT—Full-time, Part-time Junior
LENGTH OF COURSE—560 forty-five minute periods
DAILY 8:30-10:00
COURSE CONTENT—Still-life drawing in line, value and color. Outdoor sketching stressing perspective and composition. Mediums are charcoal, colored pencils, water color.

DRAWING AND PAINTING (Advanced)

COURSE NUMBERS—2202, 5202
TYPE OF STUDENT—Apprentice, Adult
FEE—Laboratory $1.50 per semester; materials to be furnished by student
LENGTH OF COURSE—72 to 180 forty-five minute periods per semester
Mon., Wed., Fri. 2:30 to 4:00 first semester
Mon., Wed. 1:45 to 4:00 second semester
COURSE CONTENT—Outdoor sketching and still life; preparation of painting grounds; the palette—underpainting, glazing and critical analysis; painting mediums—oil and water color.

FIGURE DRAWING

COURSE NUMBERS—2204, 5204
TYPE OF STUDENT—Full-time, Part-time Adult and Apprentice
FEE—Laboratory fee $2.50 second semester
LENGTH OF COURSE—36 forty-five minute periods
COURSE CONTENT—Emphasizing line, proportion, rhythm and construction of model.

PORTRAIT PAINTING

COURSE NUMBERS—2206, 5206
TYPE OF STUDENT—Advanced Adult
PREREQUISITE—Still-life and figure drawing
FEE—Laboratory fee $2.50 per semester; materials to be furnished by the student
LENGTH OF COURSE—72 forty-five minute periods per semester
Fri. 1:00-4:00
COURSE CONTENT—Study of the head in light and shade; the anatomy; structure for solidity; gesture; expression; design element and composition; media: pencil, charcoal, conte crayon, water color and oil.

CERAMICS

COURSE NUMBER—1223
TYPE OF STUDENT—Adult
FEE—Laboratory fee $1.50
LENGTH OF COURSE—108 forty-five minute periods per semester
Mon., Wed., Fri. 2:30 to 4:00 first semester
Mon., Wed. 1:45 to 4:00 second semester
COURSE CONTENT—An elementary course which includes essential processes in the making of pottery; coil method, hand building, pouring, glazing, surface enrichment; placing and firing the kiln. Advanced students use the potter's wheel.

CLAY MODELING

COURSE NUMBER—1224
Tu. & Th. 1:45-4:00
LENGTH OF COURSE—72 forty-five minute periods
FEE—$1.50
COURSE CONTENT—An elementary course executing original designs in clays, glazes; the making of chip molds; two and three-part molds. Casting, firing and glazing are included in the course.

WOOD CARVING

COURSE NUMBER—2222
TYPE OF STUDENT—Adult
FEE—Laboratory fee $1.50
LENGTH OF COURSE—72 forty-five minute periods
1st semester
Tues., Thurs. 10:00 to 11:45
COURSE CONTENT—Wood carving in bas relief; sculptural design and chip carving. The student is taught the various techniques of wood carving and finishes; the use of tools and the application to wood.

GENERAL EDUCATION

15
GENERAL CRAFTS

COURSE NUMBERS—2241, 5241
TYPE OF STUDENT—Full-time, Part-time Adult
FEE—Laboratory fee $1.50
LENGTH OF COURSE—540 forty-five minute periods
Daily 1:00-3:15
COURSE CONTENT—Leather craft, block printing, textile decoration, caning, decorative painting, (Rosemaling) and other related hand crafts.

INTERIOR DESIGN

COURSE NUMBER—1270
TYPE OF STUDENT—Part-time Junior
FEE—None
LENGTH OF COURSE—18 forty-five minute periods
COURSE CONTENT—Ornamental design and color harmony applied to the home. Walls, ceilings, floors, rugs, window treatment, textiles, furniture combinations and arrangement. Accessories given special consideration.

COURSE NUMBERS—2271, 5271
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 arrangement; study of light and dark color and tonalities for special effects and harmony of texture combinations. Lectures, laboratory, class discussions and field trips.

WEAVING

COURSE NUMBER—2272
TYPE OF STUDENT—Adult
FEE—Laboratory fee $1.50 per semester
LENGTH OF COURSE—324 forty-five minute periods
Tue., Wed., Thur. 1:45-4:00
COURSE CONTENT—Processes and techniques in producing plain design and pattern weaves: colonial overfeit; summer and winter; bronson and bound weaves.

ADVANCED WEAVING

COURSE NUMBER—2273
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

MUSIC

HARMONY

COURSE NUMBERS—1304, 2304
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, circles of the fifths, chromatic scale, triads, open and close position, voice 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, modulation, modulations into related keys, both major and minor.

PIANO I

COURSE NUMBERS—1301, 2301
TYPE OF STUDENT—Junior, Adult
FEE—None
LENGTH OF COURSE—19 forty-five minute periods
TEXT—Adult Piano Course, Book 1 by Wagness

PIANO II

COURSE NUMBERS—1302, 2302
TYPE OF STUDENT—Junior, Adult
FEE—None
LENGTH OF COURSE—37 forty-five minute periods
COURSE CONTENT—Texts suited to individual needs. Hanon, Czarny exercises. For students who are not interested in popular music.

POPULAR PIANO THROUGH KEYBOARD HARMONY

COURSE NUMBERS—1303, 2303
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
GENERAL EDUCATION

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 other methods. A practical course, students learning to do their own arranging.

CELLO FUNDAMENTALS

COURSE NUMBER—1310
TYPE OF STUDENT—Grade and High School
FEE—None
LENGTH OF COURSE—97 forty-five minute periods
COURSE CONTENT—For Madison grade and high school students who are members of their school orchestra.

Business Education

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

ACCOUNTING I
COURSE NUMBER—2401
TYPE OF STUDENT—Adult
FEE—$0.50 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 cycle; 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 forms. Covers the work of Sets 1, 2, and 3 in the text.

ACCOUNTING II
COURSE NUMBERS—4401
TYPE OF STUDENT—On-the-job Trainee
FEE—$0.50 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—2402, 4402
TYPE OF STUDENT—Adult, On-the-job
FEE—$0.50 per semester
LENGTH OF COURSE—180 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 2, 3, 4 and 5 are completed.

ACCOUNTING IV
COURSE NUMBERS—2404, 4404
TYPE OF STUDENT—Adult, On the job
FEE—$0.50 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 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
COURSE NUMBER—2405
TYPE OF STUDENT—Adult
FEE—$0.50 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.

BURROUGHS TYPEWRITER BOOKKEEPING—Machine Model 7600
COURSE NUMBERS—2445, 4445
TYPE OF STUDENT—Adult, On-the-Job
FEE—$0.50 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
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 BOOKKEEPING - Machine Model 7800

COURSE NUMBERS—2446, 4446
TYPE OF STUDENT—Adult, On-the-Job
FEE—56c 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 NUMBERS—2447, 4447
TYPE OF STUDENT—Adult, On-the-Job
FEE—56c per semester
LENGTH OF COURSE—25 forty-five minute periods
TEXT—Operating Instructions and Practice Problems by Burroughs Adding Machine Co.

COURSE CONTENT—This machine performs all the operations of invoicing: typing, adding, subtracting, multiplying, accumulating several totals at one time, handling fractions, figuring discounts and extending the net amount.

MONROE BOOKEEPING MACHINE

COURSE NUMBERS—2449, 4449
TYPE OF STUDENT—Adult, On-the-Job
LENGTH OF COURSE—15 forty-five minute periods
TEXT—Supplementary materials

COURSE CONTENT—The primary purpose of this course is to instruct the student in posting, entering, balancing and totaling on bills, ledgers and journals by machine. A practice set is completed to carry out the complete cycle.

BUSINESS PRINCIPLES
ADVANCED BUSINESS MATHEMATICS AND PROJECTS

COURSE NUMBERS—2435, 4435
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—2436, 4436
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

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 PRACTICE

COURSE NUMBER—1437
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—2460, 4460
TYPE OF STUDENT—Adult
FEE—None
TEXT—Everyday Law by Sidney Bliss and Clyde Rowe
LENGTH OF COURSE—60 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—1450, 2450, 4450
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 Vartanex; (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—2455
TYPE OF STUDENT—Adult
FEE—None
LENGTH OF COURSE—50 forty-five minute periods
TEXT—Everyday Problems in Economics by Dr. May Wood-Simons
COURSE CONTENT—A course in business letter writing intended for students who are studying to become stenographers, bookkeepers, clerical workers, salespeople 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 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—4246, 4426
TYPE OF STUDENT—Adult, On-the-job
FEE—None
LENGTH OF COURSE—90 forty-five minute periods
TEXT—Consumer Economic Problems by Shields and Wilson
BUSINESS EDUCATION

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—2427, 4427
TYPE OF STUDENT—Adult, On-the-job
FEE—None
LENGTH OF COURSE—80 forty-five minute periods
TEXTS—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—1428, 2428
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—1429
TYPE OF STUDENT—Junior
FEE—None
LENGTH OF COURSE—90 forty-five minute periods
TEXT—Applied English Essentials by Chas. H. Kellogg
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 tenses, the proper use of common words, and to spell simple words used in the text.

OFFICE TRAINING
COMPTOMETER AND BURROUGHS MACHINE CALCULATION
COURSE NUMBER—2430-4430
TYPE OF STUDENT—Adult, On-the-job
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 NUMBERS—2431, 4431
TYPE OF STUDENT—Adult, On-the-job
FEE—50c per semester
LENGTH OF COURSE—35 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 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—1432
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, 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 NUMBERS—2433-4433
TYPE OF STUDENT—Adult, On-the-job
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 vari-
BUSINESS EDUCATION

REMINSTON RAND AUTOMATIC PRINTING CALCULATOR
COURSE NUMBER—2434-4434
TYPE OF STUDENT—Adult, On-the-Job
FEE—50c per semester
LENGTH OF COURSE—20 forty-five minute periods
COURSE CONTENT—Instruction is given on the Remington Rand Automatic Printing Calculator. The student is given instruction in the use of the machine. Development of typing speed is emphasized. The student is given practice in the operation of the typewriter. Opportunity is offered for study of the theory of shorthand. The course consists of an automatic review, dictation and transcription on the typewriter. The dictation speed is between 50 and 100 words per minute on a five-minute take. The student should be able to write the City, County, State and Federal Civil Service examinations after completing a semester’s work.

SHORTHAND 1-A, Full-Time
COURSE NUMBER—2410
TYPE OF STUDENT—Adult
FEE—50c per semester
LENGTH OF COURSE—180 forty-five minute periods
COURSE CONTENT—For beginners in Gregg Shorthand. The beginning principles of shorthand are thoroughly covered. The last four weeks of the semester are devoted to the introduction to beginning dictation and transcription on the typewriter.

MIMEOGRAPH AND DITTO
COURSE NUMBER—2436
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 styluses, screen plates, lettering guides, various methods of correcting errors, the running of copies, operation and care of the machine, and the filling of stencils for future use. The instruction for the ditto machine includes instruction on 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.

REVIEW AND BEGINNING DICTATION
COURSE NUMBER—2412
TYPE OF STUDENT—Adult
FEE—50c per semester
LENGTH OF COURSE—90 forty-five minute periods
TEXT—Gregg Simplified Functional Method by Leslie and Zoubeck
COURSE CONTENT—For students who have completed the shorthand theory, or a refresher course.
Business Education

Intermediate Dictation
COURSE NUMBER—2413
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. 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.

Advanced Dictation
COURSE NUMBER—2414
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—2415
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.

Transcription
COURSE NUMBER—2416
TYPE OF STUDENT—Adult
LENGTH OF COURSE—90 forty-five minute periods
COURSE CONTENT—Transcription begins with an automatic review or Refresher Course and accompanying each one of the dictation courses. It consists of transcribing at the typewriter letters or other materials which have been dictated in the dictation classes. Emphasis is given to correct placement of the letter on the page, use of carbon paper, correct excising procedure, typing of different size envelopes, folding of letters, and production tests to minimum office standards.

General Office Training
COURSE NUMBER—2465
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, cables, 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 the ownership; (16) business organization; (17) business ethics; (18) personality and personal analysis; (19) applying for the position. Prerequisites: typing.

Typewriter Fundamentals I
COURSE NUMBERS—1420-2420
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 work covers development and mastery of simple tabulation, centering, simple letter setup, keyboard control, knowledge of machine parts, and timed writings.

Typewriter Fundamentals I
COURSE NUMBER—4421
TYPE OF STUDENT—On-the-job Trainee
FEE—50c per semester
LENGTH OF COURSE—18 forty-five minute periods
TEXT—One-Year 20th Century Typewriting, Fourth Edition by Lessenberry
COURSE CONTENT—For veterans who are working and attending school four hours each week. It is for beginners in typewriting. The course covers the study of the basic machine parts and
manipulation centering, simple letter setup and timed writings.

**TYPEWRITER FUNDAMENTALS II**

**COURSE NUMBERS—1422-2422-4422**  
**TYPE OF STUDENT—Junior, Adult, On-the-Job**  
**FEE—$5.00 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 simple business letter; different letter styles; folding and insertion of letters in envelopes; carbon copies; enclosures; postal cords; envelope addressing; tabulation; rough drafts; many kinds of placement problems including designs, title page, table of contents, menus.**

**TYPEWRITING III**

**COURSE NUMBERS—1423-2423**  
**TYPE OF STUDENT—Junior, Adult**  
**FEE—$5.00 per semester**  
**LENGTH OF COURSE—90 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 teletype, index cards, postal cards; chain feeding of envelopes; window envelopes; invoices, credit memorandum; freight bills; letters feeding with tabulation. Improvement of speed and control up to 60-70 words per minute. Use of mimeograph machine for duplicate copies, arrange bulletin material; efficient use of office forms as account tables, contract terminations, reports, etc. Advanced problems in tabulation from unsorted material. Arrangement of material to 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—2424**  
**TYPE OF STUDENT—Adult**  
**FEE—$5.00 per semester**  
**LENGTH OF COURSE—90 forty-five minute periods**  
**TEXT—Advanced 20th Century Typewriting, Fourth Edition by Lessenberry; Various Advanced Texts**  
**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 statements, advanced tabulation, characters not on the machine. Improve technique and raise speed to 70-80 words per minute.**

**DISTRIBUTIVE EDUCATION**  
(Training for Sales People)

**FUNDAMENTALS OF SELLING**

**COURSE NUMBER—1501, 3501**  
**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.**

**RETAIL SALESMAINSHP**

**COURSE NUMBER—2502, 3502, 4502**  
**TYPE OF STUDENT—Adult, Apprentice**  
**FEE—None**  
**LENGTH OF COURSE—19 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 SALESMAINSHP**

**COURSE NUMBER—2507, 3507, 4507**  
**TYPE OF STUDENT—Adult, Apprentice**  
**FEE—None**  
**LENGTH OF COURSE—19 forty-five minute periods**  
**TEXT—Successful Selling for the New Day by Simmons**  
**COURSE CONTENT—No selling 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 chisel; how to build
**BUSINESS EDUCATION**

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.

**MERCHANDISE INFORMATION**

<table>
<thead>
<tr>
<th>COURSE NUMBER</th>
<th>2508, 3508, 4508</th>
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<tbody>
<tr>
<td>TYPE OF STUDENT</td>
<td>Adult, Apprentice</td>
</tr>
<tr>
<td>FEE</td>
<td>None</td>
</tr>
<tr>
<td>LENGTH OF COURSE</td>
<td>38 forty-five minute periods</td>
</tr>
<tr>
<td>TEXTS</td>
<td>Know Your Merchandise by Wingate, Allepie and Addison; Materials of Industry by Misereau, Read and Holderman (Depends on the selling field the student is working in)</td>
</tr>
<tr>
<td>COURSE CONTENT</td>
<td>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 your merchandise; how to present them effectively.</td>
</tr>
</tbody>
</table>

These courses should be taken together in successive periods.

**STORE ORGANIZATION AND MANAGEMENT**

<table>
<thead>
<tr>
<th>COURSE NUMBER</th>
<th>2514, 3504, 4504</th>
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</thead>
<tbody>
<tr>
<td>TYPE OF STUDENT</td>
<td>Apprentice, Adult</td>
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<tr>
<td>FEE</td>
<td>None</td>
</tr>
<tr>
<td>LENGTH OF COURSE</td>
<td>38 forty-five minute periods</td>
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<tr>
<td>COURSE CONTENT</td>
<td>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.</td>
</tr>
</tbody>
</table>

**ADVERTISING**

<table>
<thead>
<tr>
<th>COURSE NUMBER</th>
<th>2505, 3505, 4505</th>
</tr>
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<tbody>
<tr>
<td>TYPE OF STUDENT</td>
<td>Adult, Apprentice</td>
</tr>
<tr>
<td>FEE</td>
<td>None</td>
</tr>
<tr>
<td>LENGTH OF COURSE</td>
<td>19 forty-five minute periods</td>
</tr>
<tr>
<td>COURSE CONTENT</td>
<td>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.</td>
</tr>
</tbody>
</table>

**MERCHANDISE DISPLAY**

<table>
<thead>
<tr>
<th>COURSE NUMBER</th>
<th>2510, 3510, 4510</th>
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<tbody>
<tr>
<td>TYPE OF STUDENT</td>
<td>Adult, Apprentice</td>
</tr>
<tr>
<td>FEE</td>
<td>None</td>
</tr>
<tr>
<td>LENGTH OF COURSE</td>
<td>19 forty-five minute periods</td>
</tr>
<tr>
<td>TEXT</td>
<td>Fundamentals of Window Display by Charles Ellison Manual: Student Study Guide in Merchandise Display</td>
</tr>
<tr>
<td>COURSE CONTENT</td>
<td>Values of display; selling idea behind the display; physical makeup of display; display in the retail program; manufacturer's advertising in display suggestions; testing the student.</td>
</tr>
</tbody>
</table>

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.

**COLOR LINE AND DESIGN**

<table>
<thead>
<tr>
<th>COURSE NUMBER</th>
<th>2511, 3511, 4511</th>
</tr>
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<tbody>
<tr>
<td>TYPE OF STUDENT</td>
<td>Junior, Adult, Apprentice</td>
</tr>
<tr>
<td>FEE</td>
<td>None</td>
</tr>
<tr>
<td>LENGTH OF COURSE</td>
<td>19 forty-five minute periods</td>
</tr>
<tr>
<td>TEXTS</td>
<td>Practical Color Management by Bernice Chambers; Art Today by Faulkner Manual: Guide in Color, Line and Design</td>
</tr>
<tr>
<td>COURSE CONTENT</td>
<td>(1) Color and effect it has on 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 aims of design; economic aspects of trends in merchandising design.</td>
</tr>
</tbody>
</table>

**RETAIL CREDIT FUNDAMENTALS**

<table>
<thead>
<tr>
<th>COURSE NUMBER</th>
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<tbody>
<tr>
<td>TYPE OF STUDENT</td>
<td>Apprentice, Adult</td>
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<tr>
<td>FEE</td>
<td>None</td>
</tr>
<tr>
<td>LENGTH OF COURSE</td>
<td>38 forty-five minute periods</td>
</tr>
<tr>
<td>TEXT</td>
<td>Retail Credit Fundamentals by C. W. Phelps Manual: Study Guide in Retail Fundamentals</td>
</tr>
</tbody>
</table>
| 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.

PRINCIPALS OF MARKETING**
COURSE NUMBER—2506, 3509, 4509
TYPE OF STUDENT—Apprentice, Adult
FEE—None
LENGTH OF COURSE—18 forty-five minute periods
TEXTS—Marketing and Retail Marketing by Maynard, Jameson and Siegler
COURSE CONTENT—Introduction to Marketing; market analysis; channels of distribution; methods of promotion; marketing functions; marketing policies; costs; marketing and government.

INTRODUCTION TO LIFE UNDERWRITING***
COURSE NUMBERS—3512, 4512
TYPE OF STUDENT—Apprentice, Adult
FEE—
LENGTH OF COURSE—19 forty-five minute sessions
TEXT—An Introduction to Life Underwriting: The Insurance Research and Review Service
Course offered first semester
** Course offered second semester
*** Sessions held alternate weeks throughout school year 1950-1951; day and time of week to be arranged
FAMILY DEVELOPMENT

SOCIAL LIVING

COURSE NUMBER—1600
TYPE OF STUDENT—Junior
FEE—None

LENGTH OF COURSE—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—1601
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 RELATIONS AND MARRIAGE

COURSE NUMBER—1602
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 socials; friendship and courtship; engagements; economic adjustments; marriage and the future.

PERSONALITY AND CHARM

COURSE NUMBER—2600
TYPE OF STUDENT—Adult
FEE—None

LENGTH OF COURSE—18 double 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; relationship of dress and grooming to personality; leisure time activities; development of individuality. This is a lecture and discussion course.

PERSONALITY AND CHARM

COURSE NUMBER—1603
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—2601
TYPE OF STUDENT—Adult
FEE—$1 per semester

LENGTH OF COURSE—18 double 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.
Homemaking

guest meals, invitations, conversations, selection of guests, responsibilities of hostess and of the guest are some of the features of this course. Selection of silver, china, glassware and linen as well as lower arrangements and table decoration are included.

SAFETY IN THE HOME
COURSE NUMBER—1605
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—1606
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—1607
TYPE OF STUDENT—Junior
FEE—None
LENGTH OF COURSE—18 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—2602
TYPE OF STUDENT—Adult
FEE—None
LENGTH OF COURSE—9 double 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—2603
TYPE OF STUDENT—Adult
FEE—None
LENGTH OF COURSE—18 double 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.

MODERN HOME LAUNDRY TECHNIQUES
COURSE NUMBER—2604
TYPE OF STUDENT—Adult
FEE—None
LENGTH OF COURSE—Six double periods
COURSE CONTENT—Modern methods in the home laundry will be stressed in this course. How to use modern equipment such as the automatic washer and ironer are given. Some of the high points of the course are: care and selection of equipment for the home laundry; the weekly wash; the several-times-a-week wash; laundry supplies; modern ironing; fabrics and soaps; putting your clothes away; stain removal; shrinkage and color problems; laundering fine fabrics. Class members will have opportunity to actually use the automatic washer and ironer.

MODERN HOME LAUNDRY TECHNIQUES
COURSE NUMBER—1608
TYPE OF STUDENT—Junior
FEE—None
LENGTH OF COURSE—9 double periods
COURSE CONTENT—This course is for the part-time student who comes to school one day a week. Demonstrations will be given showing how to use the automatic washer and ironer. Class will have opportunity to practice use of the equipment. Some of the points to be stressed are: equipment of the home laundry; laundry methods; ironing; putting your clothes away; stain removal; care of equipment; washing of sweaters; how to handle fine fabrics.

MODERN HOME LAUNDRY TECHNIQUES
COURSE NUMBER—1609
TYPE OF STUDENT—Junior—Full-time
FEE—None
LENGTH OF COURSE—27 double periods
COURSE CONTENT—Modern methods of doing the home laundry as compared with former methods will be given. In this class the students will be given an opportunity to bring garments at home for actual class work. Demonstrations on the use of the equipment will precede actual use by class. The actual steps to be followed...
in doing the home laundry will be given; this includes both the washing and the ironing. Care of equipment will be stressed.

FOODS AND NUTRITION

JR. FOODS I (1st Semester)
COURSE NUMBER—1620
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—1621
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—1622
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—1623
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.

JR. NUTRITION I
COURSE NUMBER—1524
TYPE OF STUDENT—Junior
FEE—None
LENGTH OF COURSE—18 forty-five minute periods
COURSE CONTENT—What is meant by the nutrition yard stick or the basic seven foods introduces this course. Eating for body needs and for efficiency on the job or at home is stressed. Films are used in the presentation of the lesson when needed. Actual planning of balanced meals for all class members is included. This is for the part-time student.

PRACTICAL NUTRITION
COURSE NUMBER—2610
TYPE OF STUDENT—Adult
FEE—None
LENGTH OF COURSE—18 double periods
COURSE CONTENT—This course is a combination of both lecture and discussion, and laboratory work. Some of the high points in the discussion section will be: the seven basic foods; vitamins and minerals; body requirements and deficiencies; planning balanced family meals; food costs; low calorie meals; weight building and weight reduction. The laboratory work will feature the actual preparation of typical meals, such as meals which include required amounts of minerals, vitamins and proteins; meals for children; meals for adults; for the aged; low calorie meals for those who wish to take off weight; meals for body building; special diets for individual cases.

FOODS I (Meals for Moderns)
COURSE NUMBER—2611
TYPE OF STUDENT—Adult
FEE—$4 per semester
LENGTH OF COURSE—36, 3 period sessions
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
HOMEMAKING

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, casseroles, meats, sandwiches and simple desserts. An excellent course for brides; brides-to-be or anyone desiring help in practical cookery.

FOODS II

UNIT I—VEGETABLE COOKERY

(Course Number 2612)

TYPE OF STUDENT—Adult

LENGTH OF COURSE—9, 3 period sessions

FEE—$1.25 per quarter

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, casseroles and pies are prepared. Value in diet, as well as methods of cookery to retain vitamins and minerals are given.

UNIT II—BREADS AND ROLLS

(2nd Quarter)

LENGTH OF COURSE—9, 3 period sessions

FEE—$1.50 per quarter

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. Many varieties of rolls are given. Comparison of prepared mixes and homemade mixes.

UNIT III—CASSEROLES DISHES

(3rd Quarter)

LENGTH OF COURSE—9, 3 period sessions

FEE—$2 per quarter

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: vegetable; 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—9, 3 period sessions

FEE—$1.50 per quarter

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-shelf, 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

(Course Number 2613)

TYPE OF STUDENT—Adult

LENGTH OF COURSE—9, 3 period sessions

FEE—$1.50 per quarter

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 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—18 forty-five minute periods

FEE—$3 per quarter

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 icings and frostings 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—9, 3 period sessions

FEE—$1.50 per quarter

COURSE CONTENT—The desserts featured in this unit are for special occasions: for instance, something for dessert bridge. Meringues, tarts, 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—9, 3 period sessions

FEE—$1.50 per quarter

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—MEAT, POULTRY AND FISH COOKERY (1st semester)

COURSE NUMBER—2614
TYPE OF STUDENT—Adult
FEE—$4 per semester
LENGTH OF COURSE—18 three period sessions
COURSE CONTENT—Identification, selection and preparation of both tender and less tender cuts of meat are included in this course. Some of the highlights of the course are: comparison of food value of inexpensive and higher cost meat cuts; importance of meat in the diet; garnishing, carving and serving; interesting ways to serve the less expensive cuts of meat; how to build menus around the meat dish in the meal. Early in the course a demonstration will be given on the pressure canning of chicken or other fowl. Prior to the holiday season there will be demonstrations on the stuffing, trussing and roasting the holiday fowl. Both fresh water fish and sea food lessons are included. Nutritive value, new methods and unusual recipes for preparing and serving vegetables are included.

UNIT II—POCKETBOOK MEALS
(3rd Quarter)

FEE—$1.50 per quarter
LENGTH OF COURSE—9, 3 period sessions
COURSE CONTENT—Delicious meals to fit the family pocketbook are featured in this unit. Some of the highlights of this unit are: meals for economy; moderate and liberal budget meals; how to reduce food costs; using ingenuity and imagination in planning meals and marketing.

UNIT III—PLATTER DINNERS
(4th Quarter)

FEE—$1.50 per quarter
LENGTH OF COURSE—9 three period sessions
COURSE CONTENT—All-in-one menu 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—2615
TYPE OF STUDENT—Adult
FEE—$4 per semester
LENGTH OF COURSE—18 3-period sessions
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.

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 emph-
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—2620
TYPE OF STUDENT—Adult
FEE—None
LENGTH OF COURSE—18 four period sessions
COURSE CONTENT—First lessons in sewing include the construction of simple garments such as cotton dresses, blouses, skirts and 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—2621
TYPE OF STUDENT—Adult
FEE—None
LENGTH OF COURSE—18 four period sessions
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, 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—2622
TYPE OF STUDENT—Adult
FEE—None
LENGTH OF COURSE—9 double 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; cuffed buttonholes; putting in zippers; how to use a pattern correctly; how to use the buttonholer; worked buttonhole; 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—2623
TYPE OF STUDENT—Adult
FEE—None
LENGTH OF COURSE—18 4-period sessions
COURSE CONTENT—This is an elementary dress-making 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—2624
TYPE OF STUDENT—Adult
FEE—None
LENGTH OF COURSE—18 4 period sessions
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, formals 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)
COURSE NUMBER—2625
TYPE OF STUDENT—Adult
FEE—None
LENGTH OF COURSE—18 4 period sessions
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 interlining for coats and
suit 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—2626
TYPE OF STUDENT—Adult
FEE—None
LENGTH OF COURSE—18-4 period sessions
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 work, combination of new and old material and selection of garments for remodeling. Almost any garment may be remodeled.

CLOTHING VIII (Tailoring II)
COURSE NUMBER—2627
TYPE OF STUDENT—Adult
FEE—None
LENGTH OF COURSE—18-4 period sessions
COURSE CONTENT—This course is for students who have completed Tailoring I. The problems to be emphasized are: molding of garments with the iron, bound and welt pockets, carded and worked buttonholes, study of sleeve and other fitting problems. Suits and coats will be made.

CLOTHING IX (Workshop)
COURSE NUMBER—2628
TYPE OF STUDENT—Adult
FEE—None
LENGTH OF COURSE—18-4 period sessions
COURSE CONTENT—This course 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—2629
TYPE OF STUDENT—Adult
FEE—None
LENGTH OF COURSE—9-double 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 blouse-ties; bags; dicky; collar and cuffs; scarfs; men's ties; belts, scarfs, gloves; slips; earrings from buttons, opaline. Others may be suggested.

MILLINERY I
COURSE NUMBER—2630
TYPE OF STUDENT—Adult
FEE—$1.50 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. Steam and blocking are taught. All class members must have a basic knowledge of sewing.

MILLINERY II
COURSE NUMBER—2631
TYPE OF STUDENT—Adult
FEE—$1.50 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. Method of applying trimming are given. Selection of hats to suit the individual is included.

MILLINERY III
COURSE NUMBER—2632
TYPE OF STUDENT—Adult
FEE—$1.50 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—2633
TYPE OF STUDENT—Adult
FEE—$1 per semester
LENGTH OF COURSE—18, 4 period sessions
COURSE CONTENT—Making over fur coats, restyling and modernizing the fur garments are two features of this course. Putting fur collars on coats and suits, and mending tips are also included. The actual work is done in class under the instruction of an expert in fur work.

SLIP COVERS
COURSE NUMBER—2634
TYPE OF STUDENT—Adult
FEE—None
LENGTH OF COURSE—18 4-period sessions
COURSE CONTENT—A study of furniture, its line
and construction is made in so far as it is related to advisability of slipcovering. Suggestions are given on planning a color scheme, choice of fabrics, estimating yardage and placing the pattern. Definite instruction is given upon the techniques of cutting, fitting, basting, stitching and the application of fasteners. Both slipcovers and slip upholstery covers are made in class under supervision.

**UPHOLSTERING**

**COURSE NUMBER—2635**  
**TYPE OF STUDENT—Adult**  
**FEE—None**  
**LENGTH OF COURSE—18 4-period sessions**  
**COURSE CONTENT**—A preview is given of the construction of upholstered furniture. Attention is called to the frames, supports, springs, filling and fabric. Standards of good furniture and upholstering materials are set up. Methods of refinishing frames, estimating yardage and padding are discussed with special emphasis upon repairing and re-upholstering furniture. Work is done in class under supervision.

**DRAPERIES AND LAMP SHADES**

**COURSE NUMBER—2637**  
**TYPE OF STUDENT—Adult**  
**FEE—None**  
**LENGTH OF COURSE—18 4-period sessions**  
**COURSE CONTENT**—Drapes are studied from the standpoint of fabrics, styles, colors, patterns, relation to architectural features, kinds of windows and to the color and materials of the exterior. Emphasis is placed upon the techniques of construction for both draperies and draperies suitable for each room in the house.

**LAMP SHADES**—Suggestions for planning a color scheme are given as well as choosing appropriate shades (formal or informal). Emphasis is placed upon construction techniques in the making of the panel shade, winding, lining, placing outside and inside panels, trimming and finishing. Directions are also given for measuring, cutting, pasting, and trimming the paper or parchment shade.

**CROCHETING**

**COURSE NUMBER—2338**  
**TYPE OF STUDENT—Adult**  
**FEE—None**  
**LENGTH OF COURSE—18 3-period sessions**  
**COURSE CONTENT**—Both the beginner and the more advanced student may enter this course. Some of the points included in the course are: kinds and types of materials with which to work; how to read and understand directions and patterns; where do we use crocheting. Suggested articles for class work are: place mats; doilies; holders; afghans; berets and other types of hats; table cloths; bedspreads; lace edging and insertion.

**KNITTING I**

**COURSE NUMBER—2639**  
**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. Equipment needed: 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—2640**  
**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.
- **FRANKLIN**—Thursday P. M.
Trade and Industry

Automotive
Building and Allied Trades
Metal Industries
Service Occupations
Printing
AUTOMOTIVE

AUTO BODY
COURSE NUMBER—2701
TYPE OF STUDENT—Adult, Full-time
FEE—15c per day of four periods
LENGTH OF COURSE—740 forty-five minute periods

COURSE NUMBER—1701
TYPE OF STUDENT—Junior, Part-time
FEE—None
LENGTH OF COURSE—148 forty-five minute periods

COURSE NUMBER—3701
TYPE OF STUDENT—Apprentice
FEE—15c per day of four periods
LENGTH OF COURSE—400 hours

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 including aluminum and white metal. Metal work, to perform minor and major body repairs with the analysis of estimating and rebuilding wrecked bodies. Painting, spraying, matching, blending in colors and the performance of repaint jobs.

AUTO DRIVER TRAINING
COURSE NUMBER—2702
TYPE OF STUDENT—Full-time, Part-time, and Adult
FEE—$30
LENGTH OF COURSE—8 weeks
TEXT—Sportsmanlike Driving by the American Automobile Association

COURSE CONTENT—
1. Lecture and Discussion, Mondays from 1 p.m. to 2:30 p.m.
2. Behind-the-wheel training.
   The student selects the hours between 9 and 4 p.m. which are best suited to his convenience for driving practice. Each student receives a minimum of six hours of actual driving practice. As soon as he masters the fundamentals of driving, he is taken into traffic where he develops good judgment in live situations.
   After having completed the course, a driver's test is given by the Motor Vehicle Department of the State of Wisconsin. A satisfactory test entitles the student to his permanent driver's license.

AUTOMOTIVE ELECTRICIAN
COURSE NUMBER—3703
TYPE OF STUDENT—Apprentice
FEE—15c per day of four periods
LENGTH OF COURSE—400 hours
TEXT—Automotive Ignition and Electrical Equipment by Kuns and Plumridge

AUTOMOTIVE SCIENCE
COURSE NUMBER—2706
TYPE OF STUDENT—Full-time
FEE—None
LENGTH OF COURSE—One semester 45 minute period daily
TEXT—Modern Physics by Charles E. Duel
COURSE CONTENT—Matter and mechanics, force and motion, friction, work, power and energy, machines, heat, magnetism, and electricity.

AUTOMOTIVE WHEEL ALIGNER
COURSE NUMBER—3707
TYPE OF STUDENT—Apprentice
FEE—$.30 per day of four periods
LENGTH OF COURSE—400 hours
TEXT—Principles of Wheel Alignment by Bear
Bear Wheel Alignment, Axle and Frame Straightening Service
Check and Correct Instruction Manual, Manbee Equipment Company
COURSE CONTENT—Wheel balancing, checking wheel alignment with Bear and Manbee equipment, correcting or adjusting wheel alignment, checking frames, straightening frames and axles—steering, checking, adjusting, and overhauling—welding, oxy-acetylene and arc.

BUILDING AND ALLIED TRADES

BLUEPRINT READING
COURSE NUMBER—2710
TYPE OF STUDENT—Full-time
FEE—None
LENGTH OF COURSE—90 forty-five minute periods
TEXT—Building Trades Blueprint Reading by Dolzell (2 volumes)
COURSE CONTENT—This course covers basic blueprint reading, essential to anyone seeking success in the building trades. This course is built around several practical sets of blueprints which take the student from the elementary on through specifications of masonry buildings.

BRICKLAYING
COURSE NUMBER—3712
TYPE OF STUDENT—Apprentice
FEE—None
LENGTH OF COURSE—400 hours
TEXTS—Brick Masonry—Structural Clay Products Institute; Practical Bricklaying by Briggs and Carver
COURSE CONTENT—Types and use of mortar, materials of bricklaying and stone laying, laying straight wall in brick, corner and chimney work, blueprint reading, plan reading, estimating arch construction, practical stonemasonry, fireplace construction, brick and stone veneer, setting cut stone, laying glass block, glazed tile, transit practice.

WOODWORKING
(Cabinet Making)
COURSE NUMBER—1713
TYPE OF STUDENT—Junior, Part-time and Adult
FEE—None
LENGTH OF COURSE—1,450 forty-five minute periods
COURSE NUMBER—2713
TYPE OF STUDENT—Adult and Full-time
FEE $.02 for 1.1/2 hour period
LENGTH OF COURSE—1,450 forty-five minute periods
TEXTS—Principles of Woodwork by Herman Hjorth
General Woodworking by Johnson and Kirkland
COURSE CONTENT—Knowing the woods we use, selecting the woods suitable for the job, stock sizes of lumber, drying and storing of lumber, matching wood for its beauty of grain, working the wood to achieve the desired results. The care, use, and sharpening of tools, project making, machine woodworking, milling of stock on power machines. Joints and joint making, glue and gluing, preparing surfaces and applying finishes. Wood turning. Laying out the workshop to size, purpose and equipment needed. Safety practices of hand and power tools. All materials used for personal projects must be paid for by the student.

CARPENTRY
COURSE NUMBER—3714
TYPE OF STUDENT—Apprentice
FEE—None
LENGTH OF COURSE—400 hours
TEXT—Fundamentals of Carpentry, Volumes I and II by Durbaun
Roof Framing by Wilson and Werner
Building Trades Blueprint Reading by Dolzell
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; intersecting roof; equal 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); transit operations; general reference reading.
DRAFTING, ARCHITECTURAL

COURSE NUMBER—2715
TYPE OF STUDENT—Adult, Full-time
FEE—$5 per semester
LENGTH OF COURSE—1480 forty-five minute periods

COURSE NUMBER—3715
TYPE OF STUDENT—Apprentice
LENGTH OF COURSE—400 hours
FEE—$5 per semester

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 drafting project; estimating, study of construction; specifications, translate plans into objective reality; perspective of house, draw a convincing picture of the house.

MECHANICAL DRAFTING

COURSE NUMBER—1716
TYPE OF STUDENT—Junior, Part-time
FEE—None
LENGTH OF COURSE—480 forty-five minute periods

COURSE NUMBER—2716
TYPE OF STUDENT—Adult, Full-time
FEE—$5 per semester
LENGTH OF COURSE—1480 forty-five minute periods

COURSE NUMBER—3716
TYPE OF STUDENT—Apprentice
LENGTH OF COURSE—1480 forty-five minute periods

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 materials; completion problems; free-hand 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—2717
TYPE OF STUDENT—Adult, Full-time
FEE—None
LENGTH OF COURSE—36 forty-five minute periods

COURSE NUMBER—3717
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 shear problems; riveted joints; riveted joints and their design; stresses in thin-walled cylinders, hydraulic pressure and retaining vessels; welded joints; torsion, torque and strength of shafts; beams, shear and moment diagrams, 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—2718
TYPE OF STUDENT—Adult, Full-time
FEE—$3c per day of four periods
LENGTH OF COURSE—1480 forty-five minute periods

COURSE NUMBER—3718
TYPE OF STUDENT—Apprentice
FEE—$3c per day of four periods
LENGTH OF COURSE—400 hours

COURSE CONTENT—Basic electrical theory; Ohms Law; circuits and circuit calculation; power and distribution; instruments and measurements, construction and use of meters; D. C. motors and generators; Alternating Current; 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 2718 and Electricity 3718:

TEXTS—Industrial Electricity by Nadon and Glimine
Essentials of Electrical Science by Thimbble
Essentials of Electrical Mathematics by Thimbble
How to Read Electrical Blueprints by Holme and Dunlap
State Electric Code, State Bureau of Purchases
American Electricians Handbook by Croft
State Apprenticeship program—Electricity, Radio Vocational School
Electrical Motor Repair by R. Rosenberg
National Electric Code Handbook by Abbott
PAINTING AND DECORATING
COURSE NUMBER—3719
TYPE OF STUDENT—Apprentice
FEE—None
LENGTH OF COURSE—400 hours
TEXT—Painting and Decorating Craftsman's Manual and Textbook
COURSE CONTENT—Color mixing, color harmony; exterior painting; materials; new materials and processes; drawing and design; preparation of wall services; graining of woods; graining of marble; plastic paints; paper hanging.

PLUMBING
COURSE NUMBER—3720
TYPE OF STUDENT—Apprentice
FEE—None
LENGTH OF COURSE—400 hours
TEXTS—How to Design and Install Plumbing by Mathes; How to Read Blueprints by Owen and Slagluff; 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, 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 work, layout and design, joint wiring, and lead burning; related welding, core and use of the oxy-acetylene torch in pipe cutting and welding. Also related chemistry and physics.

STEAMFITTING
COURSE NUMBER—3722
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 drawing, blueprint reading, fundamentals of isometric drawing, and heating plant layout; heating, design and insulation procedures; heat transmission, calculating heat losses; review of mathematics; process piping, pipe standards, accessories, and pipe fittings; pipe welding, the use of acetylene 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.

METAL INDUSTRIES
BLUE PRINT READING
(MACHINE TRADES)
COURSE NO.—2730
TYPE OF STUDENT—Full-time
FEE—None
LENGTH OF COURSE—80 forty-five minute periods
TEXT—Blue Print Reading by Nicholson & Jones
TRADE AND INDUSTRY

COURSE CONTENT—This course covers the fundamentals of blueprint reading which are essential to success in the machine trades. The course is made up of a series of blueprint reading lessons increasing in difficulty from the elementary to the advanced, with each lesson introducing a machine tool operation or precision instrument function.

FOUNDRY PRACTICE

COURSE NUMBER—3731
TYPE OF STUDENT—Apprentice
FEE—None
LENGTH OF COURSE—400 hours
TEXTS—Elementary Foundry Technology by Hartly
Advanced Blueprint Reading, Delmar Publishers
Mechanical Drawing by French and Svensen
Handbook of Cupola Operation, 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 Wendt

COURSE CONTENT—Introduction, to give apprentices an interview of the foundry and pattern-making industry; molding practices, core practices; elementary metallurgy; solidification; related patternmaking theory; elements of arithmetic calculation of areas and volumes; weights of castings; calculation of metal mixture; slide-rule practice; principles of projection; sketching practice; use of instruments and equipment; blueprint reading.

WELDING—ELECTRIC ARC

WELDING—ELECTRIC ARC

COURSE NUMBER—1738
TYPE OF STUDENT—Junior, Part-time
FEE—None
LENGTH OF COURSE—148 forty-five minute periods
TEXTS—Theoretical and Practical Mechanics by Jameson

COURSE CONTENT—Industrial application of arc welding, arc welding machines, and accessories; classification of welding electrodes, joint and weld characteristics, basic training in welding of mild steel in the flat, horizontal, vertical and overhead positions; Army and navy qualification tests, pipe welding, Pressure vessel welding, heliarc welding of stainless steels and alloys.

WELDING—OXY-ACETYLENE

WELDING—OXY-ACETYLENE

COURSE NUMBER—1739
TYPE OF STUDENT—Junior, Part-time
FEE—None
LENGTH OF COURSE—148 forty-five minute periods
TEXTS—Theoretical and Practical Mechanics by Jameson

COURSE CONTENT—Basic training in welding mild steel in flat, horizontal, vertical, and overhead positions, core of equipment, pipe welding, bronze welding, steel and cast iron welding. Oxy-acetylene cutting of metals, white metal welding, aluminum welding, and lead burning.

HYDRAULICS

COURSE NUMBER—3733
TYPE OF STUDENT—Apprentice
FEE—None
LENGTH OF COURSE—9 forty-five minute periods
TEXT—Elementary Metallurgy by Frier

COURSE CONTENT—Introduction, to give apprentices an interview of the foundry and pattern-making industry; molding practices, core practices; elementary metallurgy; solidification; related patternmaking theory; elements of arithmetic calculation of areas and volumes; weights of castings; calculation of metal mixture; slide-rule practice; principles of projection; sketching practice; use of instruments and equipment; blueprint reading.

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COURSE NUMBER—1738
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FEE—None
LENGTH OF COURSE—148 forty-five minute periods
TEXTS—Theoretical and Practical Mechanics by Jameson

COURSE CONTENT—Industrial application of arc welding, arc welding machines, and accessories; classification of welding electrodes, joint and weld characteristics, basic training in welding of mild steel in the flat, horizontal, vertical and overhead positions; Army and navy qualification tests, pipe welding, Pressure vessel welding, heliarc welding of stainless steels and alloys.

WELDING—OXY-ACETYLENE

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COURSE NUMBER—1739
TYPE OF STUDENT—Junior, Part-time
FEE—None
LENGTH OF COURSE—148 forty-five minute periods
TEXTS—Theoretical and Practical Mechanics by Jameson

COURSE CONTENT—Basic training in welding mild steel in flat, horizontal, vertical, and overhead positions, core of equipment, pipe welding, bronze welding, steel and cast iron welding. Oxy-acetylene cutting of metals, white metal welding, aluminum welding, and lead burning.

HISTORY

COURSE NUMBER—3733
TYPE OF STUDENT—Apprentice
FEE—None
LENGTH OF COURSE—9 forty-five minute periods
TEXT—Elementary Metallurgy by Frier

COURSE CONTENT—Introduction, to give apprentices an interview of the foundry and pattern-making industry; molding practices, core practices; elementary metallurgy; solidification; related patternmaking theory; elements of arithmetic calculation of areas and volumes; weights of castings; calculation of metal mixture; slide-rule practice; principles of projection; sketching practice; use of instruments and equipment; blueprint reading.

METALLURGY

COURSE NUMBER—3734
TYPE OF STUDENT—Apprentice
FEE—None
LENGTH OF COURSE—22 forty-five minute periods
TEXT—Elementary Metallurgy by Frier

COURSE CONTENT—Introduction, to give apprentices an interview of the foundry and pattern-making industry; molding practices, core practices; elementary metallurgy; solidification; related patternmaking theory; elements of arithmetic calculation of areas and volumes; weights of castings; calculation of metal mixture; slide-rule practice; principles of projection; sketching practice; use of instruments and equipment; blueprint reading.
APPRENTICE MATHEMATICS

COURSE NUMBER—3735
TYPE OF STUDENT—Apprentice
FEE—None
LENGTH OF COURSE—54 forty-five minute periods
TEXT—Machine Shop Mathematics by Aaron Axe 1rod

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—3736
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.

PATTERNMAKING

COURSE NUMBER—3737
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
Mathematics by Slade and Margolis
Metal Castings by Campbell
Wood Patternmaking by McCauley
Elementary Foundry Technology by Hartley

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; tools—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, core prints and coreboxes; staved, stopped and segment work; related pattern casting theory, design, engineering, new methods; elements of arithmetic; areas of volume, cylinders, prisms, fillets, bosses, plates, ribs, pads, webs, etc.; irregular and composite solids; weights of castings, density of metals, estimation of casting weight by practical computations; geometry and layout, slide-rule practice; principles of projection; sketching practice; use of instruments and equipment; blueprint reading.

MACHINE SHOP

COURSE NUMBER—1732
TYPE OF STUDENT—Junior, Part-time
FEE—None
LENGTH OF COURSE—148 forty-five minute periods

COURSE NUMBER—2732
TYPE OF STUDENT—Adult, Full-time
FEE—21c per day of four periods
LENGTH OF COURSE—1480 forty-five minute periods

COURSE NUMBER—3732
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—This course covers nomenclature of the engine lathe, milling machine, shaper, grinders and drill press, and the basic operating principles of these machines. Also, layout procedures, the use of precision instruments and gauges, machine shop trade standards and data including care and use of hand tools.

Any materials other than those used by the student for class exercises must be paid for by the student.

SERVICES OCCUPATIONS

BARBERING

COURSE NUMBER—3740
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, diseases, shop problems, facials and packs, barber law, therapeutic lights, hair, art of shaving, selling standard service, pathology, bacteriology.

COSMETOLOGY
COURSE NUMBER—3741
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—2742
TYPE OF STUDENT—Adult, Full-time
FEE—34 cents per day of four periods
LENGTH OF COURSE—1,480 forty-five minute periods
COURSE NUMBER—3742
TYPE OF STUDENT—Apprentice
FEE—34 cents per day of four periods
LENGTH OF COURSE—480 hours
TEXTS—Applied Drafting
Elements of Radio by Marcus and Horton
Elements of Radio Servicing
Essentials of Electricity by Timbie
Inside of the Vacuum
Master Guide, United Catalog Publishers
Radio Fundamentals
Servicing, Signal Tracing Rider
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, autotronic circuits code, state and federal laws; wiring and how to install; mechanical practice, bearings and fittings.

REFRIGERATION
COURSE NUMBER—2743
TYPE OF STUDENT—Adult, Full-time
FEE—20 cents per day of four periods
LENGTH OF COURSE—592 forty-five minute periods
COURSE NUMBER—3743
TYPE OF STUDENT—Apprentice
FEE—20 cents per day of four periods
LENGTH OF COURSE—400 hours
TEXT—Instructional Manual for Steamfitters, Washburne Trade School
COURSE CONTENT—Introduction to refrigeration, fundamentals of refrigeration, refrigeration cycle, operating cycle of a refrigeration unit; typical compression cycle; properties of refrigerants; refrigeration accessories, motor controls, refrigerant controls, heat transfer, computing heat gain and losses, absorption type refrigerator.

AIR CONDITIONING
COURSE NUMBER—2744
TYPE OF STUDENT—Adult, Full-time
FEE—20 cents per day of four periods
LENGTH OF COURSE—592 forty-five minute periods
TEXT—Air Conditioning and Fundamentals of Refrigeration, S.P. Brown
COURSE CONTENT—Physical and chemical properties of air, psychrometric charts, heat gains and losses of buildings, properties of steam, computing cooling and heating coils, duct work, fans, accessories, motor controls.

PRINTING
COURSE NUMBER—1745
TYPE OF STUDENT—Junior, Part-time
FEE—None
LENGTH OF COURSE—412 forty-five minute periods
COURSE NUMBER—2745
TYPE OF STUDENT—Adult, Full-time
FEE—None
LENGTH OF COURSE—2,072 forty-five minute periods
COURSE NUMBER—3745
TYPE OF STUDENT—Apprentice
FEE—None
LENGTH OF COURSE—400 hours
TEXTS—U. Lessons in Printing
The Practice of Printing by Polk
General Printing by Cleeton and Pitkin
Applied Course for Student Printers
Elementary Platen Presswork
COURSE CONTENT—The student in this course will begin with hand composition (elementary and advanced); take presswork (Kelly, Kluge, and Open Jobber); and linotype composition. A student may concentrate on one of the three divisions, or take an equal amount of work in each section. Additional work in the related fields of Graphic Arts will include printing inks and papers, binding work, and the allied trades. Such information concerning the industry will be given as it comes up. Printers' English and Printers' Math are additional courses given to printing students.
GUIDANCE

COUNSELING

JUNIORS
Students may obtain counseling service in the Guidance Department directly or by referral through teachers or supervisors. Routinely all junior students are seen by the guidance staff before beginning classes. Their progress in school is followed by the department.

ADULTS
Any new registrant who desires it may receive help from the guidance counselors in planning his course of study. The guidance counselors also will arrange for any desired testing. This may include aptitude, interest and personality tests and the interpretation of results in relation to the individual. During the school year students are always welcome to consult the guidance counselors in Room 133.

The vocational and educational counseling and testing services of the school are available also to nonstudent adult residents of the city of Madison. A maximum fee of one dollar and a half ($1.50) is charged nonstudents who register for these services, but no further registration fee is required for the current school year if the counselee later enrolls in regular day or evening classes.

SENIOR 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. The counselors will be glad to discuss with senior adults vocational and avocational opportunities available in the school and community.

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 133 during all hours of the school day.
1950-51
Evening School Catalog

Madison Vocational and Adult School
Madison Vocational
and
Adult School

Evening School
Catalog
1950-51
Second Semester

Board of
Vocational and Adult Education
E. J. Frautschi, President
F. M. Mason, Vice President
P. H. Falk, Secretary
F. G. Collester
R. E. Dresser
R. W. Bardwell, Director
211 North Carroll Street
Madison, Wisconsin
## CONTENTS

<table>
<thead>
<tr>
<th>Section</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>General Information</td>
<td>1</td>
</tr>
<tr>
<td>Evening School Calendar</td>
<td>3</td>
</tr>
<tr>
<td>General Education</td>
<td>5</td>
</tr>
<tr>
<td>Art</td>
<td>9</td>
</tr>
<tr>
<td>Music</td>
<td>12</td>
</tr>
<tr>
<td>Business Education</td>
<td>15</td>
</tr>
<tr>
<td>Accounting</td>
<td>16</td>
</tr>
<tr>
<td>Business Principles</td>
<td>16</td>
</tr>
<tr>
<td>Office Training</td>
<td>17</td>
</tr>
<tr>
<td>Distributive Education</td>
<td>20</td>
</tr>
<tr>
<td>Homemaking</td>
<td>25</td>
</tr>
<tr>
<td>Family Development</td>
<td>26</td>
</tr>
<tr>
<td>Foods and Nutrition</td>
<td>26</td>
</tr>
<tr>
<td>Clothing and Textiles</td>
<td>28</td>
</tr>
<tr>
<td>Trade and Industry</td>
<td>35</td>
</tr>
<tr>
<td>Automotive</td>
<td>36</td>
</tr>
<tr>
<td>Building and Allied Trades</td>
<td>36</td>
</tr>
<tr>
<td>Metal Industries</td>
<td>38</td>
</tr>
<tr>
<td>Service Occupations</td>
<td>39</td>
</tr>
<tr>
<td>Printing</td>
<td>40</td>
</tr>
</tbody>
</table>
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. Students registered in the first term, who continue in the second term, are not required to pay the second fee.

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 warrants 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 5-4541 so that they will not be withdrawn from class.

GUIDANCE AND PLACEMENT

The guidance office is located in room 133. 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 classroom work. 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 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
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
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.

ENGLISH I
Mon. and Wed. 7:00 p.m. to 9:00 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 beginner to use English for practical everyday purposes and it will enable him to use idiomatic expressions, simple grammatical uses, and to build a vocabulary.

ENGLISH II
Mon. and Wed. 7:00 p.m. to 9:00 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
Enjoying English by self expression
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, spelling, and vocabulary building.

ENGLISH V
(Creative Writing)
Mon., 7:00 p.m. to 9:00 p.m.
For writers who will produce copy and give and take criticism. They choose the literary form: short-short, essay, verse, etc. They select the level: juvenile or adult. They pick the subject-matter: religious or secular, serious or non-serious. One hour is used for ass. reading, criticism, literary mechanics, etc. Marketing problems get some consideration. One hour is used for writing in class, but material may be written outside of class also.

FRENCH I
Tues. and Thurs., 7:00 p.m. to 9:00 p.m.
TEXT—United French Course by Lecompte and Sundeen.
Besides giving the student a traditional background of the language much stress will be placed on conversation. The class will occasionally dine at the University French House and view French movies.
(Special arrangements will be made for advanced students, should there be a large enough group desiring such study.)

GERMAN I
Mon., 7:00 p.m. to 9:00 p.m.
TEXT—Shorter College German by Evans and Rossler.
Besides giving the student a traditional background of the language much stress will be placed on conversation. The class will occasionally dine at the University German House and view German movies.
(Special arrangements will be made for advanced students, should there be a large enough group desiring such study.)

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 while 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 various movements of speech and to help him acquire skill in reading the lips. The lessons consist of an explanation of the various movements used in speech with drills and exercises for 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, unions, 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. and Wed., 7:00 p.m. to 9:00 p.m.
LABORATORY FEE—$1.50
Design processes and techniques as applied to copper and brass. Processes include beating down, piercing, soldering, filing, etching, construction design and patternmaking, joints, oxidizing and finishing.

COSTUME JEWELRY
Tues. and Thurs. or Fri., 7:00 p.m. to 9:00 p.m.
LABORATORY FEE—$1.50
Flat work in copper, brass and silver. Various processes include sawing, filing, soldering, piercing, repoussé, chasing, casting, enameling, wire drawing, ring sizing, stone setting and finishing.

BRAIDED RUGS
Mon. and Wed., 7:00 p.m. to 9:00 p.m.
Size, shape, color and design arrangement stressed. Processes include braiding with three, four and five strands, splicing, padding, dyeing, and lacing. Discarded materials recommended.
GENERAL EDUCATION

DRAWING
Tues. and Thurs., 7:00 p.m. to 9:00 p.m.
LABORATORY FEE—$3.50

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, crayon and wash.

PORTRAIT PAINTING
Friday, 7:00 p.m. to 9:00 p.m.
Prerequisite: Drawing

LABORATORY FEE—$2.50

Study of the head in light and shade; the anatomy; structure for solidity; gesture expression; design element and composition. Media: pencil, charcoal, conte crayon, water color and oil.

PAINTING AND COMPOSITION
Mon. and Wed., 7:00 p.m. to 9:00 p.m.
LABORATORY FEE—$1.50
Prerequisite: Drawing

Basic training in the study of form—arrangement of 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. Media include crayon, oil, paints and water color.

GENERAL CRAFTS
Mon. and Wed., 7:00 p.m. to 9:00 p.m.
LABORATORY FEE—$3.00 per semester

Planned to meet the demands of the adult homemak er, youth leader, and hobbyist. Instruction is given the first six weeks in leather tooling and the crafts, followed successively by block-printing, stenciling, silk-screen printing, decorating on wood and metal, and rose-maling.

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.

CERAMICS
Tues. and Thurs., 7:00 p.m. to 9:00 p.m.
LABORATORY FEE—$3.50
MATERIAL FEE—$3.50

Methods of building pottery include: pinch, coil, slab, throwing on potter's wheel, mold making and casting. Surface enrichment, glazing, placing and firing the kiln, are taught.

CLAY MODELING
Mon. and Wed., 7:00 p.m. to 9:00 p.m.
LABORATORY FEE—$1.50
MATERIAL FEE—$3.50

An elementary course executing original designs in clay. Experimentation with clays, glasses, making of chip molds, two and three-part molds, casting, firing and glazing is included in the course.

WOOD CARVING
Fri. 7:00 p.m. to 9:00 p.m.
LABORATORY FEE—$1.50
MATERIAL FEE—$3.50

Wood carving in bas relief, sculptural design, and chip carving. The student is taught the various techniques of wood carving and finishes; the use of tools and their application to wood.

PHOTOGRAPHY
Mon. and Wed., 7:00 p.m. to 9:00 p.m.
LABORATORY FEE—$4.00

An elementary course for beginners, stressing the construction and proper use of the camera, picture composition, developing, printing, enlarging and other darkroom procedure.

INTERIOR DESIGN
Tues. 7:00 to 9:00 p.m.
Wed., 7:00 p.m. to 9:00 p.m.
Thurs., 7:00 p.m. to 9:00 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.
GENERAL MUSIC 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.
Vocal Class (for Civic Chorus Members only)
Two classes per week, each divided for Men and Women.

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

MAENNERCHOR
Thurs., 8:00 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 9:00 p.m.
Adult singers who must qualify. Standard male choruses and a cappella. Concerts in Madison and tours.

STRING CLASS
Fri., 7:00 p.m. to 8:00 p.m.
For members of the string section of the Madison Civic Orchestra. Drill in current Civic Orchestra repertoire.

VOICE CLASS
Wed., 7:00 p.m. to 9:00 p.m.
A fundamental lecture course in voice placing, tone production, breathing, articulation, etc. Primarily intended for Madison Civic Chorus members but also available to qualified adults.

MUSIC CLASSES

PIANO I
Mon., Tues., Wed., Thurs., 7:00 p.m. to 9:00 p.m.
Oxford course for adult beginners. Easy solo pieces to suit individuals; basic principles.

PIANO II
Tues., 7:00 p.m. to 9:00 p.m.
Scales, arpeggios, hand building exercises. Supplementary pieces; sonatas. Two piano ensemble music.

MUSIC APPRECIATION
Wed., 7:00 p.m. to 8:00 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
Thurs., 7:00 p.m. to 9:00 p.m.
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.

VIOLIN FUNDAMENTALS
Mon., 7:30 p.m. to 8:00 p.m.

ORGAN FUNDAMENTALS (HAMMOND)
Tues., 7:00 p.m. to 8:00 p.m.
FEE—$10.00
This course is not designed for the study of church organ music, but rather the enjoyment of lighter music in the home.
Business
Education

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

ACCOUNTING I (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. 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. Gives 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 ENGLISH I (Grammar)

Mon., 7:00 p.m. to 8:00 p.m.

A brush-up course for stenographers, bookkeepers, clerical workers and salespeople. The following material is covered: review of grammar, fundamentals of good usage, spelling, punctuation, vocabulary building, sentence structure, and pronunciation.

BUSINESS ENGLISH II (Business Correspondence)

Mon., 8:00 p.m. to 9:00 p.m.


OFFICE TRAINING

BURROUGHS AND COMPTOMETER MACHINE CALCULATION (Key-Driven)

Mon. and Wed., 7:00 p.m. to 8:00 p.m.; 8:00 p.m. to 9:00 p.m. Tues. and Thurs., 7:00 p.m. 8:00 p.m. to 9:00 p.m. Fri. 7:00 p.m. to 9:00 p.m.

FEE—SOc

For beginners, the course includes the fundamental operations of two and three column cross addition, split addition, multiplication from right and left of keyboard and over the permanent decimal points, subtraction and division.

For advanced students, the course includes four and five column cross addition and the application of the fundamental operations to practical business problems such as discounts, percentages, commissions, payrolls, pro-rating, mark-up, markdown and interest.

MONROE, MARCHANT AND FRIDEN MACHINE CALCULATION

Mon. and Wed., 7:00 p.m. to 8:00 p.m.; 8:00 p.m. to 9:00 p.m. Tues. and Thurs., 7:00 p.m. to 8:00 p.m. 8:00 p.m. to 9:00 p.m. Fri., 7:00 p.m. to 9:00 p.m.

FEE—SOc

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 operations of the adding and calculating machine.
tal processes as they apply in business and sufficient knowledge to operate the machine in any business office. The course consists of thirty assignments.

REMINGTON RAND MACHINE CALCULATION

Mon. and Wed., 7:00 p.m. to 8:00 p.m.; 8:00 p.m. to 9:00 p.m. Tues. and Thurs., 7:00 p.m. to 8:00 p.m.; 8:00 p.m. to 9:00 p.m.; Fri., 7:00 to 9:00 p.m.

FEE—50c

Instruction is given on the new automatic printing calculator. This machine prints as it divides automatically, as it multiplies electrically, as it adds and substracks. 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.

I. B. M. KEY PUNCH MACHINE

Mon. and Wed., 7:00 p.m. to 8:00 p.m. and 8:00 p.m. to 9:00 p.m.
Tues. and Thurs., 7 to 8 p.m.; 8 to 9:00 p.m.
Fri., 7:00 p.m. to 9:00 p.m.

Rapid, accurate performance, by the touch method, is the object on the numeric keypunch machine.
The part played by the punched cord in the various systems is studied. Because of the wide variation in coding and the need for learning a particular company's system, little stress is placed upon this subject.

SHORTHAND II (Advanced Theory)

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

FEE—50c

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 II (Advanced Shorthand Theory and Typewriting)

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

FEE—50c

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—50c

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 to 9:00 p.m.

FEE—50c

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—50c

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 up 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., 6:00 p.m. to 7:00 p.m.; 7:00 p.m. to 8:00 p.m. Mon. and Wed., 8:00 p.m. to 9:00 p.m. Tues. and Thurs., 7:00 p.m. to 8:00 p.m.

FEE—50c

For those who wish to learn the touch system of typewriting. It includes the study of the parts of the
BUSINESS EDUCATION

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., 7:00 p.m. to 8:00 p.m.
Tues. and Thurs., 8:00 p.m. to 9:00 p.m.
FEE—50c

Typewriting II is a continuation of Typewriting I. The course includes the following: technique checkup, speed and accuracy drills, tabulation practice, letter setup and placement, use of carbon paper, and office typing problems.

TYPEWRITING III

Mon. and Wed., 7:00 p.m. to 8:00 p.m.
Tues. and Thurs., 8:00 p.m. to 9:00 p.m.
FEE—50c

Typewriting III includes special forms, special skills in typewriting, stencile, tabulation and preparation for Civil Service tests.

DISTRIBUTIVE EDUCATION

RETAIL SALESMANSHIP

(Inside Selling)

LENGTH OF COURSE—one or two terms

Wed. 7:00 p.m. to 9:00 p.m.

Salesmanship in 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 SALESMANSHIP

(Contact Selling)

LENGTH OF COURSE—two terms

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

No selling 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.

FITTING AND SELLING OF SHOES

Wed. 7:00 p.m. to 9:00 p.m.
LENGTH OF COURSE—Two terms

All phases of shoe fitting: correct measuring of feet; knowledge of lasts; causes of shoe discomfort; shoe retailing in all its phases.

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.

ROUTE SELLING

LENGTH OF COURSE—10 two-hour sessions or 20 one-hour sessions, time and length to be arranged.

For Routemen

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.

ADVERTISING

LENGTH OF COURSE—two terms

Wed. 7:00 p.m. to 9:00 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.

MERCHANDISE DISPLAY

Thurs. 7:00 p.m. to 9:00 p.m.
LENGTH OF COURSE—one term

Values of display; physical makeup of display; display in the retail program; manufacturers' advertising in display; special display suggestions; testing the student.
RETAIL CREDIT FUNDAMENTALS

Wed., 7:00 p.m. to 9:00 p.m.
LENGTH OF COURSE—two terms
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 revive inactive accounts; how to develop effective collection methods; how to rehabilitate delinquent customers.

COLOR, LINE AND DESIGN

Thurs., 7:00 p.m. to 9:00 p.m.
LENGTH OF COURSE—one term
Color and effect 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.

JOB INSTRUCTOR TRAINING

LENGTH OF COURSE—6 two-hour sessions
Fri., 7:00 p.m. to 9:00 p.m.
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—5 two-hour sessions
Fri., 7:00 p.m. to 9:00 p.m.
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 SIMPLIFICATION TRAINING

LENGTH OF COURSE—5 two-hour sessions
Fri., 7:00 p.m. to 9:00 p.m.
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 breaking down the job, questioning every detail that makes up the job, developing the new method through elimination, combination, rearrangement, simplification of the various details that make up the job.

MANAGEMENT CLINIC

LENGTH OF COURSE—6 two-hour sessions
Fri., 7:00 p.m. to 9:00 p.m.
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.

PAINT POWER

LENGTH OF COURSE—One term of ten weeks; 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 and publicity.

*INTRODUCTION TO LIFE UNDERWRITING

LENGTH OF COURSE—10 two-hour sessions
Mon. 10:00 to 12:00 a.m.
An organized study program of the basic principles of life insurance salesmanship.
- How life insurance serves
- How to sell life insurance
- How life insurance operates

*FIDELITY AND SURETY BONDS

LENGTH OF COURSE—6 two-hour sessions
Mon., 8:00-5:00 p.m.
Covers all types of bonds—fidelity, individual, name, position, blanket, fiduciary, contract, public official, litigants.

*C. L. U.—UNIT—B

LENGTH OF COURSE—19 two-hour sessions
*Sessions held alternate week.
BUSINESS EDUCATION

Mon. 1:00 to 3:00 p.m.
Human needs, policy forms, contract, life insurance as property insurance, government life insurance, social security, mortality tables, calculating premiums, disability insurance—reserves, industrial insurance, group insurance, operations of life insurance companies.

RETAIL MEAT MERCHANDISING

LENGTH OF COURSE—two terms
Tues., 7:30 p.m. to 9:30 p.m.
Meat from farm to table; processing meat; kinds and classes of meat; grading; conducting a cutting test; refrigeration and care; meat cookery; what customers expect from meatmen.

RETAIL GROCERY MERCHANDISING, COURSE I

LENGTH OF COURSE—two terms
Time to be arranged
Code for grocers: meal "planning list"; 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, avocado.

RETAIL GROCERY MERCHANDISING, COURSE II

LENGTH OF COURSE—two terms
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 homemaker's problems; crackers and biscuits; fresh fruits and vegetables; salads and dressings.

RETAIL GROCERY MERCHANDISING, COURSE III

LENGTH OF COURSE—two terms
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 patronage; determining cost of doing business; soap and detergents; merchandising staples, fresh meats, fresh produce, dairy products, frozen foods, specialties and sundries.

Homemaking

Family Development
Foods and Nutrition
Clothing and Textiles
FAMILY DEVELOPMENT

CHILD DEVELOPMENT (For Pre-School Level)

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

PERSONALITY AND CHARM

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

HOME NURSING

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

This course is planned for those people who want a practical course in home care of the sick, or who want help on what to do when the doctor comes. There will be opportunity for actual practice in taking temperatures, bathing the patient, making the bed with the patient in it and practice in other sick-room procedures. This course is taught by a graduate nurse.

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, where should the family understand about credit, customer credit sources, savings and investments. Insurance, are covered. Each student may work out a budget to suit her needs.

FOODS AND NUTRITION

-- ODS I (Meals for Moderns)

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

HOMEMONKING

FEE--$3

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—lunch, breakfast and dinner. It will include something in quick breads, vegetables, salads, casserole dishes, meats, sandwiches and simple desserts. An excellent course for brides-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—$4

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 roast tender. 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., 7:00 p.m. to 9:00 p.m.

FEE—$4

New and unusual salads, casserole dishes for the main part of the meal or for buffet suppers, 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 Per Semester

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., 7:00 p.m. to 9:00 p.m.  
FEE—$3  
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  
Tues., 7:00 p.m. to 9:00 p.m.  
FEE—$3  
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  
Tues., 7:30 p.m. to 9:00 p.m.  
For the individual who wishes to have a working knowledge of the importance of balanced meals in the achievement of radiant health and successful careers, this course is suggested. Some of the highlights of the course are: body requirements of vitamins, minerals, proteins, fats and carbohydrates; how to plan the family meals so as to secure these requirements; how to choose foods when eating all meals out; foods to eat to take care of deficiencies in the diet; the relation of food to personality; how overeating of one class of foods results in lowered vitality; pointers on weight reduction and also on body building. This is a lecture and discussion course.

CLOTHING AND TEXTILES  

CLOTHING I (Firsts in Sewing)  
Mon., Tues., Wed., or Thurs., 7:00 p.m. to 9:00 p.m.  
FEE—$1  
First lessons in sewing include the construction of simple garments such as blouses, cotton dresses, 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 pocket. Decorative stitches such as fogging and smocking will be applied on cotton or silk dresses.

CLOTHING IV (Casual Clothes)  
Mon., Tues., or Thurs., 7:00 p.m. to 9:00 p.m.  
FEE—$1  
An elementary dressmaking course which follows Clothing I or its equivalent. There will be opportunity to choose the types of garments to be made. It may be dresses for morning wear, casual clothes, blouses and skirts or active sport clothes. Problems found in this type of garment will be used as a basis for the lessons. Concise explanation of the detailed illustrative material will be used to simplify each step of construction.

CLOTHING V (That Ready-Made Effect)  
Mon. or Thurs., 7:00 p.m. to 9:00 p.m.  
FEE—$1  
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, 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 I)  
Mon. and Wed., 7:00 p.m. to 9:00 p.m., or Tues. and Thurs., 7:00 p.m. to 9:00 p.m.  
FEE—$1.00  
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, reverse hand stitching of collars and front facing, fitting problems, use of pressure board for shaping garment to the figure, bound and patch pockets, lining and interfiling for coats and suits, types of pads most suitable, selection of fabrics for coats, suit
Homemaking

linings, interlinings, and interfacings. 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., 7:00 p.m. to 9:00 p.m.
FEE—$1.00

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.

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 garments with the iron, bound and welt pockets, corded and worked buttonholes, study of sleeve and other fitting problems. Suits and coats will be made.

MILLINERY I

Mon., Tues., or Thurs., 7:00 p.m. to 9:00 p.m.
FEE—$2

This is a course for the beginner and will include fundamental principles of hat making. The first problem will be the covering of a frame with fabric and trimming the hat. Types of hats to be made will depend upon the season and current styles. Some of the materials to be used are fabrics of various kinds, strawcloth, straw braids and felts. Styling the hat for the individual is featured. Steaming and blocking are taught. Out of style hats may be renovated and restyled.

MILLINERY II

Wed., 7:00 p.m. to 9:00 p.m.
FEE—$2

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 hat to suit the individual is included.
TRADE AND INDUSTRY

AUTOMOTIVE

AUTO MECHANICS
Tues. and Thurs., 7:00 p.m. to 9:00 p.m.
FEE—$2.00
This course is designed for persons interested in entering the automotive or related fields and for the individuals who are interested from the consumer's point of view. It deals with engine, carburation, fuel feed systems, ignition systems, lubrication, cooling, clutch, transmission, differentials, drive shaft, rear axles, brakes, springs, shock absorbers, steering, wheel alignment, electrical system, engine tune-up and safety factors.

AUTO MECHANICS TRADE EXTENSION
Mon. and Wed., 7:00 p.m. to 9:00 p.m.
FEE—$3.00
This course is prepared for persons employed in the automotive field and covers both theory and practice in the following units of instruction—electrical systems, fuel systems, engine tune-up, brakes, front wheel alignment and steering.

AUTO BODY
Tues. and Thurs., 7:00 p.m. to 9:00 p.m.
FEE—$2.00
The course covers the welding of light gauge metal and other metals of the auto body including aluminum and white metal. The procedures of refinishing and matching colors. Procedures of minor and major auto body repairs.

BUILDING AND ALLIED TRADES

WOODWORKING (Cabinetmaking)
Mon. and Wed., 5:00 p.m. to 7:00 p.m.; 7:00 p.m. to 9:00 p.m.
Tues. and Thurs., 5:00 p.m. to 7:00 p.m.; 7:00 p.m. to 9:00 p.m.
FEE—$2.50
Knowing the woods we use, selecting the woods suitable for the job, stock sizes and actual sizes of lumber, drying and storing of lumber, matching wood for its beauty of grain, working the wood to achieve the desired results. The care, use and sharpening of tools, project making, machine woodworking, milling a stock on power machines, joints and joint making, glue and gluing, preparing surfaces and applying finishes. Wood turning. Safety practices of hand power tools.
All materials used for personal projects must be paid for by the student.

BLUEPRINT READING
Tues. and Thurs., 7:00 p.m. to 9:00 p.m.
FEE—$1.00
The student has a choice of studying either the blueprints for the machine trades or for the building trades. Both courses present many practical applications. The student progresses easily from the basic and fundamental concepts to a thorough understanding of each subject.

CARPENTRY-TRADE EXTENSION
Tues. and Thurs., 7:00 p.m. to 9:00 p.m.
This a course designed for men who are employed in the carpentry trade. It is divided into several units of instruction, each being offered on designated evenings thus making it possible for the student to enroll for only the instruction he is anxious to obtain. A list of the units and the dates each is offered may be obtained from the trade supervisor.

DRAFTING (Architectural)
Tues. and Thurs., 7:00 p.m. to 9:00 p.m.
FEE—$1
Covers vocabulary, construction details, pictorial drawing, isometric, oglique 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, specifications, transplanting 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 drawings; screw threads; pattern drawing.
TRADE AND INDUSTRY

ELECTRICITY

Mon. and Wed., 7:00 p.m. to 9:00 p.m.
FEE—$1
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
This course covers nomenclature of the engine lathe, milling machine, shaper, grinders, and drill press, and the basic operating principles of these machines. Also, layout procedures, the use of precision instruments and gauges, machine shop trade standards and data including care of hand tools. Any materials other than those used by the student for class exercise must be paid for by the student.

SHEET METAL PATTERN DRAFTING

Tues. and Thurs., 7:00 p.m. to 9:00 p.m.
FEE—$2
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)

Tues. and Thurs., 5:00 p.m. to 7:00 p.m.
Mon. and Wed., 7:00 p.m. to 9:00 p.m.
Tues. and Thurs., 7:00 p.m. to 9:00 p.m.
FEE—$10
COURSES CONTENT—Industrial application of arc welding; arc welding machines; and accessories; classification of welding electrodes; joint and weld characteristics; basic training in arc welding of mild steel in the flat, horizontal, vertical and overhead positions. Army and navy qualification tests. Pipe welding. Pressure vessel welding. Hel-arc welding of stainless steels and alloys.

TRADE AND INDUSTRY

WELDING (Oxy-Acetylene)

Mon. and Wed., 7:00 p.m. to 9:00 p.m.
Tues. and Thurs., 7:00 p.m. to 9:00 p.m.
FEE—$10
Basic training in welding mild steel in flat, horizontal, vertical, and overhead positions. Care of equipment, pipe welding, bronze welding, steel and cast iron welding. Oxy-acetylene cutting of metals, white metal welding, aluminum welding, and lead burning.

SERVICE OCCUPATIONS

RADIO I—THEORY AND SERVICE OF RECEIVERS

Tues. and Thurs., 6:30 P.M. to 9:30 P.M.
FEE—$5.00
Covers basic theory, radio fundamentals, vacuum tubes, amplifiers, power supplies, detectors, oscillators, couplings, mixer circuits, control circuits; mechanical practice and use of hand tools, soldering; construction and operation of radio receivers, service methods, use of service instruments, signal tracing, alignment of receivers; elementary radio mathematics, laws, and electrical formulas.

TELEVISION—THEORY AND SERVICE OF TV RECEIVERS

FEE—$8.00
Prerequisite: Radio I or equivalent; ability to pass entrance examination.
Covers basic television theory, elementary television mathematics; the TV high and low voltage power supplies, vertical and horizontal deflection circuits, the radio frequency unit, the sound channel, the picture IF, the picture second detector, the video amplifier, the D.C. restorer, synchronizing circuits, the kinescope tube; use of television test equipment in the location of defects, alignment of television receivers.
TRADE AND INDUSTRY

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

Hand composition, presswork, and machine composition are the main divisions of work offered in printing. Some work may also be taken in cost estimating, paper estimating, and cutting. Related work will be given concerning inks and papers. The instruction is individual and the student progresses at his own pace.
1950-51
Day School
Catalog

Madison Vocational and Adult School
Madison Vocational
and
Adult School

Day School
Catalog
1950-51

Board of
Vocational and Adult Education
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R. W. Bardwell, Director
211 North Carroll Street
Madison, Wisconsin
CONTENTS

General Information .................................. 1
School Calendar ........................................ 3
General Education ..................................... 5
   Academic ........................................... 6
   Art ................................................. 12
   Music .............................................. 17
Business Education ................................... 19
   Accounting ......................................... 20
   Business Principles ................................ 23
   Office Training .................................... 26
   Distributive Education .............................. 33
Homemaking ............................................. 37
   Family Development ................................ 38
   Foods and Nutrition ................................ 42
   Clothing and Textiles ............................... 47
Trade and Industry .................................... 55
   Automotive ......................................... 56
   Building and Allied Trades ......................... 59
   Metal Industries .................................... 63
   Service Occupations ................................ 67
   Printing ............................................ 69
Guidance .................................................. 71
Counseling .............................................. 72
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 fees to cover the cost of supplies used by students enrolled in the course are charged as listed in the catalog. Material used for an individual project is paid for by student.

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 133. 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 the 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 completed just before the opening of school. A copy may be obtained at the main office.

MADISON VOCATIONAL AND ADULT SCHOOL CALENDAR 1950-1951

Tuesday and Wednesday, September 5 and 6, 1950—Workshop for supervisors to plan for work of year.
Thursday and Friday, September 7 and 8, 1950—Advance day school registration.
Saturday, September 9, 1950—Meetings of staff and supervisors.
Monday, September 12, 1950—Day school opens.
Monday, September 25, through Thursday, September 28, 1950—Advance registration for evening school.
Monday, October 2, 1950—First term of evening school begins.
Thursday and Friday, November 2 and 3, 1950—Day and evening school close for Milwaukee meeting of Wisconsin Education Association.
Thursday and Friday, November 23 and 24, 1950—Day and evening school close for Thanksgiving vacation.
Friday, December 8, 1950—First term of evening school closes.
Monday, January 8, 1951—Day school and second term of evening school reopen.
Monday, Tuesday and Wednesday, January 8, 9 and 10, 1951—Registration for second term of evening school.
Friday, February 2, 1951—End of first semester, day school.
Monday, February 5, 1951—Beginning of second semester, day school.
Friday, February 8, 1951—Day and evening school close for meeting of Southern Wisconsin Education Association.
Friday, March 15, 1951—Second term of evening school closes.
Friday, March 22, through Sunday, April 1, 1951—Day school closes for spring vacation. (Good Friday, March 23; Easter Sunday, March 25.)
Monday, April 2, 1951—Day school reopens.
Friday, May 4, 1951—Day school closes for meeting of Wisconsin Association of Vocational and Adult Education.
Wednesday, May 30, 1951—Day school closes for Memorial Day.
Friday, June 15, 1951—End of school year.
GENERAL EDUCATION

ACADEMIC

ALGEBRA I (Beginning)

COURSE NUMBERS—1131, 2131
TYPE OF STUDENT—Adult, Apprentice, Junior
FEE—None
LENGTH OF COURSE—160 forty-five minute periods
TEXT—Progressive First Algebra by W. W. Hart
COURSE CONTENT—Covers beginning of algebra for which one 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—1132, 2132
TYPE OF STUDENT—Adult, Apprentice, Junior
FEE—None
LENGTH OF COURSE—150 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—1133, 2133
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—1134, 2134
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-half 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 NUMBER—2135
TYPE OF STUDENT—Adult, Apprentice, Junior
FEE—None
LENGTH OF COURSE—90 forty-five minute periods
TEXT—Plane Trigonometry by Rosenbach, Whitney, Moscovitz
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.

BUSINESS MATHEMATICS

COURSE NUMBERS—1137, 2137
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. One-half high credit is earned when course is completed.

CHEMISTRY

COURSE NUMBERS—1121, 2121
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—1122, 2122
TYPE OF STUDENT—Adult, Junior
FEE—None
LENGTH OF COURSE—90 forty-five minute periods
TEXT—Modern Physics by Charles E. Dull
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 PART-TIME BOYS
COURSE NUMBER—1103
TYPE OF STUDENT—Part-time
FEE—None
LENGTH OF COURSE—47 forty-five minute periods
TEXTS—Adapted Classics, such as The Count of Monte Cristo, The Adventures of Sherlock Holmes, A Tale of Two Cities, and Moby Dick.
COURSE CONTENT—Materials used to improve the boy's ease and fluidity of reading and understanding of what he reads; and to improve the quality of his writing through frequent practice in class.

ENGLISH FOR FOREIGNERS
COURSE NUMBER—2101
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 needs of each group are considered and the instruction is conducted accordingly.

ELEMENTARY SPEECH
COURSE NUMBER—1110
TYPE OF STUDENT—Junior
FEE—None
LENGTH OF COURSE—180 forty-five minute periods
TEXTS—Everyday Speech by Smith, Kreetting and Lewis; Practical English and Literary Cavalcade published by Scholastic Magazine
COURSE CONTENT—For the junior who needs grammar, spelling, and pronunciation, and who needs to improve his reading speed and understanding.
A short unit is included on personality traits which spell success on the job. Students are encouraged to rate themselves on these traits and the articles are used for classroom round-table discussions. The course aims to improve the student in all of his everyday speaking situations.

ELEMENTARY GRAMMAR
COURSE NUMBER—1103
TYPE OF STUDENT—Junior Part-time Girls
FEE—None
LENGTH OF COURSE—36 forty-five minute periods
TEXTS—Practical English, published by Scholastic Magazine; Literary Cavalcade published by Scholastic
COURSE CONTENT—This is a short course based on the chief "Stumbling Blocks" in grammar, spelling, punctuation, usage, vocabulary, reading and composition.

ADVANCED GRAMMAR
COURSE NUMBER—2104
TYPE OF STUDENT—Adult
FEE—None
LENGTH OF COURSE—180 forty-five minute periods
TEXTS—Grammar Made Easy, Richard D. Mallory Work Books; Applied English Essentials; Practical English Drills; Practical Punctuation Drills by Chas. G. Reigner
COURSE CONTENT—Basic principles of grammar—the sentence, parts of speech, spelling, and punctuation taught through drill on correct usage.

COMPOSITION
COURSE NUMBER—2105
TYPE OF STUDENT—Adult
FEE—None
LENGTH OF COURSE—90 forty-five minute periods
TEXTS—Century Collegiate Handbook by Greer and Jones; Modern English Readings, edited by Loomis and Clark
COURSE CONTENT—Literature, selected to improve the student's tastes in reading and to give him an appreciation of good contemporary writing—themes, to teach the student to write a good paper and to enjoy doing it.

LITERATURE
COURSE NUMBER—2106
TYPE OF STUDENT—Adult
FEE—None
LENGTH OF COURSE—90 forty-five minute periods
TEXTS—Century Collegiate Handbook by Greer and Jones; Literary Masters of English, edited by Bushnell, Fulcher, and Taylor
COURSE CONTENT—Selections from the Classics, to give the student a literary background; themes, to develop the student's own writing ability.

JOURNALISM
COURSE NUMBER—2108
TYPE OF STUDENT—Full time Junior, Adult
FEE—None
LENGTH OF COURSE—72 forty-five minute periods
COURSE CONTENT—The purpose of this course in journalism is to help students to see, observe, and evaluate the events of everyday life and to tell about them in brief, concise English. Class practice will include writing news stories, reports, interviews, biographical sketches, short features, club and activity reports and radio news releases such as the average person may be called upon to write for his firm, club, lodge or church. THE VOCATIONAL NEWS will be the outlet for these stories.
ENGLISH FOR PRINTERS

COURSE NUMBER—3107
TYPE OF STUDENT—Full-time Junior, Adult
FEE—None
LENGTH OF COURSE—180 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 College Handbook, Greener and Jones; Daily Drills for Better English, Edward H. Webster; Mimeographed exercise sheets
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—1110, 2111
TYPE OF STUDENT—Adult
FEE—Laboratory fee 50c 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 wording 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—3112
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 NUMBERS—1116, 2116
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—This course is planned for students interested in broadening their knowledge on the history of the United States. Assignment sheets for each chapter enable the student to progress at his own rate. Class discussions cover: Discovery and colonization; formation of our Constitution and Government; industrialization of America; development of our cultural and social life; acquisition of boundaries and territories; current problems.

WORLD HISTORY

COURSE NUMBERS—1117, 2117
TYPE OF STUDENT—Full-time Junior, Adult
FEE—None
LENGTH OF COURSE—180 forty-five minute periods
TEXT—World History by Smith, Murray and Lloyd
GENERAL EDUCATION

SOCIAL SCIENCE
COURSE NUMBER—1115
TYPE OF STUDENT—Full-time, Part-time Junior
FEE—None
TEXTS—Current Events; Junior Review; the Scholastic.
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 read 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 NUMBER—1240
TYPE OF STUDENT—Full-time, Half-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 NUMBER—1250
TYPE OF STUDENT—Full-time, Half-time, Part-time
FEE—None
LENGTH OF COURSE—36 forty-five minute periods
COURSE CONTENT—An elementary course in design processes and techniques as applied to copper and brass. Processes include beating down, piercing, soldering, filing, etching, construction design, pattern-making, finishing and oxidizing.

COSTUME JEWELRY
COURSE NUMBERS—2262, 5262
TYPE OF STUDENT—Adult
FEE—Laboratory $1.50, material $3.50 per semester
LENGTH OF COURSE—108 forty-five minute periods
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—2263, 5263
TYPE OF STUDENT—Adult
FEE—Laboratory $1.50 per semester; stones to be purchased by student
LENGTH OF COURSE—108 forty-five minute periods
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.

LETTERING
COURSE NUMBER—1230
TYPE OF STUDENT—Part-time Junior
FEE—None
LENGTH OF COURSE—36 forty-five minute periods
COURSE CONTENT—Single stroke alphabet in pencil and speedball pen; proportion, spacing and layout stressed.

COMMERCIAL ART
COURSE NUMBERS—1231, 2231, 3231, 4231, 5231
TYPE OF STUDENT—Apprentice, Full-time, Part-time and Adult
FEE—Laboratory $3 per semester
TEXTS—Commercial Art by Wallace; Graphic Design by Friend
LENGTH OF COURSE—360 forty-five minute periods
COURSE CONTENT—Design, perspective drawing, light and shade, lettering, pen techniques, wash techniques, color theory advertising layout, poster advertising, brush lettering, reproduction processes.

SHOW CARD WRITING
COURSE NUMBERS—1232, 2232, 3232
TYPE OF STUDENT—Adult
FEE—Laboratory fee $3 per semester
TEXTS—Martius Idea Books, 1, 2, 3, and 4
LENGTH OF COURSE—360 forty-five minute periods
GENERAL EDUCATION

COURSE CONTENT—Pen lettering; brush lettering; layouts for show cards; color in show cards; miscellaneous hints; banners and window strips; illustrations for show cards; silk screen process; displays.

DESIGN

COURSE NUMBERS—2203, 5203
TYPE OF STUDENT—Adult
FEE—Laboratory $.15 per semester
LENGTH OF COURSE—72 forty-five minute periods
   first semester; 144 forty-five minute periods sec·
   ond semester
Tue. and Thur. 1:45-4:00 first semester
Tue. and Thur. 1:45-4:00 second semester
COURSE CONTENT—A basic 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
   fine relationships.

DRAWING (Elementary)

COURSE NUMBER—1201
TYPE OF STUDENT—Full-time, Part-time Junior
FEE—Laboratory $.15 per semester
LENGTH OF COURSE—360 forty-five minute periods
Daily 8:30-10:00
COURSE CONTENT—Still-life drawing in line,
   value and color. Outdoor sketching stressing per·
   spective and composition. Mediums are charcoal,
   colored pencils, water color.

DRAWING AND PAINTING
   (Advanced)

COURSE NUMBERS—2202, 5202
TYPE OF STUDENT—Apprentice, Adult
FEE—Laboratory $.15 per semester; materials to
   be furnished by student
LENGTH OF COURSE—72 to 180 forty-five minute
   periods per semester
Mon., Wed., Fri. 2:30 to 4:00 first semester
Mon., Wed. 1:45 to 4:00 second semester
COURSE CONTENT—An elementary course which
   includes essential processes
   in the making of
   pottery; coil method, hand building, pouring,
   glazing, surface enrichment; placing and firing
   the kiln. Advanced students use the potters’
   wheel.

FIGURE DRAWING

COURSE NUMBERS—2204, 5204
TYPE OF STUDENT—Full-time, Part-time Adult
and Apprentice
FEE—Laboratory fee $2.50 second semester
LENGTH OF COURSE—36 forty-five minute periods
COURSE CONTENT—Emphasizing line, proportion,
   rhythm and construction of model.

CERAMICS

COURSE NUMBER—1223
TYPE OF STUDENT—Adult
FEE—Laboratory fee $.15 per semester
LENGTH OF COURSE—108 forty-five minute peri·
   ods per semester
Mon., Wed., Fri. 2:30 to 4:00 first semester
Mon., Wed. 1:45 to 4:00 second semester
COURSE CONTENT—A beginning course which
   includes essential processes
   in
   the making of
   pottery; coil method, hand building, pouring,
   glazing, surface enrichment; placing and firing
   the kiln. Advanced students use the potters’
   wheel.

CLAY MODELING

COURSE NUMBER—1224
Tu. & Th. 1:45-4:00
LENGTH OF COURSE—72 forty-five minute periods
FEE—$.15 per semester
COURSE CONTENT—An elementary course ex·
   ecuting original designs
   in
   clays, glazes; the
   making of chip molds; two and three-part molds.
   Coating, firing and glazing are included in the
   course.

WOOD CARVING

COURSE NUMBER—2222
TYPE OF STUDENT—Adult
FEE—Laboratory fee 31.50
LENGTH OF COURSE—72 forty-five minute periods
1st semester
Tues., Thurs. 10:00 to 11:45
COURSE CONTENT—Wood carving in bas relief;
   sculptural design and chip carving. The student is
   taught the various techniques of wood carving
   and finishes, the use of tools and the application
   to wood.

PORTRAIT PAINTING

COURSE NUMBERS—2206, 5206
TYPE OF STUDENT—Advanced Adult
PREREQUISITE—Still-life and figure drawing
FEE—Laboratory fee $2.50 per semester; materials
to be furnished by the student
LENGTH OF COURSE—72 forty-five minute periods
per semester
Fri. 1:00-4:00
COURSE CONTENT—Study of the head in light
   and shade: the anatomy; structure for solidity;
   gesture; expression; design element and composi·
   tion; media: pencil, charcoal, conte crayon,
   water color and oil.

GENERAL EDUCATION
GENERAL CRAFTS

COURSE NUMBERS—2241, 5241
TYPE OF STUDENT—Full-time, Part-time Adult
FEE—Laboratory fee $1.50
LENGTH OF COURSE—540 forty-five minute periods
Daily 1:00-3:15
COURSE CONTENT—Leather cloth, block printing, textile decoration, caning, decorative painting, (Rozemeiling) and other related hand crafts.

INTERIOR DESIGN

COURSE NUMBER—1270
TYPE OF STUDENT—Part-time Junior
FEE—None
LENGTH OF COURSE—18 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.

COURSE NUMBERS—2271, 5271
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 arrangement; study of light and dark color and tonalities for special effects and harmony of texture combinations. Lectures, laboratory, class discussions and field trips.

WEAVING

COURSE NUMBER—2272
TYPE OF STUDENT—Adult
FEE—Laboratory fee $1.50 per semester
LENGTH OF COURSE—324 forty-five minute periods
Tue., Wed., Thur. 1:45-4:00
COURSE CONTENT—Processes and techniques in producing plain design and pattern weaves; colonial, summer and winter, bronson and bound weaves.

ADVANCED WEAVING

COURSE NUMBER—2273
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

MUSIC

HARMONY

COURSE NUMBERS—1304, 2304
TYPE OF STUDENT—Junior, Adult
FEE—None
LENGTH OF COURSE—38 forty-five minute periods
TEXT—Modern Harmony by Foote and Spalding
COURSE CONTENT—Intervals, consonance and dissonance in versions, major and minor scales, circles of the fifths, chromatic scale, triads, open and close position, voice 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, modulation, modulations into related keys, both major and minor.

PIANO I

COURSE NUMBERS—1301, 2301
TYPE OF STUDENT—Junior, Adult
FEE—None
LENGTH OF COURSE—19 forty-five minute periods
TEXT—Adult Piano Course, Book I by Wagness

PIANO II

COURSE NUMBERS—1302, 2302
TYPE OF STUDENT—Junior, Adult
FEE—None
LENGTH OF COURSE—37 forty-five minute periods
COURSE CONTENT—Texts suited to individual needs. Hanon, Czarny exercises. For students who are not interested in popular music.

POPULAR PIANO THROUGH KEYBOARD HARMONY

COURSE NUMBERS—1303, 2303
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
**GENERAL EDUCATION**

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 other methods. A practical course, students learning to do their own arranging.

**CELLO FUNDAMENTALS**

COURSE NUMBER—1310
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.

**Business Education**

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

ACCOUNTING I
COURSE NUMBER—2401
TYPE OF STUDENT—Adult
FEE—50¢ 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 cycle; 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 forms. Covers the work of Sets 1, 2, and 3 in the text.

ACCOUNTING II
COURSE NUMBERS—2402, 4402
TYPE OF STUDENT—Adult, On-the-job Trainee
FEE—50¢ 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—2403, 4403
TYPE OF STUDENT—Adult, On-the-Job
FEE—50¢ per semester
LENGTH OF COURSE—180 forty-five minute periods
TEXT—Bookkeeping for Today, Advanced Course by Elwell
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.

BUSCHROUGHS TYPEWRITER BOOK-KEEPING—Machine Model 7600
COURSE NUMBERS—2445, 4445
TYPE OF STUDENT—Adult, On-the-Job
FEE—50¢ per semester
LENGTH OF COURSE—180 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 78 machine is less automatic than a Model 78 machine and requires the use of more keys to perform the various operations.

BURROUGHS TYPEWRITER BOOKKEEPING - Machine Model 7800

COURSE NUMBERS—2446, 4446
TYPE OF STUDENT—Adult, On-the-Job
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 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 78 machine.

BURROUGHS COMPUTING-BILLING—Machine Model 7200

COURSE NUMBERS—2447, 4447
TYPE OF STUDENT—Adult, On-the-Job
FEE—50c per semester
LENGTH OF COURSE—25 forty-five minute periods

COURSE CONTENT—Operating Instructions and Practice Problems by Burroughs Adding Machine Co.

COURSE CONTENT—This machine performs all the operations of invoicing: typing, adding, subtracting, multiplying, accumulating several totals at one time, handling fractions, figuring discounts and extending the net amount.

MONROE BOokeeping MACHINE

COURSE NUMBERS—2449, 4449
TYPE OF STUDENT—Adult, On-the-Job
FEE—50c per semester
LENGTH OF COURSE—15 forty-five minute periods

COURSE CONTENT—The primary purpose of this course is to instruct the student in posting, entering, balancing, and totaling on bills, ledgers and journals by machine. A practice set is completed to carry out the complete cycle.

BUSINESS PRINCIPLES
ADVANCED BUSINESS MATHEMATICS AND PROJECTS

COURSE NUMBERS—2435, 4435
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—2436, 4436
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
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 PRACTICE

COURSE NUMBER—1437
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—2460, 4460
TYPE OF STUDENT—Adult, On-the-job
FEE—None
TEXT—Everyday Law by Sidney Bliss and Clyde Rowe
LENGTH OF COURSE—60 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—1450, 2450, 4450
TYPE OF STUDENT—Junior, Adult, On-the-job
FEE—None
LENGTH OF COURSE—43 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—incipit, numeric, geographic, subject, triple check, Soundex and Vatindex; (4) cross filing; (5) transfer methods; (6) charge methods; (7) follow-up. The work is organized on an individual basis to fit the needs of individual pupils.

GENERAL ECONOMICS
COURSE NUMBER—2455
TYPE OF STUDENT—Adult
FEE—None
LENGTH OF COURSE—30 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 historical background, definition of economics, the consumer, production, exchange, price determination, study of business cycle, national income, distribution, economic theory, the farm problem, labor problems, trade association.

RECORD KEEPING
COURSE NUMBERS—2440, 4440
TYPE OF STUDENT—Adult, On-the-job
FEE—None
LENGTH OF COURSE—50 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 in formation 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—2425, 4425
TYPE OF STUDENT—Adult, On-the-job
FEE—None
LENGTH OF COURSE—90 forty-five minute periods
TEXT—Effective Business Correspondence by Auner
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 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—2426, 4426
TYPE OF STUDENT—Adult, On-the-job
FEE—None
LENGTH OF COURSE—90 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—2427, 4427
TYPE OF STUDENT—Adult, On-the-job
FEE—None
LENGTH OF COURSE—80 forty-five minute periods
TEXTS—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—1428, 2428
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—1429
TYPE OF STUDENT—Junior
FEE—None
LENGTH OF COURSE—90 forty-five minute periods
TEXT—Applied English Essentials by Chas. H. Belger
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—2430-4430
TYPE OF STUDENT—Adult, On-the-job
FEE—$0.50 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 NUMBERS—2431, 4431
TYPE OF STUDENT—Adult, On-the-job
FEE—$0.50 per semester
LENGTH OF COURSE—85 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 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—1432
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 NUMBERS—2433-4433
TYPE OF STUDENT—Adult, On-the-job
FEE—$0.50 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 vari-
BUSINESS EDUCATION

COURSES—The student is given instruction in the practical application of business procedures. The following courses are offered:

**COURSE NUMBER**—2466
**TYPE OF STUDENT**—Adult
**FEE**—None
**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.

**COURSE NUMBER**—2467
**TYPE OF STUDENT**—Adult
**FEE**—None
**LENGTH OF COURSE**—30 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.

**COURSE NUMBER**—2410
**TYPE OF STUDENT**—Adult
**FEE**—50c per semester
**LENGTH OF COURSE**—100 forty-five minute periods
**TEXT**—Gregg Simplified Functional Method by Leslie and Zoubeck

**COURSE NUMBER**—2411
**TYPE OF STUDENT**—Adult
**FEE**—None
**LENGTH OF COURSE**—50 forty-five minute periods
**TEXT**—Gregg Simplified Functional Method by Leslie and Zoubeck

**COURSE NUMBER**—2412
**TYPE OF STUDENT**—Adult
**FEE**—50c per semester
**LENGTH OF COURSE**—50 forty-five minute periods
**TEXT**—Gregg Simplified Functional Method by Leslie and Zoubeck

**COURSE NUMBER**—2434
**TYPE OF STUDENT**—Adult, On-the-Job
**FEE**—None
**LENGTH OF COURSE**—20 forty-five minute periods
**COURSE CONTENT**—Instruction is given on the ditto machine. The beginning principles of ditto machines are thoroughly covered. The last four weeks of the semester are devoted to the introduction to the operation of the ditto machine and the filling 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.

**COURSE NUMBER**—2435
**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 Dicaphone and Ediphone machines. Each operator transcribes a prescribed set of permanent practice records on both machines. Instruction is also given on the dictating and shoving machines.

**COURSE NUMBER**—2436
**TYPE OF STUDENT**—Adult
**FEE**—None
**LENGTH OF COURSE**—50 forty-five minute periods
**TEXT**—Supplementary Material

**COURSE NUMBER**—2437
**TYPE OF STUDENT**—Adult
**FEE**—None
**LENGTH OF COURSE**—40 forty-five minute periods
**TEXT**—Supplementary Material

**COURSE NUMBER**—2438
**TYPE OF STUDENT**—Adult
**FEE**—None
**LENGTH OF COURSE**—30 forty-five minute periods
**TEXT**—Supplementary Material

**COURSE NUMBER**—2439
**TYPE OF STUDENT**—Adult
**FEE**—None
**LENGTH OF COURSE**—20 forty-five minute periods
**TEXT**—Supplementary Material

**COURSE NUMBER**—2440
**TYPE OF STUDENT**—Adult
**FEE**—None
**LENGTH OF COURSE**—100 forty-five minute periods
**TEXT**—Gregg Simplified Functional Method by Leslie and Zoubeck

**COURSE NUMBER**—2441
**TYPE OF STUDENT**—Adult
**FEE**—None
**LENGTH OF COURSE**—50 forty-five minute periods
**TEXT**—Gregg Simplified Functional Method by Leslie and Zoubeck

**COURSE NUMBER**—2442
**TYPE OF STUDENT**—Adult
**FEE**—None
**LENGTH OF COURSE**—50 forty-five minute periods
**TEXT**—Functional Method Dictation by Louis A. Leslie

**COURSE NUMBER**—2443
**TYPE OF STUDENT**—Adult
**FEE**—None
**LENGTH OF COURSE**—50 forty-five minute periods
**TEXT**—Functional Method Dictation by Louis A. Leslie

**COURSE NUMBER**—2444
**TYPE OF STUDENT**—Adult
**FEE**—None
**LENGTH OF COURSE**—50 forty-five minute periods
**TEXT**—Functional Method Dictation by Louis A. Leslie

**COURSE NUMBER**—2445
**TYPE OF STUDENT**—Adult
**FEE**—None
**LENGTH OF COURSE**—50 forty-five minute periods
**TEXT**—Functional Method Dictation by Louis A. Leslie
course for those who have had some previous
work in shorthand. The course consists of a
thorough review of shorthand theory, supple
mentary 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—2413
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 Short
hand by John R. Gregg
COURSE CONTENT—For students who have ful
filled the requirements of the beginning dictation
course. It consists of advanced vocabulary and
phrase building, dictation and transcription. Dicta
tion 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—2414
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 Short
hand by John R. Gregg
COURSE CONTENT—For advanced dictation stu
dents. The objective is the development of short
hand 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 dic
tation speed is between 90 and 120 words per
minute on a five-minute basis.

TECHNICAL DICTATION
COURSE NUMBER—2415
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 ad
vanced dictation course and is open to advanced
students who wish highly specialized vocabu
lary in the legal and medical fields.

TRANSCRIPTION
COURSE NUMBER—2416
TYPE OF STUDENT—Adult
LENGTH OF COURSE—90 forty-five minute periods
COURSE CONTENT—Transcription begins with an
automatic review or Refresher Course and ac
companying each one of the dictation courses.
It consists of transcribing at the typewriter let
ters or other materials which have been dictated
in the dictation classes. Emphasis is given to cor
rect placement of the letter on the page, use of
carbon paper, correct closing procedure, typing
of different size envelopes, folding of letters, and
production tests on minimum office standards.

GENERAL OFFICE TRAINING
COURSE NUMBER—2465
TYPE OF STUDENT—Adult
FEE—None
LENGTH OF COURSE—45 forty-five minute periods
COURSE CONTENT—For students who are study
ing to be stenographers, bookkeepers, clerks,
and other office workers. The study includes
nineteen units of work: (1) types of office work
ers; (2) the business letter; (3) mailing; (4)
telegrams, telegrams and radiograms; (5) ex
press service; (6) office economy; (7) the tele
phone; (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 per
sonal analysis; (19) applying for the position.
Prerequisite: typing.

TYPEWRITER FUNDAMENTALS I
COURSE NUMBER—1420-2420
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 work covers development and mastery of
simple tabulation, centering, simple letter setup
keyboard control, knowledge of machine parts,
and timed writings.

TYPEWRITER FUNDAMENTALS I
COURSE NUMBER—4421
TYPE OF STUDENT—On-the-job Trainee
FEE—50c per semester
LENGTH OF COURSE—18 forty-five minute periods
TEXT—One-Year 20th Century Typewriting, Fourth
Edition by Lessenberry
COURSE CONTENT—For veterans who are work
ing and attending school four hours each week.
It is for beginners in typewriting. The course
covers the study of the basic machine parts and
BUsINESS EDUCATION

manipulation centering, simple letter setup and timed writings.

TYPEWRITER FUNDAMENTALS II
COURSE NUMBERS—1422-2422-4222
TYPE OF STUDENT—Junior, Adult, On-the-Job
FEE—$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 building desirable typewriting habits in the development of speed and accuracy. The course includes the simple business letter; different letter styles; folding and insertion of letters in envelopes; carbon copies; enclosures; postal cords; envelope addressing; tabulation; rough drafts; many kinds of placement problems including designs, title page, table of contents, menus.

TYPEWRITING III
COURSE NUMBERS—1423-2423
TYPE OF STUDENT—Junior, Adult
FEE—$50 per semester
LENGTH OF COURSE—90 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, postal cards; 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 machine for duplicate copies, arrange bulletin material, efficient use of office forms as account tables, contract terminations, reports, etc. Advanced problems in tabulation from unsorted material. Arrangement of material to 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—2424
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; Various Advanced Texts
COURSE CONTENT—Objective is to prepare for civil service or special types of office work. In-

DISTRIBUTIVE EDUCATION
(Training for Sales People)

FUNDAMENTALS OF SELLING
COURSE NUMBER—1501, 3501
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.

RETAIL SALESMA NSHIP*
COURSE NUMBER—2502, 3502, 4502
TYPE OF STUDENT—Adult, Apprentice
FEE—None
LENGTH OF COURSE—19 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—2507, 3507, 4507
TYPE OF STUDENT—Adult, Apprentice
FEE—None
LENGTH OF COURSE—19 forty-five minute periods
TEXT—Successful Selling for the New Day by Simons
COURSE CONTENT—No selling 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 chisel; 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.

MERCHANDISE INFORMATION**
COURSE NUMBER—2508, 3508, 4508
TYPE OF STUDENT—Adult, Apprentice
FEE—None

LENGTH OF COURSE—38 forty-five minute periods
TEXT—Know Your Merchandise by Wingate, Allespie and Addison; Materials of Industry by Miseregu, Reen and Holderman (Depends on the selling field the student is working in.)
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 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.

These courses should be taken together in successive periods.

STORE ORGANIZATION AND MANAGEMENT*
COURSE NUMBER—2504, 3504, 4504
TYPE OF STUDENT—Apprentice, Adult
FEE—None

LENGTH OF COURSE—38 forty-five minute periods
TEXT—Retailing by 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.

ADVERTISING*
COURSE NUMBER—2505, 3505, 4505
TYPE OF STUDENT—Adult, Apprentice
FEE—None

LENGTH OF COURSE—19 forty-five minute periods
TEXT—Fundamentals of Advertising by Rowse and Fish
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—2510, 3510, 4510
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; manufacturer's advertising in 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.

COLOR LINE AND DESIGN*
COURSE NUMBER—2511, 3511, 4511
TYPE OF STUDENT—Junior, Adult, Apprentice
FEE—None

LENGTH OF COURSE—19 forty-five minute periods
TEXT—Practical Color Management by Bernice Chambers; Art Today by Faulkner
Manual: Study Guide in Color, Line and Design
COURSE CONTENT—(1) Color and effect it has on 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 aims of design; economic aspects of trends in merchandising design.

RETAIL CREDIT FUNDAMENTALS*
COURSE NUMBER—2506, 3506, 4506
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.

PRINCIPALS OF MARKETING**
COURSE NUMBER—2509, 3509, 4509
TYPE OF STUDENT—Apprentice, Adult
FEE—None
LENGTH OF COURSE—19 forty-five minute periods
TEXTS—Marketing and Retail Marketing by Maynard, Jameson and Siegler
COURSE CONTENT—Introduction to Marketing: market analysis; channels of distribution; methods of promotion; marketing functions; marketing policies; costs; marketing and government.

INTRODUCTION TO LIFE UNDERWRITING***
COURSE NUMBERS—3512, 4512
TYPE OF STUDENT—Apprentice, Adult
FEE—
LENGTH OF COURSE—19 forty-five minute sessions
TEXT—An Introduction to Life Underwriting: The Insurance Research and Review Service
• Course offered first semester:
•• Course offered second semester
••• Sessions held alternate weeks throughout school year 1950-1951; day and time of week to be arranged
FAMILY DEVELOPMENT

SOCIAL LIVING
COURSE NUMBER—1600
TYPE OF STUDENT—Junior
FEE—None
LENGTH OF COURSE—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—1601
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 RELATIONS AND MARRIAGE
COURSE NUMBER—1602
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 courtship; courtship and engagement; economic adjustments; marriage and the future.

PERSONALITY AND CHARM
COURSE NUMBER—2600
TYPE OF STUDENT—Adult
FEE—None
LENGTH OF COURSE—18 double periods
COURSE CONTENT—Many phases of personality studied to learn how to develop naturalness of manner and relaxation, importance of personality in career 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; use of leisure time; hobbies; their place in one’s development.

PERSONALITY AND CHARM
COURSE NUMBER—1603
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—1601
TYPE OF STUDENT—Adult
FEE—$1 per semester
LENGTH OF COURSE—18 double 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.

HOSPITALITY AND TABLE DECORATION
COURSE NUMBER—1604
TYPE OF STUDENT—Junior
FEE—None
LENGTH OF COURSE—18 forty-five minute periods
COURSE CONTENT—Hospitality through simple
Homemaking

Guest meals, invitations, conversations, selection of guests, responsibilities of hostess and of the 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—1605
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 the home, use and care of equipment; demonstrations, use of films, and special speakers.

SAFETY IN THE HOME
COURSE NUMBER—1606
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—1607
TYPE OF STUDENT—Junior
FEE—None
LENGTH OF COURSE—18 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—2602
TYPE OF STUDENT—Adult
FEE—None
LENGTH OF COURSE—9 double 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—2603
TYPE OF STUDENT—Adult
FEE—None
LENGTH OF COURSE—18 double periods
COURSE CONTENT—The consumer and recreation 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.

MODERN HOME LAUNDRY TECHNIQUES
COURSE NUMBER—2604
TYPE OF STUDENT—Adult
FEE—None
LENGTH OF COURSE—Six double periods
COURSE CONTENT—Modern methods in the home laundry will be stressed in this course. How to use modern equipment such as the automatic washer and ironer are given. Some of the high points of the course are: care and selection of equipment for the home laundry; the weekly wash; the several-times-a-week wash; laundry supplies; modern ironing; fabrics and soaps; putting your clothes away; stain removal; shrinkage and color problems; laundering fine fabrics. Class members will have opportunity to actually use the automatic washer and ironer.

MODERN HOME LAUNDRY TECHNIQUES
COURSE NUMBER—2605
TYPE OF STUDENT—Junior
FEE—None
LENGTH OF COURSE—Nine double periods
COURSE CONTENT—Modern methods of doing the home laundry as compared with former methods will be given. In this class the students will be given an opportunity to bring garments to the home for actual class work. Demonstrations on the use of the equipment will precede actual use by class. The actual steps to be followed
in doing the home laundry will be given; this includes both the washing and the ironing. Care of equipment will be stressed.

FOODS AND NUTRITION

JR. FOODS I (1st Semester)
COURSE NUMBER—1620
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—1621
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—1622
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—1623
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 to make up this unit. Meals, salads and desserts are featured.

JR. NUTRITION I
COURSE NUMBER—1624
TYPE OF STUDENT—Junior
FEE—None
LENGTH OF COURSE—18 forty-five minute periods
COURSE CONTENT—What is meant by the nutrition Yard stick or the basic seven foods introduces this course. Eating for body needs and for efficiency on the job or at home is stressed. Films are used in the presentation of the lesson when needed. Actual planning of balanced meals for all class members is included. This is for the part-time student.

PRACTICAL NUTRITION
COURSE NUMBER—2610
TYPE OF STUDENT—Adult
FEE—None
LENGTH OF COURSE—18 double periods
COURSE CONTENT—This course is a combination of both lecture and discussion, and laboratory work. Some of the high points in the discussion section will be: the seven basic foods; vitamins and minerals; body requirements and deficiencies; planning balanced family meals; food costs; low calorie meals; weight building and weight reduction. The laboratory work will feature the actual preparation of typical meals, such as: meals which include required amounts of minerals, vitamins and proteins; meals for children; meals for adults; for the aged; low calorie meals for those who wish to take off weight; meals for body building; special diets for individual cases.

FOODS I (Meals for Moderns)
COURSE NUMBER—2611
TYPE OF STUDENT—Adult
FEE—$4 per semester
LENGTH OF COURSE—36, 3 period sessions
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, meats, sandwiches and simple desserts. An excellent course for brides; brides-to-be or anyone desiring help in practical cookery.

**FOODS II**

**UNIT I—VEGETABLE COOKERY**

*(1st Quarter)*

COURSE NUMBER 2612  
TYPE OF STUDENT—Adult  
LENGTH OF COURSE—9, 3 period sessions  
FEE—$1.25 per quarter  
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, casseroles and pies are prepared. Value in diet, as well as methods of cookery to retain vitamins and minerals are given.

**UNIT II—BREADS AND ROLLS** *(2nd Quarter)*

LENGTH OF COURSE—9, 3 period sessions  
FEE—$1.50 per quarter  
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. Many varieties of rolls are given. Comparison of prepared mixes and homemade mixes.

**UNIT III—CASSEROLE DISHES** *(3rd Quarter)*

LENGTH OF COURSE—9, 3 period sessions  
FEE—$2 per quarter  
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: vegetable, 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—9, 3 period sessions  
FEE—$1.50 per quarter  
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 III**

**UNIT I—SALADS FOR ALL OCCASIONS** *(1st Quarter)*

COURSE NUMBER 2613  
TYPE OF STUDENT—Adult  
LENGTH OF COURSE—9, 3 period sessions  
FEE—$1.50 per quarter  
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 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—18 forty-five minute periods  
FEE—$3 per quarter  
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 icsings and frostings 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—9, 3 period sessions  
FEE—$1.50 per quarter  
COURSE CONTENT—The desserts featured in this unit are for special occasions; for instance, some thing for dessert bridge. Meringues, tortes, icebox 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—9, 3 period sessions  
FEE—$1.50 per quarter  
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—MEAT, POULTRY AND FISH COOKERY (1st semester)

COURSE NUMBER—2614
TYPE OF STUDENT—Adult
FEE—$4 per semester
LENGTH OF COURSE—18 three period sessions
COURSE CONTENT—Identification, selection and preparation of both tender and less tender cuts of meat are included in this course. Some of the highlights of the course are: comparison of food value of inexpensive and higher cost meat cuts; importance of meat in the diet; garnishing, carving and serving; interesting ways to serve the less expensive cuts of meat; how to build menus around the meat dish in the meal. Early in the course a demonstration will be given on the pressure canning of chicken or other fowl. Prior to the holiday season there will be demonstrations on stuffing, trussing and roasting the holiday fowl. Both fresh water fish and sea food lessons are included. Nutritive value, new methods and unusual recipes for preparing and serving vegetables are included.

UNIT II—POCKETBOOK MEALS
(3rd Quarter)
FEE—$1.50 per quarter
LENGTH OF COURSE—9, 3 period sessions
COURSE CONTENT—Delicious meals to fit the family pocketbook are featured in this unit. Some of the high lights of this unit are: meals for economy; moderate and liberal budget meals; how to reduce food costs; use ingenuity and imagination in planning meals and marketing.

UNIT III—PLATTER DINNERS
(4th Quarter)
FEE—$1.50 per quarter
LENGTH OF COURSE—9 three period sessions
COURSE CONTENT—All-in-one menu 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—2615
TYPE OF STUDENT—Adult
FEE—$4 per semester
LENGTH OF COURSE—18 3-period sessions
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, bridal dinners, guest dinners. Table setting for these special occasions is included in the class.

CLOTHING AND TEXTILES

JUNIOR CLOTHING I

COURSE NUMBER—1630
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. Blouses, skirts and dresses are made.

JUNIOR CLOTHING II

COURSE NUMBER—1631
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—1632
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 emphs-
sis. 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—2620
TYPE OF STUDENT—Adult
FEE—None
LENGTH OF COURSE—18 four period sessions
COURSE CONTENT—First lessons in sewing include the construction of simple garments such as cotton dresses, blouses, skirts and 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—2621
TYPE OF STUDENT—Adult
FEE—None
LENGTH OF COURSE—18 four period sessions
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, 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—2622
TYPE OF STUDENT—Adult
FEE—None
LENGTH OF COURSE—9 double 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 buttonhole; worked buttonhole; 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—2623
TYPE OF STUDENT—Adult
FEE—None
LENGTH OF COURSE—18 4-period sessions
COURSE CONTENT—This is an elementary dressmaking course and follows Clothing I or its equivalent. There will be opportunity to choose the type 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—2624
TYPE OF STUDENT—Adult
FEE—None
LENGTH OF COURSE—18 4-period sessions
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, 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)
COURSE NUMBER—2625
TYPE OF STUDENT—Adult
FEE—None
LENGTH OF COURSE—18 4 period sessions
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 fastening, 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 interfacings. 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—2626
TYPE OF STUDENT—Adult
FEE—None
LENGTH OF COURSE—18-4 period sessions
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—2627
TYPE OF STUDENT—Adult
FEE—None
LENGTH OF COURSE—18-4 period sessions
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, carded and worked buttonholes, study of sleeve and other fitting problems. Suits and coats will be made.

CLOTHING IX (Workshop)
COURSE NUMBER—2628
TYPE OF STUDENT—Adult
FEE—None
LENGTH OF COURSE—18-4 period sessions
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—2629
TYPE OF STUDENT—Adult
FEE—None
LENGTH OF COURSE—8-double 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 blouse-

ties; bags; dicker; collar and cuffs; scarfs; men's ties; belts, scarfs; gloves, slips; earrings from buttons, oprene. Others may be suggested.

MILLINERY I
COURSE NUMBER—2630
TYPE OF STUDENT—Adult
FEE—$1.50 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—2631
TYPE OF STUDENT—Adult
FEE—$1.50 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. Method of applying trimming are given. Selection of hats to suit the individual is included.

MILLINERY III
COURSE NUMBER—2632
TYPE OF STUDENT—Adult
FEE—$1.50 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—2633
TYPE OF STUDENT—Adult
FEE—$1 per semester
LENGTH OF COURSE—18 4 period sessions
COURSE CONTENT—Making over fur coats, restyling and modernizing the fur garments are two features of this course. Putting fur collars on coats and suits, and mending tips are also included. The actual work is done in class under the instruction of an expert in fur work.

SLIP COVERS
COURSE NUMBER—2634
TYPE OF STUDENT—Adult
FEE—None
LENGTH OF COURSE—18 4-period sessions
COURSE CONTENT—A study of furniture, its line
and construction is made in so far as it is related to advisability of slipcovering. Suggestions are given on planning a color scheme, choice of fabrics, estimating yardage and placing the pattern. Definite instruction is given upon the techniques of cutting, fitting, basting, stitching and the application of fasteners. Both slipcovers and slip upholstery covers are made in class under supervision.

UPHOLSTERING
COURSE NUMBER—2635
TYPE OF STUDENT—Adult
FEE—None
LENGTH OF COURSE—18 4-period sessions
COURSE CONTENT—A preview is given of the construction of upholstered furniture. Attention is called to the frames, supports, springs, filling and fabric. Standards of good furniture and upholstering materials are set up. Methods of refinishing frames, estimating yardage and padding are discussed with special emphasis upon reupholstering and reupholstering furniture. Work is done in class under supervision.

DRAPERIES AND LAMP SHADES
COURSE NUMBER—2637
TYPE OF STUDENT—Adult
FEE—None
LENGTH OF COURSE—18 4-period sessions
COURSE CONTENT—Draperies and lamp shades are studied from the standpoint of fabrics, styles, colors, patterns, relation to architectural features, kinds of windows and to the color and material of the exterior. Emphasis is placed upon the techniques of construction for both curtains and draperies suitable for each room in the house.

LAMPSHADES—Suggestions for planning a color scheme are given as well as choosing appropriate shades (formal or informal). Emphasis is placed upon construction techniques in the making of the panel shade, winding, lining, placing outside and inside panels, trimming and finishing. Directions are also given for measuring, cutting, pasting, and trimming the paper or parchment shade.

CROCHETING
COURSE NUMBER—2338
TYPE OF STUDENT—Adult
FEE—None
LENGTH OF COURSE—18 3-period sessions
COURSE CONTENT—Both the beginner and the more advanced student may enter this course. Some of the points included in the course are: kinds and types of materials with which to work; how to read and understand directions and patterns; where do we use crocheting. Suggested articles for class work are: place mats; doilies; holders; afghans; berets and other types of hats; table cloths; bedspreads; lace edging and insertion.

KNITTING I
COURSE NUMBER—2639
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. 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—2640
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.
FRANKLIN—Thursday P. M.
Trade and Industry

Automotive
Building and Allied Trades
Metal Industries
Service Occupations
Printing
TRADE AND INDUSTRY

AUTOMOTIVE

AUTO BODY
COURSE NUMBER—2701
TYPE OF STUDENT—Adult, Full-time
FEE—15¢ per day of four periods
LENGTH OF COURSE—760 forty-five minute periods

COURSE NUMBER—1701
TYPE OF STUDENT—Junior, Part-time
FEE—None
LENGTH OF COURSE—148 forty-five minute periods

COURSE NUMBER—3701
TYPE OF STUDENT—Apprentice
FEE—15¢ per day of four periods
LENGTH OF COURSE—400 hours

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 including aluminum and white metal. Metal work, to perform minor and major body repairs with the analysis of estimating and rebuilding wrecked bodies. Painting, spray painting, matching and blending in colors and the performance of repaint jobs.

AUTO DRIVER TRAINING
COURSE NUMBER—2702
TYPE OF STUDENT—Full-time, Part-time, and Adult
FEE—$30
LENGTH OF COURSE—8 weeks

TEXT—Sportsmanlike Driving by the American Automobile Association

COURSE CONTENT—
1. Lecture and Discussion, Mondays from 1 p.m. to 2:30 p.m.
2. Behind-the-wheel training.
   The student selects the hours between 1 and 4 p.m. which are best suited to his convenience for driving practice. Each student receives a minimum of six hours of actual driving practice. As soon as he masters the fundamentals of driving, he is taken into traffic where he develops good judgment in live situations.
   After having completed the course, a driver's test is given by the Motor Vehicle Department of the State of Wisconsin. A satisfactory test entitles the student to his permanent driver's license.

AUTOMOTIVE ELECTRICIAN
COURSE NUMBER—3703
TYPE OF STUDENT—Apprentice
FEE—15¢ per day of four periods
LENGTH OF COURSE—400 hours

TEXT—Automotive Ignition and Electrical Equipment by Crouse
Automotive Maintenance by Crouse
Automotive Electrical Equipment

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

AUTOMOTIVE MACHINIST
COURSE NUMBER—3704
TYPE OF STUDENT—Apprentice
FEE—15¢ per day of four periods
LENGTH OF COURSE—400 hours

TEXT—Automotive Engines, by Kuns and Plumridge
Automotive Maintenance, Ford Trade School

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

AUTO MECHANICS
COURSE NUMBER—2705
TYPE OF STUDENT—Adult, Full-time
TYPE OF TRAINING—Pre-apprentice
FEE—15¢ per day of 4 periods
LENGTH OF COURSE—1,480 45-minute periods

TEXT—Automotive Mechanics by Crouse
Automotive Electrical Equipment by Crouse
Bear Wheel Alignment, Axle and Frame Straightening Service

COURSE NUMBER—3705
TYPE OF STUDENT—Apprentice
FEE—15¢ per day of 4 periods
LENGTH OF COURSE—400 hours

TEXT—Automotive Fundamentals by Kuns and Plumridge
Automotive Engines by Kuns and Plumridge
Automotive Ignition and Electrical Equipment by Kuns and Plumridge
Automotive Maintenance by Kuns and Plumridge
Principles of wheel Alignment by Bear
Bear Wheel Alignment, Axle and Frame Straightening Service

COURSE CONTENT—Washing, polishing, lubrication, accessories, brakes, electrical systems, 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 SCIENCE
COURSE NUMBER—2706
TYPE OF STUDENT—Full-time
FEE—None
LENGTH OF COURSE—One semester 45 minute period daily

TEXT—Modern Physics by Charles E. Duell
COURSE CONTENT—Matter and mechanics, force and motion, friction, work, power and energy, machines, heat, magnetism, and electricity.

AUTOMOTIVE WHEEL ALIGNER
COURSE NUMBER—3707
TYPE OF STUDENT—Apprentice
FEE—$5.00 per day of four periods
LENGTH OF COURSE—400 hours
TEXT—Principles of Wheel Alignment by Bear
Bear Wheel Alignment, Axle and Frame Straightening Service
Check and Correct Instruction Manual, Manbee Equipment Company
COURSE CONTENT—Wheel balancing, checking wheel alignment with Bear and Manbee equipment, correcting or adjusting wheel alignment, checking frames, straightening frames and axles—steering, checking, adjusting, and overhauling—welding, oxy-acetylene and arc.

BUILDING AND ALLIED TRADES
BLUEPRINT READING
COURSE NUMBER—2710
TYPE OF STUDENT—Full-time
FEE—None
LENGTH OF COURSE—90 forty-five minute periods
TEXT—Building Trades Blueprint Reading by Dolzell (2 volumes)
COURSE CONTENT—This course covers basic blueprint reading, essential to anyone seeking success in the building trades. This course is built around several practical sets of blueprints which take the student from the elementary to through specifications of masonry buildings.

BRICKLAYING
COURSE NUMBER—3712
TYPE OF STUDENT—Apprentice
FEE—None
LENGTH OF COURSE—400 hours
TEXTS—Brick Masonry—Structural Clay Products Institute; Practical Bricklaying by Briggs and Carver
COURSE CONTENT—Types and use of mortar, materials of bricklaying and stonelaying, laying straight wall in brick, corner and chimney work, blueprint reading, plan reading, estimating arch construction, practical stonemasonry, fireplace construction, brick and stone veneer, setting cut stone, laying glass block, glazed tile, transit practice.

WOODWORKING
(Cabinet Making)
COURSE NUMBER—1713
TYPE OF STUDENT—Junior, Part-time and Adult
FEE—None
LENGTH OF COURSE—1460 forty-five minute periods
COURSE NUMBER—2713
TYPE OF STUDENT—Adult and Full-time
FEE $0.02 for 1 1/2 hour period
LENGTH OF COURSE—1,480 forty-five minute periods
TEXTS—Principles of Woodwork by Herman Hjorth
General Woodworking by Johnson and Kirkland
COURSE CONTENT—Knowing the woods we use, selecting the woods suitable for the job, stock sizes of lumber, drying and storing of lumber, matching wood for its beauty of grain, working the wood to achieve the desired results. The care, use, and sharpening of tools, project making, machine woodworking, milling of stock on power machines. Joints and joint making, glue and gluing, preparing surfaces and applying finishes. Wood turning, Laying out the workshop to size, purpose and equipment needed. Safety practices of hand and power tools. All materials used for personal projects must be paid for by the student.

CARPENTRY
COURSE NUMBER—3714
TYPE OF STUDENT—Apprentice
FEE—None
LENGTH OF COURSE—400 hours
TEXT—Fundamentals of Carpentry, Volumes I and II by Durbahn
Roof Framing by Wilson and Werner
Building Trades Blueprint Reading by Dolzell
Cyclopedia of Building Trades 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; intersecting roof; equal pitch intersecting root; 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); transit operations; general reference reading.
DRAFTING, ARCHITECTURAL

COURSE NUMBER—2715
TYPE OF STUDENT—Adult, Full-time
FEE—$5 per semester
LENGTH OF COURSE—1480 forty-five minute periods
COURSE NUMBER—2715
TYPE OF STUDENT—Apprentice
LENGTH OF COURSE—400 hours
FEE—$5 per semester
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 drafting project; estimating, study of construction; specifications, translate plans into objective reality; perspective of house, draw a convincing picture of the house.

MECHANICAL DRAFTING

COURSE NUMBER—1716
TYPE OF STUDENT—Junior, Part-time
FEE—None
LENGTH OF COURSE—480 forty-five minute periods
COURSE NUMBER—2716
TYPE OF STUDENT—Adult, Full-time
FEE—$5 per semester
LENGTH OF COURSE—1480 forty-five minute periods
COURSE NUMBER—3716
TYPE OF STUDENT—Apprentice
LENGTH OF COURSE—1480 forty-five minute periods
COURSE CONTENT—Geometric problems, 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; compilation problems; free-hand 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—2717
TYPE OF STUDENT—Adult, Full-time
FEE—None
LENGTH OF COURSE—36 forty-five minute periods
COURSE NUMBER—3717
TYPE OF STUDENT—Apprentice

ELECTRICITY

COURSE NUMBER—2718
TYPE OF STUDENT—Adult, Full-time
FEE—34¢ per day of four periods
LENGTH OF COURSE—1480 forty-five minute periods
COURSE CONTENT—Simple stresses; shear, application of stresses to shear problems; riveted joints; riveted joints and their design; stresses in thin-walled cylinders, hydraulic pressure and retaining 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.

COURSE NUMBER—3718
TYPE OF STUDENT—Apprentice
FEE—34¢ per day of four periods
LENGTH OF COURSE—400 hours
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 2718 and Electricity 3718:

TEXTS—Industrial Electricity by Nadon and Gleine
Essentials of Electricity by Timble
Essentials of Alternating Currents by Timble
Essentials of Electrical Mathematics by Timble
How to Read Electrical Blueprints by Holne 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
National Electric Code Handbook by Abbott
PAINTING AND DECORATING

COURSE NUMBER—3719
TYPE OF STUDENT—Apprentice
FEE—None
LENGTH OF COURSE—400 hours
TEXT—Painting and Decorating Craftsman’s Manual and Textbook
COURSE CONTENT—Color mixing, color harmony; exterior painting; materials; new materials and processes; drawing and design; preparation of wall services; graining of woods; graining of marble; plastic paints; paper hanging.

PLUMBING

COURSE NUMBER—3720
TYPE OF STUDENT—Apprentice
FEE—None
LENGTH OF COURSE—400 hours
TEXTS—How to Design and Install Plumbing by Delmar; How to Read Blueprints by Owen and Slingsluff; Wisconsin State Plumbing Code, State Board of Health
COURSE CONTENT—Plumbing theory, 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 work, layout and design, joint welding, and lead burning; related welding, core and use of the oxy-acetylene torch in pipe cutting and welding. Also related chemistry and physics.

SHEET METAL

COURSE NUMBER—1721
TYPE OF STUDENT—Junior, Part-time
FEE—None
LENGTH OF COURSE—148 forty-five minute periods
COURSE NUMBER—2721
TYPE OF STUDENT—Adult, Full-time
FEE—15c per day of four periods
LENGTH OF COURSE—748 forty-five minute periods
COURSE NUMBER—3721
TYPE OF STUDENT—Apprentice
FEE—15c per day of four periods

LENTH OF COURSE—600 hours
TEXTS—Sheet Metal Work, Study Guide, Wisconsin Schools of Vocational Education; Sheet Metal Pattern Drafting and Shop Problems by Daugherty; Triangulation Short-cuts Layout by Kaberlein; Air Conditioning Metal Layout by Kaberlein Duct Construction by Kaberlein
COURSE CONTENT—Basic blueprint reading; shop tools and machines; parallel line pattern development, radial line pattern development, triangulation development, to develop skill in layout work; 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—3722
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 drawing, blueprint reading, fundamentals of isometric drawing, and heating plant layout; heating, design and insulation procedures; heat transmission, calculating heat losses; review of mathematics; process piping, pipe standards, accessories, and pipe fittings; pipe welding, the use of acetylene 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.

METAL INDUSTRIES

BLUE PRINT READING
(MACHINE TRADES)
COURSE NO.—2730
TYPE OF STUDENT—Full-time
FEE—None
LENGTH OF COURSE—80 forty-five minute periods
TEXT—Blue Print Reading by Nicholson & Jones
trade and industry

COURSE CONTENT—This course covers the fundamentals of blueprint reading which are essential to success in the machine trades. The course is made up of a series of blueprint reading lessons increasing in difficulty from the elementary to the advanced, with each lesson introducing a machine tool operation or precision instrument function.

FOUNDRY PRACTICE

COURSE NUMBER—3731
TYPE OF STUDENT—Apprentice
FEE—None
LENGTH OF COURSE—400 hours
TEXTS—Elementary Foundry Technology by Hartley
Advanced Blueprint Reading, Delmar Publishers
Mechanical Drawing by French and Svenzen
Handbook of Cupola Operation, 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 West

COURSE CONTENT—Introduction to give apprentices an interview of the foundry and pattern-making industry; molding practices, core practices; elementary metallurgy; molding sands; related pattern making theory; elements of arithmetic calculation of areas and volumes; weights of castings; calculation of metal mixture; slide-rule practice; principles of projection; sketching practice; use of instruments and equipment; blueprint reading.

WELDING—ELECTRIC ARC

WELDING—ELECTRIC ARC

COURSE NUMBER—1738
TYPE OF STUDENT—Junior, Part-time
FEE—None
LENGTH OF COURSE—148 forty-five minutes

COURSE NUMBER—2738
TYPE OF STUDENT—Adult, Full-time
FEE—84c per day of four periods
LENGTH OF COURSE—740 forty-five minutes

COURSE NUMBER—3738
TYPE OF STUDENT—Apprentices
LENGTH OF COURSE—400 hours

TEXTS—Theory and practice for Arc Welding by Sack; Welding Study Guide, Wisconsin Vocational Schools

COURSE CONTENT—Industrial application of arc welding, arc welding machines; and accessories, classification of welding electrodes, joint and weld characteristics, basic training in arc welding of mild steel in the flat, horizontal, vertical and overhead positions. Army and navy qualification tests, pipe welding, Pressure vessel welding, Helical welding of stainless steels and alloys.

WELDING—OXY-ACETYLENE

WELDING—OXY-ACETYLENE

COURSE NUMBER—1739
TYPE OF STUDENT—Junior, Part-time
FEE—None
LENGTH OF COURSE—148 forty-five minutes

COURSE NUMBER—2739
TYPE OF STUDENT—Adult, Full-time
FEE—84c per day of four periods
LENGTH OF COURSE—740 forty-five minutes

COURSE NUMBER—3739
TYPE OF STUDENT—Apprentice
LENGTH OF COURSE—400 hours

COURSE CONTENT—Basic training in welding mild steel in flat, horizontal, vertical, and overhead positions, care of equipment, pipe welding, bronze welding, steel and cast iron welding. Oxy-acetylene cutting of metals, white metal welding, aluminum welding, and lead burning.

HYDRAULICS

COURSE NUMBER—3733
TYPE OF STUDENT—Apprentice
FEE—None
LENGTH OF COURSE—9 forty-five minutes

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—3734
TYPE OF STUDENT—Apprentice
FEE—None
LENGTH OF COURSE—92 forty-five minutes

TEXT—Elementary Metallurgy by Frier

COURSE CONTENT—Iron smelting; iron refining; cast and wrought iron, malleable iron, steel; blacksmith's forge; steel-making; iron carbon diagram; physical structure; hardening of steel; grain structure; steel alloys.
APPRENTICE MATHEMATICS*
COURSE NUMBER—3735
TYPE OF STUDENT—Apprentice
FEE—None
LENGTH OF COURSE—54 forty-five minute periods
TEXT—Machine Shop Mathematics by Aaron Axe lrod
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 indexig.

APPRENTICE PHYSICS*
COURSE NUMBER—3736
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.

PATTERNMAKING
COURSE NUMBER—3737
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
Mathematics by Sicke and Margolis
Metal Castings by Campbell
Wood Patternmaking by McCauley
Elementary Foundry Technology by Hartley
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; tools—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, core prints and coreboxes; staved, stopped and segment work; related pattern casting theory, design, engineering, new methods; elements of arithmetic; areas of volume, cylinders, prisms, fillets, bosses, plates, ribs, pads, 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.

MACHINE SHOP
COURSE NUMBER—1732
TYPE OF STUDENT—Junior, Part-time
FEE—None
LENGTH OF COURSE—148 forty-five minute periods
COURSE NUMBER—3732
TYPE OF STUDENT—Adult, Full-time
FEE—$1.00 per day of four periods
LENGTH OF COURSE—400 hours
COURSE NUMBER—3740
TYPE OF STUDENT—Apprentice
FEE—None
LENGTH OF COURSE—432 hours
TEXT—14 Units, 14 Assignment Units in Barber Science

SERVICE OCCUPATIONS
BARBERING
COURSE NUMBER—3740
TYPE OF STUDENT—Apprentice
FEE—None
LENGTH OF COURSE—432 hours
TEXT—14 Units, 14 Assignment Units in Barber Science
TRADE AND INDUSTRY

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

COSMETOLOGY

COURSE NUMBER—3741
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—2742
TYPE OF STUDENT—Adult, Full-time
FEE—34 cents per day of four periods
LENGTH OF COURSE—1,480 forty-five minute periods
COURSE NUMBER—3742
TYPE OF STUDENT—Apprentice
FEE—34 cents per day of four periods
LENGTH OF COURSE—400 hours
TEXTS—Applied Drafting
Elements of Radio by Marcus and Horton
Elements of Radio Servicing
Essentials of Electricity by Timbie
Inside of the Vacuum
Master Guide, United Catalog Publishers
Radio Fundamentals
Servicing, Signal Tracing Rider
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.

REFRIGERATION

COURSE NUMBER—2743
TYPE OF STUDENT—Adult, Full-time
FEE—20 cents per day of four periods
LENGTH OF COURSE—592 forty-five minute periods
COURSE NUMBER—3743
TYPE OF STUDENT—Apprentice
FEE—20 cents per day of four periods
LENGTH OF COURSE—400 hours
TEXT—Instructional Manual for Steamfitters, Washburne Trade School
COURSE CONTENT—Introduction to refrigeration, fundamentals of refrigeration, refrigeration cycle, operating cycle of a refrigeration unit; typical compression cycle; properties of refrigerants; refrigeration accessories, motor controls, refrigerant controls, heat transfer, computing heat gain and losses, absorption type refrigeration.

AIR CONDITIONING

COURSE NUMBER—2744
TYPE OF STUDENT—Adult, Full-time
FEE—20 cents per day of four periods
LENGTH OF COURSE—592 forty-five minute periods
TEXT—Air Conditioning and Fundamentals of Refrigeration, S.P. Brown
COURSE CONTENT—Physical and chemical properties of air, psychrometric charts, heat gains and losses of buildings, properties of steam, computing cooling and heating coils, duct work, fans, accessories, motor controls.

PRINTING

COURSE NUMBER—1745
TYPE OF STUDENT—Junior, Part-time
FEE—None
LENGTH OF COURSE—412 forty-five minute periods
COURSE NUMBER—2745
TYPE OF STUDENT—Adult, Full-time
FEE—None
LENGTH OF COURSE—2,072 forty-five minute periods
COURSE NUMBER—3745
TYPE OF STUDENT—Apprentice
FEE—None
LENGTH OF COURSE—400 hours
TEXTS—U. Lessons in Printing
The Practice of Printing by Polk
General Printing by Cleeton and Pitkin
Applied Course for Student Printers
Elementary Platen Presswork
COURSE CONTENT—The student in this course will begin with hand composition (elementary and advanced); take presswork (Kelly, Kluge, and Open Jobber); and linotype composition. A student may concentrate on one of the three divisions, or take an equal amount of work in each section. Additional work in the related fields of Graphic Arts will include printing inks and papers, binding work, and the allied trades. Such information concerning the industry will be given as it comes up. Printers' English and Printers' Math are additional courses given to printing students.
COUNSELING

JUNIORS
Students may obtain counseling service in the Guidance Department directly or by referral through teachers or supervisors. Routinely all junior students are seen by the guidance staff before beginning classes. Their progress in school is followed by the department.

ADULTS
Any new registrant who desires it may receive help from the guidance counselors in planning his course of study. The guidance counselors also will arrange for any desired testing. This may include aptitude, interest and personality tests and the interpretation of results in relation to the individual. During the school year students are always welcome to consult the guidance counselors in Room 133.

The vocational and educational counseling and testing services of the school are available also to nonstudent adult residents of the city of Madison. A maximum fee of one dollar and a half ($1.50) is charged nonstudents who register for these services, but no further registration fee is required for the current school year if the counselee later enrolls in regular day or evening classes.

SENIOR 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. The counselors will be glad to discuss with senior adults vocational and avocational opportunities available in the school and community.

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 133 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. The time and place of the class meeting will be announced as each class is organized.
Madison Vocational 
and 
Adult School

eve
e
Evening School 
Catalog 
1950-51 
Second Semester

Board of 
Vocational and Adult Education 
E. J. Frautschi, President 
F. M. Mason, Vice President 
P. H. Falk, Secretary 
F. G. Collester 
R. E. Dresser 
R. W. Bardwell, Director 

211 North Carroll Street 
Madison, Wisconsin
CONTENTS

<table>
<thead>
<tr>
<th>Section</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>General Information</td>
<td>1</td>
</tr>
<tr>
<td>Evening School Calendar</td>
<td>3</td>
</tr>
<tr>
<td>General Education</td>
<td>5</td>
</tr>
<tr>
<td>Academic</td>
<td>6</td>
</tr>
<tr>
<td>Art</td>
<td>9</td>
</tr>
<tr>
<td>Music</td>
<td>12</td>
</tr>
<tr>
<td>Business Education</td>
<td>15</td>
</tr>
<tr>
<td>Accounting</td>
<td>16</td>
</tr>
<tr>
<td>Business Principles</td>
<td>16</td>
</tr>
<tr>
<td>Office Training</td>
<td>17</td>
</tr>
<tr>
<td>Distributive Education</td>
<td>20</td>
</tr>
<tr>
<td>Homemaking</td>
<td>25</td>
</tr>
<tr>
<td>Family Development</td>
<td>26</td>
</tr>
<tr>
<td>Foods and Nutrition</td>
<td>26</td>
</tr>
<tr>
<td>Clothing and Textiles</td>
<td>28</td>
</tr>
<tr>
<td>Trade and Industry</td>
<td>35</td>
</tr>
<tr>
<td>Automotive</td>
<td>36</td>
</tr>
<tr>
<td>Building and Allied Trades</td>
<td>36</td>
</tr>
<tr>
<td>Metal Industries</td>
<td>38</td>
</tr>
<tr>
<td>Service Occupations</td>
<td>39</td>
</tr>
<tr>
<td>Printing</td>
<td>40</td>
</tr>
</tbody>
</table>
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. Students registered in the first term, who continue in the second term, are not required to pay the second fee.

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 warrants 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 5-4541 so that they will not be withdrawn from class.

GUIDANCE AND PLACEMENT

The guidance office is located in room 133. 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.

1
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.

EVENING SCHOOL CALENDAR

1950-1951

Monday, January 8, 1951—Second term of evening school begins

Monday, Tuesday and Wednesday, January 8, 9, and 10, 1951—Registration for the second term of evening school

Friday, February 9, 1951—Evening school closes for meeting of Southern Wisconsin Education Association

Friday, March 16, 1951—Second term of evening school closes
General Education

Academic
Art
Music
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
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.
the student a thorough review of the principles of sentence construction, punctuation, capitalization, paragraphing, spelling, and vocabulary building.

ENGLISH V

(Creative Writing)
Mon., 7:00 p.m. to 9:00 p.m.
For writers who will produce copy and give and take criticism. They choose the literary form: short-short, essay, verse, etc. They select the level: juvenile or adult. They pick the subject-matter: religious or secular, serious or non-serious. One hour is used for ass. reading, criticism, literary mechanics, etc. Marketing problems get some consideration. One hour is used for writing in class, but material may be written outside of class also.

FRENCH I

Tues. and Thurs., 7:00 p.m. to 9:00 p.m.
TEXT—United French Course by Lecompte and Sundeen.
Besides giving the student a traditional background of the language much stress will be placed on conversation. The class will occasionally dine at the University French House and view French movies.
(Special arrangements will be made for advanced students, should there be a large enough group desiring such study.)

GERMAN I

Mon., 7:00 p.m. to 9:00 p.m.
TEXT—Shorter College German by Evans and Rossler.
Besides giving the student a traditional background of the language, much stress will be placed on conversation. The class will occasionally dine at the University German House and view German movies.
(Special arrangements will be made for advanced students, should there be a large enough group desiring such study.)

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 while 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 various movements of speech and to help him acquire skill in reading the lips. The lessons consist of an explanation of the various movements used in speech with drills and exercises for 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 poise before an audience, voice, preparation of speech, and special types of speeches, such as courtesy and after-dinner.

ART

ART METAL
Mon. and Wed., 7:00 p.m. to 9:00 p.m.
LABORATORY FEE—$1.50
Design processes and techniques as applied to copper and brass. Processes include beating down, piercing, soldering, filing, etching, construction design and patternmaking, joints, oxidizing and finishing.

COSTUME JEWELRY

Tues. and Thurs. or Fri., 7:00 p.m. to 9:00 p.m.
LABORATORY FEE—$1.50
Fict work in copper, brass and silver. Various processes include sawing, filing, soldering, piercing, repousse, chasing, casting, enameling, wire drawing, ring sizing, stone setting and finishing.

BRAIDED RUGS

Mon. and Wed., 7:00 p.m. to 9:00 p.m.
Size, shape, color and design arrangement stressed. Processes include braiding with three, four and five strands, splicing, padding, dyeing, and lacing. Discarded materials recommended.
GENERAL EDUCATION

DRAWING

Tues. and Thurs., 7:00 p.m. to 8:00 p.m.
LABORATORY FEE—$3.00

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, crayon and wash.

PORTRAIT PAINTING

Friday, 7:00 p.m. to 9:00 p.m.
Prerequisite: Drawing
LABORATORY FEE—$2.50

Study of the head in light and shade; the anatomy, structure for solidity; gesture expression; design element and composition. Mediums: pencil, charcoal, conte crayon, watercolor and oil.

PAINTING AND COMPOSITION

Mon. and Wed., 7:00 p.m. to 9:00 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, individual expression of form. Mediums include crayon, oil, paints and water color.

GENERAL CRAFTS

Mon. and Wed., 7:00 p.m. to 9:00 p.m.
LABORATORY FEE—$3.00 per semester

Planned to meet the demands of the adult homemaker, youth leader, and hobbyist. Instruction is given in leather cutting and the crafts, followed successively by block printing, stenciling, silk-screen printing, decorating on wood and metal, and rose-maling.

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.

CERAMICS

Tues. and Thurs., 7:00 p.m. to 8:00 p.m.
LABORATORY FEE—$3.00
MATERIAL FEE—$1.50

Methods of building pottery includes: pinch, coil, slab, throwing on potter's wheel, mold making and casting. Surface enrichment, glazing, placing and firing the kiln, are taught.

CLAY MODELING

Mon. and Wed., 7:00 p.m. to 9:00 p.m.
LABORATORY FEE—$2.50
MATERIAL FEE—$3.50

An elementary course executing original designs in clay. Experimentation with clays, glazes, making of chip molds, two and three-part molds, casting, firing and glazing is included in the course.

WOOD CARVING

Fri., 7:00 p.m. to 9:00 p.m.
LABORATORY FEE—$1.50
MATERIAL FEE—$3.50

Wood carving in bas relief, sculptural design. and chip carving. The student is taught the various techniques of wood carving and finishes; the use of tools and their application to wood.

PHOTOGRAPHY

Mon. and Wed., 7:00 p.m. to 9:00 p.m.
LABORATORY FEE—$4.00

An elementary course for beginners, stressing the construction and proper use of the camera, picture composition, developing, printing, enlarging and other darkroom procedure.

INTERIOR DESIGN

Tues., 7:00 to 9:00 p.m.
Wed., Thurs., 7:00 p.m. to 9:00 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.
GENERAL MUSIC 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.
Vocal Class (for Civic Chorus Members only)
Two classes per week, each divided for Men and Women.

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

MAENNERCHOR
Thurs., 8:00 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 9:00 p.m.
Adult singers who must qualify. Standard male choruses and a cappella. Concerts in Madison and tours.

STRING CLASS
Fri., 7:00 p.m. to 8:00 p.m.
For members of the string section of the Madison Civic Orchestra. Drill in current Civic Orchestra repertoire.

VOICE CLASS
Wed., 7:00 p.m. to 9:00 p.m.
Fri., 7:00 p.m. to 8:00 p.m.
A fundamental lecture course in voice placing, tone production, breathing, articulation, etc. Primarily intended for Madison Civic Chorus members but also available to qualified adults.

MUSIC CLASSES

PIANO I
Mon., Tues., Wed., Thurs., 7:00 p.m. to 9:00 p.m.
Oxford course for adult beginners. Easy solo pieces to suit individuals; basic principles.

PIANO II
Tues., 7:00 p.m. to 9:00 p.m.
Scales, arpeggios, hand building exercises. Supplementary pieces; sonatas. Two piano ensemble music.

MUSIC APPRECIATION
Wed., 7:00 p.m. to 8:00 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
Thurs., 7:00 p.m. to 8:00 p.m.
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.

VIOLIN FUNDAMENTALS
Mon., 7:30 p.m. to 8:00 p.m.

ORGAN FUNDAMENTALS (HAMILTON)
Tues., 6:00 p.m. to 7:00 p.m.
FEE—$10.00
This course is not designed for the study of church organ music, but rather the enjoyment of lighter music in the home.
Business Education

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

ACCOUNTING I (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. 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. Gives 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 ENGLISH I (Grammar)
Mon., 7:00 p.m. to 8:00 p.m.
A brush-up course for stenographers, bookkeepers, clerical workers and salespeople. The following material is covered: review of grammar, fundamentals of good usage, spelling, punctuation, vocabulary building, sentence structure, and pronunciation.

BUSINESS ENGLISH II (Business Correspondence)
Mon., 8:00 p.m. to 9:00 p.m.

OFFICE TRAINING

BURROUGHS AND COMPTOMETER MACHINE CALCULATION
(Key-Driven)
Mon. and Wed., 7:00 p.m. to 8:00 p.m.; 8:00 p.m. to 9:00 p.m. Tues. and Thurs., 7:00 p.m. 8:00 p.m. to 9:00 p.m. Fri., 7:00 p.m. to 9:00 p.m.
FEE—50c
For beginners, the course includes the fundamental operations of two and three column cross addition, split addition, multiplication from right and left of keyboard and over the permanent decimal points, subtraction and division.
For advanced students, the course includes four and five column cross addition and the application of the fundamental operations to practical business problems such as discounts, percentages, commiss, payrolls, pro-rating, mark-up, markdown and interest.

MONROE, MARCHANT AND FRIDEN MACHINE CALCULATION
Mon. and Wed., 7:00 p.m. to 8:00 p.m.; 8:00 p.m. to 9:00 p.m. Tues. and Thurs., 7:00 p.m. to 8:00 p.m. 8:00 p.m. to 9:00 p.m. Fri., 7:00 p.m. to 9:00 p.m.
FEE—50c
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 fundamen-
tal processes as they apply in business and sufficient knowledge to operate the machine in any business office. The course consists of thirty assignments.

**REMINGTON RAND MACHINE CALCULATION**

Mon. and Wed., 7:00 p.m. to 8:00 p.m. to 9:00 p.m. Tues. and Thurs., 7:00 p.m. to 8:00 p.m. Fri. 7:00 to 9:00 p.m.

FEE—50c

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.

**I. B. M. KEY PUNCH MACHINE**

Mon. and Wed., 7:00 p.m. to 8:00 p.m. and 8:00 p.m. to 9:00 p.m.

Tues. and Thurs., 7 to 8 p.m.—8 to 9:00 p.m.

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

Rapid, accurate performance, by the touch method, is the object on the numeric keypunch machine. The part played by the punched card in the various systems is studied. Because of the wide variation in coding and the need for learning a particular company's system, little stress is placed upon this subject.

**SHORTHAND II (Advanced Theory)**

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

FEE—50c

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 II (Advanced Short­hand Theory and Typewriting)**

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

FEE—50c

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—50c

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 to 9:00 p.m.

FEE—50c

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—50c

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 up 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., 8:00 p.m. to 7:00 p.m.; 7:00 p.m. to 8:00 p.m., Mon. and Wed. 8:00 p.m. to 9:00 p.m.

Tues. and Thurs., 7:00 p.m. to 8:00 p.m.

FEE—50c

For those who wish to learn the touch system of typewriting. It includes the study of the parts of the
BUSINESS EDUCATION

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., 7:00 p.m. to 8:00 p.m.
Tues. and Thurs., 8:00 p.m. to 9:00 p.m.
FEE—50c

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.

TYPEWRITING III

Mon. and Wed., 7:00 p.m. to 8:00 p.m.
Tues. and Thurs., 8:00 p.m. to 9:00 p.m.
FEE—50c

Typewriting III includes special forms, special skills in typewriting, stenciling, tabulation and preparation for Civil Service tests.

DISTRIBUTIVE EDUCATION

RETAIL SALESMASTERSHIP
(Inside Selling)

LENGTH OF COURSE—one or two terms
Wed. 7:00 p.m. to 9:00 p.m.

Salesmanship in 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 SALESMASTERSHIP
(Contact Selling)

LENGTH OF COURSE—two terms
Tues. 7:00 p.m. to 9:00 p.m.

No selling 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.

FITTING AND SELLING OF SHOES

Wed. 7:00 p.m. to 9:00 p.m.
LENGTH OF COURSE—Two terms
All phases of shoefitting: correct measuring of feet; knowledge of lasts, causes of shoe discomfort, shoe retailing in all its phases.

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 wholesaler 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.

ROUTE SELLING

LENGTH OF COURSE—10 two-hour sessions or 20 one-hour sessions, time and length to be arranged.
For 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.

ADVERTISING

LENGTH OF COURSE—Two terms
Wed. 7:00 p.m. to 9:00 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.

MERCHANDISE DISPLAY

Thurs. 7:00 p.m. to 9:00 p.m.
LENGTH OF COURSE—one term
Values of display; physical makeup of display; display in the retail program; manufacturers' advertising in display; special display suggestions; testing the student.
RETAIL CREDIT FUNDAMENTALS

Wed. 7:00 p.m. to 9:00 p.m.
LENGTH OF COURSE—two terms
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 revive inactive accounts; how to develop effective collection methods; how to rehabilitate delinquent customers.

COLOR, LINE AND DESIGN

Thurs. 7:00 p.m. to 9:00 p.m.
LENGTH OF COURSE—one term
Color and effect 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.

JOB INSTRUCTOR TRAINING

LENGTH OF COURSE—6 two-hour sessions
Fri. 7:00 p.m. to 9:00 p.m.
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—5 two-hour sessions
Fri. 7:00 p.m. to 9:00 p.m.
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 SIMPLIFICATION TRAINING

LENGTH OF COURSE—5 two-hour sessions
Fri. 7:00 p.m. to 9:00 p.m.
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 breaking down the job, questioning every detail that makes up the job, developing the new method through elimination, combination, rearrangement, simplification of the various details that make up the job.

MANAGEMENT CLINIC

LENGTH OF COURSE—6 two-hour sessions
Fri. 7:00 p.m. to 9:00 p.m.
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.

PAINT POWER

LENGTH OF COURSE—One term of ten weeks; 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 and publicity.

*INTRODUCTION TO LIFE UNDERWRITING

LENGTH OF COURSE—10 two-hour sessions
Mon. 10:00 to 12:00 a.m.
An organized study program of the basic principles of life insurance salesmanship.
1. How life insurance serves
2. How to sell life insurance
3. How life insurance operates

*FIDELITY AND SURETY BONDS

LENGTH OF COURSE—6 two-hour sessions
Mon., 8:00-5:00 p.m.
Covers all types of bonds—Fidelity, individual, name, position, blanket, fiduciary, contract, public official, litigants.

*C. L. U.—UNIT—B

LENGTH OF COURSE—19 two-hour sessions
*Sessions held alternate week.
BUSINESS EDUCATION

Mon. 1:00 to 3:00 p.m.
Human needs, policy forms, contract, life insurance as property insurance, government life insurance, social security, mortality tables, calculating premiums, disability insurance—reserves, industrial insurance, group insurance, operations of life insurance companies.

RETAIL MEAT MERCHANDISING

LENGTH OF COURSE—two terms
Tues., 7:30 p.m. to 9:30 p.m.
Meat from farm to table; processing meat; kinds and classes of meat; grading; conducting a cutting test; refrigeration and care; meat cookery; what customers expect from meatmen.

RETAIL GROCERY MERCHANDISING, COURSE I

LENGTH OF COURSE—two terms
Time to be arranged
Code for grocers; Meat "planning bills"; 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; soap; bananas, coconuts, vanilla, oranges, avocado.

RETAIL GROCERY MERCHANDISING, COURSE II

LENGTH OF COURSE—two terms
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 homemaker's problems; crackers and biscuits; fresh fruits and vegetables; salads and dressings.

RETAIL GROCERY MERCHANDISING, COURSE III

LENGTH OF COURSE—two terms
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 patronage; determining cost of doing business; soap and detergents; merchandising staples, fresh meats, fresh produce, dairy products, frozen foods, specialties and sundries.
FAMILY DEVELOPMENT

CHILD DEVELOPMENT (For Pre-School Level)
Wed., 7:30 p.m. to 9:00 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 outdoor activities; 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.

PERSONALITY AND CHARM
Wed., 7:30 p.m. to 9:00 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.

HOME NURSING
Tues., 7:00 p.m. to 9:00 p.m.
This course is planned for those people who want a practical course in home care of the sick or who want help on what to do until the doctor comes. There will be opportunity for actual practice in taking temperature, feeding the patient, making the bed with the patient in it and practice in other sick-room procedures. This course is taught by a graduate nurse.

BUDGETING
Tues., 7:30 p.m. to 9:00 p.m.
Planned for those who would like some help in keeping a record of money spent and planning expenditures. Choosing an account system, what should the family understand about credit, customer credit sources, savings and investments, insurance, are covered. Each student may work out a budget to suit her needs.

FOODS AND NUTRITION
- FOODS I (Meals for Moderns)
Mon. and Wed., 7:00 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.
- FOODS III (Salads, Casseroles, Desserts and Hospitality Cookery)
Mon. and Wed., 7:00 p.m. to 9:00 p.m.
- FOODS IV (Supper Class)
Tues. and Thurs., 5:15 p.m. to 7:00 p.m.

FEE—$3
Meals in the modern way suggest 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—lunch, breakfast and dinner. It will include something in quick breads, vegetables, salads, casserole dishes, meats, sandwiches and simple desserts. An excellent course for bride-to-be or anyone desiring help in practical cookery.

FEE—$4
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 plats and casseroles.

FEE—$4
New and unusual salads, casserole dishes for the main part of the meal or for buffet suppers, 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.

FEE—$10 Per Semester
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., 7:00 p.m. to 9:00 p.m.  
FEE—$3  
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  
Tues., 7:00 p.m. to 9:00 p.m.  
FEE—$3  
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  
Tues., 7:30 p.m. to 9:00 p.m.  
For the individual who wishes to have a working knowledge of the importance of balanced meals in the achievement of radiant health and successful careers, this course is suggested. Some of the highlights of the course are: body requirements of vitamins, minerals, proteins, fats and carbohydrates; how to plan the family meals so as to secure these requirements; how to choose foods when eating all meals out; foods to eat to take care of deficiencies in the diet; the relation of food to personality; how overeating of one class of foods results in lowered vitality; pointers on weight reduction and also on body building. This is a lecture and discussion course.

CLOTHING AND TEXTILES  
CLOTHING I (Firsts in Sewing)  
Mon., Tues., Wed., or Thur., 7:00 p.m. to 9:00 p.m.  
FEE—$1  
First lessons in sewing include the construction of simple garments such as blouses, cotton dresses, 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 pocket. Decorative stitches such as festooning and smocking will be applied on cotton or silk dresses.

CLOTHING IV (Casual Clothes)  
Mon., Tues., or Thurs., 7:00 p.m. to 9:00 p.m.  
FEE—$1  
An elementary dressmaking course which follows Clothing I or its equivalent. There will be opportunity to choose the types of garments to be made. It may be dresses for morning wear, casual clothes, blouses and skirts 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.: Thurs. 7:00 p.m. to 9:00 p.m.  
FEE—$1  
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, 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 I)  
Mon. and Wed., 7:00 p.m. to 9:00 p.m., or Tues. and Thurs. 7:00 p.m. to 9:00 p.m.  
FEE—$1.00  
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, reverse hand stitching of collars and front facing, fitting problems, use of pressing board 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
intralining, interlining, 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., 7:00 p.m. to 9:00 p.m.
FEE—$1.00

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.

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 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.

MILLINERY I

Mon., Tues., or Thurs., 7:00 p.m. to 9:00 p.m.
FEE—$2

This is a course for the beginner and will include fundamental principles of hat making. The first problem will be the covering of a frame with fabric and trimming the hat. Types of hats to be made will depend upon the season and current styles. Some of the materials to be used are: fabrics of various kinds, straw cloth, straw braid, and felt. Styling the hat for the individual is featured. Steaming and blocking are taught. Out of style hats may be renovated and restyled.

MILLINERY II

Wed., 7:00 p.m. to 9:00 p.m.
FEE—$2

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 hat to suit the individual is included.
AUTO MECHANICS TRADE EXTENSION
Mon. and Wed., 7:00 p.m. to 9:00 p.m.
FEE—$3.00
This course is prepared for persons employed in the automotive field and covers both theory and practice in the following units of instruction—electrical systems, fuel systems, engine tune-up, brakes, front wheel alignment and steering.

AUTO BODY
Tues. and Thurs., 7:00 p.m. to 9:00 p.m.
FEE—$2.00
The course covers the welding of light gauge metal and other metals of the auto body including aluminum and white metal. The procedures of refinishing and matching colors. Procedures of minor and major auto body repairs.

BUILDING AND ALLIED TRADES
WOODWORKING (Cabinetmaking)
Mon. and Wed., 5:00 p.m. to 7:00 p.m.; 7:00 p.m. to 9:00 p.m.
Tues. and Thurs., 7:00 p.m. to 9:00 p.m.
FEE—$2.50
Knowing the woods we use, selecting the woods suitable for the job, stock sizes and actual sizes of lumber, drying and storing of lumber, matching wood for its beauty of grain, working the wood to achieve the desired results. The care, use and sharpening of tools, project making, machine woodworking, milling o stock on power machines, joints and joint making, glue and gluing, preparing surfaces and applying finishes. Wood turning. Safety practices of hand power tools.
All materials used for personal projects must be paid for by the student.

BLUEPRINT READING
Tues. and Thurs., 7:00 p.m. to 9:00 p.m.
FEE—$1.00
The student has a choice of studying either the blueprints for the machine trades or for the building trades. Both courses present many practical applications. The student progresses easily from the basic and fundamental concepts, to a thorough understanding of each subject.

CARPENTRY-TRADE EXTENSION
Tues. and Thurs., 7:00 p.m. to 9:00 p.m.
This course is designed for men who are employed in the carpentry trade. It is divided into several units of instruction, each being offered on designated evenings thus making it possible for the student to enroll for only the instruction he is anxious to obtain. A list of the units and the dates each is offered may be obtained from the trade supervisor.

DRAFTING (Architectural)
Tues. and Thurs., 7:00 p.m. to 9:00 p.m.
FEE—$1
Covers vocabulary, construction details, pictorial drawing, isometric, oglique 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, specifications, transplanting 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-sectional and symbols; dimensioning; pictorial drawing; screw threads; pattern drawing.
ELECTRICITY

Mon. and Wed., 7:00 p.m. to 9:00 p.m.
FEE-$1
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
This course covers nomenclature of the engine lathe, milling machine, shaper, grinders, and drill press, and the basic operating principles of these machines. Also, layout procedures, the use of precision instruments and gauges, machine shop trade standards and data including care of hand tools.

Any materials other than those used by the student for class exercise must be paid for by the student.

SHEET METAL 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.

The fee covers cost of material used to prove the layout work only; any materials used for project work will cost extra.

WELDING (Arc)

Tues. and Thurs., 5:00 p.m. to 7:00 p.m.
Mon. and Wed., 7:00 p.m. to 9:00 p.m.
Tues. and Thurs., 7:00 p.m. to 9:00 p.m.
FEE-$10
COURSE CONTENT—Industrial application of arc welding; arc welding machines; and accessories; classification of welding electrodes; joint and weld characteristics; basic training in arc welding of mild steel in the flat, horizontal, vertical, and overhead positions. Army and navy qualification tests. Pipe welding. Pressure vessel welding. Hel-arc welding of stainless steels and alloys.

WELDING (Oxy-Acetylene)

Mon. and Wed., 7:00 p.m. to 9:00 p.m.
Tues. and Thurs., 7:00 p.m. to 9:00 p.m.
FEE-$10
Basic training in welding mild steel in flat, horizontal, vertical, and overhead positions, care of equipment, pipe welding, bronze welding, steel and cast iron welding. Oxy-acetylene cutting of metals, white metal welding, aluminum welding, and lead burning.

SERVICE OCCUPATIONS

RADIO I—THEORY AND SERVICE OF RECEIVERS

Tues. and Thurs., 6:30 P.M. to 9:30 P.M.
FEE-$5.00
Covers basic theory, radio fundamentals, vacuum tubes, amplifiers, power supplies, detectors, oscillators, couplings, mixer circuits, control circuits; mechanical practice and use of hand tools, soldering, construction and operation of radio receivers, service methods, use of service instruments, signal tracing, alignment of receivers; elementary radio mathematics, laws, and electrical formulas.

TELEVISION—THEORY AND SERVICE OF TV RECEIVERS

FEE-$8.00
Prerequisite: Radio I or equivalent; ability to pass entrance examination.
Covers basic television theory, elementary television mathematics, the TV high and low voltage power supplies, vertical and horizontal deflection circuits, the radio frequency unit, the sound channel, the picture IF, the picture second detector, the video amplifier, the D.C. restorer, synchronizing circuits, the kinescope tube; use of television test equipment in the location of defects, alignment of television receivers.
TRADE AND INDUSTRY

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 gain 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

Hand composition, presswork, and machine composition are the main divisions of work offered in printing. Some work may also be taken in cost estimating, paper estimating, and cutting. Related work will be given concerning inks and papers. The instruction is individual and the student progresses at his own pace.