Madison Vocational and Adult School

Evening School Catalog 1953-54

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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 Those who must be absent are requested to call 5-4541 so that they will not be withdrawn from class.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 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. 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

In addition to regular school placement, for women in the Madison area who are interested in and available for part time, full time and temporary 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

1953-1954

Tuesday and Wednesday, September 28 and 30, 1953—Registration for evening school (5 to 8 p.m.)

Thursday, October 1, 1953—Meeting of evening school staff.

Monday, October 5, 1953—Evening school begins.

Thursday and Friday, November 5 and 6, 1953—Evening school closes for Milwaukee meeting of the Wisconsin Education Association and Wisconsin Federation of Teachers.

Thursday and Friday, November 26 and 27, 1953—Evening school closes for Thanksgiving vacation.

Friday, December 11, 1953—Evening school closes for Christmas vacation.


Monday and Tuesday, January 4 and 5, 1954—Registration for second term of evening school (5 to 7 p.m.)

Friday, February 19, 1954—Evening school closes for meeting of Southern Wisconsin Education Association.

Friday, March 12, 1954—Evening school closes.
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 be used only 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.

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 enable him to use English idioms, give him a grasp of simple grammatical sentence structure and 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.

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 ms. reading, criticism, literary mechanics, etc. Marketing problems get some consideration. One hour is used for writing in class, but material may be written outside of class also.

GREAT BOOKS
Alternate Thursdays, 7:00 p.m. to 9:00 p.m.
Why read the Great Books? Because reading them provides more than any other experience a means of understanding human aims, motives, and short-comings. No special educational qualifications are necessary; willingness to read, express your views, and to face new ideas are the only requirements. In the list for the readings for 1953-54 are included Aristotle's On Interpretation, 'Song of the Volsungs and the Nibelungs,' William Morris translation, Voltaire's Candide, Mill's On Liberty and Freud's The Origin and Development of Psychoanalysis.

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.

PUBLIC SPEAKING I
Tues. and Thurs., 7:00 p.m. to 9:00 p.m.
Emphasize 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, presentation of speech, special types of speeches, such as courtesy and after-dinner, group discussion, and how to conduct a business meeting.

PUBLIC SPEAKING II
Wednesday 7:00 p.m. to 8:00 p.m.
Advanced public speaking will be offered should there be sufficient enrollment.
GENERAL EDUCATION

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.

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 substantial 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
Tuesday, 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, toys, birdhouses, framing pictures. Other projects may be developed as desired.

ART DEPARTMENT
ART METAL
Wed., 7:00 p.m. to 9:00 p.m.
LABORATORY FEE—$2
Design processes and techniques as applied to copper and brass. Processes include heating down, piercing, soldering, filing, etching, construction design and patternmaking, joints, oxidizing and finishing.
Students pay for materials used.

COSTUME JEWELRY
Tues. or Thurs. or Fri., 7:00 p.m. to 9:00 p.m.
LABORATORY FEE—$2
Flat work in copper, brass and silver. Various processes include sawing, filing, soldering, piercing, repoussé, chasing, casting, enameling, wire drawing, ring sizing, stone setting and finishing.
Students pay for materials used.

STONE CUTTING OR LAPIRARY
Monday, 7:00 p.m. to 9:00 p.m.
LABORATORY FEE—$2
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 pay for materials used.

DRAWING
Tues. and Thurs., 7:00 p.m. to 9:00 p.m.
LABORATORY FEE—$2
Basic training in the study of form—arrangement, line, value and perspective from still life and imagination. Emphasis is given on individual interpretation. Mediums: pencil, charcoal, pen and ink, crayon and wash.
Students pay for materials used.

PAINTING AND COMPOSITION
Mon. and Wed., 7:00 p.m. to 9:00 p.m.
LABORATORY FEE—$2
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, creative work, and individual expression of form. Mediums include crayon, oil, paint and water color.
Students pay for materials used.

PORTRAIT PAINTING
Friday, 7:00 p.m. to 9:00 p.m.
LABORATORY FEE—$2
Prerequisite: Drawing
Study of the head in light and shade; anatomy; structure for solidity; gesture expression; design element and composition. Mediums: pencil, charcoal, conte crayon, water color and oil.
Students pay for materials used.

CERAMICS
Mon. and Wed., 7:00 p.m. to 9:00 p.m.
LABORATORY FEE—$2
Fri. 7:00 p.m. to 9:00 p.m.
LABORATORY FEE—$1
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 pay for materials used.
GENERAL EDUCATION

POTTERY
Tues. and Thurs., 7:00 p.m. to 9:00 p.m.
LABORATORY FEE—$2
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 pay for materials used.

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

INTERIOR DESIGN
Tues., 7:30 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 pay for materials used.

WEAVING
Tues. and Thurs., 7:00 p.m. to 9:00 p.m.
LABORATORY FEE—$2
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 pay for materials used.

GENERAL CRAFTS
Mon. and Wed., 7:00 p.m. to 9:00 p.m.
LABORATORY FEE—$2
Planned to meet the demands of the adult homemaker, youth leader, and hobbyist. Instruction given the first six weeks in leather tooling and the crafts. Followed successively by block-printing, stenciling, silk-screen printing, decorating on wood and metal, and rosemaling.
Students pay for materials used.

GENERAL MUSIC ACTIVITIES

CHAIR CANING
Tues. and Thurs., 7:00 p.m. to 9:00 p.m.
LABORATORY FEE—$2
Instruction in replacing cane chair seats, either hand woven or machine cane; also artificial rush and flat splint weaving of chair seats.
Students furnish own chairs and pay for materials used.

No refunds on Laboratory Fees will be made after a student has been enrolled in a class for two or more weeks.

MADISON CIVIC CHORUS
Mon., 7:30 p.m. to 9:00 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 9:00 p.m.
A fundamental lecture course in voice placing, tone production, breathing, articulation, etc. Primarily intended for Madison Civic Chorus members but also available to qualified adults.

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

STRING CLASS
Fri., 7:15 to 9:15 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 every one who likes band music; no technical qualifications necessary. One spring concert in Scanlan Hall—frequent guest concerts out of town.

FUNDAMENTALS IN STRINGS
Mon., 7:00 p.m. to 9:30 p.m.

PIANO I
Mon., Tues., Wed., 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 8:00 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 8:00 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 classical 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 books 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.
For advanced students, the course includes four and five column cross addition and the application of the fundamental operations to practical business problems such as discounts, percentages, commissions, payrolls, pro-rating, mark-up, mark-down 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 training in the fundamental processes as they apply in business and sufficient knowledge to operate the machine in any business office. The course consists of thirty assignments.

**REMNIGHT 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 8:00 p.m. to 9:00 p.m.

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

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

Equipment Fee—$1 per term

Rapid, accurate performance, by the touch method, is the object on the numeric keypunch machine.

The part played by the punched card in the various systems is studied. Because of the wide variation in coding and the need for learning a particular company's system, little stress is placed upon this subject.
BUSINESS EDUCATION

**TYPEWRITING I**
Mon. and Wed., 6:00 p.m. to 7:00 p.m., 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 8:00 p.m.
Equipment Fee—$1 per term
For those who wish to learn the touch system of
typewriting. It includes the study of the parts of the
machine, mastery of the keyboard, drills for rhythm
and accuracy, correct typing habits, simple letter
set-up, 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**
(Training for Sales People)

**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 custo­
meter; applied selling techniques; the sales presen­
tation; 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.

**RETAIL GROCERY MERCHANDISING**, LENGTH OF COURSE—two terms
Time and evening to be arranged
Basic merchandising objectives: turnover, markup,
margin, gross, net profit; merchandising techniques;
pricing for profit and patronage; special services;
special sales events; cost of doing business; per­
sonnel for selling; staple groceries; fresh meats;
fresh produce; dairy products; bakery items; fro­
en foods; specialties and sundries.

**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;
sell-service demonstration (field trip); cured and
processed meats; meat cookery.

**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 feet; causes of foot discomfort;
shoe retailing and selling in all phases.

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

**ADVERTISING**
LENGTH OF COURSE—two terms
Wed. 7:00 p.m. to 9:00 p.m.
Advertising in relation to distribution of mer­
chandise and services; physical structure of adver­
tisements; layout, printing, photo engraving; rela­
tive value of various media: newspapers, maga­
zines, 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
Mon. 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.

Homemaking
Family Development
Food and Nutrition
Clothing and Textiles
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-confidence and poise; relationship 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 arrangements; 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

Thurs., 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.

CLOTHING AND TEXTILES

CLOTHING I (Firsts in Sewing)

Mon., Tues., Wed., Thurs., 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

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, patch and slot pockets. Decorative stitches such as fagoting 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 Made-to-Order Look)

Tues., Thurs., or Fri., 7:00 p.m. to 9:00 p.m.

FEE—$1

How to secure that much desired made-to-order look 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)
Tues. or Wed., 6:00 p.m. to 9:30 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 frons, fitting problems, use of pressing board for shaping garment to the figure, bound and patch pockets, lining and interfacing for coats and suits, types of pads most suitable, selection of fabrics for coats, suit linings, interlinings, and interfacing.

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 material, and selection of garment for remodeling. Also, restoration and dyeing are included in the instruction, and correct construction techniques are stressed. Almost any garment may be remodeled.

CLOTHING VIII (Tailoring II)
Fri., 6:30 p.m. to 9:30 p.m.
FEE—$1

For students who have completed Tailoring I. The problems to be emphasized are: moulding of garments with the iron, bound and welt pockets, cording and worked buttonholes, study of sleeve and other fitting problems. Suits and coats will be made.

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

This is a course in millinery especially for the beginner. A basic knowledge of sewing is necessary.

Home improvement: and the choosing of becoming hats in proportion to face and figure. The blocking of felts and straws 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., 6:00 p.m. to 8:00 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.

FUR REMODELING
Wed., or Fri., 7:00 p.m. to 9:00 p.m.
FEE—$1

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

PERSONALITY WARDROBE
Thur., 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., 7:00 p.m. to 9:00 p.m.
FEE—$1

Draperies—Curtains and draperies are studied from the standpoint of fabrics, styles, colors, patterns, relation to architectural features, kinds of windows and to the color and material of the exterior. Emphasis is placed upon the techniques of construction for both curtains and draperies suitable for each room in the 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, planing 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—$1.50 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 pattern. Definite instruction is given upon the techniques of cutting, fitting, 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 install 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, 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 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 the beginners or those who have had very little experience in knitting. Typical of what might be made are scarfs, togs, sweaters, mitens, 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 sofa, 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.

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 used in crocheting and how to read directions will be given. There are a variety of articles which may be made, such as holders, edgings, insertions, afghans, dollies, place mats, hats, bags, table-cloths, bedspreads and of course many other things.

CLASSES AT OTHER CENTERS
Clothing I—Tues., 7:00 to 9:00—West High
Clothing II—Tues., 7:00 to 9:00—West High
Clothing VII—Tues., 7:00 to 9:00—West High
General Clothing—Thurs., 7:00 to 9:00—Franklin
Clothing II—Thurs., 7:30 to 9:30—Midvale
Clothing VII—Thurs., 7:30 to 9:30—Midvale
Fur Remodelling—Thurs., 7:30 to 9:30—Midvale
Knitting—Thurs., 7:30 to 9:30—Midvale
General Clothing—Thurs., 7:00 to 9:00—Sherman
Knitting—Thurs., 7:00 to 9:00—Sherman
FEE—$1 for Clothing and Fur Remodeling Classes.
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
Manuals to be purchased by student.
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
Manuals to be purchased by student.
Section 1 is prepared for persons employed in the automotive field and covers both theory and practice in the following units of instruction: brakes, power brakes, front wheel alignment, steering, power steering and engines.
Section 2 covers theory and practice in the use of Sun diagnostic equipment.
Section 3 covers theory and practice in servicing power steering units:
1. Chrysler—Gezeer
2. General Motors—Saginaw
3. Studebaker—Mechanical Power Steering
Section 4 covers the theory, practice and use of Claytan Dynamometer.
Section 5 is a short unit course on the overhaul and checking of late model carburetors.
Tues. and Thurs., 7:00 p.m. to 9:00 p.m.
Section 6 is a highly technical advanced course in carburetors and engine tune-up using Sun diagnostic equipment and the Clayton Dynamometer.

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. Hydraumatic
2. Power Glide
3. Dynatrain
4. Ultramatic
5. Fordomatic
6. Chrysler Automatic

AUTO BODY—TRADE PREPARATORY
Tues. and Thurs., 7:00 p.m. to 9:00 p.m.
FEE—$5
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, dishing, filling and sanding, as well as refinishings, preparing of undercoats, and spray painting of lacquer and enamel.

AUTO BODY REPAIR ESTIMATING
7:00 p.m. to 9:00 p.m.
FEE—$2
Duration—One semester
Ten meetings, one night per week.
This course covers an analysis of the processes and methods used in arriving at estimates of the costs of repairing and refinishings 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

WOODWORK AND 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.
Texts to be purchased by students.
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 IMPROVEMENT**

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

FEE—$2

This course is designed for carpenters who wish to increase or review their trade knowledge. The phases covered include carpentry terms, 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 9:00 p.m.

FEE—$1

Texts to be purchased by students.

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; specifications, developing perspective of house.

**DRAFTING (Mechanical Drawing)**

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

FEE—$1

Texts to be purchased by students.

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

FEE—$3

This course covers nomenclature and operation 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 data including care of hand tools.

**PRECISION INSTRUMENTS**

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

FEE—$1 plus the purchase of a work book

This is a practical course in precision measurement involving the use of non-precision measuring instruments and precision instruments such as micrometers, vernier calipers, height gauges, plug gauges, ring gauges, go and no-go gauges, comparators, the use of precision measuring blocks and angular measuring problems involving protractors and sine bars.

There are thirty-six assignments which will be followed by one problem involving the checking of a complicated machine part against a blueprint.

**SHEET METAL PATTERN DRAFTING—TRADE EXTENSION**

For journeymen and apprentices sheet metal workers.

Thursday, 6:30 p.m. to 9:30 p.m.

FEE—$2

Covers essential and advanced pattern layout: parallel line, radial line, and triangulation development of fittings used in sheet metal work; instruction in short-cut methods of layout to those well grounded in fundamentals.

The fee covers only the cost of material used to prove patterns; any materials used for project work will cost extra.
WELDING, FUNDAMENTALS OF
Monday, 6:30 p.m. to 9:30 p.m.
FEE—$.25 per hour
Length of Course—60 hours
Thursday 6:30 p.m. to 9:30 p.m.
FEE—$.25 per hour
Length of Course—60 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.
Tuesday, 6:30 p.m. to 9:30 p.m.
FEE—$.30 per hour
Length of Course—60 hours
Arc Welding—This course is designed to further develop the skill of the welder. Welding in all positions on ¼” to ½” plate. Preparations for the Wisconsin Industrial Commission Certification tests and the Army and Navy test. Also, alloy welding and fillet 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
Wednesday, 5:00 p.m. to 9:00 p.m.
FEE—$.25 per hour
Length of course—80 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.

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 in 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.

SUPERVISORY TRAINING
Monday 7:00 p.m. to 9:00 p.m.
Duration—Two semesters
Job Instructor Training, Industrial Safety, Personnel Relations, Job Simplification.
Each section consists of live two-hour sessions, and the course should be taken in its entirety. Each unit requires demonstration by individuals and discussion of techniques by the group.

SERVICE OCCUPATIONS

CATERING SPECIALTIES
Tues., 5:00 p.m. to 7:00 p.m.
FEE—$1
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 p.m. 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
Tues. and Thurs., 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
Wed., 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.

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.

GRAPHIC ARTS

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

PHOTOGRAPHY
Tues. and Thurs., 7:00 p.m. to 9:00 p.m.
FEE—$3
1. Basic photography principles, the camera, lens and films. The kind of film to use for best results. The differences in emulsion of films. Light meters and their usage.
2. Basic lighting and lighting controls. Processing the film in various developers, Making the picture by contact printing and enlarging. Toning of the prints in different colors. How to finish the picture. Inspection of the picture.
1953-54

Day School Catalog

Madison Vocational and Adult School
Madison Vocational
and
Adult School

Day School Catalog
1953-54

Board of
Vocational and Adult Education

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

The Madison Vocational and Adult School is a public school in which Madison residents above the age of fourteen may enroll without tuition cost. Laboratory 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. 550 and P.L. 894. 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.

STUDENT FINANCIAL AIDS

Scholarships and other forms of financial aids are available to students who are in need of them and whose work in school entitles them to such assistance. Blanks to be filled out to obtain financial assistance, are available in the main office.

GUIDANCE AND COUNSELING

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 students are sent to the Placement Department where an effort is made to place students in positions suitable to aptitudes and skills demonstrated in classroom. 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:

<table>
<thead>
<tr>
<th>Tuition Fee</th>
<th>Description</th>
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<tr>
<td>75 cents</td>
<td>per one-half day—8:30 a.m. to 12:35 p.m.</td>
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<tr>
<td>75 cents</td>
<td>per one-half day—12:35 p.m. to 4:30 p.m.</td>
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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

1953-1954

Tuesday and Wednesday, September 9 and 10, 1953—Workshop for Supervisors.
Thursday and Friday, September 10 and 11, 1953—Day school registration.
Saturday, September 12, 1953—Meetings of staff and supervisors.
Monday, September 14, 1953—Day school opens.
Tuesday and Wednesday, September 22 and 23, 1953—Registration for evening school (5 to 9 p.m.)
Thursday, October 1, 1953—Meeting of evening school staff.
Monday, October 5, 1953—Evening school begins.
Thursday and Friday, November 6 and 7, 1953—Day and evening school close for Milwaukee meeting of the Wisconsin Education Association and Wisconsin Federation of Teachers.
Thursday and Friday, November 20 and 21, 1953—Day and evening school close for Thanksgiving vacation.
Friday, December 11, 1953—Evening school closes for Christmas vacation.
Monday and Tuesday, January 6 and 7, 1954—Registration for second term of evening school (5 p.m. to 7 p.m.)
Friday, February 5, 1954—End of first semester of day school.
Monday, February 8, 1954—Beginning of second semester of day school.
Friday, February 19, 1954—Day and evening school close for meeting of Southern Wisconsin Education Association.
Friday, March 12, 1954—Evening school closes.
Friday, April 30, 1954—Day school closes for spring vacation. (Good Friday, April 16; Easter Sunday, April 18)
Monday, April 26, 1954—Day school reopens.
Friday, April 30, 1954—Day school closes for Memorial Day observance.
Friday, May 31, 1954—Day school closes for Memorial Day observance.
Friday, June 18, 1954—End of school year.
General Education

Academic
Art
Music
GENERAL EDUCATION

ACADEMIC

MATHEMATICS

ALGEBRA I (Beginning)
COURSE NUMBERS—1131, 2131
TYPE OF STUDENT—Adult, 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. Contains 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, 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, 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 to form a logical geometric proof. There are six assignment sheets covering the course. Tests are given when an assignment 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, 3134
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 NUMBERS—1135, 2135
TYPE OF STUDENT—Adult, Junior
FEE—None
LENGTH OF COURSE—90 fifty minute periods
TEXT—Plane Trigonometry by Rosenbach, Whiteman, Meshkovitz
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, 3137
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 Grey, Bondurant and Romano
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—30 fifty minute periods
TEXTS—The Constitution of Our Country by Pox­
ford and Coxon; Applied English Essentials by
Reigner; Practical Exercise Sheets
COURSE CONTENT—This is a short course based
on the chief "stumbling blocks" in grammar,
speaking, punctuation, usage, vocabulary, read­
ing and composition.

ADVANCED GRAMMAR
COURSE NUMBERS—2104
TYPE OF STUDENT—Adult
FEE—None
LENGTH OF COURSE—180 fifty minute periods
TEXTS—Handbook of English Usage by Canby and
Opdycke. Workbooks: Applied English Essent­
ials and Practical Punctuation Drills by Charles
G. Reigner
COURSE CONTENT—Basic principles of grammar—
the sentence, parts of speech, spelling, and pun­
cuation 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 Toff,
McDermott, and Jenson; Modern English Readings,
edited by Loomis and Clark.
COURSE CONTENT—Literature selected to improve
the student's taste 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.

BASIC READING AND COMPREHENSION
COURSE NUMBER—1108, 2109
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.

ENGLISH FOR PRINTERS
COURSE NUMBERS—1107, 3107
TYPE OF STUDENT—Junior, Apprentices
FEE—None
LENGTH OF COURSE—180 fifty minute periods
TEXTS—English for Printers, International Typo­
graphical Union; Applied Punctuation, Charles
G. Reigner
For reference: College Business English, Charles
G. Reigner; Century Collegiate Handbook,
Greener and Jepsen; Daily Drills for Better Eng­
ish, Edward H. Webster; Minographed exer­
cise sheets
COURSE CONTENT—A specialized course for stu­
dents interested in becoming printers and print­ing
apprentices. Each pupil's needs and abilities
are discovered by especially prepared tests and
each is helped accordingly. Corrections and vari­
ety of sentence construction are stressed Punc­
tuation, 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 interested in proof­
reading.
GENERAL EDUCATION

SPEECH

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

EFFECTIVE SPEECH
COURSE NUMBER—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—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 prop—ideas, words, voice, and diction. Oral reading techniques. Prose and poetry selections for general practice.

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 Kopser
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.

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.

LANGUAGE

SPANISH
SPANISH I—Tues. and Fri.
SPANISH II—Mon. and Th.
COURSE NUMBER—2140
TYPE OF STUDENT—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.

SPECIAL SERVICES

CONSTRUCTIVE WORKSHOP
Mon. and Wed. 1:00 p.m. to 4:00 p.m.
COURSE CONTENT—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 choir singing, refinishing woodwork, making jewelry, toys, birdhouses, framing, pictures. Other projects may be developed as desired.
GENERAL EDUCATION

ART

DRAWING AND PAINTING
Elementary and Advanced

COURSE NUMBERS—2202, 3202
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., Thurs., 12:52-3:30 first 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
(Basic for all art experience)

COURSE NUMBER—2203
TYPE OF STUDENT—Adult
FEE—Laboratory fee $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 Thurs., 12:52-3:30 first and second semester.
COURSE CONTENT—A basis for artist, craftsman and homemaker. Instructional problems in line, space, light and dark, color, tone and texture to develop a person's feeling for expression and fine relationships.

FIGURE DRAWING

COURSE NUMBERS—2204, 3204
TYPE OF STUDENT—Full-time, advanced adult
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, 3206
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 each semester
Fri., 12:52-3:30
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.

ART METAL

COURSE NUMBER—2260
TYPE OF STUDENT—Junior
FEE—None. Materials to be purchased by student.
LENGTH OF COURSE—74 fifty minute periods
Mon., 3:30-4:24
COURSE CONTENT—An elementary course in design processes and techniques as applied to copper and brass. Processes include beating down, soldering, filing and etching.

COSTUME JEWELRY

COURSE NUMBER—2262
TYPE OF STUDENT—Adult
FEE—$1 per semester for each day of the week enrolled. Material to be purchased by student.
LENGTH OF COURSE—225 fifty minute periods
Tues., Wed., Thurs. 2:30-4:24
COURSE CONTENT—Design, processes and techniques as applied to flat silver and silver wire. These processes include sawing, filing, shaping, piercing, repousse, chasing, enameling, casting, ring sizing, stone setting and finishing.

STONE CUTTING

COURSE NUMBER—2263
TYPE OF STUDENT—Adult
FEE—$1 per semester. Stones to be purchased by student.
LENGTH OF COURSE—74 fifty minute periods
Fri., 2:30-4:24
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, Adult, High School
FEE—$3 per semester
TEXTS—Commercial Art by Wallace; Graphic Design by Friend
LENGTH OF COURSE—360 fifty minute periods
Tues., Thurs., 9:30-10:14
COURSE CONTENT—Design, perspective drawing, light and shade, lettering, pen technique, wash techniques, color theory, advertising layout, poster advertising, brush lettering, reproduction process.

INTERIOR DECORATION
COURSE NUMBER—2225
TYPE OF STUDENT—Adult
FEE—None
LENGTH OF COURSE—72 fifty minute periods
F., 2:40 to 4:24 each semester
COURSE CONTENT—Constructional elements in making our homes more beautiful and functional; study of backgrounds as walls, floors, ceilings and windows; furnishing 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 AND SIGN PAINTING
COURSE NUMBERS—1232, 2232, 5232
TYPE OF STUDENT—Full time, part time adult, high school
FEE—$3 per semester
LENGTH OF COURSE—180 fifty minute periods
Tues., Thurs., 8:30-11:08
COURSE CONTENT—Selection and care of materials; brush and pen lettering; show card and sign alphabets; layout; color combinations; method of production.

GENERAL CRAFTS
COURSE NUMBER—1241
TYPE OF STUDENT—Juniors
LENGTH OF COURSE—370 fifty minute periods
Daily 10:18-12:08
COURSE CONTENT—Design and application to monograms, borders, casim, hooked chair seats and weaving.

GENERAL CRAFTS
COURSE NUMBER—2241
TYPE OF STUDENT—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 12:50-3:30
COURSE CONTENT—Leather craft, block printing, textile decorations, decorative painting, (cross-molding) and other hand crafts.

CERAMICS
COURSE NUMBER—2223
TYPE OF STUDENT—Adult
FEE—$1 per semester for each day of the week enrolled. Materials to be purchased by student from school
LENGTH OF COURSE—144 fifty minute periods per semester
Mon., Wed., 12:30-4:24
COURSE CONTENT—An elementary course which includes essential processes in the making of pottery; coil method, hand building, painting, glazing, surface enrichment; placing and firing the kiln. Advanced students use the potters' wheel.

POTTERY
COURSE NUMBER—2224
TYPE OF STUDENT—Adult
FEE—$1 per semester for each day of the week enrolled. Materials to be purchased by student from school
LENGTH OF COURSE—144 fifty minute periods per semester
Tues., Thurs., 12:50-4:24
Methods of building pottery include: pinch, coil, slip, throwing on potter's wheel, mold making and casting. Surface enrichment, glazing, placing and firing the kiln are taught.

WEAVING (Elementary)
COURSE NUMBER—2272
TYPE OF STUDENT—Adult
FEE—$1 per semester for each day of the week enrolled. Materials to be purchased by student
LENGTH OF COURSE—108 fifty minute periods
Tues., Thurs., 9:00-12:00
COURSE CONTENT—Weaving as a medium for self expression: its possibilities; the loom: loom accessories; threads and color; making warp; threading; study of basic weaves; finishing of woven articles.

ADVANCED WEAVING
COURSE NUMBER—2273
TYPE OF STUDENT—Adult
FEE—$1 per semester for each day of the week enrolled. Material to be purchased by student.
GENERAL EDUCATION

LENGTH OF COURSE—108 fifty minute periods.
Mon., Wed., Fri., 9:00-12:00
COURSE CONTENT—Design methods in advanced weaving techniques; use of multiple harness looms; designing textiles for home and personal use.

CREATIVE WEAVING AND DRAFT WRITING
COURSE NUMBER—2274
TYPE OF STUDENT—Adult
FEE—$1 per semester
LENGTH OF COURSE—54 fifty minute periods
Fri., 9:00-12:00
COURSE CONTENT—The analysis of materials, patterns and drafts; threadings for techniques; designing for contemporary textiles. Creating new and original drafts with emphasis on color and texture.

CHAIR CANING
COURSE NUMBER—2242
TYPE OF STUDENT—Adults
LENGTH OF COURSE—540 fifty minute periods
Mon., Wed., Fri., 8:30-11:00
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.

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 use 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
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.

F. 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 statements, 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 50 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 50 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 50 fifty minute periods
TEXT—Principles of Cost Accounting by Sherwood-Chace

The Mathews Manufacturing Company, practice set

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
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 for as possible. Work in advanced accounting, C. P. A. problems cost accounting, federal income tax, and auditing is presented.

BURROUGHS TYPEWRITER BOOKKEEPING - 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 operations. After the student has mastered these operations, he posts a set of business transactions using individual ledger and statement sheets and a control account.

BURROUGHS SENSIMATIC BOOKKEEPING - Machine series 100

COURSE NUMBERS--2446a, 4446a
TYPE OF STUDENT--Adult, On-the-Job
EQUIPMENT FEE--$1 per term
LENGTH OF COURSE--45 fifty minute periods
COURSE CONTENT--A prerequisite to this course procedures involved in handling customers and creditors accounts, cash receipts and disbursements, payroll, labor and material reports, statements and journals.

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

MONROE BOOKKEEPING MACHINE
COURSE NUMBERS--2446, 4446
TYPE OF STUDENT--Adult, On-the-Job
EQUIPMENT FEE--$1 per term
LENGTH OF COURSE--18 to 90 fifty minute periods
TEXT--Supplementary materials
COURSE CONTENT--The primary purpose of this course is to instruct the student in posting, setting, balancing, and totaling on bills, ledgers and journals by machine. A practice set is completed to carry out the complete cycle.

NATIONAL CASH REGISTER BOOKKEEPING MACHINE CLASS 31
COURSE NUMBERS--2446b, 4446b
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. The student learns the procedures involved in handling accounts receivable, accounts payable, payroll and sales distribution.

BASIC BUSINESS PRINCIPLES

BASIC 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—ZuTavern’s Business Practice Set
COURSE CONTENT—Aims to prepare the junior student for a general clerical position. The course covers arithmetic, tax, 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 telegram, 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—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.

COURSE NUMBERS—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 form problem, labor problems, labor 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 Schaeffer-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, orders, and drafts and other papers used in business. Elementary bookkeeping including journalizing, posting, closing the ledger and making business statements is a part of this unit. Unit II is a one-book outfit for keeping books in a small business. All transactions appear on one page by use of columns. Column headings include O. A. R. and withholding taxes and profit and loss information at 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·

COURSE CONTENT—A short intensive course of
nine weeks in Business Correspondence. 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—50 fifty minute periods
TEXT—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·
ied 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 NUMBERS—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·
fellow 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
machines.

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·
fellow 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 advisable for students who cannot ob·
tain a grade of at least 85 in the introductory try·
out course to take Calculating II. This course in·
cludes the application of fundamentals to business
problems: percentage, discounts, inventories recip·
etrocts, parcel post charges, etc. It qualifies stu·
dents 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 Gocd·
fellow 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 multiplica·
tion, split addition, crossfoot addition, long divi·
sion, timed test and review problems.

MARCHANT, MONROE AND FRIEDEN
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 Good·


BUSINESS EDUCATION

fellow 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
LENGTH OF COURSE—30 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—2455, 4455
TYPE OF STUDENT—Adult, On-the-job
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—2417
TYPE OF STUDENT—Adult
FEE—None
LENGTH OF COURSE—3 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

COURSE NUMBER—2419
TYPE OF STUDENT—Adult
LENGTH OF COURSE—1 semester—90 fifty minute periods
TEXT—Gregg Simplified Functional Method by Leslie and Zoubek and Gregg Dictation Simplified by Leslie and Zoubek
COURSE CONTENT—For beginners in shorthand. The Gregg Shorthand Manual Simplified. Functional Method is the basic text, mastery of which is accomplished in the first nine weeks to be followed by an automatic review and beginning dictation in Shorthand II the second nine weeks. The dictation range is between 60 and 80 words per minute.

INTERMEDIATE DICTATION

COURSE NUMBER—2413
TYPE OF STUDENT—Adult
EQUIPMENT FEE—$1 per term
LENGTH OF COURSE—90 fifty minute periods
TEXTS—Speed Drill in Gregg Shorthand by Leslie and Zoubek, Refresher Course in Gregg Shorthand 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 Drill 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 ac­
companies each one of the dictation courses.
It consists of transcribing at the typewriter let­
ters or other materials which have been dictated
in the dictation classes. Emphasis is given to cor­
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
FEE—None
LENGTH OF COURSE—45 fifty minute periods
COURSE CONTENT—This course is open to any stu·
dent in the Business Education Department. The
purpose of the course is to develop knowledge
and appreciation of business procedures and
practice through training in: (1) Performing
clerical duties: (2) Instruction in the Operation of
dictating machines, duplicating machines and
the operation of the switchboard: (3) Discussion
of methods of finding employment, of correct
dress, and of proper conduct in the office.

TYPEWRITER FUNDAMENTALS I
COURSE NUMBERS—1420, 2420, 4420
TYPE OF STUDENT—Junior, Adult, On-the-Job
EQUIPMENT FEE—$1 per term
LENGTH OF COURSE—80 fifty minute periods
TEXT—One-Year 20th Century Typewriting, Sixth
Edition by Lessenberry
COURSE CONTENT—Course for beginners in type·
writing. Course includes history and the impor­
tance 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
(small 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—80 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, and
advancement in personal typing, business letter
styles, outlining, rough drafts, tabulation, carbon
copies, envelope addressing, folding and insertion
of letters in envelopes, business forms, telegrams,
invitations, 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, simpli·
ted, hanging indentation, block and address at
bottom. Styles of letters, profit and loss and bal­
ance sheets, complex tabulations, business forms,
memorandums, and multiple carbons.

TYPEWRITING IV
COURSE NUMBER—2424
TYPE OF STUDENT—Adult
EQUIPMENT FEE—$1 per term
LENGTH OF COURSE—90 fifty minute periods
TEXT—Advanced 20th Century Typewriting, Sixth
Edition by Lessenberry; Various Advanced Tests
COURSE CONTENT—Objective is to prepare for
civil service or special types of office work. Indi·
vidualized review for students who need a re­
frresher course. Includes preparation of legal
forms, letters of application, types of questions
details in public examinations, operation of
duplicating machines, manuscript writings, com·
position typing, outlines, financial statements, ad­
vanced tabulation, characters not on the ma·
chine. Improve technique and raise speed to
70-80 words per minute.

DISTRIBUTIVE EDUCATION
(TRAINING FOR SALES PEOPLE)

FUNDAMENTALS OF SELLING
COURSE NUMBER—1501, 3501
TYPE OF STUDENT—Junior, Apprentice
FEE—None
LENGTH OF COURSE—90 fifty minute periods
TEXT—Fundamentals of Selling by Walters and
Wingate: Workbook for use with fundamentals
of selling
COURSE CONTENT—Functions of the sellers, basic
knowledge needed in selling, the seller, the
sales transactions, special mediums for selling,
selling policies, selling oneself.
ADVANCED SALESMASTERSHIP**
COURSE NUMBER—2507, 3507
TYPE OF STUDENT—Adult, Apprentice
FEE—None
LENGTH OF COURSE—19 fifty minute periods
TEXT—Successful Selling for the New Day by Simmons
COURSE CONTENT—No calling 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 chiseler; 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 NUMBERS—2508, 3508
TYPE OF STUDENT—Adult, Apprentice
FEE—None
LENGTH OF COURSE—19 fifty minute periods
TEXTS—Know Your Merchandise by Wingate, Allespie and Addison; Materials of Industry by Mirsereau, Reen and Helderman
COURSE CONTENT—Determine guides to customer satisfaction; what merchandise is in stock; sources that contribute to the salesperson's knowledge; how to get the most out of merchandise; what services are offered; to what use merchandise is put; what to know about trends in style and fashion; 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.

RETAIL SALESMASTERSHIP*
COURSE NUMBER—2502, 3502
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.

STORE ORGANIZATION AND MANAGEMENT*
COURSE NUMBER—2504, 3504
TYPE OF STUDENT—Apprentice, Adult
FEE—None
LENGTH OF COURSE—19 fifty minute periods
TEXT—Retailing by A. Brisco
COURSE CONTENT—Scope of retailing; location; layout, equipment; store organization and function of management; market controls; buying; receiving and marketing of merchandise; invoice procedure, mark-up of merchandise; the merchandise plan; employment problems; legal aspects of merchandising.

RETAIL CREDIT FUNDAMENTALS*
COURSE NUMBERS—2506, 3506
TYPE OF STUDENT—Apprentice, Adult
FEE—None
LENGTH OF COURSE—19 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.

ADVERTISING*
COURSE NUMBERS—2505, 3505
TYPE OF STUDENT—Adult, Apprentice
FEE—None
LENGTH OF COURSE—19 fifty minute periods
TEXT—Fundamentals of Advertising by Rowse and Fish
COURSE CONTENT—Advertising in relation to distribution of merchandise and services; physical structure of advertisements; layouts, printing, photo engraving; relative values of various media for advertising; newspapers, magazines, radio, dealers displays, outdoor advertising, car cards.

MERCHANDISE DISPLAY**
COURSE NUMBERS—2510, 3510
TYPE OF STUDENT—Adult, Apprentice
FEE—None
BUSINESS EDUCATION

LENGTH OF COURSE—15 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; manu-
facturer's advertising in display.

INSURANCE COURSES
(General Lines Insurance)
COURSE NUMBER—2514
TYPE OF STUDENT—Adult
FEE—
LENGTH OF COURSE—74 hours
Mon., 10:00-12:00
COURSE CONTENT—Fire insurance policy; auto-
mobile passenger car policy; comprehensive per-
sonal liability policy; residence burglary and out-
side theft policy; and other types of policies.

PRINCIPLES OF LIFE UNDERWRITING
(A Sales Course)
COURSE NUMBER—2515
TYPE OF STUDENT—Adult
FEE—
LENGTH OF COURSE—74 hours
Mon., 8:30-10:00
COURSE CONTENT—Life underwriting on an ele-
mentary or intermediate level; discussion of ef-
fective sales procedures.

CERTIFIED LIFE UNDERWRITERS
COURSE—C. L. U.
COURSE NUMBER—2514
TYPE OF STUDENT—Adult
FEE—
LENGTH OF COURSE—74 hours
COURSE CONTENT—Content to be selected by the
Madison Life Underwriters Association.

*Course offered first semester.
*Course offered second semester

Homemaking

Family Development
Food and Nutrition
Clothing and Textiles
FAMILY DEVELOPMENT

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. The course centers around the girl and takes into consideration her background, interests, needs and her work outside of the home. High points in the course are: factors essential in a happy marriage; ability to get along with people; sources of conflict in the home; dating and steadies, friendship and courtship; engagements; economic adjustments; marriage and the future.

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 philosophy of life; naturalness of manner and relaxation; importance of personality in career life and home life; gaining self-assurance and poise; relation of dress and grooming to personality; leisure time activities; development of individuality; desirable personality traits and how to cultivate them; 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.

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.

HOSPITALITY AND TABLE DECORATION
COURSE NUMBER—1604
TYPE OF STUDENT—Junior
FEE—None
LENGTH OF COURSE—18 fifty minute periods
COURSE CONTENT—Hospitality through simple guest meals, invitations, conversation, 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 arrangement and table decoration are included.

MODERN HOME LAUNDRY TECHNIQUES
COURSE NUMBER—1608
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 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 designed to be 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 1623
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 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. Meats, 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—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 include 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 all weight; meals for body building; special diets for individual cases.

FOODS I  (Meals for Moderns)
COURSE NUMBER 2611
TYPE OF STUDENT—Adult
FEE—$4 per semester
LENGTH OF COURSE—18 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, casseroles, roasts, soups, sandwiches and simple desserts. An excellent course for home economics teacher 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. All 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
HOMEMAKING

FEE—$1.50 per quarter
COURSE CONTENT—Principles underlying the making of pastry are given; also digestibility and place in the diet are included. Various kinds of shortenings are used; also comparison between prepared mixes and home mixes. One shell, two-crust, and deep-dish pies are made. Some of the more popular pies, as well as some of the unusual pies, are prepared. Each student has the opportunity of making some form of pastry each time the class meets.

UNIT III—POCKETBOOK MEALS
(3rd quarter)
FEE—$1.50 per quarter
LENGTH OF COURSE—9 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 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—CASEROLE DISHES
(3rd quarter)
LENGTH OF COURSE—9 three period sessions
FEE—$2 per quarter
COURSE CONTENT—A wide variety of caserole dishes are given in this course. Some of the types to be made are various kinds of meats; vegetable: fish; and 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
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 are included. Attractive serving is stressed.

FOODS IV

UNIT I—FREEZING FOODS
(1st quarter)
COURSE NUMBER—2614
TYPE OF STUDENT—Adult
LENGTH OF COURSE—9 three period sessions
FEE—$1.50
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. This unit “Freezing Foods” will be repeated in the spring quarter.

UNIT II—MEAT, POULTRY AND FISH COOKERY
(2nd and 3rd quarters)
LENGTH OF COURSE—18 three period sessions
COURSE CONTENT—Identification, selection and preparation of both tender and less tender cuts of meat are included in this course. Some of the highlights of the course are: comparison of food value of inexpensive and higher cost meat cuts; importance of meat in the diet; garnishing, carving and serving; interesting ways to serve the less expensive cuts of meat; how to build menus around the meat dish in the meal. Early in the course a demonstration will be given on the pressure canning of chicken or other fowl. Prior to the holiday season there will be demonstrations on stuffing, trussing and roasting the holiday fowl. Both fresh water fish and sea food lessons are included. Nutritive value, new methods and unusual recipes for preparing and serving vegetables are included.
UNIT IH—HOT WEATHER MEALS
LENGTH OF COURSE—3 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 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 later lessons, these will be decorated.

FOODS AND NUTRITION
COURSE NUMBER—5617
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.

CLOTHING AND TEXTILES
JUNIOR CLOTHING I
COURSE NUMBER—1632
TYPE OF STUDENT—Junior
FEE—None
LENGTH OF COURSE—97 double periods
COURSE CONTENT—Unit I—My Ideal Wardrobe. Inventory of wardrobes is made and plans made for garments which are needed to complete the wardrobe. The garments 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 Purchases. 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
Homemaking

be discussed. Special attention will be given to the making of worked and bound buttonholes, placards and sippers, making and applying collars, patch and slot pockets. Decorative stitches such as fagoting and smocking will be applied on cotton or silk dresses.

CLOTHING III (Refresher Course)
COURSE NUMBER—2622
TYPE OF STUDENT—Adult
FEE—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-Made-to-Order-Look)
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 custom-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, nylons, 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 altering to fit the figure, use of interfacing, tape and pad stitch for collars, revers, hand stitching of collars and front facing, fitting problems, use of pressing boards for shaping garment to the figure, bound and patch pockets, lining and interlining for coats and suits. Types of pads most suitable, selection of fabrics for coats, suit linings, interfacing and interlinings. 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 this 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: molding of garments with the iron, bound and welt pockets, corded and worked buttonholes, study of sleeve and other fitting problems. Suits and coats will be made.
CLOTHING IX (Workshop)
COURSE NUMBER—2629
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 IV 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.

MILLINERY I
COURSE NUMBER—2330
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, trims, and the classic approach to hat styles, and the choosing of becoming hats in proportion to face and figure. The blocking of felt and straw hats, familiarizing the student with blocks and steamers, and as well as re-blocking of good quality used felt 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 to gain more knowledge regarding feathers, flowers, and ribbons, trimmings, and the use of these trimmings, as well as the various 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 I
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 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.

FUR REMODELING II
COURSE NUMBER—2643
TYPE OF STUDENT—Adult
FEE—$1 per semester
LENGTH OF COURSE—18 four period sessions
PREREQUISITE OF COURSE—Completion of Fur Remodeling I
COURSE CONTENT—This is an advanced course in fur remodeling for the people who have had Fur Remodeling I for two semesters. All types of fur garments may be made in this class. Also scarfs and stoles may be made.

SLIPCOVERS
COURSE NUMBER—2634
TYPE OF STUDENT—Adult
FEE—$1 per semester
LENGTH OF COURSE—18 four period sessions
PREREQUISITE—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 repairs or slipcovering. All projects are completed under supervision.

UPHOLSTERY I
COURSE NUMBER—2625
TYPE OF STUDENT—Adult
FEE—$2 per semester
FEE—$2 per semester of 18 lessons and $4 for 36 lessons
LENGTH OF COURSE—18 or 36 three period sessions
HOMEMAKING

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 fabric. It is recommended that simple projects be selected such as footstools, 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
PREREQUISITE—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 lounge chairs, gooseneck chairs, platform rockers, etc. plus as applied to furniture. Students will be encouraged to undertake projects at home.

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.

LAMP SHADES

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, rewound, 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; holdies; 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 for first lesson: two number three knitting needles, 10 or 12 inch, 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, 10 or 12 inch, a small ball of yarn, notebook and pencil.

CLOTHING CLASSES OR FUR REMODELING ARE OFFERED AT THE FOLLOWING CENTERS:
LOWELL SCHOOL—Tuesday afternoon
FRANKLIN SCHOOL—Tuesday afternoon
MIDVALE SCHOOL—Tuesday or Thursday afternoon.
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—15 cents 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

TEXT—Auto Body Feeder and Repair Manual by C. E. Fackler
Automobile Body Reconditioning by Theodore Wohleil, Erick Fiekk, A. B. Saxon
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—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 master 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—2703
TYPE OF STUDENT—Apprentice

FEE—15 cents for 4 periods
LENGTH OF COURSE—400 hours
TEXT—Delco-Remy Manual 324
Automotive Electrical Equipment by Crouse
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 MACHINIST
COURSE NUMBER—2704
TYPE OF STUDENT—Apprentice
FEE—15 cents for 4 periods
LENGTH OF COURSE—400 hours
COURSE CONTENT—Brakes, clutch, transmissions, engines, electrical system, accessories, welding oxy-acetylene and arc—machine shop, and how to operate the lathes, drill press, external grinder, and all hand tools.

AUTO MECHANICS
COURSE NUMBER—2705
TYPE OF STUDENT—Adult, Full-time
TYPE OF TRAINING—Pre-apprentice
FEE—15 cents for 4 periods
LENGTH OF COURSE—1,480 fifty minute periods
TEXT—Automotive Mechanics by Crouse
Bear Wheel Alignment, Axle and Frame Straightening Service
Principles of Wheel Alignment by Bear
COURSE NUMBER—2705
TYPE OF STUDENT—Apprentice
FEE—15 cents for 4 periods
LENGTH OF COURSE—400 hours
TEXT—Automotive Machinery by Crouse
Delco-Remy Manual 324
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
TRADE AND INDUSTRY

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 ALIGNMENT
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—80 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
FEE—None
LENGTH OF COURSE—400 hours
TEXT—Brick Masonry—Structural Clay Products Institute; Practical Bricklaying by Bopps and Carver
COURSE CONTENT—Types and use of mortars, materials of bricklaying and stonemasonry, laying straight wall in brick, corner and chimney work, blueprint reading, plan reading, estimating such construction, practical stonemasonry, fireplace construction, brick and stone veneer, setting cut

WOODWORKING AND CABINETMAKING
COURSE NUMBER—1713
TYPE OF STUDENT—Junior, Part-time
FEE—None
LENGTH OF COURSE—1,480 fifty minute periods
TEXT—Fundamentals of Carpentry, Volume 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 of framing; floor construction; wall and partitions; rough stairs; gable roof framing; equal pitch hip roof; intersecting roof, equal pitch intersecting roof; shingled roof; finish carpentry; interior trim; hardware; mason stain; power machines; safety construction; building codes; blueprint reading (house and masonry construction); blueprint reading (reinforced concrete plans); transit operations; general reference reading.

DRAFTING, ARCHITECTURAL
COURSE NUMBER—2715
TYPE OF STUDENT—Adult, Full-time

stone, laying glass block, glazed tile, transit practice.
TRADE AND INDUSTRY

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 motors; 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 Glumns
Essentials of Electricity by Timbie
Essentials of Alternating Currents by Timbie
Essentials of Electrical Mathematics by Timbie
How to Read Electrical Blueprints by Halsey and Dunlap
State Electric Code, State Bureau of Purchases
American Electricians Handbook by Croft
State Apprenticeship program—Electricity. Racine Vocational School
Electric 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 pattens; 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 Matthiessen
Mathematics for Plumbing Trade by Delmar
Joint Wiring and Lead Work by Hutton
Wisconsin State Plumbing Code, State Board of Health
Cross Connections in Plumbing and Water Supply Systems, State Board of Health
Chapter 145, Wisconsin Statutes, State Plumbing Law, State Board of Health

COURSE CONTENT—Plumbing theory: the principles of sewage treatment: types and uses 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 Code, and local plumbing ordinances: plumbing mathematics, use and apply formulas: plumbing drawing, ventilation design and layout, to make isometric layouts: blueprint reading: local codes and design, joint wiping, and lead burning: related welding, care and use of the oxy-acetylene torch in pipe cutting and welding. Also related chemistry and physics.

SHEET METAL
COURSE NUMBER—1721
TYPE OF STUDENT—Junior, Part-time
FEE—None
LENGTH OF COURSE—148 fifty minute periods

COURSE NUMBER—2721
TYPE OF STUDENT—Adult, Full-time
FEE—$3 cents per day of two periods
LENGTH OF COURSE—256 fifty minute periods

TEXTS—Sheet Metal Pattern Drafting and Shop Problems by Dougherty
Round Layouts by Kaberlein
Triangulation by Kaberlein

COURSE NUMBER—3721
TYPE OF STUDENT—Apprentice
FEE—None
LENGTH OF COURSE—500 hours

TEXTS—Sheet Metal Pattern Drafting and Shop Problems by Dougherty
Short Patterns, Kinks and Quick Methods for Sheet Metal Workers, by Neubecker
Triangulation Shortcuts Layout by Kaberlein
Air Conditioning Metal Layout by Kaberlein

COURSE CONTENT—Basic operations and processes, basic blueprint reading: shop tools and machines: parallel line, radial line, and triangulation pattern development. Short cut methods of layout, basic heat loss calculations; advanced shop practice to supplement shop work on the job. Oxyacetylene welding, oxyacetylene cutting, and electric arc welding to develop basic skills necessary to the trade. Related mathematics.

STEAMFITTING
COURSE NUMBER—3722
TYPE OF STUDENT—Apprentice
FEE—None
LENGTH OF COURSE—400 hours

TEXT—Instructional Manual for Steamfitter Apprentices

COURSE CONTENT—Science related to the steamfitter trade, the underlying scientific principles of pressure, weight, density and type of heat; related drawing, blueprint reading, fundamentals of isometric drawing, and heating plant layout; heating, design and installation procedures; heat transmission, calculating heat losses; review of mathematics; process piping, pipe standards, accessories, and pipe fittings; pipe welding, the use of acetylene and arc welding equipment: controls, application and regulation of all automatic controls used in heating and ventilating: automatic heating units including oil and gas burners and stoker controls; 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—Blueprint Reading by Nicholson & Jones

COURSE CONTENT—This course covers the fundamentals of blue print 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 Campbell
Advanced Blueprint Reading, Delmar Publishers
Mechanical Drawing by French and Svensen
Mathematics by Slade and Margolia
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
TRADE AND INDUSTRY

International Textbook Library on Foundry and Patternmaking Foundry Work by West
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 casting; calculation of metal mixtures; slide-rule practice; principles of projection; sketching practice; use of instruments and equipment; blueprint reading.

WELDING—ELECTRIC ARC
COURSE NUMBER—1738
TYPE OF STUDENT—Junior, Part-time
FEE—None
LENGTH OF COURSE—148 fifty minute periods
COURSE NUMBER—2738
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—None
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, Heliaarc welding of stainless steels and alloys.

WELDING—OXY-ACETYLENE
COURSE NUMBER—1739
TYPE OF STUDENT—Junior, Part-time
FEE—None
LENGTH OF COURSE—148 fifty minute periods
COURSE NUMBER—2739
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—None
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 Trades 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, casting 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; belting, mathematics and physics of belting; speeds of pulleys and gears, speed reduction formulas; speeds and feeds; application and relation of mathematics and machine shop practice; lathe work, taper turning and thread screw problems; gears, gear cutting and gear layout; milling machines, applications and indexing.

APPRENTICE PHYSICS*
COURSE NUMBER—3736
TYPE OF STUDENT—Apprentice
FEE—None
LENGTH OF COURSE—28 fifty minute periods
TEXT—Lesson Sheets
TRADE AND INDUSTRY

COURSE CONTENT—Composition and resolution of forces, and how forces can be analyzed; simple beams, the loading of beams and machine parts work, energy, power, relation between force, mass and motion; simple machines, and the principles of physics to the study of machines; motion problems, linear and angular motion.

*Machine Shop Courses

PATTERNMAKING
COURSE NUMBER—3737
TYPE OF STUDENT—Apprentice
FEE—None
LENGTH OF COURSE—400 hours
TEXTS—Mechanical Drawing by French and Swenton
Advanced Blueprint Reading, Delmar Publishers
Pattern Design by Hall and Kiley
Mathematics by Slade and Margolis
Metal Castings by Campbell
Wood Patternmaking by McCauley
Elementary Foundry Technology by Hartley
COURSE CONTENT—Introduction, the foundry industry and patternmaking trade; general trade qualifications of the patternmaker; apprenticeship; molding and core practices, types and methods; procedure and operations; tools—bench, machine, special; pattern construction, types of patterns and their relation to molding and machine shop; pattern allowances, contraction, draft, finish, layouts and templates; cores, core prints and coreboxes; staved, stepped and segment work; related pattern casting theory, design, engineering, new methods; elements of arithmetic; areas of volume, cylinders, prisms, fillets, bosses, plates, ribs, pads, webs, etc.; irregular and composite solids; weights of castings, density of metals, saturation 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—3732
TYPE OF STUDENT—Apprentice
FEE—25c per day of four periods
LENGTH OF COURSE—400 hours
TEXTS—How to Run a Lathe by O’Brien
Machine Shop Theory by Seay
Machinery Handbook by Oberg and Jones
TRADING
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 gages, machine shop trade standards and data including care and use of hand tools.

SERVICE OCCUPATIONS

BASIC RESTAURANT TRADES
COURSE NUMBER—3760, 2760
TYPE OF STUDENT—Apprentice, Adult
FEE—None
LENGTH OF COURSE—9 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. Uniforms are supplied and one meal a day is included.

ADVANCED COOKING
COURSE NUMBER—3761, 2761
TYPE OF STUDENT—Apprentice, Adult
FEE—None
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 liner 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.

Uniforms are supplied and one meal a day is included.
**BARBERING**

**COURSE NUMBER—3740**  
**TYPE OF STUDENT—Apprentice**  
**FEE—None**  
**LENGTH OF COURSE—432 hours**  
**TEXT—15 Units, 15 Assignment Units in Barber Science**  
**COURSE CONTENT—Introduction to apprenticeship, anatomy and physiology, diseases, shop problems, facials and packs, barber law, therapeutic lights, hair care of shaving, selling standard service, pathology, bacteriology, sanitation, scalp treatments, pharmacology.**

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**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—familiarizes 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; recognizes 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.**

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**RADIO**

**COURSE NUMBER—2742**  
**TYPE OF STUDENT—Adult, Full-time**  
**FEE—25c per day of four periods**  
**LENGTH OF COURSE—1,440 fifty minute periods**  
**TEXTS—**  
- Elements of Radio by Marcus and Horton  
- Elements of Radio Servicing  
- Essentials of Electricity by Timble  
- Inside the Vacuum Tube  

**COURSE CONTENT—Basic theory; radio fundamentals; vacuum tubes; amplifier; power supplies; signal tracing; signal amplifications; detection; couplings; oscillators; mixer circuits; control circuits; public address systems; localizing defects; mathematics; laws and formulas; mechanical practice, use of hand tools; circuits.**

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**TELEVISION**

**COURSE NUMBER—2743**  
**TYPE OF STUDENT—Full-time**  
**FEE—20 cents per day of four periods**  
**LENGTH OF COURSE—1,440 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 test equipment. Television RF amplifiers, mixer and oscillator stages, video II 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.**

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**REFRIGERATION**

**COURSE NUMBER—2744**  
**TYPE OF STUDENT—Adult, Full-time**  
**FEE—10 cents per day of two periods**  
**LENGTH OF COURSE—740 fifty minute periods**  
**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 refrigerant, refrigeration accessories, motor controls, refrigerant controls, heat transfer, computing heat gain and losses, absorption type refrigeration.**

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**AIR CONDITIONING**

**COURSE NUMBER—2745**  
**TYPE OF STUDENT—Adult, Full-time**  
**FEE—10 cents per day of two periods**  
**LENGTH OF COURSE—740 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 coils, duct work, fans, accessories, motor controls.**
BARBERING
COURSE NUMBER—3740
TYPE OF STUDENT—Apprentice
FEE—None
LENGTH OF COURSE—432 hours
TEXT—15 Units, 15 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, sanitation, scalp treatments, pharmacology.

COSMETOLOGY
COURSE NUMBER—3741
TYPE OF STUDENT—Apprentice
FEE—None
LENGTH OF COURSE—288 hours
TEXT—Nor's 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; horticulture; permanent waving, theory and technique of waving hair permanently with electricity and chemicals.

RADIO
COURSE NUMBER—2742
TYPE OF STUDENT—Adult, Full-time
FEE—20 cents per day of four periods
LENGTH OF COURSE—1,440 fifty minute periods
TEXTS—
Elements of Radio by Norton and Horton
Elements of Radio Servicing
Essentials of Electricity by Timble
Inside the Vacuum Tube
Radio Fundamentals
Servicing, Signal Tracing Rider
COURSE CONTENT—Basic theory; radio fundamentals; vacuum tubes; amplifiers; power supplies; signal tracing; signal amplification; selection; couplings; oscillators; mixer circuits; control circuits; public address systems; locating defects; mathematics; laws and formulas; mechanical practice, use of hand tools; circuits.

TELEVISION
COURSE NUMBER—2743
TYPE OF STUDENT—Full-time
FEE—20 cents per day of four periods
LENGTH OF COURSE—1,440 fifty minute periods
PREREQUISITE—Ability to pass entrance examination
TEXT—Basic Television by Grab
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 test 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—740 fifty minute periods
TEXT—Instructional Manual for Steamfitters, Washburne Trade School
COURSE CONTENT—Introduction to refrigeration, fundamentals of refrigeration, refrigeration cycle, operating cycle of a refrigeration unit, typical compression cycle; properties of refrigerants; refrigeration accessories, motor controls, refrigerant controls, heat transfer, computing heat gain and losses, absorption type refrigeration.

AIR CONDITIONING
COURSE NUMBER—2745
TYPE OF STUDENT—Adult, Full-time
FEE—10 cents per day of two periods
LENGTH OF COURSE—740 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.

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WATCHMAKING
COURSE NUMBER—3747
TYPE OF STUDENT—Apprentice
FEE—None
LENGTH OF COURSE—400 hours
COURSE CONTENT—The apprentice is given the necessary related instruction which, with his practical training on the job, will prepare him to take the Wisconsin state board examination in watchmaking. As a journeyman in this trade he will clean, repair, oil, adjust, and regulate clocks and watches. He may also perform a variety of jewelry repair duties.

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
TEXTS—I. T. U. Lessons in Printing
The Practice of Printing by Polk
General Printing by Gleaton and Pittlin
Applied Course for Student Printers
Elementary Platen Presswork
Linotype Keyboard Operation
Linotype Machine Principles
Graphic Arts Procedures by Karch
COURSE CONTENT—The student in this course takes hand composition, stone work, lock up, platen press work, cylinder press work (Kelly) and linotype composition. If the student wishes he may specialize in any of the three main divisions, namely, hand composition, press work or linotype composition.
Paper estimating, cutting, folding, stapling, pasting and trimming comprise the bindery work. 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.

PHOTOGRAPHY
COURSE NUMBER—2748
TYPE OF STUDENT—Adult, Full time
FEE—$1 per semester

LENTH OF COURSE—3 semesters
1. FUNDAMENTALS OF PHOTOGRAPHY—Black and white films, types of films for special purposes. Processing of all different films, different types of developers, kinds of paper in contact 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 Placement Health
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.

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.

WOMAN'S SERVICE EXCHANGE

In addition to regular school placement, for women in the Madison area who are interested in and available for part time, full time and temporary 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.

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.
PRACTICAL NURSING

TYPE OF STUDENT—Adult
LENGTH OF COURSE—1 year full time
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 I—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 Diversion—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.
1953-54
Evening School Catalog

Madison Vocational and Adult School
Madison Vocational and Adult School

Evening School Catalog 1953-54

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 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 138. This department is available to 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

In addition to regular school placement, for women in the Madison area who are interested in and available for part time, full time and temporary 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

1953-1954

Tuesday and Wednesday, September 29 and 30, 1953—Registration for evening school (5 to 9 p.m.)

Thursday, October 1, 1953—Meeting of evening school staff.

Monday, October 5, 1953—Evening school begins.

Thursday and Friday, November 5 and 6, 1953—Evening school closes for Milwaukee meeting of Wisconsin Education Association and Wisconsin Federation of Teachers.

Thursday and Friday, November 26 and 27, 1953—Evening school closes for Thanksgiving vacation.

Friday, December 11, 1953—Evening school closes for Christmas vacation.


Monday and Tuesday, January 4 and 5, 1954—Registration for second term of evening school (5 to 7 p.m.)

Friday, February 19, 1954—Evening school closes for meeting of Southern Wisconsin Education Association.

Friday, March 12, 1954—Evening school closes.
General Education

Academic Art Music
ACADEMIC

ALGEBRA I
Tues. and Thurs., 7:00 p.m. to 8:00 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 8:00 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 8:00 p.m.
Arithmetic fundamentals are studied and applied to practical shop problems. One high school credit is given. This course can be used only 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 8:00 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 8:00 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 8:00 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 9:30 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.

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 enable him to use English idioms, give him a grasp of simple grammatical sentence structure and 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.

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.
GENERAL EDUCATION

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 manuscript reading, criticism, literary mechanics, etc. Marketing problems get some consideration. One hour is used for writing in class, but material may be written outside of class also.

GREAT BOOKS

Alternate Thursdays, 7:00 p.m. to 9:00 p.m.

Why read the Great Books? Because reading them provides more than any other experience a means 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 list for the readings for 1953-54 are included Aristotle’s “On Interpretation,” “Song of the Volsungs and the Nibelungs,” William Morris translation, Voltaire’s “Candide,” Mill’s “On Liberty” and Freud’s “The Origin and Development of Psychoanalysis.”

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—Erstes Buch 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 I

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

Emphasize 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 after-dinner, group discussion, and how to conduct a business meeting.

PUBLIC SPEAKING II

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

Advanced public speaking will be offered should there be sufficient enrollment.
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.

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
Tuesday, 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, toys, birdhouses, framing pictures. Other projects may be developed as desired.

ART DEPARTMENT

ART METAL
Wed., 7:00 p.m. to 9:00 p.m.
LABORATORY FEE—$2
Design processes and techniques as applied to copper and brass. Processes include heating down, piercing, soldering, filing, etching, construction design and patternmaking, joints, oxidizing and finishing.
Students pay for materials used.

COSTUME JEWELRY
Tues. or Thurs. or Fri., 7:00 p.m. to 9:00 p.m.
LABORATORY FEE—$2
Flat work in copper, brass and silver. Various processes include sawing, filing, soldering, piercing, repoussé, chasing, casting, enamelling, wire drawing, ring sizing, stone setting and finishing.
Students pay for materials used.

STONE CUTTING OR LAPIRARY
Monday, 7:00 p.m. to 9:00 p.m.
LABORATORY FEE—$2
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 pay for materials used.

DRAWING
Tues. and Thurs., 7:00 p.m. to 9:00 p.m.
LABORATORY FEE—$2
Basic training in structural relationship of form—mass, line, value and perspective from still life and imagination. Emphasis on individual interpretation. Mediums: pencil, charcoal, pen and ink, crayon and wash.
Students pay for materials used.

PAINTING AND COMPOSITION
Mon. and Wed., 7:00 p.m. to 9:00 p.m.
LABORATORY FEE—$2
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 pay for materials used.

PORTRAIT PAINTING
Friday, 7:00 p.m. to 9:00 p.m.
Prerequisite: Drawing
LABORATORY FEE—$2
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 pay for materials used.

CERAMICS
Mon. and Wed., 7:00 p.m. to 9:00 p.m.
LABORATORY FEE—$2
Fri. 7:00 p.m. to 9:00 p.m.
LABORATORY FEE—$1
An elementary course executing original designs in clay. Experimentation with clays, glazes, making of chip molds, two and three-part molds, casting, tiring and glazing are included in the course.
Students pay for materials used.
GENERAL EDUCATION

POTTERY
Tues. and Thurs., 7:00 p.m. to 9:00 p.m.
LABORATORY FEE—$2
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 pay for materials used.

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

INTERIOR DESIGN
Tues., 7:30 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 pay for materials used.

WEAVING
Tues. and Thurs., 7:00 p.m. to 9:00 p.m.
LABORATORY FEE—$2
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 pay for materials used.

GENERAL CRAFTS
Mon. and Wed., 7:00 p.m. to 9:00 p.m.
LABORATORY FEE—$2
Planned to meet the demands of the adult homemaker, youth leader, and hobbyist. Instruction given the first six weeks in leather tooling and the crafts, followed successively by block-printing, staining, silk-screen printing, decorating on wood and metal, and rosemaling.
Students pay for materials used.

GENERAL MUSIC ACTIVITIES

CHAIR CANING
Tues. and Thurs., 7:00 p.m. to 9:00 p.m.
LABORATORY FEE—$2
Instruction in replacing cane chair seats, either hand woven or machine cane; also artificial rush and flat splint weaving of chair seats. Students furnish own chairs and pay for materials used.
No refunds on Laboratory Fees will be made after a student has been enrolled in a class for two or more weeks.

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

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

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., 7:15 p.m. to 8:15 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 every one who likes band music; no technical qualifications necessary. One spring concert in Scanlan Hall—frequent guest concerts out of town.

FUNDAMENTALS IN STRINGS
Mon., 7:00 p.m. to 9:30 p.m.

PIANO I
Mon., Tues., Wed., 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 8:00 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.
BUSINESS EDUCATION

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 books 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. Accounting 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.
For advanced students, the course includes four and five column cross addition and the application of the fundamental operations to practical business problems such as discounts, percentages, commissions, payrolls, pro-rating, mark-up, mark-down 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 training in the fundamental processes as they apply in business and sufficient knowledge to operate the machine in any business office. The course consists of thirty assignments.

**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 8:00 p.m. to 9:00 p.m.

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

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

Equipment Fee—$1 per term

Rapid, accurate performance, by the touch method, is the object on the numeric keypunch machine.

The part played by the punched card in the various systems is studied. Because of the wide variation in coding and the need for learning a particular company's system, little stress is placed upon this subject.

**SHORTHAND I (Beginning Theory)**

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

This is a study of shorthand only and is intended for students who are skilled typists but 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 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 8:30 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 8:00 p.m.

Equipment Fee—$1 per term

Prerequisite: Shorthand 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.

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., 6:00 p.m. to 7:00 p.m., 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 8:00 p.m.

Equipment Fee—$1 per term

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

**TYPEWRITING II**

Mon. and Wed., 7:00 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**

*(Training for Sales People)*

**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.
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
Mon., 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.

Homemaking

Family Development
Food and Nutrition
Clothing and Textiles
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 8:00 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
Thurs., 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.

CLOTHING AND TEXTILES

CLOTHING I (Firsts in Sewing)
Mon., Tues., Wed., Thurs., 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 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.
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 gathering 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 Made-to-Order Look)
Tues., Thurs., or Fri., 7:00 p.m. to 9:00 p.m.
FEE—$1
How to secure that much desired made-to-order look 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)
Tues. or Wed., 6:30 p.m. to 9:30 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, lining of coats, shirt for collars, reverse hand stitching of collars and frontings, fitting problems, use of pressing board for shaping garment to the figure, bound and patch pockets, lining and interfacing for coats and suits, types of pads, reverse hand stitching of collars and frontings, lining and interfacing, and interfacing.

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 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)
Fri., 6:30 p.m. to 9:30 p.m.
FEE $1

For students who have completed Tailoring I. The problems to be emphasized are: moulding of garments with the iron, bound and welt pockets, corded and worked buttonholes, study of sleeve and other fitting problems. Suits and coats will be made.

MILLINERY I
Tues., Wed., or Thurs., 7:00 p.m. to 9:00 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 the following: methods, materials, frames, trimming, and 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 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. 6:00 p.m. to 8:00 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 feather, 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 lectures of this course. Putting fur collars on coats and suits, and mending tips are also included. The actual work is done in the class under the instruction of an expert in fur work.

PERSONALITY WARDROBE
Thur., 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.

HOME IMPROVEMENT

DRAPERIES AND LAMPSHADES
Thurs., 7:00 p.m. to 9:00 p.m.
FEE $1

Draperies—Curtains and draperies are studied from the standpoint of fabrics, style, colors, patterns, relation to architectural features, kinds of windows and to the color and material of the exterior. Emphasis is placed upon the techniques of construction for both curtains and draperies suitable for each room in the 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, planning 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—$1.50 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 pattern. Definite instruction is given upon the techniques of cutting, fitting, 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 install 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, 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 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 the beginners or those who have had very little experience in knitting. Typical of what might be made are scarfs, ties, sweaters, mittens, afghans and similar articles. Equipment needed for first lesson: two number-three knitting needles (ten or twelve-inch bones), 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 bones), a small ball of yarn, notebook and pencil.

NEEDLEWORK

Mon. 7:00 p.m. to 8:00 p.m.
FEE—$1

This course is for all people interested in fine needlework. It includes all decorative stitches, some of which are seric, stitch, needlepoint, outline stitch, crewel stitch, fagoting, smocking, fallen hemstitching, applique, Swedish weaving. The instructor 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 used in crocheting and how to read directions will be given. There are a variety of articles which may be made, such as holders, edgings, insertions, afghans, doilies, place mats, hats, bags, table-cloths, bedspreads and of course many other things.

CLASSES AT OTHER CENTERS

Clothing I—Tues., 7:00 to 9:00—West High
Clothing II—Tues., 7:00 to 9:00—West High
Clothing V—Tues., 7:00 to 9:00—West High
Clothing VII—Tues., 7:00 to 9:00—West High
General Clothing—Thurs., 7:00 to 9:00—Franklin
Clothing II—Thurs., 7:30 to 9:30—Midvale
Clothing VII—Thurs., 7:30 to 9:30—Midvale
Fur Remodeling—Thurs., 7:30 to 9:30—Midvale
Knitting—Thurs., 7:30 to 9:30—Midvale
General Clothing—Tues., 7:00 to 9:00—Sherman
Knitting—Tues., 7:00 to 9:00—Sherman
FEE—$1 for Clothing and Fur Remodeling Classes.
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
Manuals to be purchased by student.
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
Manuals to be purchased by the student.
Section 1 is prepared for persons employed in the automotive field and covers both theory and practice in the following units of instruction: brakes, power brakes, front wheel alignment, steering, power steering and engines.
Section 2 covers theory and practice in the use of Sun diagnostic equipment.
Section 3 covers theory and practice in servicing power steering units:
1. Chrysler—Geimer
2. General Motors—Saginaw
3. Studebaker—Mechanical Power Steering
Section 4 covers the theory, practice and use of Clayton Dynamometer.
Section 5 is a short unit course on the overhaul and checking of late model carburetors.
Tues. and Thurs., 7:00 p.m. to 9:00 p.m.
Section 6 is a highly technical advanced course in carburetors and engine tune-up using Sun diagnostic equipment and the Clayton Dynamometer.

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—$5
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, dinging, filing 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—$2
Duration—One semester
Ten meetings, one night per week.
This course covers an analysis of the processes and methods used in arriving at estimates 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

WOODWORK AND 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.
Texts to be purchased by students.
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 IMPROVEMENT

Tues. and Thurs., 7:00 p.m. to 9:00 p.m.
FEE—$2
This course is designed for carpenters who wish to increase or review their trade knowledge. The phases covered include carpentry terms, framing, 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 plans; painting, decorating, and landscaping; remodeling problems.

DRAFTING (Architectural)

Tues. and Thurs., 7:00 p.m. to 9:00 p.m.
FEE—$1
Texts to be purchased by students.
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, specifications; developing perspective of house.

DRAFTING (Mechanical Drawing)

Tues. and Thurs., 7:00 p.m. to 9:00 p.m.
FEE—$1
Texts to be purchased by students.
Covers geometric problems, how to handle drawing equipment and study geometric relations; elementary working drawings, elements of orthographic projection, dimensioning skill in letters and numbers; problems in projection, advanced projection problems; layout and development; basic instructional and review material completion problems; free-hand sketching; auxiliary views, true-length lines, and angles and planes; cross sectioning and symbols; dimensioning; pictorial drawing; screw threads; pattern 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 repair; generators, principles, practices; 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
This course covers nomenclature and operation 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 data including care of hand tools.

PRECISION INSTRUMENTS

Mon. and Wed., 7:00 p.m. to 9:00 p.m.
Length of Course—one term
LABORATORY FEE—$1 plus the purchase of a work book
This is a practical course in precision measurement involving the use of non-precision measuring instruments and precision instruments such as micrometers, vernier calipers, height gauges, plug gauges, ring gauges, go and no-go gauges, comparators, the use of precision measuring blocks and angular measuring problems involving protractors and sine bars.
There are thirty-six assignments which will be followed by one problem involving the checking of a complicated machine part against a blueprint.

SHEET METAL PATTERN DRAFTING—TRADE EXTENSION

For journeymen and apprentices sheet metal workers.
Thursday, 6:30 p.m. to 9:30 p.m.
FEE—$2
Covers essential and advanced pattern layout: parallel line, radial line, and triangulation development of fittings used in sheet metal work; instruction in short-cut methods of layout to those well grounded in fundamentals.
The fee covers only the cost of material used to prove patterns; any materials used for project work will cost extra.
WELDING, FUNDAMENTALS OF
Monday, 6:30 p.m. to 9:30 p.m.
FEE—$2.25 per hour
Length of Course—60 hours
Thursday 6:30 p.m. to 9:30 p.m.
FEE—$2.25 per hour
Length of Course—60 hours
Arc welding—This is a beginning course in welding. The instruction will cover the basic fundamentals of arc welding of 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.
Tuesday, 6:30 p.m. to 9:30 p.m.
FEE—$3.00 per hour
Length of Course—60 hours
Arc Welding—This course is designed to further develop the skill of the welder. Welding in all positions on 1/4” to 1/2” plate. Preparations for the Wisconsin Industrial Commission Certification tests and the Army and Navy test. Also, alloy welding and helical 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
Wednesday, 5:00 p.m. to 9:00 p.m.
FEE—$2.25 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 Qualification Procedures for welding pipe.

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 in 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.

SUPERVISORY TRAINING
Monday 7:00 p.m. to 9:00 p.m.
Duration—Two semesters
Job Instructor Training, Industrial Safety, Personnel Relations, Job Simplification.
Each section consists of live two-hour sessions, and the course should be taken in its entirety. Each unit requires demonstration by individuals and discussion of techniques by the group.

SERVICE OCCUPATIONS

CATERING SPECIALTIES
Tues., 5:00 p.m. to 7:00 p.m.
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 p.m. 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
TRADE AND INDUSTRY

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
Tues. and Thurs., 6:30 p.m. to 8:30 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
Wed., 6:30 to 8:30 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.

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.

GRAPHIC ARTS

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.

GRAPHIC ARTS
Wed., 7:00 to 9:00 p.m.
Dates for course will be announced.
This course will consist of a series of five lectures on subjects pertinent to the field of printing. They will cover papers, inks, composition, presswork and layout.
Men who are experienced in the named fields will be guest speakers.

PHOTOGRAPHY
Tues. and Thurs., 7:00 p.m. to 9:00 p.m.
FEE—$3
1. Basic photography principles, the camera, lights and films. The kind of film to use for best results. The differences in emulsion of films. Light meters and their usage.
2. Basic lighting and lighting controls. Processing the film in various developers. Making the picture by contact printing and enlarging. Toning of the prints in different colors. How to finish the picture. Inspection of the picture.
1953-54
Day
School
Catalog

Madison
Vocational
and Adult
School
Madison Vocational
and
Adult School

Day School
Catalog
1953-54

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211 North Carroll Street
Madison, Wisconsin
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GENERAL INFORMATION

The Madison Vocational and Adult School is a public school in which Madison residents above the age of fourteen may enroll without tuition cost. Laboratory 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. 550 and P.L. 894. 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.

STUDENT FINANCIAL AIDS

Scholarships and other forms of financial aids are available to students who are in need of them and whose work in school entitles them to such assistance. Blanks to be filled out to obtain financial assistance are available in the main office.

GUIDANCE AND COUNCIL

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 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 12:35 p.m.
75 cents per one-half day—12:35 p.m. to 4:34 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
1953-1954

Tuesday and Wednesday, September 8 and 9, 1953—Workshop for Supervisors.
Thursday and Friday, September 10 and 11, 1953—Day school registration.
Saturday, September 12, 1953—Meetings of staff and supervisors.
Monday, September 14, 1953—Day school opens.
Tuesday and Wednesday, September 28 and 30, 1953—Registration for evening school (9 to 9 p.m.)
Thursday, October 1, 1953—Meeting of evening school staff.
Monday, October 5, 1953—Evening school begins.
Thursday and Friday, November 5 and 6, 1953—Day and evening school close for Milwaukee meeting of the Wisconsin Education Association and Wisconsin Federation of Teachers.
Thursday and Friday, November 19 and 20, 1953—Day and evening school close for Thanksgiving vacation.
Friday, December 11, 1953—Evening school closes for Christmas vacation.
Monday and Tuesday, January 4 and 5, 1954—Registration for second term of evening school (5 to 7 p.m.)
Friday, February 5, 1954—End of first semester of day school.
Monday, February 8, 1954—Beginning of second semester of day school.
Friday, February 19, 1954—Day and evening school close for meeting of Southern Wisconsin Education Association.
Friday, March 12, 1954—Evening school closes.
Friday, April 18, through Sunday, April 25, 1954—Day school closes for spring vacation. (Good Friday, April 16; Easter Sunday, April 18)
Monday, April 26, 1954—Day school reopens.
Friday, April 30, 1954—Day school closes for Madison meeting of Wisconsin Association for Vocational and Adult Education.
Friday, June 18, 1954—End of school year.
General Education

Academic
Art
Music
ACADEMIC

MATHEMATICS

ALGEBRA I (Beginning)
COURSE NUMBERS—1131, 2131
TYPE OF STUDENT—Adult, 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, 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, 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 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 unit is given for the successful completion of this course.

APPLIED MATHEMATICS
COURSE NUMBERS—1134, 2134, 3134
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 NUMBERS—1135, 2135
TYPE OF STUDENT—Adult, Junior
FEE—None
LENGTH OF COURSE—90 fifty minute periods
TEXT—Plane Trigonometry by Rosenbach, Whitman, Meshkovits
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, 3137
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, Sandilands 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—1109
TYPE OF STUDENT—Junior Part-time
FEE—None
LENGTH OF COURSE—180 fifty minute periods
TEXTS—The Technique of Composition by Taft, McDermott, and Jensen; Modern English Readings, edited by Loomis and Clark.
COURSE CONTENT—This is a short course 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 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 Bosford and Caxton; 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—1109
TYPE OF STUDENT—Junior Part-time Girls
FEE—None
LENGTH OF COURSE—26 fifty minute periods
TEXTS—Practical English published by Scholastic Magazine; Literary Carvalcado published by Scholastic
COURSE CONTENT—This is a short course based on the chief "stumbling blocks" in grammar, spelling, punctuation, usage, vocabulary, reading and composition.

ADVANCED GRAMMAR
COURSE NUMBER—2104
TYPE OF STUDENT—Adult
FEE—None
LENGTH OF COURSE—180 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 Jensen; 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.

BASIC READING AND COMPREHENSION
COURSE NUMBER—1109, 2109
TYPE OF STUDENT—Junior, Adult
FEE—None
LENGTH OF COURSE—180 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.

ENGLISH FOR PRINTERS
COURSE NUMBERS—1107, 3107
TYPE OF STUDENT—Junior, Apprentices
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, Greer and Jones; Daily Drills for Better English, Edward H. Webber; Mimeographed exercise sheets
COURSE CONTENT—A specialized course for students interested in becoming printers and printing apprentices. Each pupil's needs and abilities are discovered by especially prepared tests and each is helped accordingly. Corrections 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 interested in proofreading.
GENERAL EDUCATION

SPEECH

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

EFFICIENT SPEECH
COURSE NUMBER—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—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 proper ideas, words, voice, and diction. Oral reading techniques. Prose and poetry selections for general practice.

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 Kopner
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.
GENERAL EDUCATION

ART

DRAWING AND PAINTING
Elementary and Advanced
COURSE NUMBERS—2202, 3202
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., Thurs., 12:52-3:30 first 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
(Basic for all art experience)
COURSE NUMBER—2203
TYPE OF STUDENT—Adult
FEE—Laboratory fee $1 per semester for each day of the week enrolled
LENGTH OF COURSE—72 fifty minute periods per semester
Tues. and Thurs., 12:52-3:30 first and 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 form relationships.

FIGURE DRAWING
COURSE NUMBERS—2204, 5204
TYPE OF STUDENT—Full-time, advanced adult
FEE—Laboratory fee $2.50 per semester
LENGTH OF COURSE—36 fifty minute periods per semester
COURSE CONTENT—Emphasizing line, proportion, rhythm, anatomy and construction of models.

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 per semester
Fri., 12:52-3:30
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.

ART METAL
COURSE NUMBER—1260
TYPE OF STUDENT—Junior
FEE—None. Materials to be purchased by student.
LENGTH OF COURSE—92 fifty minute periods
Mon., 2:30-4:24
COURSE CONTENT—Design processes and techniques as applied to copper and brass. These processes include beating down, soldering, filing and etching.

COSTUME JEWELRY
COURSE NUMBER—2262
TYPE OF STUDENT—Adult
FEE—$1 per semester for each day of the week enrolled. Materials to be purchased by student.
LENGTH OF COURSE—222 fifty minute periods
Tues., Wed., Thurs. 2:30-4:24
COURSE CONTENT—Design, processes and techniques as applied to flat silver and silver wire. These processes include sawing, filing, completing, piercing, repoussé, chasing, enameling, casting, ring sizing, stone setting and finishing.

STONE CUTTING
COURSE NUMBER—2263
TYPE OF STUDENT—Adult
FEE—$1 per semester. Stones to be purchased by student.
LENGTH OF COURSE—74 fifty minute periods
Fri., 2:30-4:24
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, Adult, High School
FEE—$1 per semester
TEXTS—Commercial Art by Wallace; Graphic Design by Friend
LENGTH OF COURSE—360 fifty minute periods
Tues. Thurs., 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 process.

INTERIOR DECORATION
COURSE NUMBER—2225
TYPE OF STUDENT—Adult
FEE—None
LENGTH OF COURSE—72 fifty minute periods
Fri., 2:40 to 4:24 each 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 AND SIGN PAINTING
COURSE NUMBERS—1232, 2232, 5232
TYPE OF STUDENT—Full time, part time adult, high school
FEE—$1 per semester
LENGTH OF COURSE—180 fifty minute periods
Tues., Thurs., 8:30-10:08
COURSE CONTENT—Selection and care of materials; brush and pen lettering; show card and sign alphabets; layout; color combinations; method of production.

GENERAL CRAFTS
COURSE NUMBER—1241
TYPE OF STUDENT—Juniors
LENGTH OF COURSE—370 fifty minute periods
Daily 10:18-12:08
COURSE CONTENT—Design and application to monograms, boards, canvas, hooked chair seats and weaving.

GENERAL CRAFTS
COURSE NUMBER—2241
TYPE OF STUDENT—Adult
FEE—$1 per semester for each day of week enrolled.

CERAMICS
COURSE NUMBER—2223
TYPE OF STUDENT—Adult
FEE—$1 per semester for each day of the week enrolled. Materials to be purchased by student from school
LENGTH OF COURSE—114 fifty minute periods per semester
Mon., Wed., 12:30-4:24
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.

POTTERY
COURSE NUMBER—2224
TYPE OF STUDENT—Adult
FEE—$1 per semester for each day of the week enrolled. Materials to be purchased by student from school
LENGTH OF COURSE—144 fifty minute periods per semester.
Tues., Thurs., 12:50-4:24
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.

WEAVING (Elementary)
COURSE NUMBER—2272
TYPE OF STUDENT—Adult
FEE—$1 per semester for each day of the week enrolled. Materials to be purchased by student
LENGTH OF COURSE—108 fifty minute periods
Tues., Thurs., 9:00-12:00
COURSE CONTENT—Weaving as a medium for self expression: its possibilities; the loom; loom accessories; threads and color; making warp; threading; study of basic weaves; finishing of woven articles.

ADVANCED WEAVING
COURSE NUMBER—2273
TYPE OF STUDENT—Adult
FEE—$1 per semester for each day of the week enrolled. Material to be purchased by student.
GENERAL EDUCATION

LENGTH OF COURSE—108 fifty minute periods.
Mon., Wed., 3:00-12:00

COURSE CONTENT—Design methods in advanced weaving techniques; use of multiple harness looms; designing textiles for home and personal use.

CREATIVE WEAVING AND DRAFT WRITING

COURSE NUMBER—2274
TYPE OF STUDENT—Adult
FEE—$1 per semester
LENGTH OF COURSE—54 fifty minute periods
Fri., 9:00-12:00

COURSE CONTENT—The analysis of materials, patterns and drafts; threadings for techniques; designing for contemporary textiles. Creating new and original drafts with emphasis on color and texture.

CHAIR CANING

COURSE NUMBER—2242
TYPE OF STUDENT—Adults
LENGTH OF COURSE—540 fifty minute periods
Mon., Wed., Fri., 8:30-11:00
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.

MUSIC

HARMONY

COURSE NUMBERS—1304, 2304
TYPE OF STUDENT—Junior, Adult
FEE—None
LENGTH OF COURSE—36 fifty minute periods
TEXT—Adult Piano Course, Book I by Waqness

PIANO I

COURSE NUMBERS—1301, 2301
TYPE OF STUDENT—Junior, Adult
FEE—None
LENGTH OF COURSE—19 fifty minute periods

COURSE NUMBERS—1302, 2302
TYPE OF STUDENT—Junior, Adult
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 learned by other methods. A practical course, students learning to do their own arranging.
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.
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 I
COURSE NUMBER—4401
TYPE OF STUDENT—On-the-job Trainee
LENGTH OF COURSE—16 fifty minute periods
TEXT—College Accounting, Sherwood & Boling Workbook, Part I.
COURSE CONTENT—For veterans who are working and attending school four hours each week. The complete bookkeeping cycle is covered including journalizing, posting, trial balance, work sheet, business statements and adjusting and closing the ledger.

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-Chace
The Mathews Manufacturing Company, practice set
COURSE CONTENT—A pre-requisite 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
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
BUSINESS EDUCATION

the students are fulfilled for 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 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 operations. After the student has mastered these operations, he posts a set of business transactions using individual ledger and statement sheets and a control account.

BURROUGHS SENSIMATIC BOOK-KEEPING - Machine series 100

COURSE NUMBERS—2446a, 4446a
TYPE OF STUDENT—Adult, On-the-Job
EQUIPMENT FEE—$1 per term
LENGTH OF COURSE—45 fifty minute periods
COURSE CONTENT—A prerequisite to this course procedures involved in handling customers and creditors accounts, cash receipts and disbursements, payroll, labor and material reports, statements and journals.

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

MONROE BOOKKEEPING MACHINE

COURSE NUMBERS—2446, 4449
TYPE OF STUDENT—Adult, On-the-Job
EQUIPMENT FEE—$1 per term
LENGTH OF COURSE—15 fifty minute periods
COURSE CONTENT—The primary purpose of this course is to instruct the student in posting, balancing, and totaling on bills, ledgers and journals by machine. A practice set is completed to carry out the complete cycle.

NATIONAL CASH REGISTER BOOKKEEPING MACHINE CLASS 31

COURSE NUMBERS—2446b, 4446b
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. The student learns the procedures involved in handling accounts receivable, accounts payable, payroll and sales distribution.

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 Hansen
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 select 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 Hansen
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—ZeTavern’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—38 to 90 fifty minute periods
COURSE CONTENT—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 form problem, labor problems, trade association.

FILING AND INDEXING
COURSE NUMBERS—1460, 2460, 4460
TYPE OF STUDENT—Junior, Adult, On-the-Job
FEE—None
LENGTH OF COURSE—43 fifty minute periods
TEXT—Progressive Indexing and Filing by Remington Rand, Inc.
COURSE CONTENT—Learn rules by alphabetizing 200 cards. Study methods of filing and application by using miniature letters and filing boxes. Methods include: Alphabetic, variindex, numeric, geographic, subject, triple check and soundex. Students observe new filing equipment and supplies, study methods of cross referencing, change methods, transfer methods, follow-ups, and microfilming. Individual work. Special practice on model filing. Films and demonstrations of equipment to supplement class work.

GENERAL ECONOMICS
COURSE NUMBER—2455
TYPE OF STUDENT—Adult
FEE—None
LENGTH OF COURSE—90 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 to the past, and their possible effect on the future economic and political systems of our nation.

GENERAL ECONOMICS
COURSE NUMBER—4456
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 form problem, labor problems, trade association.

RECORD KEEPING
COURSE NUMBERS—2466, 4460
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-Lasenby
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 business. Elementary bookkeeping including journalizing, posting, closing the ledger and making business statements is a part of this unit. Unit II is a one-book outfit for keeping books in a small business. All transactions appear on one page by use of columns. Column headings include O. A. B. and withholding taxes and profit and loss information at end of month.
BUSINESS CORRESPONDENCE—
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 Aurora
COURSE CONTENT—A short intensive course of
nine weeks in Business Correspondence. 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
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.

ADVANCED GRAMMAR
COURSE NUMBERS—2427, 4427
TYPE OF STUDENT—Adult, On-the-job
LENGTH OF COURSE—90 fifty minute periods
TEXT—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-
ied 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 Good-
fellow and Agnew
COURSE CONTENT—This is a nine-week intro-
ducory course for beginners. The four fundamen-

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
machines.

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-
fellow and Agnew
COURSE CONTENT—Includes all phases of ma-
chine operation. Students should take the in-
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 ob-
tain a grade of at least 85 in the introductory try-
out course to take Calculating II. This course in-
cludes the application of fundamentals to business
problems, percentage, discounts, inventories recip-
rocals, parcel post charges, etc. It qualifies stu-
dents for jobs with a fair degree of speed on all
possible uses of the machine.

MARCHANT, MONROE AND FRIEDEN
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 Good-
BUSINESS EDUCATION

fellow 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.

REMITTANCE RAND AUTOMATIC PRINTING CALCULATOR

COURSE NUMBER—2434, 4434
TYPE OF STUDENT—Adult, On-the-job
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 NUMBER—2435, 4435
TYPE OF STUDENT—Adult, On-the-job
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—2447
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

COURSE NUMBER—2410
TYPE OF STUDENT—Adult
LENGTH OF COURSE—1 semester—90 fifty minute periods
TEXT—Gregg Simplified Functional Method by Leslie and Zoubek and Gregg Dictation Simplified by Leslie and Zoubek
COURSE CONTENT—For beginners in shorthand. The Gregg Shorthand Manual Simplified, Functional Method, is the basic text, mastery of which is accomplished in the first nine weeks to be followed by an automatic review and beginning dictation in Shorthand II the second nine weeks. The dictation range is between 60 and 80 words per minute.

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 Shorthand 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
BUSINESS EDUCATION

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, 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—2485
TYPE OF STUDENT—Adult
FEE—None
LENGTH OF COURSE—45 fifty minute periods
COURSE CONTENT—This course is open to any student in the Business Education Department. The purpose of the course is to develop knowledge and appreciation of business procedures and practice through training in: (1) Performing clerical duties; (2) Instruction in the operation of transcribing machines, duplicating machines and the operation of the switchboard; (3) Discussion of methods of finding employment, of correct dress, and of proper conduct in the office.

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, 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—1429-2429
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, memorandums, and multiple carbons.

TYPEWRITING IV

COURSE NUMBER—2424
TYPE OF STUDENT—Adult
EQUIPMENT FEE—$1 per term
LENGTH OF COURSE—90 fifty minute periods
TEXT—Advanced 20th Century Typewriting, Sixth Edition by Lessenberry
COURSE CONTENT—Objective is to prepare for civil service or special types of office work. Individualized review for students who need a refresher course. Includes preparation of legal forms, letters of application, types of questions and details in public examinations, operation of duplicating machines, manuscript writings, composition typing, outlines, financial statements, advanced tabulation, characters not on the machine. Improve technique and raise speed to 70-80 words per minute.

DISTRIBUTIVE EDUCATION

(FOR SALES PEOPLE)

FUNDAMENTALS OF SELLING

COURSE NUMBER—1501, 3501
TYPE OF STUDENT—Junior, Apprentice
FEE—None
LENGTH OF COURSE—90 fifty minute periods
TEXT—Fundamentals of Selling by Walters and Wingate
COURSE CONTENT—Functions of the sellers, basic knowledge needed in selling, the seller, the sales transactions, special mediums for selling, sales policies, selling oneself.
BUSINESS EDUCATION

ADVANCED SALESMASTERSHIP**
COURSE NUMBER—2507, 3507
TYPE OF STUDENT—Adult, Apprentice
FEE—None
LENGTH OF COURSE—15 fifty minute periods
TEXT—Successful Selling for the New Day by Simons
COURSE CONTENT—No calling 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 chiseler; 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 NUMBERS—2509, 3509
TYPE OF STUDENT—Adult, Apprentice
FEE—None
LENGTH OF COURSE—15 fifty minute periods
TEXTS—Know Your Merchandise by Wingate, Allespie and Addison; Materials of Industry by Mineau, Reen and Holdenman
COURSE CONTENT—Determine guides to customer satisfaction; what merchandise is in stock; sources that contribute to the salesperson’s knowledge; how to get the most out of merchandise; what services are offered; to what use merchandise is put; what to know about the trends in style and fashion; what about color, line and design in merchandise; value of information and how to secure it; what are the selling points about merchandise; how to present them effectively.

RETAIL SALESMASTERSHIP*
COURSE NUMBER—2502, 3502
TYPE OF STUDENT—Adult, Apprentice
FEE—None
LENGTH OF COURSE—15 fifty minute periods
TEXT—Successful Retail Salesmanship by Robin- son and Robinson
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.

STORE ORGANIZATION AND MANAGEMENT*
COURSE NUMBER—2504, 3504
TYPE OF STUDENT—Apprentice, Adult
FEE—None
LENGTH OF COURSE—15 fifty minute periods
TEXT—Retailing by A. Briscoe
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.

RETAIL CREDIT FUNDAMENTALS*
COURSE NUMBER—2508, 3508
TYPE OF STUDENT—Apprentice, Adult
FEE—None
LENGTH OF COURSE—15 fifty minute periods
TEXT—Retail Credit Fundamentals by C. W. Phelps
COURSE CONTENT—Nature and importance of credit; developing new sources of credit customers; the double checking credit plan; methods of identifying charge customers; safeguards; reducing merchandise returns; how to handle complaints; how to stimulate preferred customers; how to revive inactive accounts; how to develop effective collection methods; how to rehabilitate delinquent customers.

ADVERTISING*
COURSE NUMBER—2505, 3505
TYPE OF STUDENT—Adult, Apprentice
FEE—None
LENGTH OF COURSE—15 fifty minute periods
TEXT—Fundamentals of Advertising by Rowse and Fish
COURSE CONTENT—Advertising in relation to distribution of merchandise and services; physical structure of advertisements; layouts, printing, photo engraving; relative values of various media for advertising; newspapers, magazines, radio, dealers displays, outdoor advertising, car cards.

MERCHANDISE DISPLAY**
COURSE NUMBER—2510, 3510
TYPE OF STUDENT—Adult, Apprentice
FEE—None
LENGTH OF COURSE—15 thirty minute periods.
TEXT—Fundamentals of Window Display by Charles Ellison.
COURSE CONTENT—Values of display; selling idea behind the display; physical makeup of display; display in the retail program; manufacturer's advertising in display.

INSURANCE COURSES
(General Lines Insurance)
COURSE NUMBER—2514
TYPE OF STUDENT—Adult
FEE—
LENGTH OF COURSE—74 hours
Mon., 10:00-12:00
COURSE CONTENT—Fire insurance policy; automobile passenger car policy; comprehensive personal liability policy; residence burglary and outside theft policy; and other types of policies.

PRINCIPLES OF LIFE UNDERWRITING
(A Sales Course)
COURSE NUMBER—2515
TYPE OF STUDENT—Adult
FEE—
LENGTH OF COURSE—74 hours
Mon., 8:30-10:00
COURSE CONTENT—Life underwriting on an elementary or intermediate level; discussion of effective sales procedures.

CERTIFIED LIFE UNDERWRITERS
COURSE—C. L. U.
COURSE NUMBER—2514
TYPE OF STUDENT—Adult
FEE—
LENGTH OF COURSE—74 hours
COURSE CONTENT—Content to be selected by the Madison Life Underwriters Association.

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


**FAMILY DEVELOPMENT**

**HUMAN RELATIONS AND MARRIAGE**

**COURSE NUMBER**—1602  
**TYPE OF STUDENT**—Junior  
**FEE**—None  
**LENGTH OF COURSE**—12 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; friendship and courtship; engagements; economic adjustments; marriage and the future.

**PERSONALITY AND CHARM**

**COURSE NUMBER**—2600  
**TYPE OF STUDENT**—Adult  
**FEE**—None  
**LENGTH OF COURSE**—12 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; relation of dress and grooming to personality; leisure time activities; type 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**—12 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.

**BUDGETING AND PERSONAL BUYING**

**COURSE NUMBER**—1607  
**TYPE OF STUDENT**—Junior  
**FEE**—None  
**LENGTH OF COURSE**—12 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**—9 Double periods  
**COURSE CONTENT**—Planned for those who would like some help on keeping a record of money spent and planning expenditures. Choosing an account system, 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.

**MODERN HOME LAUNDRY TECHNIQUES**

**COURSE NUMBER**—1608  
**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 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 tea.

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—Meal Planning—The planning and preparation of meals. This includes meat cookery and vegetable cookery, as well as desserts.
Breads—Quick breads and yeast breads. Orange bread, prune bread and banana bread come under the quick breads. Regular enriched white flour, whole wheat flour, and soybean flour are used.
Hot Weather Dishes—Nutritive, appetizing and attractive dishes for hot weather make up this unit. Meats, 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 yard stick or the basic seven foods introduces this course. Eating for body needs and for efficiency on the job or at home is stressed. Films are used in the presentation of the lesson when needed. Actual planning of balanced meals for all class members is included. This is for the part time student.

PRACTICAL NUTRITION
COURSE NUMBER 2610
TYPE OF STUDENT—Adult
FEE—None
LENGTH OF COURSE—18 double periods
COURSE CONTENT—This course is a combination of 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 include 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 2611
TYPE OF STUDENT—Adult
FEE—$4 per semester
LENGTH OF COURSE—18 three period sessions
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. 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 housewives, bridge clubs, 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. All 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 form of pastry each time the class meets.

UNIT III—POCKETBOOK MEALS
(3rd quarter)
FEE—$1.50 per quarter
LENGTH OF COURSE—9 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 STUDENT—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 casserole dishes are given in this course. Some of the types to be made are various kinds of meats; vegetable; fish; and 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
COURSE CONTENT—The desserts featured in this unit are for special occasions; for instance, something for dessert bridge. Meringues, tarts, ice box desserts, and new things in pastry and frozen desserts are some of the desserts featured.

FOODS IV
UNIT I—FREEZING FOODS
(1st quarter)
COURSE NUMBER—2614
TYPE OF STUDENT—Adult
FEE—$1.50
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. This unit “Freezing Foods” will be repeated in the spring-

UNIT II—MEAT, POULTRY AND FISH COOKERY
(2nd and 3rd quarters)
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 II—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 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-four and mintes. Various types of cakes will be made and frozen. In later lessons, these will be decorated.

FOODS AND NUTRITION
COURSE NUMBER—5617
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.

CLOTHING AND TEXTILES

JUNIOR CLOTHING I
COURSE NUMBER—1632
TYPE OF STUDENT—Junior
FEE—None
LENGTH OF COURSE—97 double periods
COURSE CONTENT—Unit I—My Ideal Wardrobe. Inventory of wardrobes 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, placards and sippers, making and applying collars, patch and slot pockets. Decorative stitches such as fagoting and smocking will be applied on cotton or silk dresses.

CLOTHING III (Refresher Course)

COURSE NUMBER—2622
TYPE OF STUDENT—Adult
FEE—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; cording 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 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, woven skirts, cotton and rayon dresses. The dresses may be morning dresses, 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-Made-to-Order-Look)

COURSE NUMBER—2624
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. 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 this instruction, and correct construction techniques are stressed. Almost any garment may be remodeled.

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 altering to fit the figure, use of interfacing, tape and pad stitch for collars, revers, hand stitching of collars and front facing, fitting problems, use of pressing boards for shaping garment to the figure, bound and patch pockets, lining and interlining for coats and suits, types of pads most suitable, selection of fabrics for coats, suit linings, interfacing and interlinings. 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 this 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 sleeve 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.

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 felt and straw and 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 to gain more knowledge regarding feather, flower, and ribbon trimmings, and the use 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 I
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 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.

FUR REMODELING II
COURSE NUMBER--2643
TYPE OF STUDENT--Adult
FEE--$1 per semester
LENGTH OF COURSE--18 four period sessions
PREREQUISITE OF COURSE--Completion of Fur Remodeling I
COURSE CONTENT--This is an advanced course in fur remodeling for the people who have had Fur Remodeling I for two semesters. All types of fur garments may be made in this class. Also scarfs and stole may be made. Drafting of patterns is included.

HOME IMPROVEMENT
SLIPCOVERS
COURSE NUMBER--2634
TYPE OF STUDENT--Adult
FEE--$1 per semester
LENGTH OF COURSE--18 four period sessions
PREREQUISITE--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 slip-covering. All projects are completed under supervision.

UPHOLSTERY I
COURSE NUMBER--2635
TYPE OF STUDENT--Adult
FEE--$2 per semester
FEE--$2 per semester of 18 lessons and $4 for 36 lessons
LENGTH OF COURSE--18 or 36 three period sessions
Homemaking

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 footstools, 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
PREREQUISITE—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 lounge chairs, cosswell chairs, platform rockers, etc. plus as applied to furniture. Students will be encouraged to undertake projects at home.

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.

LAMP SHADES
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 shades is featured in this course. Students may bring old frames to be recovered. Frames are refinished, rewound, 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 parch-ment 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, 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, 10 or 12 inch, a small ball of yarn, notebook and pencil.

CLOTHING CLASSES OR FUR REMODELING ARE OFFERED AT THE FOLLOWING CENTERS:
LOWELL SCHOOL—Tuesday afternoon
FRANKLIN SCHOOL—Tuesday afternoon
MIDVALE SCHOOL—Tuesday or Thursday afternoon.
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—15 cents 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

TEXT—Auto Body Pender and Repair Manual by C. E. Packer
Automobile Body Reconditioning by Theodore Wohlweil, Erick Fisk, A. B. Saxman

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—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—3703
TYPE OF STUDENT—Apprentice

FEE—15 cents for 4 periods
LENGTH OF COURSE—400 hours
TEXT—Delco-Remy Manual 324

Automotive Electrical Equipment by Crouse

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 MACHINIST
COURSE NUMBER—3704
TYPE OF STUDENT—Apprentice
FEE—15 cents for 4 periods
LENGTH OF COURSE—400 hours
TEXT—Automotive Engines, by Kuna and Plumridge, Automotive Engines, Ford Trade School. Automotive Mechanics by Crouse

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

AUTO MECHANICS
COURSE NUMBER—2705
TYPE OF STUDENT—Adult, Full-time
TYPE OF TRAINING—Pre-apprentice
FEE—15 cents for 4 periods
LENGTH OF COURSE—1,480 fifty minute periods
TEXT—Automotive Mechanics by Crouse

Bear Wheel Alignment, Axle and Frame Straightening Service
Principles of Wheel Alignment by Bear

COURSE NUMBER—3705
TYPE OF STUDENT—Apprentice
FEE—15 cents for 4 periods
LENGTH OF COURSE—400 hours
TEXT—Automotive Machinery by Crouse

Automotive Electrical Equipment by Crouse
Delco-Remy Manual 324

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

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TRADE AND INDUSTRY

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 ALIGNMENT
COURSE NUMBER—3707
TYPE OF STUDENT—Apprentice
FEE—$15 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 on through specifications of masonry buildings.

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

WOODWORKING AND CABINETMAKING
COURSE NUMBER—1713
TYPE OF STUDENT—Junior, Part-time
FEE—None
LENGTH OF COURSE—1,480 fifty minute periods
COURSE NUMBER—2713
TYPE OF STUDENT—Adult and Full-time
FEE—$1 per quarter for 2 periods
LENGTH OF COURSE—1,480 fifty minute periods
TEXTS—Principles of Woodwork by Herman Hjorth; General Woodworking by Johnson and Kirkland
COURSE CONTENT—Knowing the woods we use, selecting the woods suitable for the job, stock sizes of lumber, drying and storing of lumber, matching wood for its beauty of grain, working the wood to achieve the desired results. The care, use, and sharpening of tools, project making, machine woodworking, milling of stock on power machines, joints and joint making, glue and gluing, preparing surfaces and applying finishes. Wood turning. 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; rough stables; gable roof framing; equal pitch hip roof; intersecting roof; equal pitch intersecting roof; shingled roof; finish carpentry; interior trim; hardwoods; metal staves; power machines; safety construction; building codes; blueprint reading (house and masonry construction); blueprint reading (reinforced concrete plans); transit operations; general reference reading.

DRAFTING, ARCHITECTURAL
COURSE NUMBER—2715
TYPE OF STUDENT—Adult, Full-time
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 Glenn
Essentials of Electricity by Timbie
Essentials of Alternating Currents by Timbie
How to Read Electrical Blueprints by Halse and Dunlap
State Electric Code, State Bureau of Purchases
American Electricians Handbook by Croft
State Apprenticeship program—Electricity, Racine Vocational School
Electrical Motor Repair by R. Rosenberg
National Electric Code Handbook by Abbott

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

PLUMBING
COURSE NUMBER—3720
TYPE OF STUDENT—Apprentice
FEE—None
LENGTH OF COURSE—400 hours
TEXT—How to Design and Install Plumbing by Matthios
Mathematics for Plumbing Trade by Delmar
Joint Wiping and Lead Work by Hutton
Wisconsin State Plumbing Code, State Board of Health

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Cross Connections in Plumbing and Water Supply Systems, State Board of Health

Chapter 145, Wisconsin Statutes, State Plumbing Law, State Board of Health

COURSE CONTENT—Plumbing theory; the principles of sewage treatment; types and uses 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 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 wiping, and lead burning; related welding, care and use of the oxy-acetylene torch in pipe cutting and welding. Also related chemistry and physics.

SHEET METAL

COURSE NUMBER—1721
TYPE OF STUDENT—Junior, Part-time
FEE—None
LENGTH OF COURSE—148 fifty minute periods

COURSE NUMBER—2721
TYPE OF STUDENT—Adult, Full-time
FEE—$4 cents per day of two periods
LENGTH OF COURSE—256 fifty minute periods
TEXTS—Sheet Metal Pattern Drafting and Shop Problems by Dougherty
Round Layouts by Kaberlein
Triangulation by Kaberlein

COURSE NUMBER—3721
TYPE OF STUDENT—Apprentice
FEE—None
LENGTH OF COURSE—500 hours
TEXTS—Sheet Metal Pattern Drafting and Shop Problems by Dougherty
Short Patterns, Kinks and Quick Methods for Sheet Metal Workers, by Neubecker
Triangulation Shortcuts Layout by Kaberlein
Air Conditioning Metal Layout by Kaberlein

COURSE CONTENT—Basic operations and processes, basic blueprint reading, shop tools and machines; parallel line, radial line, and triangulation pattern development. Short cut methods of layout, basic heat loss calculations; advanced shop practice to supplement shop work on the job. Oxyacetylene welding, oxyacetylene cutting, and electric arc welding to develop basic skills necessary to the trade. Related mathematics.

STEAMFITTING

COURSE NUMBER—3722
TYPE OF STUDENT—Apprentice
FEE—None

LENGTH OF COURSE—400 hours
TEXT—Instructional Manual for Steamfitter Apprentices

COURSE CONTENT—Science related to the steamfitting trade, the underlying scientific principles of pressure, weight, density, and type of heat; related drawing, blueprint reading, fundamentals of isometric drawing, and heating plant layout; heating, design, and installation procedures; heat transmission, calculating heat losses; review of mathematics; process piping, pipe standards, accessories, and pipe fittings; pipe welding, the use of oxyacetylene and arc welding equipment; controls, application and regulation of all automatic controls used in heating and ventilating; automatic heating units including oil and gas burners and stoker controls; 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—Blueprint 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 Huntly
Metal Castings by Campbell
Advanced Blueprint Reading, Delmar Publishers
Mechanical Drawing by French and Svensen
Mathematics by Slade and Margolia
Handbook of Cupola Operation, American Foundrymen's Association
Recommended Practices for the Good Casting of Non-Ferrous Alloys, American Foundrymen's Association
Foundry Manual, U. S. Navy Bureau of Ships
International Textbook Library on Foundry and Patternmaking Foundry Work by West

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

**WELDING—ELECTRIC ARC**

*COURSE NUMBER—1738*

**TYPE OF STUDENT—Junior, Part-time**

**FEE—None**

**LENGTH OF COURSE—140 fifty minute periods**

**COURSE NUMBER—2738**

**TYPE OF STUDENT—Adult, Full-time**

**FEE—21 cents per period**

**LENGTH OF COURSE—740 fifty minute periods**

**COURSE NUMBER—3738**

**TYPE OF STUDENT—Apprentice**

**FEE—None**

**LENGTH OF COURSE—400 hours**


**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. Helium: welding of stainless steels and alloys.

**WELDING—OXY-ACETYLENE**

*COURSE NUMBER—1739*

**TYPE OF STUDENT—Junior, Part-time**

**FEE—None**

**LENGTH OF COURSE—140 fifty minute periods**

**COURSE NUMBER—2739**

**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—None**

**LENGTH OF COURSE—400 hours**


**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. Helium: welding of stainless steels and alloys.

**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 Trades 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; belting, mathematics and physics of belting; speeds of pulleys and gears, speed reduction formulas; speeds and feeds, application and relation of mathematics and machine shop practice; lathe work, taper turning and thread screw problems; gears, gear cutting and gear layout: milling machines, applications and indexing.

**APPRENTICE PHYSICS**

*COURSE NUMBER—3736*

**TYPE OF STUDENT—Apprentice**

**FEE—None**

**LENGTH OF COURSE—28 fifty minute periods**

**TEXT—Lesson Sheets**
TRADE AND INDUSTRY

COURSE CONTENT—Composition and resolution of forces, and how forces can be analyzed; simple beams, the loading of beams and machine parts work, energy, power, relation between force, mass and motion; simple machines, and the principles of physics to the study of machines; motion problems, linear and angular motion.

MACHINE SHOP

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—1460 fifty minute periods
COURSE NUMBER—3732
TYPE OF STUDENT—Apprentice
LENGTH OF COURSE—400 hours
TEXT—How to Run a Lathe by O'Brien

TRADE AND INDUSTRY

Machine Shop Theory by Secor
Machinery Handbook by Oberg and Jones

COURSE CONTENT—This course covers nomenclature of the engine lathes, 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 core 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

BASIC RESTAURANT TRADES

COURSE NUMBER—760, 2760
TYPE OF STUDENT—Apprentice, Adult
FEE—None
LENGTH OF COURSE—9 nine week quarters
TEXT—Escoffier Cook Book; Book of Sauces

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.

Uniforms are supplied and one meal a day is included.

ADVANCED COOKING

COURSE NUMBER—3761, 2761
TYPE OF STUDENT—Apprentice, Adult
FEE—None
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 liner 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.

Uniforms are supplied and one meal a day is included.
BARBERING

COURSE NUMBER—3740
TYPE OF STUDENT—Apprentice
FEE—None
LENGTH OF COURSE—432 hours
TEXT—15 Units, 15 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, sanitation, scalp treatments, pharmacology.

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—familiarizes 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 scalp diseases, structure and care 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—20 cents per day of four periods
LENGTH OF COURSE—1,440 fifty minute periods
TEXTS—
Elements of Radio by Marcus and Horton
Elements of Radio Servicing
Essentials of Electricity by Timble
Inside the Vacuum Tube
Radio Fundamentals
Servicing, Signal Tracing Rider
COURSE CONTENT—Basic theory; radio fundamentals; vacuum tubes; amplifiers; power supplies; signal tracing; signal amplifications; detection; couplings; oscillators; mixer circuits; control circuits; public address systems; localizing defects; mathematics; laws and formulas; mechanical practice, use of hand tools; circuits.

TELEVISION

COURSE NUMBER—2743
TYPE OF STUDENT—Full-time
FEE—20 cents per day of four periods
LENGTH OF COURSE—1,440 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 a television test equipment. Television RF amplifiers, mixer and oscillator stages, video II 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—20 cents per day of four periods
LENGTH OF COURSE—740 fifty minute periods
COURSE NUMBER—3744
TYPE OF STUDENT—Apprentice
FEE—20 cents per day of four periods
LENGTH OF COURSE—400 hours
TEXT—Instructional Manual for Steamfitters, Washburne Trade School
COURSE CONTENT—Introduction to refrigeration. Fundamentals of refrigeration, refrigeration cycle, operating cycle of a refrigeration unit; typical compression cycle; properties of refrigerants; refrigeration accessories, motor controls, refrigerant controls, heat transfer, computing heat gain and losses, absorption type refrigeration.

AIR CONDITIONING

COURSE NUMBER—2745
TYPE OF STUDENT—Adult, Full-time
FEE—10 cents per day of two periods
LENGTH OF COURSE—540 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 coils, duct work,fans, accessories, motor controls.
BARBERING

COURSE NUMBER—3740
TYPE OF STUDENT—Apprentice
FEE—None
LENGTH OF COURSE—432 hours
TEXT—15 Units, 15 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, sanitation, scalp treatments, pharmacology.

COSMETOLOGY

COURSE NUMBER—3741
TYPE OF STUDENT—Apprentice
FEE—None
LENGTH OF COURSE—288 hours
TEXT—Horn's 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 dressing; facials; skin and its diseases, structure of skin and disease treatment; hair dressing; horticulture; permanent waving, theory and technique of waving hair permanently with electricity and chemicals.

RADIO

COURSE NUMBER—2742
TYPE OF STUDENT—Adult, Full-time
FEE—20 cents per day of four periods
LENGTH OF COURSE—1,440 fifty minute periods
TEXT—
Elements of Radio by Marcus and Horton
Elements of Radio Servicing
Essentials of Electricity by Timble
Inside the Vacuum Tube
Radio Fundamentals
Servicing, Signal Tracing, Rider
COURSE CONTENT—Basic theory; radio fundamentals; vacuum tubes; amplifiers; power supplies; signal tracers; signal amplifications; detection; couplings; oscillators; mixer circuits; control circuits; public address systems; locating defects; mathematics; laws and formulas; mechanical practice, use of hand tools; circuits.

TELEVISION

COURSE NUMBER—2743
TYPE OF STUDENT—Full-time
FEE—20 cents per day of four periods
LENGTH OF COURSE—160 fifty minute periods
PREREQUISITE—Ability to pass entrance examination
TEXT—Basic Television by Grab
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 test 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—740 fifty minute periods
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—740 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 coils, duct work, fans, accessories, motor controls.
WATCHMAKING
COURSE NUMBER—3747
TYPE OF STUDENT—Apprentice
FEE—none
LENGTH OF COURSE—400 hours
COURSE CONTENT—The apprentice is given the necessary related instruction which, with his practical training on the job, will prepare him to take the Wisconsin state board examination in watchmaking. As a journeyman in this trade he will clean, repair, oil, adjust, and regulate clocks and watches. He may also perform a variety of jewelry repair duties.

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

TEXTS—I. T. U. Lessons in Printing
The Practice of Printing by Polk
General Printing by Cleeton and Pitkin
Applied Course for Student Printers
Elementary Platen Presswork
Linotype Keyboard Operation
Linotype Machine Principles
Graphic Arts Procedures by Karch

COURSE CONTENT—The student in this course takes hand composition, stone work, lock up, platen press work, cylinder press work (Kelly), and linotype composition. If the student wishes he may specialize in any of the three main divisions, namely, hand composition, press work or linotype composition.

Paper estimating, cutting, folding, stapling, padding and trimming comprise the bindery work. 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.

PHOTOGRAPHY
COURSE NUMBER—2748
TYPE OF STUDENT—Adult, Full time
FEE—$1 per semester

LENGTH OF COURSE—3 semesters
1. FUNDAMENTALS OF PHOTOGRAPHY—Black and white films, types of films for special purposes. Processing of all different films, different types of developers, kinds of paper in contact 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
Placement
Health
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.

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.

WOMAN'S SERVICE EXCHANGE

In addition to regular school placement, for women in the Madison area who are interested in and available for part time, full time and temporary 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.

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.
PRACTICAL NURSING

TYPE OF STUDENT—Adult
LENGTH OF COURSE—1 year full time
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 I—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 Diversion—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.