1952-1953
Day School Catalog

Revised

Madison Vocational and Adult School
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GENERAL INFORMATION

The Madison Vocational and Adult School is a public school in which Madison residents above the age of fourteen may enroll without tuition cost. Laboratory 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 the student. Registration is not complete until all fees are paid. 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. Further information on veterans' training may be obtained in Room 148.

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 registration office and may be obtained for reference or school admission purposes by the student at any time.

ATTENDANCE

A record 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 Those who must be absent are requested to call 5-4541 so that they will not be withdrawn from class.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 138. This department is at the service of all students.
who have health, welfare, placement and guidance problems. It offers counseling service to all adults.

It offers counseling service to all adults. Aptitude, interest and general information tests are given when indicated as a part of this service. Any young student or adult wishing to avail himself of an opportunity to take these tests may arrange for them at this office. Adults who are retired or about to retire because of age are invited to use the counseling services.

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 positions 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 classification, or to make up educational deficiencies in order that they may enter fields of training which have 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 Registration 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: 75 cents per one-half day—8:30 a.m. to 12:06 p.m. 75 cents per one-half day—12:52 p.m. to 4:24 p.m.

Tuition is payable in advance for each nine week period. Tuition may be charged for only actual days of attendance; hence all unused tuition will be refunded to the student if a written request is presented to the director.

REGISTRATION HOURS

8:30 a.m. to 11:30 a.m.

1:30 p.m. to 3:30 p.m.

Monday through Friday

MADISON VOCATIONAL AND

ADULT SCHOOL

CALENDAR

1952-1953

Tuesday and Wednesday, September 2 and 3, 1952—Workshop for supervisors.

Thursday and Friday, September 4 and 5, 1952—Day school registration.

Saturday, September 6, 1952—Meeting of staff and supervisors.

Monday, September 8, 1952—Day school opens.

Tuesday, September 30 and Wednesday, October 1, 1952—Registration for evening school (5 p.m. to 9 p.m.)

Thursday, October 2, 1952—Meeting of evening school staff.

Monday, October 6, 1952—Evening school begins.

Thursday and Friday, November 6 and 7, 1952—Day and evening school close for Milwaukee meeting of Wisconsin Education Association and Wisconsin Federation of Teachers.

Thursday and Friday, November 27 and 28, 1952—Day and evening school close for Thanksgiving vacation.

Friday, December 12, 1952—Evening school closes for Christmas vacation.

Saturday, December 20, 1952 through Sunday, January 4, 1953—Day school closes for Christmas vacation.

Monday, January 5, 1953—Day and evening school reopen.

Monday and Tuesday, January 5 and 6, 1953—Registration for second term of evening school.

Friday, January 30, 1953—End of first semester of day school.

Monday, February 2, 1953—Beginning of second semester of day school.

Friday, February 6, 1953—Day and evening school close for meeting of Southern Wisconsin Education Association.

Friday, March 13, 1953—Evening school closes.

Friday, April 3 through Sunday, April 12, 1953—Day school closes for spring vacation.

Friday, April 3; Easter Sunday, April 5.

Monday, April 13, 1953—Day school reopens.

Friday, May 1, 1953—Day school closes for Milwaukee meeting of Wisconsin Association for Vocational and Adult Education.

Friday, June 12, 1953—End of school year.
General Education

Academic
Art
Music
ACADEMIC

MATHEMATICS

ALGEBRA I (Beginning)
COURSE NUMBERS—1131, 2131
TYPE OF STUDENT—Adult, Apprentice, Junior
FEE—None
LENGTH OF COURSE—180 fifty minute periods
TEXT—Progressive First Algebra by W. W. Hart
COURSE CONTENT—Covers beginning of algebra for which one high school unit 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 fifty 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 unit is given.

GEOMETRY
COURSE NUMBERS—1133, 2133
TYPE OF STUDENT—Adult, Apprentice, Junior
FEE—None
LENGTH OF COURSE—180 fifty 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 unit 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—90 fifty minute periods
TEXT—Applied Mathematics by James F. Johnson
COURSE CONTENT—Arithmetic fundamentals are studied and applied to practical problems. One-half high school unit 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 fifty minute periods
TEXT—Plane Trigonometry by Rosenbach, Whitman, Moskovitz
PREREQUISITE—Algebra, geometry
COURSE CONTENT—High school course in trigonometry. Emphasis is placed on problem solving after the trigonometric relations are mastered. Twenty assignment sheets with a final examination after satisfactory completion of the assignment sheets constitute the course. One-half high school unit is given.

BUSINESS MATHEMATICS
COURSE NUMBERS—1137, 2137
TYPE OF STUDENT—Adult, Apprentice, Junior
FEE—None
LENGTH OF COURSE—90 fifty minute periods
PREREQUISITE—Arithmetic
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 school unit is earned when course is completed.

REFRESHER IN MATHEMATICS
COURSE NUMBER—1136, 2136
TYPE OF STUDENT—Junior, Adult
FEE—None
COURSE CONTENT—A course in refresher arithmetic is offered for those preparing for civil service examinations and other tests involving mathematics.

SCIENCE

CHEMISTRY
COURSE NUMBERS—1121, 2121
TYPE OF STUDENT—Adult, Junior
FEE—$7.50 per semester
LENGTH OF COURSE—180 fifty 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 unit is given for the successful completion of this course.
ENGLISH

ENGLISH FOR PART-TIME BOYS
COURSE NUMBER—1103
TYPE OF STUDENT—Part-time
FEE—None
LENGTH OF COURSE—37 fifty minute periods
TEXTS—Adopted 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
BEGINNING M. W. F.
ADVANCED T. TH.
COURSE NUMBER—2101
TYPE OF STUDENT—Adult
FEE—None
LENGTH OF COURSE—180 fifty 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 GRAMMAR
COURSE NUMBER—1103
TYPE OF STUDENT—Junior Part-time Girls
FEE—None
LENGTH OF COURSE—36 fifty 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 compositions.

ADVANCED GRAMMAR
COURSE NUMBER—2104
TYPE OF STUDENT—Adult
FEE—None
LENGTH OF COURSE—180 fifty minute periods
TEXTS—Handbook of English Usage by Canby and Opdyke; Workbooks: Applied English Essentials and Practical Punctuation Drills by Charles G. Reigner
COURSE CONTENT—Basic principles of grammar—the sentence, parts of speech, spelling, and punctuation taught through study and drill on correct usage.

ENGLISH COMPOSITION AND LITERATURE
COURSE NUMBER—2105
TYPE OF STUDENT—Adult
FEE—None
LENGTH OF COURSE—180 fifty minute periods
TEXTS—The Technique of Composition by Taft, McDermott, and Jenson; 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 writing; themes to teach the student to write a good paper. Through such an approach, the student is given guidance not only in self-expression but also in personal growth and happiness.

ENGLISH FOR PRINTERS
COURSE NUMBER—3107
TYPE OF STUDENT—Full-time Junior, Adult
FEE—None
LENGTH OF COURSE—180 fifty minute periods
TEXTS—English for Printers, International Typographical Union; Applied Punctuation, Charles G. Reigner
For reference: College Business English, Charles C. Reigner; Century College Handbook, Greever 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.

JOURNALISM
COURSE NUMBER—2108
TYPE OF STUDENT—Full-time Junior, Adult
FEE—None
LENGTH OF COURSE—72 fifty 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, 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.
ELEMEN TARY SPEECH

COURSE NUMBER—1110
TYPE OF STUDENT—Junior
FEE—None
LENGTH OF COURSE—180 fifty minute periods
TEXTS—Everyday Speech by Smith, Meeting 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.

SPEECH (GENERAL)

COURSE NUMBERS—1111, 2111
TYPE OF STUDENT—Adult
FEE—Laboratory fee 50c per semester
LENGTH OF COURSE—180 fifty 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—The average person should realize how great a part his speech plays in his everyday life. Dress and physical appearance are secondary. Voice makes or mars. This course will teach what effective speech can mean in everyday speaking, the greeting, telephone conversation, giving directions, making explanations, the interview, specific speech situations, the talk to convince, describing a technique, the impromptu talk, speeches for social occasions, welcome, introductions, award presentation, and after dinner speeches. Group speaking, group discussion, round table, the panel, the forum, the function of the chairman will be studied. Speaking props—ideas, words, voice, and diction. Oral reading techniques. Prose and poetry selections for general practice.

SPEECH FOR APPRENTICES

COURSE NUMBER—3112
TYPE OF STUDENT—Apprentice
FEE—None
LENGTH OF COURSE—37 fifty 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 fifty minute periods
TEXT—America by Faulkner and Xapner
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 fifty minute periods
TEXT—World History by Smith, Muzzey and Lloyd
COURSE CONTENT—A comprehensive study of the beginnings of civilization; what it is, how our ancestors lived, what the Egyptians accomplished, and civilization of Western Asia. A study of the great civilization of Greece and Rome; their contributions and influence on the world. Life in the Middle Ages, the Barbarian Invasions, Christianity, feudalism, the Crusades. Beginnings of the modern world and the struggle
GENERAL EDUCATION

In democracy, the growth of nationalism and conflict of the great powers, World War I, Treaty of Versailles, League of Nations, Europe and the United States, reconstruction of Europe, rise of totalitarian powers, World War II and results. A critical analysis of current events and world problems.

YOU AND YOUR WORLD FOR JUNIOR STUDENTS

COURSE NUMBER—1115
TYPE OF STUDENT—Full-Time, Part-Time Junior
FEE—None
LENGTH OF COURSE—36 fifty minute periods for part-time students and 180 fifty minute periods for full-time students
COURSE CONTENT—The purpose of this course is to help the student to be better informed by understanding the issues and problems today.

YOU AND YOUR WORLD FOR ADULTS

COURSE NUMBER—2118
TYPE OF STUDENT—Adult
FEE—None
LENGTH OF COURSE—8 fifty minute periods
TEXTS—None
COURSE CONTENT—This course is a summary and evaluation of contemporary human events, with emphasis upon political and social changes and trends of the recent past and their probable future development.

LANGUAGE

FOREIGN LANGUAGE

SPANISH I—Tues. and Fri.
SPANISH II—Mon. and Th.
COURSE NUMBERS—1140, 2140
TYPE OF STUDENT—Junior, Adult
FEE—None
LENGTH OF COURSE—148 fifty minute periods
COURSE CONTENT—A class in conversational Spanish with practice in pronunciation, comprehension of the spoken language, and conversational drill.

BASIC READING AND COMPREHENSION

COURSE NUMBER—1198, 2198
TYPE OF STUDENT—Junior, Adult
FEE—None
LENGTH OF COURSE—20 fifty minute periods

GENERAL EDUCATION

COURSE CONTENT—Reading is a skill which is learned by constant practice and evaluation of comprehension. To be able to read more rapidly and to better understand what has been read are necessary tools for gaining success in any field as well as everyday living. In this course a careful analysis is made of present reading methods and training will be given in rapid reading, increased comprehension of reading, skimming, and eliminating faulty habits.

ART

DRAWING (Elementary)

COURSE NUMBER—1201
TYPE OF STUDENT—Part-time, Full-time Junior
FEE—None
LENGTH OF COURSE—360 fifty minute periods daily 10:15-12:00
COURSE CONTENT—Still-life drawing in line, value and color, stressing perspective and composition. Mediums are charcoal, colored pencils, crayons and pencil.

DRAWING AND PAINTING

Elementary and Advanced

COURSE NUMBERS—2202, 5202
TYPE OF STUDENT—Apprentice, Adult
FEE—Laboratory $1 per semester for each day of the week enrolled. Materials to be furnished by student.
LENGTH OF COURSE—72 to 180 fifty minute periods per semester
Mon., Tues., Wed., Thurs. 12:52-4:24 first semester
Mon., Wed., 12:52-4:24 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.

DESIGN

COURSE NUMBERS—2203, 5203
TYPE OF STUDENT—Adult
FEE—Laboratory $1 per semester for each day of the week enrolled.
LENGTH OF COURSE—72 fifty minute periods first semester; 72 fifty minute periods second semester
Tues. and Thur. 12:52-4:24 first semester
Tues. and Thur. 12:52-4:24 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 line relationships.
FIGURE DRAWING
COURSE NUMBERS—2204, 5204
TYPE OF STUDENT—Full-time, advanced adult and apprentice 1st and 2nd semester
FEE—Laboratory fee $2.50 per semester
LENGTH OF COURSE—18 fifty minute periods each semester
COURSE CONTENT—Emphasizing line, proportion, rhythm, anatomy 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—36 fifty minute periods first semester and second semester
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.

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

ART METAL
COURSE NUMBER—1260
TYPE OF STUDENT—Full-time, Half-time, Part-time and Adult
FEE—None. Materials to be paid for by student
LENGTH OF COURSE—90 fifty minute periods
COURSE CONTENT—An elementary course in design processes and techniques as applied to copper and brass. Processes include beating down, soldering, filing and etching.

ART METAL
COURSE NUMBERS—2261, 5261
TYPE OF STUDENT—Adult
FEE—Laboratory S1 per semester for each day of the week enrolled. Materials to be purchased by student
LENGTH OF COURSE—108 fifty minute periods Mon. 1:45-4:24
COURSE CONTENT—Design processes and techniques as applied to copper and brass. The processes include beating down, piercing, soldering, filing, etching, construction design, patternmaking, finishing and oxidizing.

COSTUME JEWELRY
COURSE NUMBERS—2262, 5262
TYPE OF STUDENT—Adult
FEE—Laboratory $1 per semester for each day of the week enrolled. Material to be purchased by student
LENGTH OF COURSE—324 fifty minute periods Tues., Wed., Thurs. 1:45-4:24
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 per semester. Stones to be purchased by student
LENGTH OF COURSE—108 fifty minute periods Fri. 1:45-4:24
COURSE CONTENT—Recognition and classification of semi-precious stones. The processes used on the lapidary machine include sawing, grinding, sanding and polishing stones suitable for costume jewelry.

COMMERCIAL ART
COURSE NUMBERS—1231, 2231, 3231, 4231, 5231
TYPE OF STUDENT—Apprentice, Full-time, Part-time and Adult
FEE—Laboratory S3 per semester
TEXTS—Commercial Art by Wallace; Graphic Design by Friend
LENGTH OF COURSE—360 fifty minute periods Daily 8:30-10:14
COURSE CONTENT—Design, perspective drawing, light and shade, lettering, pen techniques, wash techniques, color theory advertising layout, poster advertising, brush lettering, reproduction processes.

INTERIOR DECORATION
COURSE NUMBER—125
TYPE OF STUDENT—Adult
FEE—None
LENGTH OF COURSE—36 fifty minute periods Fri. 2:40 to 4:24 second semester
COURSE CONTENT—Constructional elements in making our homes more beautiful and functional; study of backgrounds as walls, floors, ceilings and windows; furniture styles and arrangements; study of light and dark color and tonalities for special effects and harmony of texture combinations. Lectures, laboratory, class discussions and field trips.
GENERAL EDUCATION

SHOW CARD WRITING
COURSE NUMBERS—1232, 2232, 3232
TYPE OF STUDENT—Adult
FEE—Laboratory fee 83 per semester
LENGTH OF COURSE—110 fifty minute periods
COURSE CONTENT—Pen lettering; brush lettering; layout for show cards; color in show cards; miscellaneous hints; banners and window strips; illustrations for show cards; silk screen process; displays.

GENERAL CRAFTS
COURSE NUMBERS—2241, 5241
TYPE OF STUDENT—Full-time, Part-time Adult
FEE—$1 per semester for each day of week enrolled. Materials to be furnished by student.
LENGTH OF COURSE—540 fifty minute periods
DAILY: 12:32-3:32
COURSE CONTENT—Leather craft, block printing, textile decorations, caning, decorative painting, (resinating) and other related hand crafts.

CERAMICS
COURSE NUMBER—1223
TYPE OF STUDENT—Adult
FEE—Laboratory fee $1 per semester for each day of the week enrolled. Materials to be purchased by student, from school.
LENGTH OF COURSE—108 fifty minute periods per semester
Mon., Wed., Fri. 2:30 to 4:24 first semester
Mon., Wed. 2:40 to 4:24 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.

APPLIED ART I
COURSE NUMBER—1240
TYPE OF STUDENT—Full-time, Half-time Junior
FEE—None
LENGTH OF COURSE—180 fifty minute periods
Daily 12:32-2:32
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.

WEAVING (Elementary)
COURSE NUMBER—2272
TYPE OF STUDENT—Adult
FEE—Laboratory fee $1 per semester for each day

MUSIC
HARMONY
COURSE NUMBERS—1304, 2304
TYPE OF STUDENT—Junior, Adult
FEE—None
LENGTH OF COURSE—36 fifty minute periods
TEXT—Modern Harmony by Poole and Spalding
COURSE CONTENT—Intervals, consonance and dissonance in versions, major and minor scales,
circle of the fifths, chromatic scale, triads, open and close position, 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 fifty minute periods
TEXT—Adult Piano Course, Book I by Wegner

PIANO II

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

POPULAR PIANO THROUGH KEYBOARD HARMONY

COURSE NUMBERS—1303, 2303
TYPE OF STUDENT—Junior, Adult
FEE—None
LENGTH OF COURSE—36 fifty minute periods
TEXT—Modern Piano by Lee Sims
COURSE CONTENT—This course is designed for students having some knowledge of piano and consists of learning popular music, chords, 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. A prerequisite for students learning to do their own arranging.
ACCOUNTING

ACCOUNTING I

COURSE NUMBER—2401
TYPE OF STUDENT—Adult
LENGTH OF COURSE—90 fifty minute periods
TEXT—College Accounting, Sherwood & Boling Workbook, Part I.
J. C. Allen, personal service, practice set.
W. L. Mann, mercantile, practice set.

COURSE CONTENT—The elementary principles of accounting and the procedures of double entry bookkeeping are thoroughly covered in this course. A comprehensive study is made of both the cash and accrual basis of keeping accounts. Work covered includes journalizing, posting, trial balance, preparing financial reports, adjusting and closing the books at the close of the business period.

This course is intended primarily for those who have had no previous training in bookkeeping or accounting. Successful completion of the prescribed work will provide the student with a general knowledge of accounting useful in business or professional fields.

ACCOUNTING II

COURSE NUMBERS—2402, 4402
TYPE OF STUDENT—Adult, On-the-job
LENGTH OF COURSE—18 to 90 fifty minute periods
TEXT—College Accounting, Sherwood & Boling Workbook, Part II.
Reynolds and Reynolds, personal service, practice set.
Bryant & Wood, mercantile, practice set.

COURSE CONTENT—This is a continuation of Accounting I enlarging upon the theories and practices in use today. The work is devoted to the partnership and corporation types of organizations with emphasis on the wholesale merchandising enterprise. Such subjects as adjusting and classifying accounts, preparing statements and closing books, profit and loss distribution, admission of new partners, partnership dissolution, accounting for purchases, sales, negotiable instruments, taxes, and the acquisition and disposal of fixed assets will be a part of this course.

It serves as basic training for students planning to major in accounting or for work as a bookkeeper or junior accountant.

ACCOUNTING III

COURSE NUMBERS—2403, 4403
TYPE OF STUDENT—Adult, On-the-job
LENGTH OF COURSE—18 to 90 fifty minute periods
TEXT—College Accounting, Sherwood & Boling Workbook, Part III.
The King Manufacturing Company, practice set.

COURSE CONTENT—Consideration is given to the corporate form of business organization with emphasis on the industrial or manufacturing type of enterprise. Accounts and accounting procedures with cost implications for a manufacturer or concern are presented. Subjects covered include legal organization and records of a corporation, classes and values of capital stock, surplus and dividends, reserves and funds, the voucher system of accounting, manufacturing accounts, annual reports and closing the books of a manufacturer.

ACCOUNTING IV

COURSE NUMBERS—2404, 4404
TYPE OF STUDENT—Adult, On-the-job
LENGTH OF COURSE—18 to 90 fifty minute periods
TEXT—Principles of Cost Accounting by Sherwood-Choice

COURSE CONTENT—A prerequisite to this course is the completion of a preliminary course in general accounting. The job order or production order system, the process cost system and the standard cost system are discussed. Accounting for materials, labor and factory overhead expenses gives the student knowledge basic in the field of cost accounting.

ACCOUNTING V

COURSE NUMBER—2405
TYPE OF STUDENT—Adult
LENGTH OF COURSE—90 fifty minute periods
TEXTS—Varied advanced texts

COURSE CONTENT—A thorough knowledge of accounting principles or two years accounting training is a prerequisite of this course. The work is all individual, and the needs and problems of
the students are fulfilled as far as possible. Work in advanced accounting, C. P. A. problems, cost accounting, federal income tax, and auditing is presented.

BURROUGHS TYPEWRITER BOOK-KEEPING - Machine Model 7600

COURSE NUMBERS—2445, 4445
TYPE OF STUDENT—Adult, On-the-Job
EQUIPMENT FEE—$1 per term
LENGTH OF COURSE—45 fifty 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 proving the operation. After the student has mastered these operations, he posts a set of business transactions using individual ledger and statement sheets and a control account. A Model 76 machine is less automatic than a Model 78 machine and requires the use of more keys to perform the various operations.

BURROUGHS TYPEWRITER BOOK-KEEPING - Machine Model 7800

COURSE NUMBERS—2446, 4446
TYPE OF STUDENT—Adult, On-the-Job
EQUIPMENT FEE—$1 per term
LENGTH OF COURSE—45 fifty 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 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 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
EQUIPMENT FEE—$1 per term
LENGTH OF COURSE—25 fifty minute periods
TEXT—Operating Instructions and Practice Problems by Burroughs Adding Machine Co.

BUSINESS PRINCIPLES

BUSINESS ARITHMETIC

COURSE NUMBERS—2436, 4436
TYPE OF STUDENT—Adult, On-the-job
FEE—None
LENGTH OF COURSE—18 to 90 fifty 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.

ADVANCED BUSINESS MATHEMATICS AND PROJECTS

COURSE NUMBERS—2435, 4435
TYPE OF STUDENT—Adult, On-the-job
FEE—None
LENGTH OF COURSE—18 to 90 fifty 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 PRACTICE

COURSE NUMBER—1437
TYPE OF STUDENT—Part-time Junior
FEE—None
LENGTH OF COURSE—37 fifty minute periods
TEXT—ZcTavern’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, invoice (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—18 to 90 Fifty 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 fifty 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 filling equipment; (3) methods of filing and practical application by the use of 75 miniature letters and filing trays—alphabetic, numeric, geographic, subject, triple check, Soundex and Vardex; (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—80 fifty minute periods
TEXT—Everyday Problems in Economics by Dr. May Wood-Simons
COURSE CONTENT—Deals with present-day problems of American society, the relation of these problems of the past, and their possible effect on the future economic and political systems of our nation.

GENERAL ECONOMICS

COURSE NUMBER—4458
TYPE OF STUDENT—On-the-job
FEE—None
LENGTH OF COURSE—36 fifty 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—36 to 90 fifty minute periods
TEXT—Basic Bookkeeping and Accounting by Schneider-Sell-Lazenby
COURSE CONTENT—Unit 1 is a study of general records including budgets, income and expense and cash records. Also information regarding forms such as checks, notes, drafts and other papers used in business. Elementary bookkeeping including journalizing, posting, closing the ledger and making business statements in 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 of end of month.
BUSINESS EDUCATION

BUSINESS CORRESPONDENCE—
INTENSIVE COURSE
COURSE NUMBERS—2425, 4425
TYPE OF STUDENT—Adult, on-the-job
FEE—None
LENGTH OF COURSE—45 fifty minute periods
TEXT—Effective Business Correspondence by Au-
nier
COURSE CONTENT—A short intensive course of
nine weeks in Business Correspondence will be
offered. This course is suitable for students
above the high school level. It aims to give the
student the knowledge and practice to enable
him to write business letters that get results.
Letter form, the underlying principles of effective
writing, and specific types of business letters
will be studied.

ELEMENTARY GRAMMAR
COURSE NUMBER—1429
TYPE OF STUDENT—Junior, Part-Time
FEE—None
LENGTH OF COURSE—37 fifty minute periods
TEXT—Applied English Essentials by Chas. H.
Reigner
COURSE CONTENT—For the part-time student who
attends school one day a week. It presents the
principles of grammar, the parts of speech, the
correct tense, the proper use of common words,
and the spelling of simple words used in the text.

ADVANCED GRAMMAR
COURSE NUMBERS—2427, 4427
TYPE OF STUDENT—Adult, On-the-job
FEE—None
LENGTH OF COURSE—90 fifty minute periods
TEXTS—Applied English Essentials: Practical Eng-
lish Drills and Applied Punctuation. College
English for Business by Charles G. Reigner.
COURSE CONTENT—Objectives are to help the pu-
pil to speak and write correctly, to construct var-
ed sentences, to punctuate correctly, to
read with understanding and comprehension, and
to spell simple words correctly.

OFFICE TRAINING

COMPTOMETER AND BURROUGHS
MACHINE CALCULATION
COURSE NUMBER—2430-4430
TYPE OF STUDENT—Adult, On-the-job
EQUIPMENT FEE—$1 per term
LENGTH OF COURSE—45 fifty minute periods
TEXT—Key-Driven Calculator Course by Good-
follow and Agnew
COURSE CONTENT—This is a nine-week introduc-
tory course for beginners. The four fundamental
principles—addition, multiplication, division and
subtraction—are taught. The course is not plan-
ed to train operators but to acquaint students
with the fundamental operations of the above ma-
achines.

COMPTOMETER AND BURROUGHS
MACHINE CALCULATION
COURSE NUMBERS—2431, 4431
TYPE OF STUDENT—Adult, On-the-job
EQUIPMENT FEE—$1 per term
LENGTH OF COURSE—90 fifty minute periods
TEXT—Key-Driven Calculator Course by Good-
follow and Agnew
COURSE CONTENT—Includes all phases of ma-
chine operation. Students should take the intro-
ductory try-out course before Calculating II to
determine whether or not they have a liking or
an aptitude for the work before specializing in it.
It is inadvisable 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 prob-
lems, percentage, discounts, inventories, recipro-
cals, 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—37 fifty minute periods
TEXT—Key-Driven Calculator Course by Good-
follow 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 opera-
tions: addition, multiplication, division, subtrac-
tion. 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 multipli-
cation, 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
EQUIPMENT FEE—$1 per term
LENGTH OF COURSE—45 fifty minute periods
TEXT—Key-Driven Calculator Course by Goodfellow and Agnew.
COURSE CONTENT—Covers addition and the various methods of multiplying, subtracting and dividing, followed by their application to problems in business arithmetic. Upon the completion of the course, a student should have a thorough knowledge in the fundamental processes as they apply in business, and sufficient knowledge to operate the machine in any business office.

REMINGTON RAND AUTOMATIC PRINTING CALCULATOR
COURSE NUMBER—2434-4434
TYPE OF STUDENT—Adult, On-the-Job
EQUIPMENT FEE—$1 per term
LENGTH OF COURSE—20 fifty 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.

KEY-PUNCH MACHINE
COURSE NUMBERS—1435-2435-4435
TYPE OF STUDENT—Adult, On-the-Job
FEE—50c per semester
LENGTH OF COURSE—Long enough to develop speed; varies with the individual
TEXT—Supplementary material
COURSE CONTENT—The student is given instruction and practice in the operation of the Electric Key-Punch Machine. Development of speed and accuracy on the ten-key keyboard is the ultimate aim of this course. Opportunity is offered, through field trips, for observation of key-punching and its relationship to sorting, tabulating and accounting as performed on IBM equipment.

TRANSCRIBING MACHINES—DICTAPHONE AND EDIPHONE
COURSE NUMBER—2467
TYPE OF STUDENT—Adult
FEE—None
LENGTH OF COURSE—5 fifty minute periods
COURSE CONTENT—Designed to train students to become experienced on both the Dictaphone and Ediphone machines. Each operator transcribes a prescribed set of permanent practice records on both machines. Instruction is also given on the dictating machine.

SHORTHAND I-A, Full-Time
COURSE NUMBER—2410
TYPE OF STUDENT—Adult
FEE—50c per semester
LENGTH OF COURSE—1 Semester—180 fifty minute periods
TEXT—Gregg Simplified Functional Method by Leslie and Zoubek; Gregg simplified dictation
COURSE CONTENT—For beginners in Gregg shorthand. The theory of shorthand is completed in the first quarter. The second quarter of the course consists of an automatic review, dictation and transcription on the typewriter. The dictation speed is between 60 and 100 words per minute on a five-minute take. Students should be able to write the city, county, state and federal civil service examination after completing a semester's work.

SHORTHAND I-B, Half-Time—Part-Time
COURSE NUMBER—2411
TYPE OF STUDENT—Adult
FEE—None
LENGTH OF COURSE—90 fifty minute periods
TEXT—Gregg Simplified Functional Method by Leslie and Zoubek; Gregg Simplified Dictation
COURSE CONTENT—This course is 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.

NEW BEGINNING DICTATION
COURSE NUMBER—2412
TYPE OF STUDENT—Adult
EQUIPMENT FEE—$1 per term
LENGTH OF COURSE—90 fifty minute periods
TEXT—Supplementary material
COURSE CONTENT—For students who have completed the shorthand theory, or a refresher course for those who have had some previous work in shorthand. The course consists of a thorough review of shorthand theory, supplementary reading, and dictation and transcription. The dictation range is between 60 and 80 words per minute. The English and shorthand teachers cooperate in checking errors and improving the transcripts.

INTERMEDIATE DICTATION
COURSE NUMBER—2413
TYPE OF STUDENT—Adult
EQUIPMENT FEE—$1 per term
LENGTH OF COURSE—90 fifty minute periods
TEXTS—Speed Drills in Gregg Shorthand by Leslie and Zoubek; Refresher Course in Gregg Short-
Business Education

hand by John R. Gregg, Gregg Transcription Simplified by Leslie and Zoubek

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

ADVANCED DICTATION
COURSE NUMBER—2414
TYPE OF STUDENT—Adult
EQUIPMENT FEE—$1 per term
LENGTH OF COURSE—90 fifty minute periods
TEXTS—Speed Drills in Gregg Shorthand by Leslie and Zoubek, Refresher Course in Gregg Shorthand by John R. Gregg, Gregg Speed Building Simplified by Gregg Leslie—Zoubek.

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.

TRANSCRIPTION
COURSE NUMBER—2416
TYPE OF STUDENT—Adult
LENGTH OF COURSE—90 fifty minute periods
COURSE CONTENT—Transcription begins with an automatic review or refresher course and accompanies each one of the dictation classes. 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 erasing 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
LENGTH OF COURSE—45 fifty minute periods
COURSE CONTENT—For students who are studying to be stenographers, bookkeepers, clerks, and other office workers. The study includes nineteen units of work: (1) types of office workers; (2) the business letter; (3) mailing; (4) telegrams, cablegrams and radiograms; (5) express service; (6) office economy; (7) the telephone; (8) enclosures; (8) freight service;

(10) miscellaneous information; (11) reference books; (12) office machines; (13) vocabulary; (14) method of travel; (15) business enterprise and ownership; (16) business organization; (17) business ethics; (18) personality and personal analysis; (19) applying for the position. Prerequisite: typing.

TYPEWRITER FUNDAMENTALS I
COURSE NUMBERS—1420-2420-4421
TYPE OF STUDENT—Junior, Adult, On-the-Job
EQUIPMENT FEE—$1 per term
LENGTH OF COURSE—90 fifty minute periods
TEXT—One-Year 20th Century Typewriting, Sixth Edition by Lessenberry

COURSE CONTENT—Course for beginners in typewriting. Course includes history and the importance of the typewriter, care of typewriter, parts of the machine, position of the typewriter and individual mastery of keyboard, letters, numbers, symbols and characters on the keyboard. Letters (semi and modified block), carbons, erasures, simple tabulation, syllabication also included in this course.

TYPEWRITER FUNDAMENTALS II
COURSE NUMBERS—1422-2422-4422
TYPE OF STUDENT—Junior, Adult, On-the-Job
EQUIPMENT FEE—$1 per term
LENGTH OF COURSE—90 fifty minute periods
TEXT—Advanced 20th Century Typewriting, Sixth Edition by Lessenberry

COURSE CONTENT—This course is recommended as a continuation of Typing I. It includes a review of the fundamentals as taught in Typing I, problems in personal typing, various business letter styles, outlining, rough drafts, tabulation, carbon copies, envelope addressing, folding and insertion of letters in envelopes. Business forms, telegrams, invoices, checks and receipts are included.

TYPEWRITING III
COURSE NUMBERS—1423-2423
TYPE OF STUDENT—Junior, Adult
EQUIPMENT FEE—$1 per term
LENGTH OF COURSE—90 fifty minute periods
TEXT—Advanced 20th Century Typewriting, Sixth Edition by Lessenberry

COURSE CONTENT—Review of material covered in second semester. Introduction combination, simplified, hanging indentation, block and address at bottom, styles of letters, profit and loss and balance sheets, completion tabulations, business forms, memorandums, and multiple carbons.
BUSINESS EDUCATION

TYPEWRITING IV
COURSE NUMBER—2424
TYPE OF STUDENT—Adult
EQUIPMENT FEE—$1 per term
LENGTH OF COURSE—35 fifty minute periods
TEXT—Advanced 20th Century Typewriting, Sixth Edition by Lessenberry; Various Advanced Texts
COURSE CONTENT—Objective is to prepare for civil service or special types of office work. 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 75-80 words per minute.

DISTRIBUTION EDUCATION
(TRADE FOR SALES PEOPLE)

FUNDAMENTALS OF SELLING
COURSE NUMBER—1501, 3501
TYPE OF STUDENT—Junior, Apprentice
FEE—None
LENGTH OF COURSE—32 fifty minute periods
TEXT—Fundamentals of Selling by Wollers 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 SALESMANSHIP*
COURSE NUMBER—2502, 3502, 4502
TYPE OF STUDENT—Adult, Apprentice
FEE—None
LENGTH OF COURSE—18 fifty 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.

MERCHANDISE INFORMATION**
COURSE NUMBER—2508, 3508, 4508
TYPE OF STUDENT—Adult, Apprentice
FEE—None
LENGTH OF COURSE—38 fifty minute periods
TEXTS—Know Your Merchandise by Wingate, Allespie and Addison; Materials of Industry by Mirereau, Reen and Holdeman
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; what use 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 merchandise; how to present them effectively.

STORE ORGANIZATION AND MANAGEMENT*
COURSE NUMBER—2504, 3504, 4504
TYPE OF STUDENT—Apprentice, Adult
FEE—None
LENGTH OF COURSE—38 fifty 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 fifty minute periods
TEXT—Fundamentals of Advertising by Rowlee 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 fifty 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.

COLOR LINE AND DESIGN***
COURSE NUMBER—2511, 3511, 4511
TYPE OF STUDENT—Junior, Adult, Apprentice
FEE—None
LENGTH OF COURSE—19 fifty minute periods
TEXTS—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 fifty 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.

CERTIFIED LIFE UNDERWRITERS COURSE
COURSE NUMBER—3514, 4514
TYPE OF STUDENT—Apprentice, Adult
FEE—
LENGTH OF COURSE—75 fifty minute periods
Course to be selected

GENERAL LINES INSURANCE COURSE
COURSE NUMBER—3516, 4516
TYPE OF STUDENT—Apprentice, Adult
FEE—
LENGTH OF COURSE—75 fifty minute periods
COURSE CONTENT—Fire insurance policy; automobile passenger car policy; comprehensive personal liability policy; residence burglary and outside theft policy; other types of policies.

*Course offered first semester.
**Course offered second semester
Homemaking

Family Development
Food and Nutrition
Clothing and Textiles

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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 and the impact of a well-groomed appearance are given emphasis.
2. Courtesy—social graces and deportment in public. The emphasis is on good manners in hotels, restaurants and when attending social functions.
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 fifty minute periods
COURSE CONTENT—This course is for the beginning part-time and full-time students and consists of the following units:
1. The Child in the Home—this includes a study of the normal development 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 the importance of family life in the home, characteristics of a satisfying home, and 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 fifty minute periods
COURSE CONTENT—This is a semester course for the part-time student who attends school one day a week. This course centers around the girl and takes into consideration her background, interests, needs and her work outside of the home. High points in the course are: factors essential in a happy marriage; ability to get along with people; sources of conflict in the home; dating and steady friends, friendship and courtship; arrangements; economic adjustments; marriage and the future.

PERSONALITY AND CHARM
COURSE NUMBER—2600
TYPE OF STUDENT—Adult
FEE—None
LENGTH OF COURSE—18 fifty minute periods
COURSE CONTENT—Many phases of personality are studied in this course. Some of the highlights of the course are: development of a philosophy of life; naturalness of manner and relaxation; importance of personality in career life and home life; gaining self-confidence and poise; relation of dress and grooming to personality; leisure time activities; types of personalities; development of individuality; desirable personality traits and how to cultivate them; how to get along with people.

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 tea and buffet meals; flower arrangement; selection of china, linen, silver and crystal.
HOSPITALITY AND TABLE DECORATION

COURSE NUMBER—1601
TYPE OF STUDENT—Junior
FEE—None
LENGTH OF COURSE—18 fifty minute periods
COURSE CONTENT—Hospitality through simple quest 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—45 fifty minute periods
COURSE CONTENT—This course will include safety measures in the home, use and care of electrical equipment, arrangements 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 fifty minute periods
COURSE CONTENT—Similar to course for half-time and full-time students but 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 fifty 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.

MODERN HOME LAUNDRY TECHNIQUES

COURSE NUMBER—2602
TYPE OF STUDENT—Adult
FEE—None
LENGTH OF COURSE—Nine 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 actually use the automatic washer and ironer.

CONSUMER PROBLEMS

COURSE NUMBER—2603
TYPE OF STUDENT— Adult
FEE—None
LENGTH OF COURSE—18 double periods
COURSE CONTENT—The consumer and 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. Lettuce dollars 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—Junior
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 load; the several-times-a-week wash; laundry supplies; modern ironing; fabric 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.
FOODS AND NUTRITION

JR. FOODS I (1st Semester)

COURSE NUMBER—1620
TYPE OF STUDENT—Junior
FEE—None
LENGTH OF COURSE—180 fifty minute periods
COURSE CONTENT—This is 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 etiquettes and table setting are included.

JR. FOODS II (2nd Semester)

COURSE NUMBER—1621
TYPE OF STUDENT—Junior
FEE—None
LENGTH OF COURSE—180 fifty 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 open dinner, commercial 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 fifty 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 fifty minute periods
COURSE CONTENT—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—Nutritious, appetizing and attractive dishes for hot weather 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 fifty minute periods
COURSE CONTENT—What is meant by the nutrition yardstick 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—19 double periods
COURSE CONTENT—This course is a combination of lecture, 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 amount of minerals; vitamins and proteins; meals for children; meals for adults; meals 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—2811
TYPE OF STUDENT—Adult
FEE—$4 per semester
LENGTH OF COURSE—36 three 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-to-be or anyone desiring help in practical cookery.

FOODS II
UNIT I—SALADS FOR ALL OCCASIONS
(1st quarter)
COURSE NUMBER—2612
TYPE OF STUDENT—Adult
FEE—$1.50 per quarter
LENGTH OF COURSE—9 three period sessions
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. Many types of salad dressings are made. The place of salads in the diet is emphasized.

UNIT II—PASTRY
(2nd quarter)
LENGTH OF COURSE—9 three 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 variety of pastry each time the class meets.

UNIT III—POCKETBOOK MEALS
(3rd and 4th quarter)
FEE—$1.50 per quarter
LENGTH OF COURSE—18 three 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; use of ingenuity and imagination in planning meals and marketing.

FOODS III
UNIT I—BREADS AND ROLLS
(1st quarter)
COURSE NUMBER—2613
TYPE OF COURSE—Adult
LENGTH OF COURSE—9 double 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, and the use of deep freezer are also included.

UNIT II—CAKES AND COOKIES
(2nd quarter)
LENGTH OF COURSE—9 three period sessions
FEE—$2 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—CASSEROLE DISHES
(3rd quarter)
LENGTH OF COURSE—9 three period sessions
FEE—$1.50 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 meats;vegetable; fish; chicken. Both fresh meat and leftover meats may be used. Their place in the family meals or for budget meals is presented.

UNIT IV—UNUSUAL DESSERTS
(4th quarter)
LENGTH OF COURSE—9 three period sessions
FEE—$2 per quarter
COURSE CONTENT—The desserts featured in this unit are for special occasions; for instance, something for dessert bridge. Meringues, tortes, ice box desserts, and new things in pastry and frozen desserts are some of the desserts given.

FOODS IV
UNIT I—FREEZING FOODS
(1st quarter)
COURSE NUMBER—2614
TYPE OF STUDENT—Adult
FEE—$1.00 per quarter
LENGTH OF COURSE—9 three period sessions
COURSE CONTENT—This unit is concerned with the methods used for freezing food. Emphasis is given to the correct freezing of fruits, vegetables, meat, poultry, and fish. Also, the proper method for freezing cooked and baked foods is included. How to prepare a whole meal right from the freezer is one of the highlights of the course. If the class wishes lessons on other types of food preservation such as canning, pickling, and jelly making, they may be given.
UNIT II—MEAT, POULTRY AND FISH COOKERY
(2nd and 3rd quarters)
FEE—$2 per quarter
LENGTH OF COURSE—18 three periods 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 III—HOT WEATHER MEALS
LENGTH OF COURSE—9 three 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 V—HOSPITALITY COOKERY
(3rd and 4th Quarters)
COURSE NUMBER—2615
TYPE OF STUDENT—Adult
FEE—$4 per semester
LENGTH OF COURSE—18 three 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 receptions, after-theater snacks, bridge dinners, guest dinners. Table setting for these special occasions is included in the course.

FOODS VI—CAKE DECORATING FOR SPECIAL OCCASIONS (1st and 2nd semester)
COURSE NUMBER—2616
TYPE OF STUDENT—Adult
FEE—$4.00 per semester
LENGTH OF COURSE—18 three period sessions
COURSE CONTENT—This course is for homemakers who are interested in learning the fundamentals of cake decorating for special occasions. The highlights of the course are techniques of making flowers and other forms of decoration; application of decoration to cakes and desserts; the making of petit-fours and mints. Various types of cakes will be made and frozen. In latter lessons, these will be decorated.

FOODS AND NUTRITION
COURSE NUMBER—2617
TYPE OF STUDENT—Practical Nurse
FEE—None
LENGTH OF COURSE—10 two period sessions
COURSE CONTENT—This home foods course is open only to the group which is taking training for Practical Nursing. The emphasis is put on the food for patients. However, some time is given to general cookery. Since often the practical nurse must prepare some of the meals for the family, Invalid cookery and invalid trays are part of the course. Nutrition, which includes the body requirements for vitamins, minerals, proteins, carbohydrates, and fats, is also given.

DEMONSTRATIONS
At various intervals during the year, demonstrations will be given in the use of the freezer. This will include the freezing of fresh fruits and vegetables as well as baked foods and leftovers. The preparation of an entire meal from the freezer will be given.

CLOTHING AND TEXTILES

JUNIOR CLOTHING I
COURSE NUMBER—1690
TYPE OF STUDENT—Junior
FEE—None
LENGTH OF COURSE—30 double periods
COURSE CONTENT—This course is for the full-time student. Basic principles and fundamentals of sewing are stressed. Blouses, skirts and dresses are made.

JUNIOR CLOTHING II
COURSE NUMBER—1691
TYPE OF STUDENT—Junior
FEE—None
LENGTH OF COURSE—30 double periods
COURSE CONTENT—This course is for the full-time or half-time student who has built or no training in clothing construction. Basic principles and fundamentals of sewing are stressed. Blouses, skirts and dresses are made.
HOMEMAKING

JUNIOR CLOTHING III

COURSE NUMBER—1932
TYPE OF STUDENT—Junior
FEE—None
LENGTH OF COURSE—37 double periods
COURSE CONTENT—Unit I—My Ideal Wardrobe. Inventory of wardrobe is made and plans made for garments which are needed to complete the wardrobe. The garment selected to be made will depend upon the student's previous experience. Demonstrations will be given which apply to garments under construction. Review of the sewing machine is included.

UNIT II—What to Wear on the Job. What shall I wear to work and the importance of being dressed properly for the job. Garment construction is continued.

UNIT III—Care and Repair of clothing. Clothing conservation, a need at all times, is given emphasis. When it is worthwhile to repair a garment, why proper care makes a garment give longer service, the real meaning of "A stitch in time saves nine," when to darn and when to mend—these and other worthwhile topics are considered.

UNIT IV—Fabric Study and Clothing Purchase. The study of the new fabrics on the market and a review of cotton, rayon, linen and wool is given in this unit. All students may make a garment for summer.

CLOTHING I (Firsts in Sewing)

COURSE NUMBER—2620
TYPE OF STUDENT—Adult
FEE—50 cents per semester
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—50 cents per semester
LENGTH OF COURSE—18 three 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, plackets and zippers, making and applying collars, pocket 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—50 cents per semester
LENGTH OF COURSE—8 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 buttonholes; cutting of true bias; pockets. Garments will not be made; people taking this course may also take Clothing IV or V, as the purpose of this course is to give special help on above processes to people who may be ready for more advanced work than Clothing I.

CLOTHING IV (Casual Clothes)

COURSE NUMBER—2623
TYPE OF STUDENT—Adult
FEE—50 cents per semester
LENGTH OF COURSE—18 four period sessions
COURSE CONTENT—This is an elementary dress-making course and follows Clothing I or its equivalent. Types of garments to be made in this class are blouses with set-in sleeves, woolen skirts, cotton and rayon dresses. The dresses may be morning dresses, sport dresses, or simple casual dresses made from cotton or rayon. 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. The Bishop method of sewing will be used throughout the course.

CLOTHING V (That Ready-Made Effect)

COURSE NUMBER—2624
TYPE OF STUDENT—Adult
FEE—50 cents per semester
LENGTH OF COURSE—18 four 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—50 cents per semester
LENGTH OF COURSE—18 four 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 cutting to fit the figure, use of interfacing, tape and post stitch for collars, revers, hand stitching of collars and front facing, fitting problems, use of pressing boards for shaping garment to the figure, bound and patch pockets, lining and interfacing for coats and suits, types of pads most suitable, selection of fabrics for coats, suit linings, interlinings, and interfacing. Garments to be made are suits and coats from new material as well as make-over problems in suits and coats.

CLOTHING VII (Challenge of Make-over)
COURSE NUMBER—2626
TYPE OF STUDENT—Adult
FEE—50 cents per semester
LENGTH OF COURSE—18 four period sessions
COURSE CONTENT—This course is planned for people who have had some experience or training in sewing. Beginners should not enter this 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. Also, renovation and dyeing are included in the instruction, and correct construction techniques are stressed. Almost any garment may be remodeled.

CLOTHING VIII (Tailoring II)
COURSE NUMBER—2627
TYPE OF STUDENT—Adult
FEE—50 cents per semester
LENGTH OF COURSE—18 four 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, cording and worked buttonholes, study of sleeves and other fitting problems. Suits and coats will be made.

CLOTHING IX (Workshop)
COURSE NUMBER—2628
TYPE OF STUDENT—Adult
FEE—50 cents per semester
LENGTH OF COURSE—18 four period sessions
COURSE CONTENT—This is only for students who have completed Clothing V 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—50 cents per semester
LENGTH OF COURSE—18 three or four period sessions
COURSE CONTENT—This course is planned for those people who are interested in making accessories for the wardrobe. Types of accessories which might be made are: blouses and blouses-ties; ties; collars and cuffs; sashes from them; belts; sashes; gloves; slippers; earrings; fringes; buttons; aprons. Others may be suggested.

MILLINERY I
COURSE NUMBER—2630
TYPE OF STUDENT—Adult
FEE—$1.50 per semester
LENGTH OF COURSE—18 three or four period sessions
COURSE CONTENT—This is a course in millinery especially for the beginner. A basic knowledge of sewing is necessary. The course includes the fundamental principles and millinery techniques. Its objective is to develop an understanding of millinery methods, materials, frames, trimmings, the different basic hat styles, and the choosing of becoming hats in proportion to face and figure. The blocking of felts and straws over simple blocks, familiarizing the student with blocks and steam, as well as re-blocking of good quality used felts is included. Various types of hats are made.

MILLINERY II
COURSE NUMBER—2631
TYPE OF STUDENT—Adult
FEE—$1.50 per semester
LENGTH OF COURSE—18 three or four period sessions
COURSE CONTENT—This course is planned for the student who has had Millinery I, and is ready for more advanced problems. More difficult problems employing a wider variety of millinery processes are given. The student has an opportunity
MILLINERY III
COURSE NUMBER—2632
TYPE OF STUDENT—Adult
FEE—$1.50 per semester
LENGTH OF COURSE—18 four period sessions
COURSE CONTENT—This is an advanced course for students who have completed Millinery II. It will feature the creation of original designs. The relation of millinery to the costume as a whole, coordinating style, line, shape, and color harmony, is stressed. Color analysis, as related to millinery, including color schemes, colors for the individual, and seasonal colors are given.

FUR REMODELING
COURSE NUMBER—2633
TYPE OF STUDENT—Adult
FEE—$1 per semester
LENGTH OF COURSE—18 four 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 rips are also included. The actual work is done in class under the instruction of an expert in fur work.

SLIPCOVERS
COURSE NUMBER—2634
TYPE OF STUDENT—Adult
FEE—$1
LENGTH OF COURSE—18 four periods sessions
PRE-REQUISITE—Ability to do plain sewing
COURSE CONTENT—A study of slipcovers—their advantages and disadvantages, choice of fabric, adaptation to style of furniture and setting are included. Explicit instruction will be given in estimation of yardage, placing of design, techniques of cutting, fitting, basting and stitching. Special emphasis is laid on the re-making of cushions which are instead of repair before slipcovering. All projects are completed under supervision.

UPHOLSTERY I
COURSE NUMBER—2635
TYPE OF STUDENT—Adult
FEE—$2
LENGTH OF COURSE—18 or 36 three period sessions
COURSE CONTENT—This is a beginning course in Upholstery. Emphasis is placed upon quality in construction and the value of proper techniques including webbing, spring tying, rolled edges, padding, choice of covering and careful estimation of fabrics. It is recommended that simple projects be selected such as foot-stools, pull-up chairs or bedroom chairs.

UPHOLSTERY II
COURSE NUMBER—2636
TYPE OF STUDENT—Adult
FEE—$2 per semester
LENGTH OF COURSE—18 three period sessions
PRE-REQUISITE—Upholstery I
COURSE CONTENT—After a thorough review of the techniques presented in Upholstery I, attention will be given to more complicated projects involving the making of stitched edges, channeling, tufting, and various trims as used on some lounge chairs, cogswell chairs, platform rockers, etc. Greater emphasis will be placed upon art principles as applied to furniture. Students will be encouraged to undertake projects at home.

UPHOLSTERY III(Upholstery Workshop)
COURSE NUMBER—2637
TYPE OF STUDENT—Adult
FEE—$2
LENGTH OF COURSE—18 three period sessions
PRE-REQUISITE—Upholstery I & II
COURSE CONTENT—This is a workshop period providing opportunity for students to come for consultation concerning projects undertaken at home or uncompleted projects. They will also be permitted to make use of the heavy duty sewing machine, the cushion filler and the button machine.

DRAPERIES
COURSE NUMBER—2638
TYPE OF STUDENT—Adult
FEE—50 cents per semester
LENGTH OF COURSE—18 three period sessions
COURSE CONTENT—This is primarily a course in construction techniques as applied to the lined or unlined traverse drapery.

LAMPSHADES
COURSE NUMBER—2639
TYPE OF STUDENT—Adult
FEE—50 cents per semester
LENGTH OF COURSE—18 three period sessions
COURSE CONTENT—Construction techniques as applied in making the paneled silk shade is featured in this course. Students may bring old frames to be recovered. Frames are refinished.
renewed, relined, recovered and retrimmed. Effort is made to aid the student in the selection of appropriate fabric and trim for the place in which it is to be used. Other types of shades may be included such as the yarn, paper and parchment shades.

CROCHETING
COURSE NUMBER—2640
TYPE OF STUDENT—Adult
FEE—None
LENGTH OF COURSE—18 three 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—2641
TYPE OF STUDENT—Adult
FEE—None
LENGTH OF COURSE—18 three period sessions
COURSE CONTENT—This is for the beginners or those who have had very little experience in knitting, and will include fundamentals of knitting. Typical of what might be knit are: hats, scarfs, sweaters, mittens, afghans, and other familiar articles. Equipment needed first lesson: two number-three knitting needles, 10 or 12 inch bone, a small ball of yarn, notebook and pencil.

KNITTING II
COURSE NUMBER—2642
TYPE OF STUDENT—Adult
FEE—None
LENGTH OF COURSE—18 three period sessions
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.

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—$1.50 per day of four periods
LENGTH OF COURSE—740 fifty minute periods
TEXT—Automotive 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 aid 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—$20
LENGTH OF COURSE—8 weeks
TEXT—Sportsmanlike Driving by the American Automobile Association

COURSE CONTENT—
I. Lecture and Discussion, Mondays from 1 p.m. to 2:30 p.m.
II. 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—3706
TYPE OF STUDENT—Apprentice
FEE—15 cents for 4 periods
LENGTH OF COURSE—400 hours
TEXT—Automotive Ignition and Electrical Equipment by Kuns and Plumridge

COURSE CONTENT—General electricity and storage battery, fundamentals of electricity and testing, checking and charging of battery; ignition system, check and repair; starter, check and overhaul; generator and regulators, check and repair; car wiring. Check and repair; periodic inspection.
drive shafts, fuel systems, rear axles, care of tools and equipment, engine rebuilding, front wheel alignment, frame straightening, wheel balancing.

AUTOMOTIVE SCIENCE

COURSE NUMBER—2708
TYPE OF STUDENT—Full-time
FEE—None
LENGTH OF COURSE—One semester—fifty minute period daily
TEXT—Modern Physics by Charles E. Dull
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—15 cents for 4 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 fifty minute periods
TEXT—Building Trades Blueprint Reading by Dalzell (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

WOODWORKING (Cabinet Making)

COURSE NUMBER—1713
TYPE OF STUDENT—Junior, Part-time
FEE—None
LENGTH OF COURSE—400 hours
TEXT—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 woodwork ing, milling of stock on power machines. Joints and joint making, glue and gluing, preparing surfaces and applying finishes. Wood turning. 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 Dalzell
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;
DRAFTING, ARCHITECTURAL

COURSE NUMBER—2715
TYPE OF STUDENT—Adult, Full-time
FEE $1.25 per semester—one period
LENGTH OF COURSE—1480 fifty minute periods
TEXT—Problems in Architectural Drawing and References by Franklin G. Elwood

COURSE CONTENT—Vocabulary; construction details, pictorial drawing, isometric, oblique and perspective drawing; layout of rafters, drafting and layout techniques; house layout and arrangement; select and plan a project; house plans and details; develop a 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 fifty minute periods

COURSE NUMBER—2716
TYPE OF STUDENT—Adult, Full-time
FEE $1.25 per semester—one period
LENGTH OF COURSE—1480 fifty minute periods

COURSE NUMBER—3716
TYPE OF STUDENT—Apprentice
FEE—None
LENGTH OF COURSE—400 fifty 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 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.

APPLIED SCIENCE FOR APPRENTICES

COURSE NUMBER—3750
TYPE OF STUDENT—Apprentice
FEE—None

COURSE CONTENT—A course consisting of lecture and demonstration of basic principles of physics and chemistry as applied to everyday trade practice.

ELECTRICITY

COURSE NUMBER—2718
TYPE OF STUDENT—Adult, Full-time
FEE—17 cents per day of two periods
LENGTH OF COURSE—1480 fifty minute periods

COURSE NUMBER—3718
TYPE OF STUDENT—Apprentice
FEE—None
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 Glumine
Essentials of Alternating Currents by Timbie
How to Read Electrical Blueprints by Helne and Dunlap
State Electric Code, State Bureau of Purchases
American Electricians Handbook by Craft
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; varnishing and enameling; glazing; 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 Matthias
Mathematics for Plumbing Trade by Deilmant
Joint Wiping and Lead Work by Hutton
How to Read Blueprints by Owen and Slingluff
Wisconsin State Plumbing Code, State Board of Health
Cross Connections in Plumbing and Water Supply Systems, State Board of Health
Chapter 145, Wisconsin Statutes, State 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 lift; 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 wipping, and lead burning; related welding, care 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**—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 and to help the worker understand the problems of management.
 Trade and Industry

filter trade, the underlying scientific principles of pressure, weight density and type of heat; related drawing, blueprint reading, fundamentals of isometric drawing, and heating plant layout; heating, design and installation procedures; heat transmission, calculating heat losses; review of mathematics; process piping, pipe standards, accessories, and pipe fittings; pipe welding, the use of 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 fifty minute periods
TEXT—Blue Print Reading by Nicholson & Jones
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 Metcalf; Advanced Blueprint Reading, Delmar Publishers; Mechanical Drawing by French and Svensen; Mathematics by Strode and Margolla; Handbook of Cupola Operation, American Foundrymen's Association; Recommended Practices for the Cast Coating of Non-Ferrous Alloys, American Foundrymen's Association; Handbook of Foundry Work by Went
COURSE CONTENT—Introduction, to give apprentices an interview of the foundry and patternmaking industry; molding practices, core practices; elementary metallurgy; foundry sands; related patternmaking theory; elements of arithmetic; calculation of areas and volumes; weights of castings; calculation of metal mixtures; slide-rule practice; principles of projection; sketching practice; use of instruments and equipment; blueprint reading.

WELDING—ELECTRIC ARC

WELDING—ELECTRIC ARC
COURSE NUMBER—1738
TYPE OF STUDENT—Junior, Part-time
FEE—None
LENGTH OF COURSE—148 fifty minute periods
COURSE NUMBER—3738
TYPE OF STUDENT—Adult, Full-time
FEE—21 cents per period
LENGTH OF COURSE—740 fifty minute periods
COURSE NUMBER—3739
TYPE OF STUDENT—Apprentice
FEE—25 cents per hour
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; 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, 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 fifty minute periods
COURSE NUMBER—3739
TYPE OF STUDENT—Adult, Full-time
FEE—21 cents per period
LENGTH OF COURSE—740 fifty minute periods
COURSE NUMBER—3739
TYPE OF STUDENT—Apprentice
FEE—25 cents per hour
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 fifty minute periods
TEXT—Hydraulics as Applied to Machines—Henry Ford Trade School and references.
COURSE CONTENT—The basic laws of fluids, pressure and buoyancy, piping, valves, and pumps. The major part of the work relates to pumps and hydraulic circuits.

METALLURGY

COURSE NUMBER—3734
TYPE OF STUDENT—Apprentice
FEE—None
LENGTH OF COURSE—32 fifty minute periods
TEXT—Elementary Metallurgy by Frier
COURSE CONTENT—Iron smelting; iron refining; cast and wrought iron, molding and metal forming; iron carbon diagram; physical structure; hardening of steel; grain structure; steel alloys.

APPRENTICE MATHEMATICS

COURSE NUMBER—3735
TYPE OF STUDENT—Apprentice
FEE—None
LENGTH OF COURSE—54 fifty minute periods
TEXT—Machine Shop Mathematics by Aaron Axelrod
COURSE CONTENT—Weights and measures; practical measurements and geometry, formulas and methods used in area and volume problems; geometric construction; graphs; shop trigonometry, how trig functions can be used to solve length and angle problems; ruling 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 fifty 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

TRADE AND INDUSTRY

work, energy, power, relation between force, mass and motion; simple machines, and the principles of physics to the study of machines; motion problems, linear and angular motion.

MACHINE SHOP

COURSE NUMBER—1732
TYPE OF STUDENT—Junior, Part-time
FEE—None
LENGTH OF COURSE—148 fifty minute periods
COURSE NUMBER—2732
TYPE OF STUDENT—Adult, Full-time
FEE—10 cents per day of two periods
LENGTH OF COURSE—1480 fifty minute periods
COURSE NUMBER—3732
TYPE OF STUDENT—Apprentice
FEE—2.5c per day of four periods
LENGTH OF COURSE—400 hours
TEXTS—How to Run a Lathe by O'Brien
Machinery Handbook by Oberg and Jones

PATTERNMAKING

COURSE NUMBER—3737
TYPE OF STUDENT—Apprentice
FEE—None
LENGTH OF COURSE—400 hours
TEXTS—Mechanical Drawing by French and Swenson
Advanced Blueprint Reading, Delmar Publishers
Pattern Design by Hall and Kiley
Mathematics by Slide and Margolis
Wood Patternmaking by McCool
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 core boxes; staved, stopped and segment work; related pattern casting theory, design, engineering, new methods; elements of arithmetic; areas of volume—cylinders, prisms, fillets, boxes, 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.

TRADE AND INDUSTRY
TRADE AND INDUSTRY

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.

SERVICE OCCUPATIONS

ADVANCED COOKING

COURSE NUMBER—3761
TYPE OF STUDENT—Apprentice
FEE—None
LENGTH OF COURSE—400 hours
COURSE NUMBER—2761
TYPE OF STUDENT—Adult, Full-time
FEE—$5 a week
LENGTH OF COURSE—2 nine week quarters
TEXT—Escoffier Cook Book; Book of Sauces
COURSE DESCRIPTION—Preparation of quality food on a quantity basis to prepare students for positions as first and second cooks. Students are given a gradual increase in responsibility in the preparation and service of finer foods. Problems of culinary management are presented and discussed in class sessions. To prepare students to meet requirements of a quality position in the culinary trade.

BASIC RESTAURANT TRADES

COURSE NUMBER—3760
TYPE OF STUDENT—Apprentice
FEE—None
LENGTH OF COURSE—400 hours
COURSE NUMBER—2760
TYPE OF STUDENT—Adults
FEE—$5 a week, covering uniform, text books, and one meal a day
LENGTH OF COURSE—4 nine week quarters
TEXT—Escoffier Cook book
COURSE DESCRIPTION—Practical instruction in food procurement, preparation and service. Selective menus or daily bills of fare are purchased, prepared, served and discussed by the students under the supervision of the food director and his assistants. This work is supplemented by demonstrations and lectures on allied subjects by specialists from various fields of sanitation, personal hygiene, nutrition, restaurant accounting, and food control.

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, facial 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 its 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 fifty minute periods
TEXTS—
Elements of Radio by Marcus and Horton
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; local.
TELEVISION
COURSE NUMBER—2742
TYPE OF STUDENT—Full-time
FEE—10 cents per day of two periods
LENGTH OF COURSE—1,440 fifty minute periods
PREQUISITE—Ability to pass entrance examination
TEXT—Basic Television by Grob
COURSE CONTENT—Covers basic television theory, elementary television mathematics, the TV high and low voltage supplies, vertical and horizontal deflection circuits, the picture second detector, the video amplifier, the D.C. restorer, synchronizing circuits, use of television tests equipment, television RF amplifiers, mixer and oscillator stages, video if stages, the sound channel, limiters, discriminators, ratio detectors, antennas, alignment and service procedures for complete television receiver. Color television and ultra high frequencies will be discussed. About one-third theory and two-thirds laboratory work.

REFRIGERATION
COURSE NUMBER—2744
TYPE OF STUDENT—Adult, Full-time
FEE—10 cents per day of two periods
LENGTH OF COURSE—592 fifty minute periods
COURSE NUMBER—3743
TYPE OF STUDENT—Apprentice
FEE—20c 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 gains and losses, absorption type refrigeration.

AIR CONDITIONING
COURSE NUMBER—2745
TYPE OF STUDENT—Adult, Full-time
FEE—10 cents per day of two periods
LENGTH OF COURSE—592 fifty 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 loads, duct work, fans, accessories, motor controls.

PHOTOGRAPHY
COURSE NUMBER—2748
TYPE OF STUDENT—Adult, Full-time
FEE—$1 per semester
LENGTH OF COURSE—2 semesters
COURSE CONTENT—The student in this course will begin with hand composition (elementary and advanced); take presswork (Ksly, 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' Mathematics are additional courses given to printing students.

PRINTING
COURSE NUMBER—2746
TYPE OF STUDENT—Junior, Part-time
FEE—None
LENGTH OF COURSE—412 fifty minute periods
COURSE NUMBER—1745
TYPE OF STUDENT—Adult, Full-time
FEE—None
LENGTH OF COURSE—2,072 fifty minute periods
COURSE NUMBER—3745
TYPE OF STUDENT—Apprentice
FEE—None
LENGTH OF COURSE—400 hours
TEXTS—I. T. U. Lessons in Printing
The Practice of Printing by Folk
General Printing by Clapton 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 (Ksly, 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' Mathematics are additional courses given to printing students.

GRAPHIC ARTS
and enlarging work. The photo electric meter for measuring light. How to take color pictures.

2. ADVANCED COURSE—Photo copying, special enlarging, composition, toning of prints, large group pictures, different types of equipment, Flash photography and mural work.

3. PHOTO OIL COLORING—Coloring photographs with transparent oil colors, pictorial coloring and fixing. Basic color mixing for special usage. The fee covers use of the photography library and laboratory privileges. Each student is required to furnish his own camera, films, and supplies.
GUIDANCE

COUNSELING

JUNIORS

Students may obtain counseling service in the Guidance Department directly or by referral through teachers or supervisors.

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 136.

The vocational and educational counseling and testing services of the school are available also to non-student adult residents of the city of Madison. A maximum fee of one dollar and a half ($1.50) is charged non-students 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 136 during all hours of the school day.

A special course in Mothercraft is offered expectant mothers. This course is taught by a public health nurse. The class meets twice a week for ten lessons. The course is repeated every five weeks. Prenatal care, diet, hospital procedures and baby care are among the subjects included.

MOTHERCRAFT

TYPE OF STUDENT—Expectant Mothers

FEE—None

LENGTH OF COURSE—10 two period classes, repeated every five weeks.

Tues., Thurs.—2:30 to 4:00 P.M.

COURSE CONTENT—Prenatal care, diet, hospital procedures, baby care with related demonstrations and practice.

PRACTICAL NURSING

TYPE OF STUDENT—Adult

LENGTH OF COURSE—1 year

COST—No fee. Student furnishes uniforms and books

QUALIFICATION—Age—Over 17 1/2 years. Good physical and mental health. Tenth grade education or equivalent. Application and personal interview are required in advance of opening of course.

COURSE CONTENT—

Part 1—ten weeks

1. Basic instruction in structure, function and hygiene of body.

2. Nursing adjustments including basic ethics needed in nurse-patient, nurse-fellow worker, nurse-administration relationships.

3. Foods—study of normal needs, preparation of variations to meet specific health requirements.

4. Housekeeping—efficient application of cleanliness and safety principles as needed in home and institutions.

5. Selection of materials and practice in reading aloud to patients.

6. Occupational Division—demonstration and practice in crafts which may be used for various age groups of patients.

7. Nursing procedures—demonstration and practice of procedures used in case of patients in hospitals and homes.
Part II—forty weeks

Supervised practice in local hospitals and health agencies. Forty hours each week are spent in practicing procedures as applied to the chronically ill, mothers and babies, the aged. A stipend is received by the student during most of this training. In addition to the forty hours per week, four hours weekly are spent in classroom studying and practicing related procedures.

At the end of the year of training, students are eligible for the State of Wisconsin licensing examination for trained practical nurses.
1952-53
Evening School Catalog

Madison Vocational and Adult School
Madison Vocational
and
Adult School

Evening School Catalog
1952-53

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
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GENERAL INFORMATION

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

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

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 Registration office and may be obtained for reference or school admission purposes by the student at any time.

ATTENDANCE

A record 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 136. This department is at the service of all students who have health, welfare, placement and guidance problems. It offers counseling services to all adults. Aptitude, interest and general information tests are
given when indicated as a part of this service. Any young student or adult wishing to avail himself of an opportunity to take these tests may arrange for them at this office. Adults who are retired or about to retire because of age are invited to use the counseling services.

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 positions 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.

### WOMAN'S SERVICE EXCHANGE

For women in the Madison area who are interested in and available for part-time employment, the service exchange is maintained in the Placement Department. Calls from applicants and prospective employers are received during each school day. Interviewing and counseling of applicants may be arranged by appointment.

### ADULT EDUCATION SPECIAL SERVICES

Adults wishing to meet special educational requirements for civil service classification 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

All persons who are twenty-one years of age or older will pay their tuition when they register. The tuition fees are $5.00 a term for one evening a week; $10.00 a term for two evenings a week, payable in advance.

### REFUNDS

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

Materials 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 50 cents 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 9 p.m. The doors of the building will be locked at 9:30 p.m.

### EVENING REGISTRATION HOURS

**During Evening School Term**

- **6:45 p.m. to 7:45 p.m.**
- **Monday, Tuesday, Wednesday and Thursday evenings**

### EVENING SCHOOL CALENDAR 1952-53

<table>
<thead>
<tr>
<th>Date</th>
<th>Event</th>
</tr>
</thead>
<tbody>
<tr>
<td>Tuesday, September 30</td>
<td>Advance Registration for evening school (5 P.M. to 8:30 P.M.)</td>
</tr>
<tr>
<td>Thursday, October 2</td>
<td>Meeting of evening school staff (7 P.M.)</td>
</tr>
<tr>
<td>Monday, October 6</td>
<td>Evening school begins</td>
</tr>
<tr>
<td>Thursday and Friday, November 6 and 7</td>
<td>Evening school closes for Milwaukee meeting of Wisconsin Education Association and Wisconsin Federation of Teachers</td>
</tr>
<tr>
<td>Thursday and Friday, November 27 and 28</td>
<td>Evening school closes for Thanksgiving vacation</td>
</tr>
<tr>
<td>Friday, December 12</td>
<td>Evening school closes for Christmas vacation</td>
</tr>
<tr>
<td>Monday, January 5</td>
<td>Evening school reopens</td>
</tr>
<tr>
<td>Monday and Tuesday, January 5 and 6</td>
<td>Registration for second term of evening school (5 P.M. to 7 P.M.)</td>
</tr>
<tr>
<td>Friday, February 6</td>
<td>Evening school closes for meeting of Southern Wisconsin Education Association</td>
</tr>
<tr>
<td>Friday, March 13</td>
<td>Evening school closes</td>
</tr>
</tbody>
</table>
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.

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.

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.

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.

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.

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

CITIZENSHIP
(for Prospective New Citizens)
Friday, 7:00 p.m. to 9:00 p.m.
This will be a series of eight lessons presenting to the foreign born basic information which he needs in order to become a citizen of the United States.
Prerequisite: Knowledge of English Language.

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
Tues. and Thurs., 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.
GENERAL EDUCATION

ENGLISH IV
Mon. and Wed., 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-story, essay, verse, etc. They select the level: juvenile or adult. They pick the subject-matter: religious or secular, serious or non-serious. A minimum production per term, 2000 words, on the student’s own initiative. One hour is used for manuscripting, 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.

GREAT BOOKS
Alternate Thursdays, 7:00 p.m. to 9:00 p.m.
Why read the Great Books? Because reading them provides more experience of understanding human aims, motives, and shortcomings. No special educational qualifications are necessary—willingness to read, express your views, and to face new ideas are the only requirements. In the first year reading list are included Plato’s Republic, Aristotle’s Ethics, St. Augustine’s Confessions, and Machiavelli’s, The Prince.

For the second year’s readings, beginning in the fall of 1952, are included plays by Sophocles, Marcus Aurelius’ Meditations, and selections from the writings of Rousseau, Kant, and Nietzsche.

SHAKESPEARE FOR YOU AND ME
Wednesday 7:00 p.m. to 9:00 p.m.
A course of study of the great Poet-Dramatist: his life, times, plays. Lectures, actual reading of plays in class, possible staging of one or more plays.

FRENCH I
Tues. and Thurs., 7:00 p.m. to 9:00 p.m.
TEXT—United French Course by Lecompte and Sundeen, and Premier Livre by M. D. Berlitz.
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.

FRENCH II
Friday, 7:00 p.m. to 9:00 p.m.
Special arrangements will be made for advanced students, should there be a large enough group desiring such study.

GERMAN I
Mon. and Wed., 7:00 p.m. to 9:00 p.m.
TEXT—Shorter College German by Evans and Roseler and Emles Each by M. D. Berlitz.
Besides giving the student a traditional background of the language, much stress will be placed on conversation. German movies will be shown.

GERMAN II
Friday, 7:00 p.m. to 9:00 p.m.
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.
Cultural material which will aid in the understanding of the people in Spanish speaking lands will be presented.

SPANISH II
Wednesday 7:00 p.m. to 9:00 p.m.
Special arrangements will be made for advanced students should there be a large enough group desiring such study.
This course will be a concentration on more advanced composition and conversation in addition to a beginning study of Spanish literature.

PUBLIC SPEAKING
Tues. and Thurs., 7:00 p.m. to 9:00 p.m.
FEE—$0c
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, special types of speeches, such as courtesy and civic group discussion, and how to conduct various meeting.
LIP READING

Tues. and Thurs., 7:00 p.m. to 9:00 p.m.
A beginning course in lip reading or speech reading for the hard of hearing and deafened adult. It is designed to give students an understanding of the various movements of speech and to help him acquire skill in reading the lips.

COURSE FOR PARENTS OF DEAF CHILDREN

Tues., 7:00 p.m. to 9:00 p.m.
Continuation of course offered in fall 1951. Course will consist of lectures and discussions in units concerned with physical development, emotional adjustment, evaluation of hearing loss, the values and use of hearing aids, educational and vocational opportunities, psychological counseling, and other pertinent subjects to be selected by class members.

RAPID READING

Thurs., 7:00 p.m. to 9:00 p.m.
This course is designed to increase reading rates while maintaining good comprehension. It is primarily for business and professional men and women who find it necessary to read quantities of professional material and wish to reduce the time involved. Recently developed techniques are used, which include work every week with a rate controller.

The class is limited to ten people. Requirement: graduation from high school or its equivalent.

SPECIAL SERVICES

CONSTRUCTIVE WORKSHOP

Tues. and Wed., 7:00 p.m. to 9:00 p.m.
Constructive workshop is offered to those who are about to retire because of age. In this workshop special projects are planned according to the individual's interests and needs such as chair caning, refinishing woodwork, making jewelry, etc. Other projects may be developed as desired.

ART

ART METAL

Wed., 7:00 p.m. to 9:00 p.m.
LABORATORY FEE—$2.00
Design processes and techniques as applied to copper and brass. Processes include beating down, piercing, soldering, filing, etching, construction design and patterncutting, joints, oxidizing and finishing.
Students to pay for materials used.

COSTUME JEWELRY

Tues., 5:00 p.m. to 7:00 p.m.
Tues., or Thurs. or Fri., 7:00 p.m. to 9:00 p.m.
LABORATORY FEE—$2.00
Flat 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.
Students to pay for materials used.

STONE CUTTING OR LAPI дор

Mon., 7:00 p.m. to 9:00 p.m. or 5:00 p.m. to 7:00 p.m.
LABORATORY FEE—$2.00
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.
Students to pay for materials used.

DRAWING

Tues. and Thurs., 7:00 p.m. to 9:00 p.m.
LABORATORY FEE—$2.00
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.
Students to pay for materials used.

PAINTING AND COMPOSITION

Tues. and Wed., 7:00 p.m. to 9:00 p.m.
LABORATORY FEE—$2.00
Prerequisite: Drawing
Basic training in the study of form—arrangement, color and texture from still life, outdoor sketches and life. Emphasis is given on techniques, new subject matter, dynamic color, creativeness and individual expression of form. Mediums include crayon, oil, paints and water color.
Students to pay for materials used.

PORTRAIT PAINTING

Friday, 7:00 p.m. to 9:00 p.m.
Prerequisite: Drawing
LABORATORY FEE—$3.00
Study of the head in light and shade; the anatomy; structure for solidity; gesture expression; design element and composition. Mediums: pencil, charcoal, conte crayon, water color and oil.
Students to pay for materials used.

CERAMICS

Tues. and Thurs., 7:00 p.m. to 9:00 p.m.
LABORATORY FEE—$2.00
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.
Students to pay for materials used.
CLAY MODELING
Mon., Wed. and Fri., 7:00 p.m. to 9:00 p.m.
LABORATORY FEE—$2.00
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 are included in the course.
Students to pay for materials used.

WOOD CARVING
Fri., 7:00 p.m. to 9:00 p.m.
LABORATORY FEE—$2.00
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.
This class will be held if there is sufficient enrollment.
Students to pay for materials used.

LETTERING
Tues. and Thurs., 7:00 p.m. to 9:00 p.m.
LABORATORY FEE—$2.00
Fundamental alphabets. Practical training in lettering adaptable to commercial uses. Techniques include pen and ink brush lettering, show card layouts and color theory. Mediums include pencil, pen and ink.

INTERIOR DESIGN
Tues., 7:00 p.m. 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 are discussed.

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.
Students to pay for materials used.

WEAVING
Tues. and Thurs., 7:00 p.m. to 9:00 p.m.
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.
Students to pay for materials used.

GENERAL MUSIC ACTIVITIES
MADISON CIVIC CHORUS
Mon., 7:30 p.m. to 9:15 p.m.
Made up adults who must qualify. Standard choral repertoire. Three concerts per season.
MOZART CLUB
Wed., 8:00 p.m. to 9:30 p.m.
Adult singers who must qualify. Standard male choruses and a cappella. Concerts in Madison and tours.
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.
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.
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.

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.

VOCATIONAL SCHOOL CONCERT BAND
Thursday 7:30 P. M. to 9:30 P. M.
Open to everyone who likes band music, no technical qualifications necessary. One spring concert in Stoughton Hall—frequent guest concerts out of town.

VIOLIN FUNDAMENTALS
Wed., 7:00 p.m. to 9:00 p.m.

PIANO I
Mon., Tues., 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.

POPULAR PIANO THROUGH KEYBOARD HARMONY
Thurs., 7:00 p.m. to 9:00 p.m.
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.

MUSIC APPRECIATION
Thurs., 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.

INDIVIDUAL PRACTICE PERIODS
Limited practice facilities for piano students. Having no piano at home, may be arranged by consulting the Music Supervisor, Mr. Heermann, Room 132.
ACCOUNTING

ACCOUNTING I (Elementary)
Mon. and Wed. 7:00 p.m. to 9:00 p.m.

The elementary principles of accounting and the procedures of double entry bookkeeping are thoroughly covered in this course. A comprehensive study is made of both the cash and accrual basis of keeping accounts. Work covered includes journalizing, posting, trial balance, preparing financial reports, adjusting and closing the books at the close of the business period. This course is intended primarily for those who have had no previous training in bookkeeping or accounting. Successful completion of the prescribed work will provide the student with a general knowledge of accounting useful in business or professional fields.

ACCOUNTING II
Tues. and Thurs. 7:00 p.m. to 9:00 p.m.

This is a continuation of Accounting I enlarging upon the theories and practices in use today. The work is devoted to the partnership and corporation types of organizations with emphasis on the wholesale merchandising enterprise. Such subjects as adjusting and classifying accounts, preparing statements and closing books, profit and loss distribution, admission of new partners, partnership dissolution, accounting for purchases, sales, negotiable instruments, taxes, and the acquisition and disposal of fixed assets, will be a part of this course. It serves as basic training for students planning to major in accounting or for work as a bookkeeper or junior accountant.

ACCOUNTING III
Tues. and Thurs. 7:00 p.m. to 9:00 p.m.

Consideration is given to the corporate form of business organization with emphasis on the wholesale or manufacturing type of enterprise. Accounts and accounting procedures with cost implications for a manufacturer or concern are presented. Subjects covered include legal organization and records of a corporation, classes and value of capital stock, surplus and dividends, reserves and funds, the voucher system of accounting, manufacturing accounts, annual reports and closing the books of a manufacturer.

ACCOUNTING IV
Tues. and Thurs. 7:00 p.m. to 9:00 p.m.

A prerequisite to this course is the completion of a preliminary course in general accounting. The job cost or production order system, the process cost system and the standard cost system are discussed. Accounting for materials, labor and factory overhead expenses, given the student knowledge basic in the field of cost accounting.

BUSINESS PRINCIPLES

BUSINESS ARITHMETIC
Mon. and Wed. 7:00 p.m. to 9:00 p.m.

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 shortcut methods, bank discounts, trade and cash discounts, profit and loss, and payrolls.

BUSINESS ENGLISH I (Grammar)
Mon. and Wed., 7:00 p.m. to 8:00 p.m.

This course covers a review of capitalization, grammar, sentence structure, unity, coherence, emphasis, punctuation, diction, hyphenation, word division as applied to business situations, spelling and vocabulary building.

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

Business letter writing takes up the study of essential qualities of effective business letters, proper layout, and the development of good tone. This course will stress the importance of using natural phraseology, proofreading and correcting letters. A study of the various types of business letters from routine inquiries to more complicated forms of adjustment, collection and sales letters, and the preparation of letters of application and job sheets will be included.

GENERAL ECONOMICS
Mon. 7:00 p.m. to 8:00 p.m.

For business people who are interested in the principles underlying business. General Economics deals with present-day problems of American society, the relation of these problems to the past, and their possible effect on the future economic and political systems of our nation.

FILING AND INDEXING
Mon. and Wed. 7:00 p.m. to 9:00 p.m.

The length of this course is ten weeks. It is divided into several units as follows: (1) Rules for alphabetizing and their application by use of 200 cards. (2) Study of filing equipment. (3) Methods of filing and practical application by the use of 75 miniature letters and filing trays—alphabetic, numeric, geographic, subject, triple check, soundex and variants. (4) Cross filing. (5) Charge method. (6) Transfer methods. (7) Follow-up. Visual aids and outside speakers are part of the course.
BUSINESS EDUCATION

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. to 8:00 p.m.; 8:00 p.m. to 9:00 p.m. Fri., 7:00 p.m. to 9:00 p.m.
Equipment Fee—$1 per term
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, markup, 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.
Equipment Fee—$1 per term
Covers the various methods of multiplying, subtracting, and dividing, followed by the applications to problems in business arithmetic. Upon completion of the course, a student should have a thorough training in the fundamental processes as they apply to 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 p.m. to 9:00 p.m.
Equipment Fee—$1 per term
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 type.

SHORTHAND I (Beginning Theory)
Tues. and Thurs., 7:30 to 9:00 p.m.
Prerequisite: Stenography II
A continuation of shorthand I. It consists of a rapid review of shorthand principles and beginning dictation and transcription at the typewriter. Homework and regular attendance are necessary for progress in the study of beginning shorthand.

SHORTHAND II (Advanced Theory)
Tues. and Thurs., 7:30 to 9:00 p.m.
Prerequisite: Shorthand I (Beginning Theory) and typing skill
A continuation of shorthand I. It includes 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 III
Tues. and Thurs., 7:00 p.m. to 8:30 p.m.
Prerequisite: Stenography II
Consists of a rapid review of shorthand principles and beginning dictation work. Dictation is given at the rate of 60-80 words per minute. Transcription at the typewriter is required.

STENOGRAPHY IV
Tues. and Thurs., 7:30 p.m. to 9:00 p.m.
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.
BUSINESS EDUCATION

STENOGRAPHY V

Tues. and Thurs., 7:00 p.m. to 8:30 p.m.
Equipment Fee-$1 per term
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., 7:00 p.m. to 8:00 p.m. and 8:00 p.m. to 9:00 p.m., Tues. and Thurs., 7:00 p.m. to 9:00 p.m.
Equipment Fee-$1 per term

For those who wish to learn the basic system of typewriting. It includes the study of the parts of the machine, mastery of the keyboard, drills for rhythm and accuracy, correct typing habits, simple letter setup, simple tabulation, and timed writings.

TYPEWRITING II

Mon. and Wed., 7:00 p.m. to 8:00 p.m.
Tues. and Thurs., 8:00 p.m. to 9:00 p.m.
Equipment Fee-$1 per term

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.
Equipment Fee-$1 per term

Typewriting III includes special forms, special skills in typewriting, stenciling, 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.
Retail selling fundamentals; study of the customer; applied selling techniques, the sales presentation; making the sales story convincing; helping the customer to buy; building permanent business.

ADVANCED SALESMANSHIP

(Contact Selling)
LENGTH OF COURSE—two terms

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

What makes a good salesman better; how to find prospects; how to build a sales talk; how to overcome objections; methods of closing a sale; overcoming sales obstacles; building for greater sales volume.

FITTING AND SELLING OF SHOES

LENGTH OF COURSE—One or two terms

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

All phases of shoe fitting; correct measuring of feet; knowledge of lasts; causes of foot discomfort; shoe retailing and selling in all phases.

RETAIL MEAT MERCHANDISING

LENGTH OF COURSE—two terms

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

Importance of the meat industry; composition of meat; meat grading (field trip); meat inspection; breaking and cutting of beef, veal, pork and lamb; use of power saw; boning of meat: poultry, fish; frozen meats; meat display, prepackaged meats; self-service demonstration (field trip); cured and processed meats; meat cookery.

RETAIL GROCERY MERCHANDISING

LENGTH OF COURSE—two terms

Time and day to be arranged

Basic merchandising objective; turnover, markup, margin, gross, net profit; merchandising techniques; pricing for profit and patronage; special services; special sales events; cost of doing business; personnel for selling; staple groceries; fresh meats; fresh produce; dairy products; bakery items; frozen foods; specialties and sundries.

PAINT POWER

FOR PAINT STORE PERSONNEL

Time and day to be arranged

LENGTH OF COURSE—One or two terms

Types of paint products; application of products; estimating; the power of color; paint styling; salesmanship; sales promotion; advertising and other publicity; store management.

PRINCIPLES OF LIFE UNDERWRITING

LENGTH OF COURSE—two terms

Mon. 10:00 a.m. to 12:00 a.m.

Life underwriting on an elementary or intermediate level.
C. L. U. UNIT
LENGTH OF COURSE—two terms
Mon. 1:00 p.m. to 3:00 p.m.
Unit to be selected by the Madison Life Underwriters Association.

GENERAL LINES INSURANCE
LENGTH OF COURSE—two terms
Mon. 3:00 p.m. to 5:00 p.m.
Fire; automobile; selected inland marine forms; selected public liability forms; selected burglary forms.

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; layouts, printing, photo engraving; relative value of various media; newspapers, magazines, radio, television, dealer displays, outdoor advertising, car cards.

MERCHANDISE DISPLAY
LENGTH OF COURSE—one term
Thurs. 7:00 p.m. to 9:00 p.m.
Values of displays; physical makeup of displays; displays in the retail program; suppliers' helps for display; display suggestions.

RETAIL CREDIT FUNDAMENTALS
LENGTH OF COURSE—one term
Wed. 7:00 p.m. to 9:00 p.m.
Importance of credit; developing credit customers; reducing merchandise returns; methods of handling complaints; developing effective collection methods; reviving of inactive accounts; rehabilitating delinquent customers.

MANAGEMENT TRAINING
LENGTH OF COURSE—two terms
Tues. 7:00 p.m. to 9:00 p.m.
Course consists of four parts: job instructor training; job simplification training; human relations training; management clinic. Each phase consists of 5 two-hour sessions. The course should be taken in its entirety. The learner is required to demonstrate the techniques learned in each phase of the course.
FAMILY DEVELOPMENT

CHILD DEVELOPMENT (For Pre-School Level)

Tues. 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 are studied in this course. Some of the highlights of the course are: development of a philosophy of life; naturalness of manner and relaxation; importance of personality in career life and in home life; gaining self-assurance and poise; relation of dress and grooming to personality; leisure time activities; types of personalities; development of individuality; desirable personality traits and how to cultivate them; how to get along with people.

HOSPITALITY AND TABLE DECORATION

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

Fee $1

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

HOME NURSING

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

This course is the regular Red Cross Home Nursing course which entitles the student to a certificate on completion of the course. There will be an opportunity for actual practice in taking temperatures, dressing the patient, making the bed with the patient in it, and practice in other sickroom procedures. This course will be offered throughout the year. The number of lessons required by the Red Cross will be given.

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. Some of the highlights of the course are: choosing an account system; what should the family understand about credit, consumer credit sources; savings and investments, and life insurance. 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.

Fee $5

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, casseroles, desserts, 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)

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

Fee $6

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

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

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

Fee $6

New and unusual salads, casserole dishes for the main part of the meal or for buffet suppers, unusual desserts and a variety of unusual 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—$12 Per Semester
This is a course for business girls and others who are interested in this type of class. Men are also invited to join the class. 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
Tues., 7:15 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
Thurs., 7:15 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
Wed., 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 Fri., 7:00 p.m. to 9:00 p.m.
FEE—$1
First lessons in sewing include the construction of simple garments such as blouses, cotton dresses, skirts and other simple garments. Streamlined methods of clothing construction are taught. Emphasis is given on 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)
Mon., 7:00 p.m. to 9:00 p.m.
FEE—$1
Consisting of a study of special problems in the selection and making of children’s garments. Selection of suitable patterns and material for all types of garments will be discussed. Special attention will be given to the making of worked and bound buttonholes, plackets and zippers, making and applying collars, patch and slot pockets. Decorative stitches such as topstitching and smocking will be applied on cotton or silk dresses. Both beginners and those more experienced may enter this class.

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)
Tues., Thurs. or Fri., 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
This course is planned for advanced students. Garments to be made are suits and coats from new material as well as made-over problems in suits and coats. Some of the specific tailoring principles which are given are: pattern alteration, use of interfacing, taping of collars, pad stitch for collars, reverse hand stitching of collars and front openings, fit
CLOTHING VII
(Challenge of Make-over)
Wed., 7:00 p.m. to 9:00 p.m.
FEE—$1
This course is planned for people who have had some experience or training in sewing. Beginners should not enter this class. Instructions will be given on the preparation of the garment for class work, combination of new and old materials, and selection of garment for remodeling. Also, renovation and dyeing are included in the instruction, and correct construction techniques are stressed. Almost any garment may be remodeled.

CLOTHING VIII (Tailoring II)
Fri., 7:00 p.m. to 9:00 p.m.
FEE—$2
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 caught buttonholes, study of sleeve and other fitting problems. Suits and coats will be made.

MILLINERY I
Tues., Wed., or Thurs. 7:00 p.m. to 9:00 p.m.
FEE—$3
This is a course in millinery especially for the beginner. A basic knowledge of sewing is necessary. The course includes the fundamental principles of millinery techniques. Its objective is to develop an understanding of millinery methods, materials, frames, trimmings, the different basic hat styles, and the choosing of becoming hats in proportion to face and figure. The blocking of felts and straw over simple blocks familiarizes the student with blocks and steaming. Re-blocking of good quality used felts is included. Various types of hats are made.

MILLINERY II
Mon. 8:00 p.m. to 9:00 p.m.
FEE—$2
This course is planned for the student who has had Millinery I. and is ready for more advanced problems. More difficult problems employing a wider variety of millinery processes are given. The student has an opportunity to gain more knowledge regarding leather, flower, and ribbon trimmings, and the uses of these trimmings, as well as the various uses and ways of applying to each type of hat. New hats, as well as remodeled hats, are made.

FUR REMODELING
Wed., or Fri., 7:00 p.m. to 9:00 p.m.
FEE—$1
Making over fur coats, restyling and modernizing the fur garment are two features of this course. Putting fur collars on coats and suits, and mending tears are also included. The actual work is done in the class under the instruction of an expert in fur work.

PERSONALITY WARDROBE
Thurs., 7:30 p.m. to 9:00 p.m.
How to bring out one’s personality through choice of wardrobe is the keynote of this course. Some of the highlights of the course are the planning of a perfect wardrobe and the down-to-earth reality wardrobe, new silhouettes for old, skillful shopping, accessories, foundation garments, weight control, care of skin and use of cosmetics.

DRAPERIES AND LAMPSHADES
Thurs., 7:30 p.m. to 9:00 p.m.
Draperies—Curtains and draperies are studied from the standpoint of fabrics, styles, colors, patterns, relation to architectural features, kind 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 home.
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, posing, and trimming the paper or parchment shade.

SLIP COVERS
Wed. or Fri., 7:00 p.m. to 9:30 p.m.
FEE—$2.50 per year
A study of furniture, its line and construction is made in so far as it is related to advisability of slip covering. Suggestions are given on color schemes, choice of fabrics, estimation of yardage and placing the patterns. Definite instruction is given upon the techniques of cutting, filling, bolting, stitching and the application of fasteners. Both slip covers and slip upholstery covers are made in class under supervision.

UPHOLSTERY I
Mon., or Tues., 6:30 p.m. to 9:30 p.m.
FEE—$2.50 per year
This is an introductory course in simple upholstery techniques. Emphasis will be placed upon
the following: proper care and use of tools; how and where to place the webbing; how to fasten the springs; how to pad the chair; how to put on the muslin cover; careful estimation of the upholstery fabric. Careful supervision will be given to selection and estimation of fabric and to the recovering of the furniture. It is required that beginners choose simple projects for the first work such as footstools, pull-up chairs, or bedroom chairs.

UPHOLSTERY II

Thurs. 6:30 p.m. to 9:30 p.m.
FEE—$2.50 per year
A thorough review of Upholstery I will be given. Emphasis will be placed on stitched edges, padding, channelling, tufting, planning and cutting of covers, and trimmings. More complicated projects will be undertaken, such as overstuffed chairs and Cooperwell chairs. Only simple processes of wood finishing will be undertaken. It is necessary to complete Upholstery I before enrolling in Upholstery II.

KNITTING I

Mon., Tues., or Wed., 7:00 p.m. to 9:00 p.m.
This is for beginners or those who have had very little experience in knitting. Typical of what might be made are scarfs, tams, sweaters, mittens, afghans and similar articles. Equipment needed first lesson: two number-three knitting needles (ten or twelve-inch bone), a small ball of any kind of yarn, note-book and pencil.

KNITTING II

Thurs., 7:00 p.m. to 9:00 p.m.
This is for the advanced student and will include planning, styling, and charting of garments to measurements. Types of garments which may be made are sweaters, blouses, skirts, suits, gloves and socks. Tools needed for first meeting are: two number-three knitting needles (ten or twelve-inch bone), a small ball of yarn, notebook and pencil.

NEEDLEWORK

Mon. 7:00 p.m. to 9:00 p.m.
FEE—$1
This course is for all people interested in fine needlework. It includes all decorative stitches, some of which are satin stitch, needlepoint, outline stitch, crewel stitch, fagoting, smocking, Italian hemstitching, applique, Swedish weaving. The instructor of this course has many rare patterns which are available to the class.
Trade and Industry

Automotive
Building and Allied Trades
Metal Industries
Service Occupations
Printing
AUTOMOTIVE
AUTO MECHANICS—CONSUMERS
Mon. and Wed., 7:00 p.m. to 9:00 p.m.
FEE—$2
This course is designed to show how the units of the car operate, why repairs are necessary, cost of maintenance, where to have the car serviced, dealer relations, insurance, new car purchase and depreciation.

AUTO MECHANICS—TRADE PREPARATORY
Tues. and Thurs., 7:00 p.m. to 9:00 p.m.
FEE—$3
This course is designed for those interested in entering the automotive field or becoming indentured apprentices.
Section 1 will deal with brakes, front wheel alignment, steering, and engines.
Section 2 will cover electrical and fuel feed systems.

AUTO MECHANICS TRADE EXTENSION
Mon. and Wed., 7:00 p.m. to 9:00 p.m.
FEE—$3
Section 1 is prepared for persons employed in the automotive field and covers both theory and practice in the following units of instruction: brakes, front wheel alignment, steering, and engines.
Section 2 covers theory and practice in the use of Sun diagnostic equipment.

AUTOMATIC TRANSMISSION—TRADE EXTENSION
Mon. and Wed., 7:00 p.m. to 9:00 p.m.
FEE—$2
This course is designed for garage mechanics who need to become familiar with automatic transmissions and their component parts. The instruction will cover service adjustment and overhaul of the various units. It is possible for the student to enroll for any one or more of the following units:
1. Hydramatic
2. Power Glide
3. Dynaflow
4. Ultramatic
5. Fordomatic
6. Chrysler Automatic

AUTO BODY TRADE PREPARATORY
Tues. and Thurs., 7:00 p.m. to 9:00 p.m.
FEE—$2
This is a practical course designed for those who would like to prepare themselves to be Auto Body Mechanics. It covers welding light gauge metals in all positions, metal finishing and repair, alignment, bumping, dingling, filling and soldering, as well as refinishing, preparing of undercoats, and spray painting of lacquer and enamel.

AUTO BODY REPAIR ESTIMATING
7:00 p.m. to 9:00 p.m.
FEE—$1
Duration—One semester
This course covers an analysis of the processes and methods used in arriving at the estimation of the costs of repairing and refinishing damaged auto bodies. How to use parts books, a study of materials, and estimating labor is covered by lectures, illustrations, and films. This material is compiled for men employed in auto body work or employed in positions requiring estimating of 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 and working the wood to achieve the desired results. The care, use and sharpening of tools, project making, machine woodworking and milling of stock on power machines, joints and joint making, glue and gluing, preparing surfaces and applying finishes. Wood turning. Safety practices of hand and 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
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 project.

CARPENTRY—TRADE EXTENSION
Tues. and Thurs., 7:00 p.m. to 9:00 p.m.
FEE—$2
This is a course designed for men who are employed in the carpentry trade in the following areas: framing, forming, framing, rafter cutting, exterior finishing, interior finishing, stair building, and materials. Special problems with which the students are confronted on the job may be brought up for discussion.
HOME BUILDING AND REMODELING
Wed., 7:00 p.m. to 9:00 p.m.
Duration: 8 weeks
This course is designed for those who are interested in planning small homes or who are considering remodeling projects in the near future. The material covered will consist of the following units which are essential to such a development: financing the home; building materials; electrical wiring problems; plumbing, heating and air conditioning plants; painting, decorating, and landscaping; remodeling problems.

DRAFTING (Architectural)
Tues. and Thurs., 7:00 p.m. to 8:00 p.m.
FEE—$1
Covers vocabulary, construction details, pictorial drawing, isometric, oblique and perspective drawing; layout of rafters, drafting and layout techniques; house layout and arrangement, selecting and planning a project; house plans and details, developing a drafting project; estimating 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 8:00 p.m.
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, end angles and planes; cross sectioning and symbols; dimensioning; pictorial drawing; screw threads; pattern drawing.

ELECTRICITY
Mon. and Wed., 7:00 p.m. to 9:00 p.m.
FEE—$1
Duration—1 semester
Covers elements of electricity; elementary circuits, mathematics, electrical formulas, kinds of wiring, types to use and where; motors, kinds usage and repairs; generators, principles, practices, care, layout work, blueprints and estimating; code, state and federal building laws.

METAL INDUSTRIES
MACHINE SHOP
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—$3
WELDING FOR STEAMFITTERS
Apprentices and journeymen only
Tues., 5:00 p.m. to 9:00 p.m.
FEE—$2.25 per hour
Length of course—40 hours
This course is designed to develop skill in pipe welding by both the arc and oxy-acetylene methods and includes the welding of pipe from 2" to 10" in diameter and the National Pipe Welding Bureau's Qualifications Procedures for welding pipe.

SERVICE OCCUPATIONS

CATERING SPECIALTIES
Tues., 5:00 p.m. to 7:00 p.m.
FEE—$10 (covering materials and one meal each session)
LENGTH OF COURSE—10 weeks
Preparation and serving of delicate food specialties for buffet and party tables. Assistance in the solution of special food problems, particularly food service for large groups.

RESTAURANT TRADE PROBLEMS
—Trade Extension
Thurs., 7:00 p.m. to 9:00 p.m.
LENGTH OF COURSE—10 weeks
Preparation and serving of quality foods, utilizing the more abundant food sources, and obtaining reasonable profit. Special consideration given to individual problems in the hotel and restaurant field.

RADIO I—THEORY OF RECEIVERS
Mon. and Wed., 7:00 to 9:00 p.m.
Text book to be purchased by student
Covers basic theory, radio fundamentals, vacuum tubes, amplifiers, power supplies, detectors, oscillators, coupling, mixer circuits, control circuits, elementary radio mathematics, laws, and electrical formulas.

RADIO II—CONSTRUCTION AND SERVICE OF RECEIVERS
Tues. and Thurs., 7:00 p.m. to 9:00 p.m.
FEE—$5
Text book to be purchased by student
Prerequisite: Radio I
Covers laboratory work in mechanical practice and use of hand tools, soldering, construction and operation of radio receivers, service methods, use of service instruments, signal tracing, and alignment of receivers.

TELEVISION I—THEORY AND SERVICE OF TV RECEIVERS
Mon. and Wed., 6:30 p.m. to 9:30 p.m.
FEE—$8
Text book to be purchased by student
Prerequisite: Radio I and Radio II 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 picture second detector, the video amplifier, the DC restorer, synchronizing circuits, the kinescope tube; use of television test equipment in the location of defects.

TELEVISION II—THEORY AND SERVICE OF TV RECEIVERS
Tues. and Thurs., 6:30 to 9:30 p.m.
FEE—$8
Text book to be purchased by student
Prerequisite: Television I
Covers the radio frequency unit, oscillator, and converter stages for both V.H.F. and U.H.F. television; the picture I.F., the FM sound channels for inter-carrier and conventional television, discriminators and ratio detectors, service procedures for above and complete alignment; color television.

TECHNICAL MATHEMATICS
Tues. and Thurs., 7:00 p.m. to 9:00 p.m.
FEE—None
For adults who wish to pursue a Technical Course we offer the following courses of a technical nature to prepare the students for their special fields.

Applied Mathematics—This is a course of trade mathematics where practical applications of mathematics are considered.

Algebra I. A high school course in Algebra where a unit of high school work is credited upon completion.

Algebra II. The second course in Algebra is for students who have had a year of elementary algebra. It consists of advanced work of many of the principles taught in the first year course.

Geometry. A high school course in Geometry where a unit of high school work may be credited upon completion.

Trigonometry. An elementary course in trigonometry where a half unit of credit may be given.
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.
1952-1953
Day
School
Catalog

Revised

Madison
Vocational
and Adult
School
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COMPOSED AND PRINTED BY THE STUDENTS
IN THE GRAPHIC ARTS DEPARTMENT OF THE
MADISON VOCATIONAL AND ADULT SCHOOL
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 the student. Registration is not complete until all fees are paid.

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. Further information on veterans' training may be obtained in Room 146.

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 registration office and may be obtained for reference or school admission purposes by the student at any time.

ATTENDANCE

A record 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 136. This department is at the service of all students.
who have health, welfare, placement and guidance problems. It offers counseling service to all adults.

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 positions 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 classification, or to make up educational deficiencies in order that they may enter fields of training which have 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 Registration 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: 75 cents per one-half day; 8:30 a.m. to 12:06 p.m. 75 cents per one-half day; 12:52 p.m. to 4:24 p.m.

Tuition is payable in advance for each nine week period. Tuition may be charged for only actual days of attendance; hence all unused tuition will be refunded to the student if a written request is presented to the director.

REGISTRATION HOURS

8:30 a.m. to 11:30 a.m.
1:30 p.m. to 5:30 p.m.
Monday through Friday

MADISON VOCATIONAL AND
ADULT SCHOOL
CALENDAR
1952-1953

Tuesday and Wednesday, September 2 and 3, 1952—Workshop for supervisors.
Thursday and Friday, September 4 and 5, 1952—Day school registration.
Saturday, September 6, 1952—Meeting of staff and supervisors.
Monday, September 8, 1952—Day school opens.
Tuesday, September 30 and Wednesday, October 1, 1952—Registration for evening school (5 p.m. to 8 p.m.)
Thursday, October 2, 1952—Meeting of evening school staff.
Monday, October 6, 1952—Evening school begins.
Thursday and Friday, November 6 and 7, 1952—Day and evening school close for Milwaukee meeting of Wisconsin Education Association and Wisconsin Federation of Teachers.
Thursday and Friday, November 27 and 28, 1952—Day and evening school close for Thanksgiving vacation.
Friday, December 12, 1952—Evening school closes for Christmas vacation.
Saturday, December 20, 1952 through Sunday, January 4, 1953—Day school closes for Christmas vacation.
Monday, January 5, 1953—Day and evening school reopen.
Monday and Tuesday, January 5 and 6, 1953—Registration for second term of evening school (5 p.m. to 7 p.m.)
Friday, January 30, 1953—End of first semester of day school.
Monday, February 2, 1953—Beginning of second semester of day school.
Friday, February 6, 1953—Day and evening school close for meeting of Southern Wisconsin Education Association.
Friday, March 13, 1953—Evening school opens.
Friday, April 3 through Sunday, April 12, 1953—Day school closes for spring vacation. (Good Friday, April 3: Easter Sunday, April 5)
Monday, April 13, 1953—Day school reopens.
Friday, May 1, 1953—Day school closes for Milwaukee meeting of Wisconsin Association for Vocational and Adult Education.
Friday, June 12, 1953—End of school year.
ACADEMIC MATHMATICS

ALGEBRA I (Beginning)
COURSE NUMBERS—1131, 2131
TYPE OF STUDENT—Adult, Apprentice, Junior
FEE—None
LENGTH OF COURSE—180 fifty minute periods
TEXT—Progressive First Algebra by W. W. Hart
COURSE CONTENT—Covers the beginning of algebra for which one high school unit 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 fifty 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 unit is given.

GEOMETRY
COURSE NUMBERS—1133, 2133
TYPE OF STUDENT—Adult, Apprentice, Junior
FEE—None
LENGTH OF COURSE—180 fifty 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 unit 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 fifty minute periods
TEXT—Applied Mathematics by James F. Johnson
COURSE CONTENT—Arithmetic fundamentals are studied and applied to practical problems. One-half high school unit 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 fifty minute periods
TEXT—Plane Trigonometry by Rosenbach, Whitman, Moskovitz
PREREQUISITE—Algebra, geometry
COURSE CONTENT—High school course in trigonometry. Emphasis is placed on problem solving after the trigonometric relations are mastered. Twenty assignment sheets with a final examination after satisfactory completion of the assignment sheets constitute the course. One-half high school unit is given.

BUSINESS MATHEMATICS
COURSE NUMBERS—1137, 2137
TYPE OF STUDENT—Adult, Apprentice, Junior
FEE—None
LENGTH OF COURSE—90 fifty 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 school unit is earned when course is completed.

REFRESHER IN MATHEMATICS
COURSE NUMBER—1136, 2136
TYPE OF STUDENT—Junior, Adult
FEE—None
COURSE CONTENT—A course in refresher arithmetic is offered for those preparing for civil service examinations and other tests involving mathematics.

SCIENCE

CHEMISTRY
COURSE NUMBERS—1121, 2121
TYPE OF STUDENT—Adult, Junior
FEE—$7.50 per semester
LENGTH OF COURSE—180 fifty 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 unit is given for the successful completion of this course.
ENGLISH

ENGLISH FOR PART-TIME BOYS
COURSE NUMBER—1103
TYPE OF STUDENT—Part-time
FEE—None
LENGTH OF COURSE—37 fifty minute periods
TEXTS—Adopted 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
BEGINNING M. W. F.
ADVANCED T. TH.
COURSE NUMBER—2101
TYPE OF STUDENT—Adult
FEE—None
LENGTH OF COURSE—180 fifty minute periods
TEXTS—The Constitution of Our Country by Ruxford 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 GRAMMAR
COURSE NUMBER—1103
TYPE OF STUDENT—Junior Part-time Girls
FEE—None
LENGTH OF COURSE—36 fifty 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 NUMBERS—2104
TYPE OF STUDENT—Adult
FEE—None
LENGTH OF COURSE—180 fifty minute periods
COURSE CONTENT—Basic principles of grammar—the sentence, parts of speech, spelling, and punctuation taught through study and drill on correct usage.

ENGLISH COMPOSITION AND LITERATURE
COURSE NUMBER—2105
TYPE OF STUDENT—Adult
FEE—None
LENGTH OF COURSE—180 fifty minute periods
TEXTS—The Technique of Composition by Taft, McDermott, and Jenson; 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 writing; themes to teach the student to write a good paper. Through such an approach, the student is given guidance not only in self-expression but also in personal growth and happiness.

ENGLISH FOR PRINTERS
COURSE NUMBER—3107
TYPE OF STUDENT—Full-time Junior, Adult
FEE—None
LENGTH OF COURSE—180 fifty minute periods
TEXTS—English for Printers, International Typographical Union; Applied Punctuation, Charles G. Reigner
For reference: College Business English, Charles G. Reigner; Century Collegiate Handbook, Greever and Jones; Daily Drills for Better English, Edward H. Webster; 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.

JOURNALISM
COURSE NUMBER—2108
TYPE OF STUDENT—Full time Junior, Adult
FEE—None
LENGTH OF COURSE—72 fifty 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.
SPEECH

ELEMENTARY SPEECH
COURSE NUMBER—1110
TYPE OF STUDENT—Junior
FEE—None
LENGTH OF COURSE—180 fifty minute periods
TEXTS—Everyday Speech by Smith, Meeting 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 class-room round-table discussions. The course aims to improve the student in all of his everyday speaking situations.

SPEECH (GENERAL)
COURSE NUMBERS—1111, 2111
TYPE OF STUDENT—Adult
FEE—Laboratory fee 50c per semester
LENGTH OF COURSE—180 fifty minute periods
TEXTS—Principles and Types of Speech, Revised by Allen K. Monroe; The Art of Conversation, Milton Wright; 30 Days to a More Powerful Vocabulary, Wilfred Funk and Norman Lewis
COURSE CONTENT—The average person should realize how great a part his speech plays in his everyday life. Dress and physical appearance are secondary. Voice makes or mars. This course will teach what effective speech can mean in everyday speaking, the greeting, telephone conversation, giving directions, making explanations, the interview, specific speech situations, the talk to convince, describing a technique, the impromptu talk, speeches for social occasions, welcome, introductions, award presentations, and after dinner speeches. Group speaking, group discussion, round table, the panel, the forum, the function of the chairman will be studied. Speaking props—ideas, words, voice, and diction. Oral reading techniques. Prose and poetry selections for general practice.

SPEECH FOR APPRENTICES
COURSE NUMBER—3112
TYPE OF STUDENT—Apprentice
FEE—None
LENGTH OF COURSE—37 fifty 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.

SOCIAL STUDIES

UNITED STATES HISTORY
COURSE NUMBERS—1116, 2116
TYPE OF STUDENT—Full-time Junior, Adult
FEE—None
LENGTH OF COURSE—180 fifty minute periods
TEXT—America by Faulkner and Xapne
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 fifty minute periods
TEXT—World History by Smith, Muzzey and Lloyd
COURSE CONTENT—A comprehensive study of the beginnings of civilization; what it is, how our ancestors lived, what the Egyptians accomplished, and civilization of Western Asia. A study of the great civilization of Greece and Rome; their contributions and influence on the world. Life in the Middle Ages, the Barbarian Invasions, Christianity, feudalism, the Crusades. Beginnings of the modern world and the struggle
GENERAL EDUCATION

YOu AND YOUR WORLD FOR JUNIOR STUDENTS

COURSE NUMBER—1115
TYPE OF STUDENT—Full-Time, Part-Time Junior
FEE—None
LENGTH OF COURSE—36 fifty minute periods for part-time students and 180 fifty minute periods for full-time students
COURSE CONTENT—The purpose of this course is to help the student to be better informed by understanding the issues and problems today.

YOU AND YOUR WORLD FOR ADULTS

COURSE NUMBER—2118
TYPE OF STUDENT—Adult
FEE—None
LENGTH OF COURSE—9 fifty minute periods
TEXTS—None
COURSE CONTENT—This course is a summary and evaluation of contemporary human events, with emphasis upon political and social changes and trends of the recent past and their probable future development.

LANGUAGE

FOREIGN LANGUAGE

SPANISH I—Tues. and Fri.
SPANISH II—Mon. and Th.
COURSE NUMBERS—1140, 2140
TYPE OF STUDENT—Junior, Adult
FEE—None
LENGTH OF COURSE—140 fifty minute periods
COURSE CONTENT—A class in conversational Spanish with practice in pronunciation, comprehension of the spoken language, and conversational drill.

BASIC READING AND COMPREHENSION

COURSE NUMBER—1108, 2108
TYPE OF STUDENT—Junior, Adult
FEE—None
LENGTH OF COURSE—20 fifty minute periods

COURSE CONTENT—Reading is a skill which is learned by constant practice and evaluation of comprehension. To be able to read more rapidly and to better understand what has been read are necessary tools for gaining success in any field as well as everyday living. In this course a careful analysis is made of present reading methods and training will be given in rapid reading, increased comprehension of reading, skimming, and eliminating faulty habits.

ART

DRAWING (Elementary)

COURSE NUMBER—1201
TYPE OF STUDENT—Part-time, Full-time Junior
FEE—None
LENGTH OF COURSE—360 fifty minute periods
DAILY 10:15-12:00
COURSE CONTENT—Still-life drawing in line, value and color, stressing perspective and composition. Mediums are charcoal, colored pencils, crayons and pencil.

DRAWING AND PAINTING

Elementary and Advanced

COURSE NUMBERS—2202, 5202
TYPE OF STUDENT—Apprentice, Adult
FEE—$1 per semester for each day of the week enrolled. Materials to be furnished by student.
LENGTH OF COURSE—72 to 180 fifty minute periods per semester
MON., TUES., WED., THUR. 12:52-4:24 first semester
MON., WED., 12:52-4:24 second semester
COURSE CONTENT—Outdoor sketching and still life; preparation of printing grounds; the palette—underpainting, glazing and critical analysis; painting mediums—oil and water color.

DESIGN

COURSE NUMBERS—2203, 5203
TYPE OF STUDENT—Adult
FEE—Laboratory $1 per semester for each day of the week enrolled
LENGTH OF COURSE—72 fifty minute periods first semester; 72 fifty minute periods second semester
TUES. AND THUR. 12:52-4:24 first semester
TUES. AND THUR. 12:52-4:24 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 line relationships.
FIGURE DRAWING
COURSE NUMBERS—2204, 5204
TYPE OF STUDENT—Full-time, advanced adult and apprentice 1st and 2nd semester
FEE—Laboratory fee $2.50 per semester
LENGTH OF COURSE—36 fifty minute periods each semester
COURSE CONTENT—Emphasizing line, proportion, rhythm, anatomy 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—36 fifty minute periods first semester and second semester
Fri. 12:30-4:24
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.

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

ART METAL
COURSE NUMBER—1260
TYPE OF STUDENT—Full-time, half-time, part-time
FEE—None. Materials to be paid for by student
LENGTH OF COURSE—30 fifty minute periods
COURSE CONTENT—An elementary course in design processes and techniques as applied to copper and brass. Processes include beating down, soldering, filing and etching.

ART METAL
COURSE NUMBERS—2261, 5261
TYPE OF STUDENT—Adult
FEE—Laboratory $1 per semester for each day of the week enrolled. Materials to be purchased by student
LENGTH OF COURSE—108 fifty minute periods
Mon. 1:45-4:24
COURSE CONTENT—Design processes and techniques as applied to copper and brass. The processes include beating down, piercing, soldering, filing, etching, construction design, patternmaking, finishing and oxidizing.

COSTUME JEWELRY
COURSE NUMBERS—2262, 5262
TYPE OF STUDENT—Adult
FEE—Laboratory $1 per semester for each day of the week enrolled. Material to be purchased by student
LENGTH OF COURSE—324 fifty minute periods
Tues., Wed. Thurs. 1:45-4:24
COURSE CONTENT—Design, processes and techniques as applied to flat silver and silver wire. These processes include sawing, filing, soldering, piercing, repousse, chasing, enamelling, casting, ring sizing, stone setting and finishing.

STONE CUTTING
COURSE NUMBERS—2263, 5263
TYPE OF STUDENT—Adult
FEE—Laboratory $1 per semester. Stones to be purchased by student
LENGTH OF COURSE—108 fifty minute periods
Fri. 1:45-4:24
COURSE CONTENT—Recognition and classification of semi-precious stones. The processes used on the lapidary machine include sawing, grinding, sanding and polishing stones suitable for costume jewelry.

COMMERCIAL ART
COURSE NUMBERS—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 fifty minute periods
Daily 8:30-10:14
COURSE CONTENT—Design, perspective drawing, light and shade, lettering, pen techniques, wash techniques, color theory advertising layout, poster advertising, brush lettering, reproduction processes.

INTERIOR DECORATION
COURSE NUMBER—125
TYPE OF STUDENT—Adult
FEE—None
LENGTH OF COURSE—36 fifty minute periods
Fri. 2:40 to 4:24 second semester
COURSE CONTENT—Constructional elements in making our homes more beautiful and functional: study of backgrounds as walls, floors, ceilings and windows; furniture styles and arrangements; study of light and dark color and tonalities for special effects and harmony of texture combinations. Lectures, laboratory, class discussions and field trips.
SHOW CARD WRITING

COURSE NUMBERS—2222, 2322, 3222

TYPE OF STUDENT—Adult

FEE—Laboratory fee $2 per semester

LENGTH OF COURSE—100 fifty minute periods

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.

GENERAL CRAFTS

COURSE NUMBERS—2241, 3241

TYPE OF STUDENT—Full-time, Part-time Adult

FEE—$1 per semester for each day of week enrolled.

LENGTH OF COURSE—540 fifty minute periods

DAILY: 12:12-3:30

COURSE CONTENT—Leather craft, block printing, textile decorations, caning, decorative painting, (resawing) and other related hand crafts.

CERAMICS

COURSE NUMBER—1223

TYPE OF STUDENT—Adult

FEE—Laboratory fee $1 per semester for each day of the week enrolled. Materials to be purchased by student, from school

LENGTH OF COURSE—180 fifty minute periods per semester

MON., WED., THUR. 1:46-4:24 first semester

MON., WED. 2:40 to 4:24 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 fusing the kiln. Advanced students use the potter’s wheel.

APPLIED ART 1

COURSE NUMBER—1240

TYPE OF STUDENT—Full-time, Half-time Junior

FEE—None

LENGTH OF COURSE—180 fifty minute periods

DAILY: 12:32-2:33

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.

WEAVING (Elementary)

COURSE NUMBER—2272

TYPE OF STUDENT—Adult

FEE—Laboratory fee $1 per semester for each day of the week enrolled. Material to be purchased by student, from school

LENGTH OF COURSE—324 fifty minute periods

TUES., WED., THUR. 1:46-4:24

COURSE CONTENT—Processes and techniques in producing plain and pattern weaves; colonial overshot; summer and winter; bronson and bound weaves.

ADVANCED WEAVING

COURSE NUMBER—2273

TYPE OF STUDENT—Adult

FEE—Laboratory fee $1 per semester for each day of the week enrolled. Material to be purchased by student

LENGTH OF COURSE—222 ninety minute periods

MON. and WED. 1:46-4:24

COURSE CONTENT—Design methods on two and four harness looms; steeds (loop pile and top-entry weaves); draft writing for overshot, colonial, summer and winter—and bronson weaves on four six and eight looms.

CHAIR CANING

COURSE NUMBER—2242

TYPE OF STUDENT—Adults only—full or part time

LENGTH OF COURSE—540 fifty minute periods

DAILY: 8:30-11:14

LABORATORY FEE—$1 per semester for each day of the week enrolled.

COURSE CONTENT—Instruction in replacing cane chair seats, either woven or machine cane, also artificial rush, and flat splint weaving of chair seats. Students to furnish own chairs.

HOOKED RUGS

COURSE NUMBER—2243

TYPE OF STUDENT—Adult

FEE—None

LENGTH OF COURSE—36 fifty minute periods per semester

COURSE CONTENT—A course in planning, designing and hooking rugs, using correct color relations of new or old material.

MUSIC

HARMONY

COURSE NUMBERS—1304, 2304

TYPE OF STUDENT—Junior, Adult

FEE—None

LENGTH OF COURSE—36 fifty minute periods

TEXT—Modern Harmony by Foote and Spalding

COURSE CONTENT—Intervals, consonance and dissonance in versions, major and minor scales,
circle of the fifths, chromatic scale, triads, open and close position, 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 fifty minute periods
TEXT—Adult Piano Course, Book I by Wagners

PIANO II

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

POPULAR PIANO THROUGH KEYBOARD HARMONY

COURSE NUMBERS—1303, 2303
TYPE OF STUDENT—Junior, Adult
FEE—None
LENGTH OF COURSE—36 fifty minute periods
TEXT—Modern Piano by Lee Sims
COURSE CONTENT—This course is designed for students having some knowledge of piano and consists of learning popular music chords, 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.

Business Education

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

ACCOUNTING I

COURSE NUMBER—2401
TYPE OF STUDENT—Adult
LENGTH OF COURSE—90 fifty minute periods
TEXT—College Accounting, Sherwood & Boling
Workbook, Part I.
J. C. Allen, personal service, practice set.
W. L. Mann, mercantile, practice set.
COURSE CONTENT—The elementary principles of accounting and the procedures of double entry bookkeeping are thoroughly covered in this course.
A comprehensive study is made of both the cash and accrual basis of keeping accounts.
Work covered includes journalizing, posting, trial balance, preparing financial reports, adjusting and closing the books at the close of the business period.
This course is intended primarily for those who have had no previous training in bookkeeping or accounting. Successful completion of the prescribed work will provide the student with a general knowledge of accounting useful in business or professional fields.

ACCOUNTING II

COURSE NUMBERS—2402, 4402
TYPE OF STUDENT—Adult, On-the-job
LENGTH OF COURSE—18 to 90 fifty minute periods
TEXT—College Accounting, Sherwood & Boling
Workbook, Part II.
Reynolds and Reynolds, personal service, practice set.
Bryant & Wood, mercantile, practice set.
COURSE CONTENT—This is a continuation of Accounting I enlarging upon the theories and practices in use today. The work is devoted to the partnership and corporation types of organizations with emphasis on the wholesale merchandising enterprise.
Such subjects as adjusting and classifying accounts, preparing statements and closing books, profit and loss distribution, admission of new partners, partnership dissolution, accounting for purchases, sales, negotiable instruments, taxes, and the acquisition and disposal of fixed assets will be a part of this course.

ACCOUNTING III

COURSE NUMBERS—2403, 4403
TYPE OF STUDENT—Adult, On-the-job
LENGTH OF COURSE—18 to 90 fifty minute periods
TEXT—College Accounting, Sherwood & Boling
Workbook, Part III.
The King Manufacturing Company, practice set.
COURSE CONTENT—Consideration is given to the corporate form of business organization with emphasis on the industrial or manufacturing type of enterprise. Accounts and accounting procedures with cost implications for a manufacturer or concern are presented.
Subjects covered include legal organization and records of a corporation, classes and values of top stock, surplus and dividends, reserves and funds, the voucher system of accounting, manufacturing accounts, annual reports and closing the books of a manufacturer.

ACCOUNTING IV

COURSE NUMBERS—2404, 4404
TYPE OF STUDENT—Adult, On-the-job
LENGTH OF COURSE—18 to 90 fifty minute periods
TEXT—Principles of Cost Accounting by Sherwood-Choate
COURSE CONTENT—A prerequisite to this course is the completion of a preliminary course in general accounting. The job cost or production order system, the process cost system and the standard cost system are discussed. Accounting for materials, labor and factory overhead expenses gives the student knowledge basic in the field of cost accounting.

ACCOUNTING V

COURSE NUMBER—2405
TYPE OF STUDENT—Adult
LENGTH OF COURSE—90 fifty minute periods
TEXT—Varied advanced texts
COURSE CONTENT—A thorough knowledge of accounting principles or two years accounting training is a prerequisite of this course. The work is all individual, and the needs and problems of
the students are fulfilled as far as possible. Work in advanced accounting, C. P. A. problems, cost accounting, federal income tax, and auditing is presented.

BURROUGHS TYPEWRITER BOOK-KEEPING - Machine Model 7600

COURSE NUMBERS—2445, 4445
TYPE OF STUDENT—Adult, On-the-Job
EQUIPMENT FEE—$1 per term
LENGTH OF COURSE—45 fifty minute periods
COURSE CONTENT—Prerequisite: Ability to operate a typewriter. Knowledge of bookkeeping is of great value. The student first learns the parts of the machine by name, the function of the various keys, the general principles of operation, and the various methods of posting debits and credits to accounts receivable and of proving the operation. After the student has mastered these operations, he posts a set of business transactions using individual ledger and statement sheets and a control account. A Model 76 machine is less automatic than a Model 78 machine and requires the use of more keys to perform the various operations.

BURROUGHS TYPEWRITER BOOK-KEEPING - Machine Model 7800

COURSE NUMBERS—2446, 4446
TYPE OF STUDENT—Adult, On-the-Job
EQUIPMENT FEE—$1 per term
LENGTH OF COURSE—45 fifty 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 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
EQUIPMENT FEE—$1 per term
LENGTH OF COURSE—25 fifty minute periods
TEXT—Operating Instructions and Practice Problems by Burroughs Adding Machine Co.

BURROUGHS COMPUTING-BILLING - Machine Model 7200

COURSE NUMBERS—2448, 4448
TYPE OF STUDENT—Adult, On-the-Job
EQUIPMENT FEE—$1 per term
LENGTH OF COURSE—15 fifty 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

BUSINESS ARITHMETIC

COURSE NUMBERS—2436, 4436
TYPE OF STUDENT—Adult, On-the-job
FEE—None
LENGTH OF COURSE—15 to 90 fifty 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.

ADVANCED BUSINESS MATHEMATICS AND PROJECTS

COURSE NUMBERS—2435, 4435
TYPE OF STUDENT—Adult, On-the-job
FEE—None
LENGTH OF COURSE—15 to 90 fifty 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, determining...
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 PRACTICE

COURSE NUMBER—1437
TYPE OF STUDENT—Part-time Junior
FEE—None
LENGTH OF COURSE—37 fifty minute periods
TEXT—Zctavern's Business Practice Set
COURSE CONTENT—Aims to prepare the junior student for a general clerical position. The course covers arithmetic, invoices, requisitions, stock record, payroll sales report, salesman's report, purchase order, invoice (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—18 to 90 Fifty 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 fifty minute periods
TEXT—Progressive Indexing and Filing by Remington Rand, Inc
COURSE CONTENT—Divided into seven units as follows: (1) rules for alphabetizing and their application by use of 200 cards; (2) study of filing equipment; (3) methods of filing and practical application by the use of 75 miniature letters and filing trays—alphabetic, numeric, geographic, subject, triple check, Soundex and Vardex; (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 fifty minute periods
TEXT—Everyday Problems in Economics by Dr. May Wood-Simons
COURSE CONTENT—Deals with present-day problems of American society, the relation of these problems of the past, and their possible effect on the future economic and political systems of our nation.

GENERAL ECONOMICS

COURSE NUMBER—4455
TYPE OF STUDENT—On-the-job
FEE—None
LENGTH OF COURSE—36 fifty 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—36 to 90 fifty minute periods
TEXT—Basic Bookkeeping and Accounting by Schneider-Sell-Lazenby
COURSE CONTENT—Unit I is a study of general records including budgets, income and expense and cash records. Also information regarding forms such as checks, notes, drafts and other papers used in the 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. S. and withholding taxes and profit and loss information of end of month.

Business Education
BUSINESS CORRESPONDENCE—
INTENSIVE COURSE
COURSE NUMBERS—2425, 4425
TYPE OF STUDENT—Adult, on-the-job
FEE—None
LENGTH OF COURSE—45 fifty minute periods
TEXT—Effective Business Correspondence by Auner
COURSE CONTENT—A short intensive course of nine weeks in Business Correspondence will be offered. This course is suitable for students above the high school level. It aims to give the student the knowledge and practice to enable him to write business letters that get results. Letter form, the underlying principles of effective writing, and specific types of business letters will be studied.

ELEMENTARY GRAMMAR
COURSE NUMBER—1428
TYPE OF STUDENT—Junior, Part-Time
FEE—None
LENGTH OF COURSE—37 fifty minute periods
TEXT—Applied English Essentials by Chas. H. Reigner
COURSE CONTENT—For the part-time student who attends school one day a week. It presents the principles of grammar, the parts of speech, the correct tense, the proper use of common words, and the spelling of simple words used in the text.

ADVANCED GRAMMAR
COURSE NUMBERS—2427, 4427
TYPE OF STUDENT—Adult, On-the-job
FEE—None
LENGTH OF COURSE—90 fifty minute periods
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.

OFFICE TRAINING

COMPTOMETER AND BURROUGHS MACHINE CALCULATION
COURSE NUMBER—2430-4430
TYPE OF STUDENT—Adult, On-the-job
EQUIPMENT FEE—$1 per term
LENGTH OF COURSE—45 fifty minute periods
TEXT—Key-Driven Calculator Course by Goodfellow and Agnew
COURSE CONTENT—This is a nine-week introductory course for beginners. The four fundamental principles—addition, multiplication, division and subtraction—are taught. The course is not planned to train operators but to acquaint students with the fundamental operations of the above machines.

COMPTOMETER AND BURROUGHS MACHINE CALCULATION
COURSE NUMBER—1432
TYPE OF STUDENT—Junior, Part-time
FEE—None
LENGTH OF COURSE—37 fifty minute periods
TEXT—Key-Driven Calculator Course by Goodfellow and Agnew
COURSE CONTENT—Includes all phases of machine operation. Students should take the introductory try-out course before Calculating II to determine whether or not they have a liking or an aptitude for the work before specializing in it. It is inadvisable 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—2433-4433
TYPE OF STUDENT—Adult, On-the-job
EQUIPMENT FEE—$1 per term
LENGTH OF COURSE—90 fifty 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
EQUIPMENT FEE—$1 per term
LENGTH OF COURSE—45 fifty minute periods
TEXT—Key-Driven Calculator Course by Goodfellow and Agnew.
COURSE CONTENT—Covers addition and the various methods of multiplying, subtracting and dividing, followed by their application to problems in business arithmetic. Upon the completion of the course, a student should have a thorough training in the fundamental processes as they apply in business, and sufficient knowledge to operate the machine in any business office.

REMINGTON RAND AUTOMATIC PRINTING CALCULATOR
COURSE NUMBER—2434, 4434
TYPE OF STUDENT—Adult, On-the-Job
EQUIPMENT FEE—$1 per term
LENGTH OF COURSE—20 fifty 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.

KEY-PUNCH MACHINE
COURSE NUMBERS—1435, 2435, 4435
FEE—50c per semester
LENGTH OF COURSE—Long enough to develop speed; varies with the individual
TEXT—Supplementary material
COURSE CONTENT—The student is given instruction and practice in the operation of the Electric Key-Punch Machine. Development of speed and accuracy on the ten-key keyboard is the ultimate goal of this course. Opportunity is offered, through field trips, for observation of key-punching and its relationship to sorting, tabulating and accounting as performed on IBM equipment.

TRANSCRIBING MACHINES—DICTAPHONE AND EDIPHONE
COURSE NUMBER—2467
TYPE OF STUDENT—Adult
FEE—None
LENGTH OF COURSE—5 fifty minute periods
COURSE CONTENT—Designed to train students to become experienced on both the Dictaphone and Ediphone machines. Each operator transcribes a prescribed set of permanent practice records on both machines. Instruction is also given on the dictating machine.

SHORTHAND I-A, Full-Time
COURSE NUMBER—2410
TYPE OF STUDENT—Adult
FEE—30c per semester
LENGTH OF COURSE—1 semester—180 fifty minute periods
TEXT—Gregg Simplified Functional Method by Leslie and Zoubek and Zoubek Gregg simplified dictation
COURSE CONTENT—For beginners in Gregg shorthand. The theory of shorthand is completed in the first quarter. The second quarter of the course consists of an automatic review, dictation and transcription on the typewriter. The dictation speed is between 60 and 100 words per minute on a five-minute tape. Students should be able to write the city, county, state and federal civil service examination after completing a semester's work.

SHORTHAND I-B, Half-Time—Part-Time
COURSE NUMBER—2411
TYPE OF STUDENT—Adult
FEE—None
LENGTH OF COURSE—90 fifty minute periods
TEXT—Gregg Simplified Functional Method by Leslie and Zoubek; Gregg Simplified Dictation
COURSE CONTENT—This course is 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.

REVIEW AND BEGINNING DICTATION
COURSE NUMBER—2412
TYPE OF STUDENT—Adult
EQUIPMENT FEE—$1 per term
LENGTH OF COURSE—90 fifty minute periods
TEXT—Functional Method Dictation by Louis A. Leslie
COURSE CONTENT—For students who have completed the shorthand theory, or a refresher course for those who have had some previous work in shorthand. The course consists of a thorough review of shorthand theory, supplementary reading, and dictation and transcription. The dictation range is between 60 and 80 words per minute. The English and shorthand teachers cooperate in checking errors and improving the transcripts.

INTERMEDIATE DICTATION
COURSE NUMBER—2413
TYPE OF STUDENT—Adult
EQUIPMENT FEE—$1 per term
LENGTH OF COURSE—90 fifty minute periods
TEXTS—Speed Drills in Gregg Shorthand by Leslie and Zoubek; Refresher Course in Gregg Short-
COURSE CONTENT—For students who have fulfilled the requirements of the beginning dictation course. It consists of advanced vocabulary and phrase building, dictation and transcription. Dictation is given at rates ranging from 75 to 90 words per minute. Emphasis is placed on letter setup, spelling and typing. A carbon copy of each letter transcribed is required.

ADVANCED DICTATION
COURSE NUMBER—2414
TYPE OF STUDENT—Adult
EQUIPMENT FEE—$1 per term
LENGTH OF COURSE—90 fifty minute periods
TEXTS—Speed Drills in Gregg Shorthand by Leslie and Zoubek. Refresher Course in Gregg Shorthand by John R. Gregg, Gregg Speed Building Simplified by Gregg Leslie—Zoubek.

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.

TRANSCRIPTION
COURSE NUMBER—2416
TYPE OF STUDENT—Adult
LENGTH OF COURSE—90 fifty minute periods
COURSE CONTENT—Transcription begins with an automatic review or refresher course and accompanies 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, proper use of carbon paper, correct erasing 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
LENGTH OF COURSE—45 fifty minute periods
COURSE CONTENT—For students who are studying to be stenographers, bookkeepers, clerks, and other office workers. The study includes nineteen units of work: (1) types of office workers; (2) the business letter; (3) mailing; (4) telegrams, cablesgrams and radiograms; (5) express service; (6) office economy; (7) the telephone; (8) enclosures; (9) freight service; (10) miscellaneous information; (11) reference books; (12) office machines; (13) vocabulary; (14) method of travel; (15) business enterprise and ownership; (16) business organization; (17) business ethics; (18) personality and personal analysis; (19) applying for the position. Prerequisites: typing.

TYPEWRITER FUNDAMENTALS I
COURSE NUMBERS—1420-2420-4421
TYPE OF STUDENT—Junior, Adult, On-the-Job
EQUIPMENT FEE—$1 per term
LENGTH OF COURSE—90 fifty minute periods
TEXT—One-Year 20th Century Typewriting, Sixth Edition by Lessenberry

COURSE CONTENT—Course for beginners in typewriting. Course includes history and the importance of the typewriter, care of typewriter, parts of the machine, position of the typewriter and individual mastery of keyboard, letters, numbers, symbols and characters on the keyboard. Letters (semi and modified block), carbons, erasures, simple tabulation, syllabication also included in this course.

TYPEWRITER FUNDAMENTALS II
COURSE NUMBERS—1422-2422-4422
TYPE OF STUDENT—Junior, Adult, On-the-Job
EQUIPMENT FEE—$1 per term
LENGTH OF COURSE—90 fifty minute periods
TEXT—Advanced 20th Century Typewriting, Sixth Edition by Lessenberry

COURSE CONTENT—This course is recommended as a continuation of Typing I. It includes a review of the fundamentals as taught in Typing I, problems in personal typing, various business letter styles, outlining, rough drafts, tabulation, carbon copies, envelope addressing, folding and insertion of letters in envelopes. Business forms, telegrams, invoices, checks and receipts are included.

TYPEWRITING III
COURSE NUMBERS—1423-2423
TYPE OF STUDENT—Junior, Adult
EQUIPMENT FEE—$1 per term
LENGTH OF COURSE—90 fifty minute periods
TEXT—Advanced 20th Century Typewriting, Sixth Edition by Lessenberry

COURSE CONTENT—Review of material covered in second semester. Introduction combination, simplified, hanging indentation, block and address at bottom, styles of letters, profit and loss and balance sheets, complex tabulations, business forms, memos, and multiple carbons.
BUSINESS EDUCATION

TYPEWRITING IV
COURSE NUMBER—2424
TYPE OF STUDENT—Adult
EQUIPMENT FEE—$1 per term
LENGTH OF COURSE—50 fifty minute periods
TEXT—Advanced 20th Century Typewriting, Sixth Edition by Lessenberry; Various Advanced Texts
COURSE CONTENT—Objective is to prepare for civil service or special types of office work. 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 75-80 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 fifty 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 business transactions, special mediums for selling, selling policies, selling oneself.

RETAIL SALESMANSHIP*
COURSE NUMBER—2502, 3502, 4502
TYPE OF STUDENT—Adult, Apprentice
FEE—None
LENGTH OF COURSE—19 fifty 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—18 fifty minute periods
TEXT—Successful Selling for the New Day by Simmons
COURSE CONTENT—No ceiling on selling; America's next ten years; introduction to successful selling: what makes a good salesman better; how to find prospects; how to handle the price problem; how to handle the chiselers; 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 fifty minute periods
TEXTS—Knock Your Merchandise by Wingate, Allep and Addison; Materials of Industry by Minner, Green and Holdeman
COURSE CONTENT—Determine guides to customer satisfaction; what merchandise is in stock; sources that contribute to the salesman's knowledge; how to get the most out of merchandise; what services are offered; to what use 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 merchandise; how to present them effectively.

STORE ORGANIZATION AND MANAGEMENT*
COURSE NUMBER—2504, 3504, 4504
TYPE OF STUDENT—Apprentice, Adult
FEE—None
LENGTH OF COURSE—38 fifty minute periods
TEXT—Retailing by A. Brisco; Manual: Student Study Guide in Store Organization and Management
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-up 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 fifty minute periods
TEXT—Fundamentals of Advertising by Rowl!le 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 fifty 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.

COLOR LINE AND DESIGN**
COURSE NUMBER—2511, 3511, 4511
TYPE OF STUDENT—Junior, Adult, Apprentice
FEE—None
LENGTH OF COURSE—19 fifty minute periods
TEXTS—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 fifty 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 rehabililate delinquent customers.

CERTIFIED LIFE UNDERWriters
COURSE
COURSE NUMBERS—3514, 4514
TYPE OF STUDENT—Apprentice, Adult
FEE—
LENGTH OF COURSE—75 fifty minute periods
Course to be selected

GENERAL LINES INSURANCE
COURSE NUMBERS—3516, 4516
TYPE OF STUDENT—Apprentice, Adult
FEE—
LENGTH OF COURSE—75 fifty minute periods
COURSE CONTENT—Fire insurance policy; automobile passenger car policy; comprehensive personal liability policy; residence burglary and outside theft policy; and other types of policies.

*Course offered first semester.
**Course offered second semester
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. Conduct in Public—manner in hotels and restaurants and proper introductions are points emphasized. Value to individual who puts courtesy 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 fifty minute periods
COURSE CONTENT—This course is for the beginning and full-time student and consists of the following units:
1. The Child in the Home—is a study of the normal development of children, the health needs of the pre-school child, children’s clothing, play, games and development of social behavior.
2. Family Relationships—points emphasized are importance of family life in the home, characteristics of a satisfying home and 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 fifty 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 standards, friendship and courtship arrangements; 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 are studied in this course. Some of the highlights of the course are: development of a philosophy of life, naturalness of manner and relaxation; importance of personality in career life and home life; gaining self-assurance and poise; selection of dress and grooming to personality; leisure time activities; types of personalities; development of individuality; desirable personality traits and how to cultivate them; how to get along with people.

PERSONALITY AND CHARM
COURSE NUMBER—1603
TYPE OF STUDENT—Junior
FEE—None
LENGTH OF COURSE—90 fifty minute periods
COURSE CONTENT—This is a semester course for the full-time, half-time and advanced student. Beginning with a self-inventory of personality traits such as poise, 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.
HOSPITALITY AND TABLE DECORATION

COURSE NUMBER—604
TYPE OF STUDENT—Junior
FEE—None
LENGTH OF COURSE—18 fifty minute periods
COURSE CONTENT—Hospitality through simple meal setting, invitations, conversations, selection of guests, responsibilities of hostess and of the guests 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—605
TYPE OF STUDENT—Junior
FEE—None
LENGTH OF COURSE—45 fifty 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 fifty 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—607
TYPE OF STUDENT—Junior
FEE—None
LENGTH OF COURSE—18 fifty 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—3 Double periods

COURSE CONTENT—Planned for those who would like some help in keeping a record of money spent and planning expenditures. Choosing an account system, points the family should understand about credit sources, savings and investments, and the purchase of life insurance are some of the highlights of the course.

CONSUMER PROBLEMS

COURSE NUMBER—2603
TYPE OF STUDENT—Adult
FEE—None
LENGTH OF COURSE—18 double periods
COURSE CONTENT—The consumer and 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 dryer are given. Some of the highlights 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; fabric and colors; 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—4605
TYPE OF STUDENT—Junior
FEE—None
LENGTH OF COURSE—Nine 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.
FOODS AND NUTRITION

JR. FOODS I (1st Semester)

COURSE NUMBER—1620
TYPE OF STUDENT—Junior
FEE—None
LENGTH OF COURSE—180 fifty minute periods
COURSE CONTENT—This is 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 fifty 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, casseroles, dishes, meat cookery, pastry, cake making, baking and salad making are included.

JR. FOODS III (Cooking for Two)

COURSE NUMBER—1652
TYPE OF STUDENT—Junior
FEE—None
LENGTH OF COURSE—72 fifty 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 tea.

JR. FOODS IV (Meal Planning and Preparation)

COURSE NUMBER—1629
TYPE OF STUDENT—Junior
FEE—None
LENGTH OF COURSE—72 fifty minute periods
COURSE CONTENT—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 whole flour, whole wheat flour, and soybean flour are used.
Hot Weather Dishes—Nutritive, appetizing and attractive dishes for hot weather make up this unit. Meals, salads and desserts are featured.

JR. NUTRITION I

COURSE NUMBER—1654
TYPE OF STUDENT—Junior
FEE—None
LENGTH OF COURSE—18 fifty minute periods
COURSE CONTENT—What is meant by the nutrition yardstick 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 lecture, 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 amount of minerals; vitamins and proteins; meals for children; meals for adults; meals 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—2811
TYPE OF STUDENT—Adult
FEE—$4 per semester
LENGTH OF COURSE—36 three 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,
FOODS II

UNIT I—SALADS FOR ALL OCCASIONS
(1st quarter)
COURSE NUMBER—2612
TYPE OF STUDENT—Adult
FEE—$1.50 per quarter
LENGTH OF COURSE—9 three period sessions
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 sal­
ads are also featured. All types of salad dress·
ings are made. The place of salads in the diet
is emphasized.

UNIT II—PASTRY
(2nd quarter)
LENGTH OF COURSE—9 three 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 homemade mixes. One shell,
two·crust, and deep-dish pies are made. Some of the
more popular pies, as well as some of the un­
usual pies, are prepared. Each student has the
opportunity of making some form of pastry each
time the class meets.

UNIT III—POCKETBOOK MEALS
(3rd and 4th quarter)
FEE—$1.50 per quarter
LENGTH OF COURSE—18 three 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 econ­
omy; moderate and liberal budget meals; how to
reduce food costs; use of ingenuity and imag­
ination in planning meals and marketing.

FOODS III

UNIT I—BREADS AND ROLLS
(1st quarter)
COURSE NUMBER—2613
TYPE OF COURSE—Adult
LENGTH OF COURSE—9 double 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, and the
use of deep freezer are also included.

UNIT II—CAKES AND COOKIES
(2nd quarter)
LENGTH OF COURSE—9 three period sessions
FEE—$2 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—CASSEROLE DISHES
(3rd quarter)
LENGTH OF COURSE—9 three period sessions
FEE—$2 per quarter
COURSE CONTENT—A wide variety of casser­
ole dishes are given in this course. Some of the
types to be made are various kinds of meats;
vegetable; fish; chicken. Both fresh meat and
leftover meats may be used. Their place in the
family meals or for budget meals is presented.

UNIT IV—UNUSUAL DESSERTS
(4th quarter)
LENGTH OF COURSE—9 three period sessions
FEE—$1.50 per quarter
COURSE CONTENT—The desserts featured in
this unit are for special occasions; for in­
stance, something for dessert bridge. Meringues,
tortes, ice box desserts, and new things in pastry
and frozen desserts are some of the desserts
given.

FOODS IV

UNIT I—FREEZING FOODS
(1st quarter)
COURSE NUMBER—2614
TYPE OF STUDENT—Adult
LENGTH OF COURSE—9 three period sessions
COURSE CONTENT—This unit is concerned with
the methods used for freezing food. Emphasis is
given to the correct freezing of fruits, vegetables,
meat, poultry, and fish. Also, the proper method
for freezing cooked and baked foods is included.
Here to prepare a whole meal right from the
freezer is one of the highlights of the course. If
the class wishes lessons on other types of food
preservation such as canning, pickling, and jelly
making, they may be given.
UNIT II—MEAT, POULTRY AND FISH COOKERY
(2nd and 3rd quarters)
FEE—$2 per quarter
LENGTH OF COURSE—18 three periods 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 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 III—HOT WEATHER MEALS
LENGTH OF COURSE—9 three periods sessions
FEE—$1.50 per quarter
COURSE CONTENT—Attractive foods for hot days; easy to prepare main dishes; simple and healthful desserts, summer soups and summertime beverages are some of the things featured.

FOODS V—HOSPITALITY COOKERY
(3rd and 4th Quarters)
COURSE NUMBER—2615
TYPE OF STUDENT—Adult
FEE—$4 per semester
LENGTH OF COURSE—18 three periods 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 receptions after-theater snacks, bridge dinners, guest dinners. Table setting for these special occasions is included in the course.

FOODS VI—CAKE DECORATING FOR SPECIAL OCCASIONS (1st and 2nd semester)
COURSE NUMBER—2616
TYPE OF STUDENT—Adult
FEE—$4.00 per semester
LENGTH OF COURSE—18 three periods sessions
COURSE CONTENT—This course is for homemakers who are interested in learning the fundamentals of cake decorating for special occasions. The highlights of the course are techniques of making flowers and other forms of decoration; application of decoration to cakes and desserts; the making of petit-fours and mints. Various types of cakes will be made and frozen. In latter lessons, these will be decorated.

FOODS AND NUTRITION
COURSE NUMBER—2617
TYPE OF STUDENT—Practical Nurse
FEE—None
LENGTH OF COURSE—10 two period sessions
COURSE CONTENT—This foods course is open only to the group which is taking training for Practical Nursing. The emphasis is put on the food for patients. However, some time is given to general cookery since often the practical nurse must prepare some of the meals for the family. Invalid cookery and invalid trays are part of the course. Nutrition, which includes the body requirements for vitamins, minerals, proteins, carbohydrates, and fats, is also given.

DEMONSTRATIONS
At various intervals during the year, demonstrations will be given in the use of the freezer. This will include the freezing of fresh fruits and vegetables as well as baked goods and leftovers. The preparation of an entire meal from the freezer will be given.

CLOTHING AND TEXTILES

JUNIOR CLOTHING I
COURSE NUMBER—1620
TYPE OF STUDENT—Junior
FEE—None
LENGTH OF COURSE—30 double periods
COURSE CONTENT—This course is for the full-time or half-time student who has built 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—1621
TYPE OF STUDENT—Junior
FEE—None
LENGTH OF COURSE—30 double 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 fabric and foundation, 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.
HOMEMAKING

JUNIOR CLOTHING III
COURSE NUMBER—1932
TYPE OF STUDENT—Junior
FEE—None
LENGTH OF COURSE—37 double periods
COURSE CONTENT—Unit I—My Ideal Wardrobe. Inventory of wardrobe is made and plans made for garments which are needed to complete the wardrobe. The garment selected to be made will depend upon the student’s previous experience. Demonstrations will be given which apply to garments under construction. Review of the sewing machine is included.

UNIT II—What to Wear on the Job. What shall I wear to work and the importance of being dressed properly for the job. Garment construction is continued.

UNIT III—Care and Repair of clothing. Clothing conservation, a need at all times, is given emphasis. When it is worthwhile to repair a garment, why proper care makes a garment give longer service, the real meaning of “A stitch in time saves nine,” when to darn and when to mend—these and other worthwhile topics are considered.

UNIT IV—Fabric Study and Clothing Purchase. The study of the new fabrics on the market and a review of cotton, rayon, linen and wool is given in this unit. All students may make a garment for summer.

CLOTHING I (Firsts in Sewing)
COURSE NUMBER—2620
TYPE OF STUDENT—Adult
FEE—50 cents per semester
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—50 cents per semester
LENGTH OF COURSE—18 three 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, plackets and zippers, making and applying collars, pockets 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—50 cents per semester
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; corded buttonholes; putting in zippers; how to use a pattern correctly; how to use the buttonholer; worked buttonholes; cutting of true bias; pockets. Garments will not be made; people taking this course may also take Clothing IV or V, as the purpose of this course is to give special help on above processes to people who may be ready for more advanced work than Clothing I.

CLOTHING IV (Casual Clothes)
COURSE NUMBER—2623
TYPE OF STUDENT—Adult
FEE—50 cents per semester
LENGTH OF COURSE—18 four period sessions
COURSE CONTENT—This is an elementary dressmaking course and follows Clothing I or its equivalent. Types of garments to be made in this class are blouses with set-in sleeves, woolen skirts, cotton and rayon dresses. The dresses may be morning dresses, sport dresses, or simple casual dresses made from cotton or rayon. 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. The Bishop method of sewing will be used throughout the course.

CLOTHING V (That Ready-Made Effect)
COURSE NUMBER—2624
TYPE OF STUDENT—Adult
FEE—50 cents per semester
LENGTH OF COURSE—18 four 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—50 cents per semester
LENGTH OF COURSE—18 four 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 cutting to fit the figure, use of interfacing, tape and pocket stitching for collars, revers, hand stitching of collars and front facing, fitting problems, use of pressing boards for shaping garment to the figure, bound and patch pockets, lining and interfacing for coats and suits, types of pads most suitable, selection of fabrics for coats, suit linings, interlinings, and interfacing. Garments to be made are suits and coats from new material as well as make-over problems in suits and coats.

CLOTHING VII (Challenge of Make-over)
COURSE NUMBER—2626
TYPE OF STUDENT—Adult
FEE—50 cents per semester
LENGTH OF COURSE—18 four period sessions
COURSE CONTENT—This course is planned for people who have had some experience or training in sewing. Beginners should not enter this 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. Also, renovation and dyeing are included in the instruction, and correct construction techniques are stressed. Almost any garment may be remodeled.

CLOTHING VIII (Tailoring II)
COURSE NUMBER—2627
TYPE OF STUDENT—Adult
FEE—50 cents per semester
LENGTH OF COURSE—18 four 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, cording and worked buttonholes, study of sleeves and other fitting problems. Suits and coats will be made.
to gain more knowledge regarding feather, flower, and ribbon trimmings, and the uses of these trimmings, as well as the various uses and ways of applying veiling to each type of hat. New hats, as well as remodeled hats, are made.

MILLINERY III
COURSE NUMBER-2632
TYPE OF STUDENT-Adult
FEE-$1.50 per semester
LENGTH OF COURSE-18 four period sessions
COURSE CONTENT—This is an advanced course for students who have completed Millinery II. It will feature the creation of original designs. The relation of millinery to the costume as a whole, coordinating style, line, shape, and color harmony, is stressed. Color analysis, as related to millinery, including color schemes, colors for the individual, and seasonal colors are given.

FUR REMODELING
COURSE NUMBER-2633
TYPE OF STUDENT-Adult
FEE-$1 per semester
LENGTH OF COURSE-18 four 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 rips are also included. The actual work is done in class under the instruction of an expert in fur work.

SLIPCOVERS
COURSE NUMBER-2634
TYPE OF STUDENT-Adult
FEE-$1 per semester
LENGTH OF COURSE-18 four periods sessions
PRE-REQUISITE—Ability to do plain sewing
COURSE CONTENT—A study of slipcovers—their advantages and disadvantages, choice of fabric, adaptation to style of furniture and setting are included. Explicit instruction will be given in estimation of yardage, placing of design, techniques of cutting, fitting, basting and stitching. Special emphasis is laid on the re-making of cushions which are in need of repair before slipcovering. All projects are completed under supervision.

UPHOLSTERY I
COURSE NUMBER-2635
TYPE OF STUDENT-Adult
FEE-$2 per semester
LENGTH OF COURSE-18 or 36 three period sessions
COURSE CONTENT—This is a beginning course in Upholstery. Emphasis is placed upon quality in construction and the value of proper techniques including webbing, spring tying, rolled edges, padding, choice of covering and careful estimation of fabrics. It is recommended that simple projects be selected such as foot-stools, pull-up chairs or bedroom chairs.

UPHOLSTERY II
COURSE NUMBER-2636
TYPE OF STUDENT-Adult
FEE-$2 per semester
LENGTH OF COURSE-18 three period sessions
PRE-REQUISITE—Upholstery I
COURSE CONTENT—After a thorough review of the techniques presented in Upholstery I, attention will be given to more complicated projects involving the making of stitched edges, channeling, tufting, and various trims as used on some lounge chairs, cogswell chairs, platform rockers, etc. Greater emphasis will be placed upon art principles as applied to furniture. Students will be encouraged to undertake projects at home.

UPHOLSTERY III(Upholstery Workshop)
COURSE NUMBER-2637
TYPE OF STUDENT-Adult
FEE-$2
LENGTH OF COURSE-18 three period sessions
PRE-REQUISITE—Upholstery I & II
COURSE CONTENT—This is a workshop period providing opportunity for students to come for consultation concerning projects undertaken at home or uncompleted projects. They will also be permitted to make use of the heavy duty sewing machine, the cushion filler and the button machine.

DRAPERIES
COURSE NUMBER-2638
TYPE OF STUDENT-Adult
FEE-50 cents per semester
LENGTH OF COURSE-18 three period sessions
COURSE CONTENT—This is primarily a course in construction techniques as applied to the lined or unlined traverse drapery.

LAMPSHADES
COURSE NUMBER-2639
TYPE OF STUDENT-Adult
FEE-50 cents per semester
LENGTH OF COURSE-18 three period sessions
COURSE CONTENTs—Construction techniques as applied in making the paneled silk shade is featured in this course. Students may bring old frames to be recovered. Frames are refinished.
rewound, relined, recovered and relrimmed. Effort is made to aid the student in the selection of appropriate fabric and trim for the place in which it is to be used. Other types of shades may be included such as the yarn, paper and parchment shades.

CROCHETING
COURSE NUMBER—2640
TYPE OF STUDENT—Adult
FEE—None
LENGTH OF COURSE—18 three 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—2641
TYPE OF STUDENT—Adult
FEE—None
LENGTH OF COURSE—18 three period sessions
COURSE CONTENT—This is for the beginners or those who have had very little experience in knitting, and 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—2642
TYPE OF STUDENT—Adult
FEE—None
LENGTH OF COURSE—18 three period sessions
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, 16 or 12 inch bone, a small ball of yarn, notebook and pencil.

CLOTHING CLASSES AND FUR REMODELING
ARE OFFERED AT THE FOLLOWING CENTERS:
LOWELL SCHOOL—Wednesday P.M. 6:45 P.M.
FRANKLIN SCHOOL—Thursday P.M. 6:45 P.M.
NEIGHBORHOOD HOUSE—Tuesday A.M.

Midvale Thursday P.M.
AUTOMOTIVE

AUTO BODY

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

COURSE NUMBER-1701
TYPE OF STUDENT—Junior, Part-time
FEE—None
LENGTH OF COURSE—148 fifty 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, 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—$20
LENGTH OF COURSE—6 weeks
TEXT—Sportsmanlike Driving by the American Automobile Association

COURSE CONTENT—
I. Lecture and Discussion, Mondays from 1 p.m. to 2:30 p.m.
II. 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—2705
TYPE OF STUDENT—Apprentice
FEE—15 cents for 4 periods
LENGTH OF COURSE—480 fifty minute periods

TEXT—Automotive Ignition and Electrical Equipment by Kuns and Plumridge

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

AUTOMOTIVE MECHANIC

COURSE NUMBER—2704
TYPE OF STUDENT—Apprentice
FEE—15 cents for 4 periods
LENGTH OF COURSE—400 hours

TEXT—Automotive Ignition and Electrical Equipment by Kuns and Plumridge

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 MECHANIC

COURSE NUMBER—2705
TYPE OF STUDENT—Adult, Full-time
FEE—15 cents for 4 periods
LENGTH OF COURSE—400 hours

TEXT—Principles of Wheel Alignment by Bear

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—fifty minute period daily
TEXT—Modern Physics by Charles E. Dull
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—15 cents for 4 periods
LENGTH OF COURSE—400 hours
TEXT—Principles of Wheel Alignment by Bear
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 fifty minute periods
TEXT—Building Trades Blueprint Reading by Dalzell (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

WOODWORKING

(Cabinet Making)

COURSE NUMBER—1713
TYPE OF STUDENT—Junior, Part-time
FEE—None
LENGTH OF COURSE—400 fifty minute periods
TEXT—Principles of Woodwork by Herman Hjorth
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 joiner making, glue and gluing, preparing surfaces and applying finishes. Wood turning, 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 Durbash
COURSE CONTENT—Wood and its properties: carpentry tools; fasteners; layout for basement; basement form construction; construction, types of framing; floor construction; walls and partitions;
DRAFTING, ARCHITECTURAL

COURSE NUMBER—2715
TYPE OF STUDENT—Adult, Full-time
FEE—$1.25 per semester—one period
LENGTH OF COURSE—1480 fifty minute periods
TEXT—Problems in Architectural Drawing and References by Franklin G. Elwood

COURSE CONTENT—Vocabulary; construction details, pictorial drawing, isometric, oblique and perspective drawing; layout of rafters, drafting and layout techniques; house layout and arrangement, select and plan a project; house plans and details; develop a 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 fifty minute periods
COURSE NUMBER—2716
TYPE OF STUDENT—Adult, Full-time
FEE—$1.25 per semester—one period
LENGTH OF COURSE—1480 fifty minute periods
COURSE NUMBER—3716
TYPE OF STUDENT—Apprentice
FEE—None
LENGTH OF COURSE—400 fifty minute periods

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

STRENGTH OF MATERIALS

COURSE NUMBER—2717
TYPE OF STUDENT—Adult, Full-time
FEE—None
LENGTH OF COURSE—96 fifty minute periods
COURSE NUMBER—3717
TYPE OF STUDENT—Apprentice
FEE—None
LENGTH OF COURSE—96 fifty 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 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.

APPLIED SCIENCE FOR APPRENTICES

COURSE NUMBER—3750
TYPE OF STUDENT—Apprentice
FEE—None

COURSE CONTENT—A course consisting of lecture and demonstration of basic principles of physics and chemistry as applied to everyday trade practice.

ELECTRICITY

COURSE NUMBER—2718
TYPE OF STUDENT—Adult, Full-time
FEE—17 cents per day of two periods
LENGTH OF COURSE—1480 fifty minute periods
COURSE NUMBER—3718
TYPE OF STUDENT—Apprentice
FEE—None
LENGTH OF COURSE—400 hours

COURSE CONTENT—Elements of electricity; elementary circuits; mathematics, electrical formulas; kinds of wiring, types to use and where; motors, kinds, usage and repair; generation, principles, practices, care; layout work, blueprints and estimating; code, state and federal building laws.

ELECTRICITY

COURSE NUMBER—3718
TYPE OF STUDENT—Apprentice
FEE—None
LENGTH OF COURSE—400 hours

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

The following texts are used in Electricity 2718 and Electricity 3718:

**TEXTS**
- Industrial Electricity by Nadon and Gleim
- Essentials of Alternating Currents by Timbie
- Essentials of Electrical Mathematics by Timbie
- How to Read Electrical Blueprints by Helne and Dunlap
- State Electric Code, State Bureau of Purchases
- American Electricians Handbook by Craft
- State Apprenticeship program—Electricity, Racine Vocational School
- Electrical Motor Repair by R. Rosenberg
- National Electric Code Handbook by Abbott

**PAINTING AND DECORATING**

<table>
<thead>
<tr>
<th>COURSE NUMBER</th>
<th>3719</th>
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<tbody>
<tr>
<td>TYPE OF STUDENT</td>
<td>Apprentice</td>
</tr>
<tr>
<td>FEE</td>
<td>None</td>
</tr>
<tr>
<td>LENGTH OF COURSE</td>
<td>400 hours</td>
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<tr>
<td>TEXT</td>
<td>Painting and Decorating Craftsman's Manual and Textbook</td>
</tr>
<tr>
<td>COURSE CONTENT</td>
<td>Color mixing, color harmony; exterior painting; materials; new materials and processes; drawing and design; preparation of wall services; varnishing and enamel; glazing; graining of woods; graining of marble; plastic paints; paper hanging.</td>
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**PLUMBING**

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<th>COURSE NUMBER</th>
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<tbody>
<tr>
<td>TYPE OF STUDENT</td>
<td>Apprentice</td>
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<tr>
<td>FEE</td>
<td>None</td>
</tr>
<tr>
<td>LENGTH OF COURSE</td>
<td>400 hours</td>
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<tr>
<td>TEXT</td>
<td>How to Design and Install Plumbing by Matthais</td>
</tr>
<tr>
<td>COURSE CONTENT</td>
<td>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 and to help the worker understand the problems of management.</td>
</tr>
</tbody>
</table>

**SHEET METAL**

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<tr>
<th>COURSE NUMBER</th>
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<tbody>
<tr>
<td>TYPE OF STUDENT</td>
<td>Junior, Part-time</td>
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<tr>
<td>FEE</td>
<td>None</td>
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<tr>
<td>LENGTH OF COURSE</td>
<td>148 fifty minute periods</td>
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<tr>
<td>TEXT</td>
<td>-</td>
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<tr>
<td>COURSE CONTENT</td>
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<tr>
<th>COURSE NUMBER</th>
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</thead>
<tbody>
<tr>
<td>TYPE OF STUDENT</td>
<td>Apprentice</td>
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<tr>
<td>FEE</td>
<td>15c per day of four periods</td>
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<tr>
<td>LENGTH OF COURSE</td>
<td>600 hours</td>
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<tr>
<td>TEXT</td>
<td>Sheet Metal Work Study Guide, Wisconsin Vocational Education Schools</td>
</tr>
<tr>
<td>COURSE CONTENT</td>
<td>Plastics, to develop 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 application of formulas; plumbing drawing, ventilation design and layout, to make isometric layouts; blueprint reading; lead work, layout and design, joint welding, lead burning; related welding, care and use of the oxy-acetylene torch in pipe cutting and welding. Also related chemistry and physics.</td>
</tr>
</tbody>
</table>
TRADE AND INDUSTRY

FILTER TRADE, the underlying scientific principles of pressure, weight density, and type of heat; related drawing, blueprint reading; fundamentals of isometric drawing, and heating plant layout; heating, design and installation procedures; heat transmission, calculating heat losses; review of mathematics; process piping, pipe standards, accessories, and pipe fittings; pipe welding, the use of 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

BLUEPRINT READING (MACHINE TRADES)

COURSE NO.—2730
TYPE OF STUDENT—Full-time
FEE—None
LENGTH OF COURSE—80 fifty minute periods
TEXT—Blue Print Reading by Nicholson & Jones
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
Metal Castings by Cambell
Advanced Blueprint Reading, Delmar Publishers
Mechanical Drawing by French and Svensen
Mathematics by Blade and Margella
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 Pattermakiing Foundry Work by Went
COURSE CONTENT—Introduction, to give apprentice an interview of the foundry and patternmaking industry; molding practices, core prac-

tics; elementary metallurgy; foundry sands; related patternmaking theory; elements of arithmetic; calculation of areas and volumes; weights of castings; calculation of metal mixtures; slide-rule practice; principles of projection; sketching practice; use of instruments and equipment; blueprint reading.

WELDING—ELECTRIC ARC

WELDING—ELECTRIC ARC
COURSE NUMBER—1738
TYPE OF STUDENT—Junior, Part-time
FEE—None
LENGTH OF COURSE—148 fifty minute periods
COURSE NUMBER—3738
TYPE OF STUDENT—Adult, Full-time
FEE—21 cents per period
LENGTH OF COURSE—740 fifty minute periods
COURSE NUMBER—3738
TYPE OF STUDENT—Apprentices
FEE—25 cents per hour
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; 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. 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 fifty minute periods
COURSE NUMBER—3739
TYPE OF STUDENT—Adult, Full-time
FEE—21 cents per period
LENGTH OF COURSE—740 fifty minute periods
COURSE NUMBER—3739
TYPE OF STUDENT—Apprentices
FEE—25 cents per hour
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 fifty minute periods
TEXT—Hydraulics as Applied to Machines—Henry Ford Trade School and references.
COURSE CONTENT—The basic laws of fluids, pressure and buoyancy, piping, valves, and pumps. The major part of the work relates to pumps and hydraulic circuits.

METALLURGY*

COURSE NUMBER—3734
TYPE OF STUDENT—Apprentice
FEE—None
LENGTH OF COURSE—32 fifty minute periods
TEXT—Elementary Metallurgy by Frer
COURSE CONTENT—Iron smelting; iron refining; cast and wrought iron, rolling and metal forming; 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 fifty minute periods
TEXT—Machine Shop Mathematics by Aaron Axelrod
COURSE CONTENT—Weights and measures; practical measurements and geometry, formulas and methods used in area and volume problems; geometric construction; graphs; shop trigonometry, how trig functions can be used to solve length and angle problems; bending, mathematics and physics of bending; 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 fifty 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

PATTERNMAKING

COURSE NUMBER—3737
TYPE OF STUDENT—Apprentice
FEE—None
LENGTH OF COURSE—400 hours
TEXTS—Mechanical Drawing by Frer and Svensen
Advanced Blueprint Reading, Delmar Publishers
Pattern Design by Hall and Kiley
Mathematics by Slaughter and Margolis
Patternmaking by McCusker
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 core boxes; staved, stopped and segment work; related pattern casting theory, design, engineering, new methods; elements of arithmetic; areas of volume—cylinders, prisms, fillets, boxes, 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 fifty minute periods
COURSE NUMBER—2732
TYPE OF STUDENT—Adult, Full-time
FEE—10 cents per day of two periods
LENGTH OF COURSE—1480 fifty minute periods
COURSE NUMBER—3733
TYPE OF STUDENT—Apprentice
FEE—25c per day of four periods
LENGTH OF COURSE—480 hours
TEXTS—How to Run a Lathe by O'Brien
Machine Shop Theory by Searles
Machinery Handbook by Oberg and Jones
TRADE AND INDUSTRY

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.

SERVICE OCCUPATIONS

ADVANCED COOKING

COURSE NUMBER—3761
TYPE OF STUDENT—Apprentice
FEE—None
LENGTH OF COURSE—400 hours
COURSE NUMBER—2761
TYPE OF STUDENT—Adult, Full-time
FEE—$5 a week (covers uniforms, tools, text books, and one meal a day)
LENGTH OF COURSE—2 nine week quarters
TEXT—Escoffier Cook Book; Book of Sauces
COURSE DESCRIPTION—Preparation of quality food on a quantity basis to prepare students for positions as first and second cooks. Students are given gradual increase in responsibility in the preparation and service of finer foods. Problems of culinary management are presented and discussed in class sessions. To prepare students to meet requirements of a quality position in the culinary trade.

BASIC RESTAURANT TRADES

COURSE NUMBER—3760
TYPE OF STUDENT—Apprentice
FEE—None
LENGTH OF COURSE—400 hours
COURSE NUMBER—2760
TYPE OF STUDENT—Adults
FEE—$5 a week, covering uniform, tools, text books, and one meal a day
LENGTH OF COURSE—4 nine week quarters
TEXT—Escoffier Cook book
COURSE DESCRIPTION—Practical instruction in food procurement, preparation and service. Selective menus or daily bills of fare are purchased, prepared, served and discussed by the students under the supervision of the food director and his assistants. This work is supplemented by demonstrations and lectures on allied subjects by specialists from various fields of sanitation, personal hygiene, nutrition, restaurant accounting, and food control.

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 its 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—1,430 fifty minute periods
Elements of Radio by Marcus and Horton
Essentials of Radio Servicing
Elements of Electricity by Timbie
Inside of the Vacuum
Master Guide, United Catalog Publishers
Radio Fundamentals
Servicing, Signal Tracking 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; local
ing 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.

TELEVISION
COURSE NUMBER—2742
TYPE OF STUDENT—Full-time
FEE—10 cents per day of two periods
LENGTH OF COURSE—1440 fifty minute periods
PREREQUISITE—Ability to pass entrance examination
TEXT—Basic Television by Grob
COURSE CONTENT—Covers basic television theory, elementary television mathematics, the TV high and low voltage supplies, vertical and horizontal deflection circuits, the picture second detector, the video amplifier, the D.C. restorer, synchronizing circuits, use of television tests equipment, Television RF amplifiers, mixer and oscillator stages, video IF stages, the sound channel, limiters, discriminators, ratio detectors, antennas, alignment and service procedures for complete television receiver. Color television and ultra high frequencies will be discussed. About one-third theory and two-thirds laboratory work.

REFRIGERATION
COURSE NUMBER—2744
TYPE OF STUDENT—Adult, Full-time
FEE—10 cents per day of two periods
LENGTH OF COURSE—592 fifty minute periods
TYPE OF STUDENT—Apprentice
FEE—20c 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 loss, absorption type refrigeration.

AIR CONDITIONING
COURSE NUMBER—2745
TYPE OF STUDENT—Adult, Full-time
FEE—10 cents per day of two periods
LENGTH OF COURSE—592 fifty 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 loads, duct work, fans, accessories, motor controls.

PHOTOGRAPHY
COURSE NUMBER—2748
TYPE OF STUDENT—Adult, Full-time
FEE—$1 per semester
LENGTH OF COURSE—2 semesters
COURSE CONTENT—The student in this course will begin with hand composition (elementary and advanced); take presswork (Keiley, 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' Mathematics are additional courses given to printing students.

GRAPHIC ARTS
PRINTING
COURSE NUMBER—2746
TYPE OF STUDENT—Junior, Part-time
FEE—None
LENGTH OF COURSE—412 fifty minute periods
COURSE NUMBER—1746
TYPE OF STUDENT—Adult, Full-time
FEE—None
LENGTH OF COURSE—2,072 fifty minute periods
COURSE NUMBER—3746
TYPE OF STUDENT—Apprentice
FEE—None
LENGTH OF COURSE—400 hours
TEXT—Lessons in Printing by Polk
General Printing by Cleaton and Pitkin
Applicable Course for Student Printers
Elementary Platen Presswork
COURSE CONTENT—The student in this course will begin with hand composition (elementary and advanced); take presswork (Keiley, 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' Mathematics are additional courses given to printing students.
and enlarging work, the photo electric meter for measuring light. How to take color pictures.

2. ADVANCED COURSE—Photo copying, special enlarging, composition, toning of prints, large group pictures, different types of equipment, Flash photography and mural work.

3. PHOTO OIL COLORING—Coloring photographs with transparent oil colors, pictorial coloring and fixing. Basic color mixing for special usage. The fee covers use of the photography library and laboratory privileges. Each student is required to furnish his own camera, films, and supplies.
GUIDANCE

COUNSELING

JUNIORS
Students may obtain counseling service in the Guidance Department directly or by referral through teachers or supervisors.

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 136.

The vocational and educational counseling and testing services of the school are available also to non-student adult residents of the city of Madison. A maximum fee of one dollar and a half ($1.50) is charged non-students 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 136 during all hours of the school day.

A special course in Mothercraft is offered expectant mothers. This course is taught by a public health nurse. The class meets twice a week for ten lessons. The course is repeated every five weeks. Prenatal care, diet, hospital procedures and baby care are among the subjects included.

MOTHERCRAFT
TYPE OF STUDENT—Expectant Mothers
FEE—None
LENGTH OF COURSE—10 two period classes, repeated every five weeks.
Tues., Thurs.—2:30 to 4:00 P.M.
COURSE CONTENT—Prenatal care, diet, hospital procedures, baby care with related demonstrations and practice.

PRACTICAL NURSING
TYPE OF STUDENT—Adult
LENGTH OF COURSE—1 year
COST—No fee. Student furnishes uniforms and books
QUALIFICATION—Age—Over 17½ years. Good physical and mental health. Tenth grade education or equivalent. Application and personal interview are required in advance of opening of course.
COURSE CONTENT—
Part 1—ten weeks
1. Basic instruction in structure, function and hygiene of body.
2. Nursing adjustments including basic ethics needed in nurse-patient, nurse-fellow worker, nurse-administration relationships.
3. Foods—study of normal needs, preparation of variations to meet specific health requirements.
4. Housekeeping—efficient application of cleanliness and safety principles as needed in home and institutions.
5. Selection of materials and practice in reading aloud to patients.
6. Occupational Division—demonstration and practice in crafts which may be used for various age groups of patients.
7. Nursing procedures—demonstration and practice of procedures used in case of patients in hospitals and homes.
Part II—forty weeks

Supervised practice in local hospitals and health agencies. Forty hours each week are spent in practicing procedures as applied to the chronically ill, mothers and babies, the aged. A stipend is received by the student during most of this training. In addition to the forty hours per week, four hours weekly are spent in classroom studying and practicing related procedures.

At the end of the year of training, students are eligible for the State of Wisconsin licensing examination for trained practical nurses.
1952-53
Evening School Catalog

Madison Vocational and Adult School
Madison Vocational
and
Adult School

Evening School
Catalog
1952-53

Board of
Vocational and Adult Education

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F. G. Collester
R. E. Dresser

R. W. Bardwell, Director
211 North Carroll Street
Madison, Wisconsin
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GENERAL INFORMATION

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

There is no tuition charge for Madison residents, but there is a general registration fee of $1 a term, and in some classes fees will be charged to cover the cost of laboratory expense, incidental breakage, texts and supplies. 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 Registration office and may be obtained for reference or school admission purposes by the student at any time.

ATTENDANCE

A record 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 136. This department is at the service of all students who have health, welfare, placement and guidance problems. It offers counseling service to all adults. Aptitude, interest and general information tests are
given when indicated as a part of this service. Any young student or adult wishing to avail himself of an opportunity to take these tests may arrange for them at this office. Adults who are retired or about to retire because of age are invited to use the counseling services.

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 positions 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.

WOMAN'S SERVICE EXCHANGE

For women in the Madison area who are interested in and available for part time employment, the service exchange is maintained in the Placement Department. Calls from applicants and prospective employers are received during each school day. Interviewing and counseling of applicants may be arranged by appointment.

ADULT EDUCATION SPECIAL SERVICES

Adults wishing to meet special educational requirements for civil service classification 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

All persons who are twenty-one years of age or older will pay their tuition when they register. The tuition fees are $5.00 a term for one evening a week; $10.00 a term for two evenings a week, payable in advance.

REFUNDS

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

Materials 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 50 cents will be made. Laboratory fees may be transferred from one course to another.
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.

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.

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.

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.

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.

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

CITIZENSHIP
(for Prospective New Citizens)
Friday, 7:00 p.m. to 9:00 p.m.
This will be a series of eight lessons presenting to the foreign born basic information which he needs in order to become a citizen of the United States.
Prerequisite: Knowledge of English Language.

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
Tues. and Thurs., 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.
GENERAL EDUCATION

ENGLISH IV
Mon. and Wed., 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-story, essay, verse, etc. They select the level: juvenile or adult. They pick the subject-matter: religious or secular, serious or non-serious. A minimum production per term, 2000 words, on the student's own initiative. One hour is used for manuscripting, 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.

GREAT BOOKS
Alternate Thursdays, 7:00 p.m. to 9:00 p.m.
Why read the Great Books? Because reading them provides more experience of understanding human aims, motives, and inconsistencies. No special educational qualifications are necessary—williness to read, express your views, and to face new ideas are the only requirements. In the first year's reading list are included Plato's Republic, Aristotle's Ethics, St. Augustine's Confessions, and Machiavelli's, The Prince.
For the second year's readings, beginning in the fall of 1952, are included plays by Sophocles, Marcus Aurelius' Meditations and selections from the writings of Rousseau, Kant, and Nietzsche.

SHAKESPEARE FOR YOU AND ME
Wednesday 7:00 p.m. to 9:00 p.m.
A course of study of the great Poet-Dramatist: his life, times, plays. Lectures, actual reading of plays in class, possible staging of one or more plays.

FRENCH I
Tues. and Thurs., 7:00 p.m. to 9:00 p.m.
TEXT-United French Course by Lecompte and Sundeen, and Premier Livre by M. D. Berlitz.
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.

FRENCH II
Friday, 7:00 p.m. to 9:00 p.m.
Special arrangements will be made for advanced students, should there be a large enough group desiring such study.

GERMAN I
Mon. and Wed., 7:00 p.m. to 9:00 p.m.
TEXT-Shorter College German by Evans and Roseler and Emles Each by M. D. Berlitz.
Besides giving the student a traditional background of the language, much stress will be placed on conversation. German movies will be shown.

GERMAN II
Friday, 7:00 p.m. to 9:00 p.m.
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.
TEXT-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.
Cultural material which will aid in the understanding of the people in Spanish speaking lands will be presented.

SPANISH II
Wednesday 7:00 p.m. to 9:00 p.m.
Special arrangements will be made for advanced students, should there be a large enough group desiring such study.
This course will be a concentration on more advanced composition and conversation in addition to a beginning study of Spanish literature.

PUBLIC SPEAKING
Tues. and Thurs., 7:00 p.m. to 9:00 p.m.
FEE—$0c
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, special types of speeches, such as courtesy and group discussion, and how to conduct meetings.
LIP READING
Tues. and Thurs., 7:00 p.m. to 9:00 p.m.
A beginning course in lip reading or speech reading for the hard of hearing and deafened adult. It is designed to give students an understanding of the various movements of speech and to help him acquire skill in reading the lips.

COURSE FOR PARENTS OF DEAF CHILDREN
Tues., 7:00 p.m. to 9:00 p.m.
Continuation of course offered in fall 1951. Course will consist of lectures and discussions in units concerned with physical development, emotional adjustment, evaluation of hearing loss, the values and use of hearing aids, educational and vocational opportunities, psychological counseling, and other pertinent subjects to be selected by class members.

RAPID READING
Thurs., 7:00 p.m. to 9:00 p.m.
This course is designed to increase reading rates while maintaining good comprehension. It is primarily for business and professional men and women who find it necessary to read quantities of professional material and wish to reduce the time involved. Recently developed techniques are used, which include work every week with a rate controller.

SPECIAL SERVICES

CONSTRUCTIVE WORKSHOP
Tues. and Wed., 7:00 p.m. to 9:00 p.m.
Constructive workshop is offered to those who are about to retire because of age. In this workshop special projects are planned according to the individual's interests and needs such as chair caning, refinishing woodwork, making jewelry, etc. Other projects may be developed as desired.

ART

ART METAL
Wed., 7:00 p.m. to 9:00 p.m.
LABORATORY FEE—$2.00
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.

Students to pay for materials used.

COSTUME JEWELRY
Tues., 5:00 p.m. to 7:00 p.m.
Tues. or Thurs. or Fri., 7:00 p.m. to 9:00 p.m.
LABORATORY FEE—$2.00
Flat work in copper, brass and silver. Various processes include sawing, filling, soldering, piercing, repoussé, chasing, casting, enameling, wire drawing, ring sizing, stone setting and finishing.

Students to pay for materials used.

STONE CUTTING OR Lapidary
Mon. 7:00 p.m. to 9:00 p.m. or 5:00 p.m. to 7:00 p.m.
LABORATORY FEE—$2.00
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.

Students to pay for materials used.

DRAWING
Tues. and Thurs., 7:00 p.m. to 9:00 p.m.
LABORATORY FEE—$2.00
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. Media: pencil, charcoal, pen and ink, crayon and wash.

Students to pay for materials used.

PAINTING AND COMPOSITION
Tues. and Wed., 7:00 p.m. to 9:00 p.m.
LABORATORY FEE—$2.00
Prerequisite: Drawing
Basic training in the study of form—arrangement, color and texture from still life, outdoor sketches and life. Emphasis is given on techniques, new subject matter, dynamic color, creativeness and individual expression of form. Media: crayon, oil, paint and water color.

Students to pay for materials used.

PORTRAIT PAINTING
Friday, 7:00 p.m. to 9:00 p.m.
Prerequisite: Drawing
LABORATORY FEE—$3.00
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.

Students to pay for materials used.

CERAMICS
Tues. and Thurs., 7:00 p.m. to 9:00 p.m.
LABORATORY FEE—$2.00
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.

Students to pay for materials used.
CLAY MODELING
Mon. Wed. and Fri., 7:00 p.m. to 9:00 p.m.
LABORATORY FEE—$2.00
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 are included in the course.
Students to pay for materials used.

WOOD CARVING
Fri. 7:00 p.m. to 9:00 p.m.
LABORATORY FEE—$2.00
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.
This class will be held if there is sufficient enrollment.
Students to pay for materials used.

LETTERING
Tues. and Thurs., 7:00 p.m. to 9:00 p.m.
LABORATORY FEE—$2.00
Fundamental alphabets. Practical training in lettering adaptable to commercial uses. Techniques include pen and ink and brush lettering. Show card layouts and color theory. Mediums include pencil, pen and ink.

INTERIOR DESIGN
Tues. 7:00 p.m. 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 are discussed.

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.
Students to pay for materials used.

WEAVING
Tues. and Thurs., 7:00 p.m. to 9:00 p.m.
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.
Students to pay for materials used.

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

MOZART CLUB
Wed., 8:30 p.m. to 9:30 p.m.
Adult singers who must qualify. Standard male choruses and a cappella. Concerts in Madison and tours.

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.

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 placement, tone production, breathing, articulation, etc. Primarily intended for Madison Civic Chorus members but also available to qualified adults.
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.

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.

VOCATIONAL SCHOOL
CONCERT BAND
Thursday 7:30 P. M. to 9:30 P. M.
Open to everyone who likes band music, no technical qualifications necessary. One spring concert in Scanlan Hall—frequent guest concerts out of town.

VIOLIN FUNDAMENTALS
Wed., 7:00 p.m. to 9:00 p.m.

PIANO I
Mon., Tues., 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.

POPULAR PIANO THROUGH KEYBOARD HARMONY
Thurs., 7:00 p.m. to 9:00 p.m.
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.

MUSIC APPRECIATION
Thurs., 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.

INDIVIDUAL PRACTICE PERIODS
Limited practice facilities for piano students. Having no piano at home, may be arranged by consulting the Music Supervisor, Mr. Heermann, Room 132.
ACCOUNTING I (Elementary)
Mon. and Wed. 7:00 p.m. to 9:00 p.m.

The elementary principles of accounting and the procedures of double entry bookkeeping are thoroughly covered in this course. A comprehensive study is made of both the cash and accrual basis of keeping accounts. Work covered includes journalizing, posting, trial balance, preparing financial reports, adjusting and closing the books at the close of the business period. This course is intended primarily for those who have had no previous training in bookkeeping or accounting. Successful completion of the prescribed work will provide the student with a general knowledge of accounting useful in business or professional fields.

ACCOUNTING II
Tues. and Thurs. 7:00 p.m. to 9:00 p.m.

This is a continuation of Accounting I enlarging upon the theories and practices in use today. The work is devoted to the partnership and corporation types of organizations with emphasis on the wholesale merchandising enterprise. Such subjects as adjusting and classifying accounts, preparing statements and closing books, profit and loss distribution, admission of new partners, partnership dissolution, accounting for purchases, sales, negotiable instruments, taxes, and the acquisition and disposal of fixed assets, will be a part of this course. It serves as basic training for students planning to major in accounting or for work as a bookkeeper or junior accountant.

ACCOUNTING III
Tues. and Thurs. 7:00 p.m. to 9:00 p.m.

Consideration is given to the corporate form of business organization with emphasis on the industrial or manufacturing type of enterprise. Accounts and accounting procedures with cost implications for a manufacturer or concern are presented. Subjects covered include legal organization and records of a corporation, classes and value of capital stock, surplus and dividends, reserves and funds, the voucher system of accounting, manufacturing accounts, annual reports and closing the books of a manufacturer.

ACCOUNTING IV
Tues. and Thurs. 7:00 p.m. to 9:00 p.m.

A prerequisite to this course is the completion of a preliminary course in general accounting. The job cost or production order system, the process cost system and the standard cost system are discussed. Accounting for materials, labor and factory overhead expenses, given the student knowledge basic in the field of cost accounting.
BUSINESS EDUCATION

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. to 8:00 p.m.; 8:00 p.m. to 9:00 p.m., Fri., 7:00 p.m. to 9:00 p.m.

Equipment Fee—$1 per term

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 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, markup, 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.

Equipment Fee—$1 per term

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 knowledge of the fundamentals of 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 p.m. to 9:00 p.m.

Equipment Fee—$1 per term

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 9:00 p.m. to 10:00 p.m.

Equipment Fee—$1 per term

Rapid, accurate performance, by the touch method, is the object of 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 I (Beginning Theory)

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

This is a study of shorthand only and is intended for students who are skilled typists but who have had little or no previous training in shorthand. The beginning principles of shorthand are thoroughly covered in this course. The last four weeks of the term are devoted to a rapid review of shorthand principles and to the introduction to beginning dictation and transcription at the typewriter. Homework and regular attendance are necessary for progress in the study of beginning shorthand.

SHORTHAND II (Advanced Theory)

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

Equipment Fee—$1 per term

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 III

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

Equipment Fee—$1 per term

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.

Equipment Fee—$1 per term

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.
Equipment Fee—$1 per term
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., 7:00 p.m. to 8:00 p.m.
Tues. and Thurs., 8:00 p.m. to 9:00 p.m.
Equipment Fee—$1 per term
For those who wish to learn the basic system of typewriting. It includes the study of the parts of the machine, mastery of the keyboard, drills for rhythm and accuracy, correct typing habits, simple letter setup, simple tabulation, and timed writings.

TYPEWRITING II
Mon. and Wed., 7:00 p.m. to 8:00 p.m.
Tues. and Thurs., 8:00 p.m. to 9:00 p.m.
Equipment Fee—$1 per term
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.
Equipment Fee—$1 per term
Typewriting III includes special forms, special skills in typewriting, stenciling, 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.
Retail selling fundamentals; study of the customer; applied selling techniques, the sales presentation; making the sales story convincing; helping the customer to buy; building permanent business.

ADVANCED SALESMANSHIP
(Contact Selling)
LENGTH OF COURSE—two terms
Mon., 7:00 p.m. to 9:00 p.m.
What makes a good salesman better; how to find prospects; how to build a sales talk; how to overcome objections; methods of closing a sale; overcoming sales obstacles; building for greater sales volume.

FITTING AND SELLING OF SHOES
LENGTH OF COURSE—One or two terms
Wed., 7:00 p.m. to 8:00 p.m.
All phases of shoe fitting; correct measuring of feet; knowledge of lasts; causes of foot discomfort; shoe retailing and selling in all phases.

RETAIL MEAT MERCHANDISING
LENGTH OF COURSE—two terms
Tues. or Thurs., 7:30 p.m. to 9:30 p.m.
Importance of the meat industry; composition of meat; meat grading (field trip); meat inspection; breaking and cutting of beef, veal, pork and lamb; use of power saw; boning of meat; poultry, fish. frozen meats; meat display, prepackaged meats; self-service demonstration (field trip); cured and processed meats; meat cookery.

RETAIL GROCERY MERCHANDISING,
LENGTH OF COURSE—two terms
Time and day to be arranged
Basic merchandising objective; turnover, markup, margin, gross, net profit; merchandising techniques; pricing for profit and patronage; special services; special scale systems; cost of doing business; personnel for selling; staple groceries; fresh meats; fresh produce; dairy products; bakery items: frozen foods; specialties and sundries.

PAINT POWER
FOR PAINT STORE PERSONNEL
LENGTH OF COURSE—One or two terms
Time and day to be arranged
Types of paint products; application of products; estimating; the power of color; paint styling; salesmanship; sales promotion, advertising and other publicity; store management.

PRINCIPLES OF LIFE UNDERWRITING
LENGTH OF COURSE—two terms
Mon. 10:00 a.m. to 12:00 a.m.
Life underwriting on an elementary or intermediate level.
C. L. U. UNIT
LENGTH OF COURSE—two terms
Mon. 1:00 p.m. to 3:00 p.m.
Unit to be selected by the Madison Life Underwriters Association.

GENERAL LINES INSURANCE
LENGTH OF COURSE—two terms
Mon. 3:00 p.m. to 5:00 p.m.
Fire; automobile; selected inland marine forms; selected public liability forms; selected burglary forms.

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; layouts, printing, photo engraving; relative value of various media; newspapers, magazines, radio, television, dealer displays, outdoor advertising, car cards.

MERCHANDISE DISPLAY
LENGTH OF COURSE—one term
Thurs. 7:00 p.m. to 9:00 p.m.
Values of displays; physical makeup of displays; displays in the retail program; suppliers' helps for display; display suggestions.

RETAIL CREDIT FUNDAMENTALS
LENGTH OF COURSE—one term
Wed. 7:00 p.m. to 9:00 p.m.
Importance of credit; developing credit customers; reducing merchandise returns; methods of handling complaints; developing effective collection methods; reviving of inactive accounts; rehabilitating delinquent customers.

MANAGEMENT TRAINING
LENGTH OF COURSE—two terms
Tues. 7:00 p.m. to 9:00 p.m.
Course consists of four parts: job instructor training; job simplification training; human relations training; management clinic. Each phase consists of 5 two-hour sessions. The course should be taken in its entirety. The learner is required to demonstrate the techniques learned in each phase of the course.
FAMILY DEVELOPMENT

CHILD DEVELOPMENT (For Pre-School Level)

Tues., 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 are studied in this course. Some of the highlights of the course are: development of a philosophy of life; naturalness of manner and relaxation; importance of personality in career life and in home life; gaining self-assurance and poise; relation of dress and grooming to personality; leisure time activities; types of personalities; development of individuality; desirable personality traits and how to cultivate them; how to get along with people.

HOSPITALITY AND TABLE DECORATION

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

FEE—$1

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

HOME NURSING

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

This course is the regular Red Cross Home Nursing course which entitles the student to a certificate on completion of the course. There will be an opportunity for actual practice in taking temperatures, bathing the patient, making the bed with the patient in it, and practice in other sickroom procedures. This course will be offered throughout the year. The number of lessons required by the Red Cross will be given.

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. Some of the highlights of the course are: choosing an account system; what should the family understand about credit, consumer credit sources; savings and investments, and life insurance. 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.

FEE—$5

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, casseroles, desserts, 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)

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

FEE—$6

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

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

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

FEE—$6

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.
HOMEMAKING

FOODS IV (supper class)
Tues. and Thurs. 5:15 p.m. to 7:00 p.m.
FEE—$12 Per Semester
This is a course for business girls and others who are interested in this type of class. Men are also invited to join the class. 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
Tues., 7:15 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
Thurs., 7:15 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
Wed., 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 Fri., 7:00 p.m. to 9:00 p.m.
FEE—$1
First lessons in sewing include the construction of simple garments such as blouses, cotton dresses, skirts and other simple garments. Streamlined methods of clothing construction are taught. Emphasis is given on 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)
Mon., 7:00 p.m. to 8:00 p.m.
FEE—$1
Consisting 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 buttonholes, plackets and zippers, making and applying collars, patch and slot pockets. Decorative stitches such as Serging and smocking will be applied on cotton or silk dresses. Both beginners and those more experienced may enter this class.

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 exploration with the detailed illustrative material will be used to simplify each step of construction.

CLOTHING V (That Ready-Made Effect)
Tues., Thurs., or Fri., 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 8:00 p.m.
FEE $1
This course is planned for advanced students. Garments to be made are suits and coats from new material as well as made-over problems in suits and coats. Some of the specific tailoring principles which are given are: pattern alteration, use of interfacing, fitting of collars, pad stitch for collars, reverse hand stitching of collars and facings, fit

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HING PROBLEMS, USE OF PRESSING BOARD FOR SHAPING GARMENr TO THE FIGURE, BOUND AND PATCH POCKETS, LINING AND LINING FOR COATS AND SUITS, TYPES OF PADS, MOST SUITABLE, SELECTION OF FABRICS FOR COATS, SUIT LININGS, LINING, AND INTERLININGS.

CLOTHING VII

(Challenge of Make-over)

Wed., 7:00 p.m. to 8:30 p.m.
FEE—$2

This course is planned for people who have had some experience or training in sewing. Beginners should not enter this class. Instructions will be given on the preparation of the garment for class work, combination of new and old material, and selection of garment for remodeling. Also, renovation and dyeing are included in the instruction, and correct construction techniques are stressed. Almost any garment may be remodeled.

CLOTHING VIII (Tailoring II)

Fri., 7:00 p.m. to 8:30 p.m.
FEE—$2

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 sleeves and other fitting problems. Suits and coats will be made.

MILLINERY I

Tues. Wed., or Thurs., 7:00 p.m. to 8:30 p.m.
FEE—$2

This is a course in millinery especially for the beginner. A basic knowledge of sewing is necessary. The course includes the fundamental principles of millinery techniques. Its objective is to develop an understanding of millinery methods, materials, frames, trimmings, the different hat styles, and the shaping of becoming hats in proportion to face and figure. The blocking of felts and straw over simple blocks familiarizes the student with blocks and steaming. Re-blocking of good quality used felts is included. Various types of hats are made.

MILLINERY II

Mon., 8:00 p.m. to 9:00 p.m.
FEE—$2

This course is planned for the student who has had Millinery I. and is ready for more advanced problems. More difficult problems employing a wider variety of millinery processes are given. The student has an opportunity to gain more knowledge regarding leather, flower, and ribbon trimmings, and the uses of these trimmings, as well as the various uses and ways of applying to each are made.

FUR REMODELING

Wed., or Fri., 7:00 p.m. to 9:00 p.m.
FEE—$6

Making over fur coats, restyling and modernizing the fur garment are two features of this course. Cutting fur collars on coats and suits, and mending ribs are also included. The actual work is done in the class under the instruction of an expert in fur work.

PERSONALITY WARDROBE

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

How to bring out one's personality through choice of wardrobe is the keynote of this course. Some of the highlights of the course are the planning of a perfect wardrobe and the down-to-earth reality wardrobe. New silhouettes for old, skillful shopping, accessories, foundation garments, weight control, care of skin and use of cosmetics.

DRAPERIES AND LAMP SHADES

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

Draperies—Curtains and draperies are studied from the standpoint of fabrics, styles, colors, patterns, relation to architectural features, kinds of window 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 home. 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, wadding, lining, placing outside and inside panels, trimming and finishing. Directions are also given for measuring, cutting, pasting, and trimming the paper or parchment shade.

SLIP COVERS

Wed. or Fri., 7:00 p.m. to 9:30 p.m.
FEE—$2.50 per year

A study of furniture, its line and construction is made in so far as it is related to advisability of slip covering. Suggestions are given on color schemes, choice of fabrics, estimation of yardage and placing the patterns. Definite instruction is given upon the techniques of cutting, filling, basting, stitching and the application of fasteners. Both slip covers and slip upholstery covers are made in class under supervision.

UPHOLSTERY I

Mon., or Tues., 6:30 p.m. to 9:30 p.m.
FEE—$2.25 per year

This is an introductory course in simple upholstery techniques. Emphasis will be placed upon
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the following: proper care and use of tools; how
and where to place the webbing; how to fasten
the springs; how to pad the chair; how to put
on the muslin cover; careful estimation of the up-
holstery fabric. Careful supervision will be given
in selection and estimation of fabric and to the
recovering of the furniture. It is required that
beginners choose simple projects for the first work
such as footstools, pull-up chairs, or bedroom chairs.

Upholstery II

Thurs. 6:30 p.m. to 9:30 p.m.
FEE—$2.50 per year
A thorough review of Upholstery I will be given.
Emphasis will be placed on stitched edges, pad-
ing channeling, tufting, planning and cutting of
covers, and trimmings. More complicated projects
will be undertaken, such as overstuffed chairs and
Cogswell chairs. Only simple processes of wood
finishing will be undertaken. It is necessary to com-
plete Upholstery I before enrolling in Upholstery II.

Knitting I

Mon., Tues., or Wed., 7:00 p.m. to 9:00 p.m.
This is for the beginners or those who have had
very little experience in knitting. Typical of what
might be made are scarves, tams, sweaters, mittens,
afgans and similar articles. Equipment needed
first lesson: two number-three knitting needles (ten
or twelve inch bone), a small ball of any kind of
yarn, note-book and pencil.

Knitting II

Thurs., 7:00 p.m. to 9:00 p.m.
This is for the advanced student and will in-
clude planning, styling, and charting of garments
to measurements. Types of garments which may
be made are sweaters, blouses, skirts, suits, gloves
and socks. Tools needed for first meeting are: two
number-three knitting needles (ten or twelve-inch
bone), a small ball of yarn, notebook and pencil.

Needlework

Mon. 7:00 p.m. to 9:00 p.m.
FEE—$1
This course is for all people interested in fine
needlework. It includes all decorative stitches, some
of which are satin stitch, needlepoint, outline
stitch, crewel stitch, tatting, smocking, Italian
hemstitching, applique, Swedish weaving. The in-
structor of this course has many rare patterns
which are available to the class.

CROCHETING

Wed. or Thurs., 7:00 p.m. to 9:00 p.m.
This class is for beginners or for those people
who have done some crocheting and wish help in
more advanced problems. The meaning of terms
which may be made, such as holders, edgings, insertions,
may be made, such as holders, edgings, insertions,
afghans, doilies, place mats, hats, bags, table-
cloths, bedspreads and of course many other
things.

Clothing Classes at Other Centers

Knitting-7c-9c

Sherman

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Trade and Industry

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

AUTOMOTIVE

AUTO MECHANICS—CONSUMERS
Mon. and Wed., 7:00 p.m. to 9:00 p.m.
FEE—$2
This course is designed to show how the units of the car operate, why repairs are necessary, cost of maintenance, where to have the car serviced, dealer relations, insurance, new car purchase and depreciation.

AUTO MECHANICS—TRADE PREPARATORY
Tues. and Thurs., 7:00 p.m. to 9:00 p.m.
FEE—$3
This course is designed for those interested in entering the automotive field or becoming indentured apprentices.
Section 1 will deal with brakes, front wheel alignment, steering, and engines.
Section 2 will cover electrical and fuel feed systems.

AUTO MECHANICS TRADE EXTENSION
Mon. and Wed., 7:00 p.m. to 9:00 p.m.
FEE—$3
Section 1 is prepared for persons employed in the automotive field and covers both theory and practice in the following units of instruction: brakes, front wheel alignment, steering, and engines.
Section 2 covers theory and practice in the use of Sun diagnostic equipment.

AUTOMATIC TRANSMISSION—TRADE EXTENSION
Mon. and Wed., 7:00 p.m. to 9:00 p.m.
FEE—$2
This course is designed for garage mechanics who need to become familiar with automatic transmissions and their component parts. The instruction will cover service adjustment and overhaul of the various units. It is possible for the student to enroll for any one or more of the following units:
1. Hydraulic
2. Power Glide
3. Dynaflow
4. Ultramatic
5. Fordomatic
6. Chrysler Automatic

AUTO BODY TRADE PREPARATORY
Tues. and Thurs., 7:00 p.m. to 9:00 p.m.
FEE—$3
This is a practical course designed for those who would like to prepare themselves to be Auto Body Mechanics. It covers welding light gauge metals in all positions, metal finishing and repair.

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 and working the wood to achieve the desired results. The care, use and sharpening of tools, project making, machine woodworking and milling of stock on power machines, joints and joint making, glue and gluing, preparing surfaces and applying finishes. Wood turning. Safety practices of hand and 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
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 project.

CARPENTRY—TRADE EXTENSION
Tues. and Thurs., 7:00 p.m. to 9:00 p.m.
FEE—$2
This is a course designed for men who are employed in the carpentry trade in the following areas: framing, forming, framing, rafter cutting, exterior finishing, interior finishing, stair building, and materials. Special problems with which the students are confronted on the job may be brought up for discussion.
HOME BUILDING AND REMODELING
   Wed., 7:00 p.m. to 9:00 p.m.
   Duration: 8 weeks
   This course is designed for those who are interested in planning small homes or who are considering remodeling projects in the near future. The material covered will consist of the following units which are essential to such a development: financing the home; building materials; electrical wiring problems; plumbing, heating and air conditioning plants; painting, decorating, and landscaping; remodeling problems.

DRAFTING (Architectural)
   Tues. and Thurs., 7:00 p.m. to 8:00 p.m.
   FEE—$1
   Covers vocabulary, construction details, pictorial drawing, isometric, oblique and perspective drawing; layout of rafters, drafting and layout techniques; house layout and arrangement, selecting and planning a project; house plans and details, developing a drafting project; estimating, specifications, transplacing 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 8:00 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, end angles and planes; cross sectioning and symbols; dimensioning; pictorial drawing; screw threads; pattern drawing.

ELECTRICITY
   Mon. and Wed., 7:00 p.m. to 9:00 p.m.
   FEE—$1
   Duration—1 semester
   Covers elements of electricity; elementary circuits, mathematics, electrical formulars, kinds of wiring, types to use and where; motors, kinds usage and repair; generators, principles, practical, care, layout work, blueprints and estimating; code, state and federal building laws.

METAL INDUSTRIES

MACHINE SHOP
   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—$3

TRADE AND INDUSTRY

This course covers nomenclature of the engine lathe, milling machine, shaper, grinders and drill press, and the basic principles of these machines. Also, layout procedures, the use of precision instruments and gauges, machine shop trade standards and drawing the use of hand tools.

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

SHEET METAL PATTERN DRAFTING—TRADE EXTENSION
   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.

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

WELDING, FUNDAMENTALS OF
   Mon. and Wed., 7:00 p.m. to 9:00 p.m.
   FEE—$2.25 per hour
   Length of course—80 hours
   Arc welding—This is a beginning course in welding. The instruction will cover the basic fundamentals of arc welding mild steel in the flat, horizontal, and vertical positions. Also, information on arc welding machines, accessories, classification of welding electrodes, and joint and weld characteristics.

Oxy-acetylene Welding—This is a course for beginners in gas welding and covers basic training in welding mild steel in flat, horizontal, vertical, and overhead positions. Also, set up and care of equipment, oxy-acetylene cutting and brazing of mild steel and cast iron.

WELDING—TRADE EXTENSION
   Prerequisite: One or more years of welding experience.
   Thurs. 6:30 p.m. to 9:30 p.m.
   FEE—$2.27 per hour
   Length of course—80 hours
   Arc Welding—This course is designed to further develop the skill of the weldor. Welding in all positions on 3/8" to 1/2" plate. Preparations for the Wisconsin Industrial Commission Certification tests and the Army and Navy test. Also, alloy welding and heliarc welding of stainless steels.

Oxy-acetylene Welding—This phase of the course is designed to give instruction in specialized types of oxy-acetylene welding such as sheet metal, stainless steel, aluminum, hard surfacing, cast iron, brazing. Also, radiograph and hand cutting of metals.
WELDING FOR STEAMFITTERS
Apprentices and journeymen only
Tues., 5:00 p.m. to 9:00 p.m.
FEE—$.25 per hour
Length of course—60 hours
This course is designed to develop skill in pipe welding by both the arc and oxy-acetylene methods and includes the welding of pipe from 2" to 10" in diameter and the National Pipe Welding Bureau's Qualifications Procedures for welding pipe.

SERVICE OCCUPATIONS

CATERING SPECIALTIES
Tues., 5:00 p.m. to 7:00 p.m.
FEE—$10 (covering materials and one meal each session)
LENGTH OF COURSE—10 weeks
Preparation and serving of delicate food specialties for buffet and party tables. Assistance in the solution of special food problems, particularly food service for large groups.

RESTAURANT TRADE PROBLEMS
—Trade Extension
Thurs., 7:00 p.m. to 9:00 p.m.
LENGTH OF COURSE—10 weeks
Preparation and serving of quality foods, utilizing the more abundant food sources, and obtaining reasonable profit. Special consideration given to individual problems in the hotel and restaurant field.

RADIO I—THEORY OF RECEIVERS
Mon. and Wed., 7:00 to 9:00 p.m.
Text book to be purchased by student
Covers basic theory, radio fundamentals, vacuum tubes, amplifiers, power supplies, detectors, oscillators, couplings, mixer circuits, control circuits, elementary radio mathematics, laws, and electrical formulas.

RADIO II—CONSTRUCTION AND SERVICE OF RECEIVERS
Tues. and Thurs., 7:00 p.m. to 9:00 p.m.
FEE—$5
Text book to be purchased by student
Prerequisite: Radio I
Covers laboratory work in mechanical practice and use of hand tools, soldering, construction and operation of radio receivers, service methods, use of service instruments, signal tracing, and alignment of receivers.

TELEVISION I—THEORY AND SERVICE OF TV RECEIVERS
Mon. and Wed., 6:30 p.m. to 9:30 p.m.
FEE—$8
Text book to be purchased by student
Prerequisite: Radio I and Radio II 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 picture second detector, the video amplifier, the DC restorer, synchronizing circuits, the kinescope tube, use of television test equipment in the location of defects.

TELEVISION II—THEORY AND SERVICE OF TV RECEIVERS
Tues. and Thurs., 6:30 to 9:30 p.m.
FEE—$8
Text book to be purchased by student
Prerequisite: Television I
Covers the radio frequency unit, oscillator, and converter stages for both V.H.F. and U.H.F. television; the picture I.F., the FM sound channels for inter-carrier and conventional television, discriminators and ratio detectors, service procedures for above and complete alignment; color television.

TECHNICAL MATHEMATICS
Tues. and Thurs., 7:00 p.m. to 9:00 p.m.
FEE—None
For adults who wish to pursue a Technical Course we offer the following courses of a technical nature to prepare the students for their special fields.

Applied Mathematics—This is a course of trade mathematics where practical applications of mathematics are considered.

Algebra I. A high school course in Algebra where a unit of high school work may be credited upon completion.

Algebra II. The second course in Algebra is for students who have had a year of elementary algebra. It consists of advanced work of many of the principles taught in the first year course.

Geometry. A high school course in Geometry where a unit of high school work may be credited upon completion.

Trigonometry. An elementary course in trigonometry where a half unit of credit may be given.
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.