Madison Vocational
and
Adult School

Day School
Catalog
1954-55

Board of
Vocational and Adult Education

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Madison, Wisconsin
COMPOSED AND PRINTED BY THE STUDENTS
IN THE GRAPHIC ARTS DEPARTMENT OF THE
MADISON VOCATIONAL AND ADULT SCHOOL

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GENERAL INFORMATION

The Madison Vocational and Adult School is a public school in which Madison residents above the age of fourteen may enroll without tuition cost. Laboratory fees to cover the cost of supplies used by the students enrolled in the course are charged as listed in the catalog. Material used for an individual project is paid for by the student. Registration is not complete until all fees are paid.

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

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

VETERANS' TRAINING

This school is approved for training by the Veterans Administration under P.L. 550 and P.L. 884. Further information on veterans' training may be obtained in Room 14B.

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 Those who must be absent are requested to call 5-4541 so that they will not be withdrawn from class.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

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

The Placement Department is in a sense an extension of the teacher's classroom activities. Teacher's ratings of 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 in 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 12:30 p.m. 75 cents per one-half day; 12:30 p.m. to 4:30 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 for the School Year 1954-55

Tuesday and Wednesday, September 7 and 8, 1954—Workshop for supervisors.
Thursday and Friday, September 9 and 10, 1954—Day school registration.
Saturday, September 11, 1954—Meetings of staff and supervisors.
Monday, September 13, 1954—Day school opens
Tuesday and Wednesday, September 28 and 29, 1954—Registration for evening school (5 to 9 p.m.)
Thursday, September 30, 1954—Meeting of evening school staff.
Monday, October 4, 1954—Evening school begins.
Thursday and Friday, November 4 and 5, 1954—Day and evening school close for Milwaukee meeting of the Wisconsin Education Association and Wisconsin Federation of Teachers.
Thursday and Friday, November 25 and 26, 1954—Day and evening school close for Thanksgiving vacation.
Wednesday and Thursday, December 8 and 9, 1954—Registration for second term of evening school to begin January 3, 1955 (6:30 to 7:30 p.m.)
Friday, December 10, 1954—Evening school closes for Christmas vacation.
Friday, February 4, 1955—End of first semester of day school.
Monday, February 7, 1955—Beginning of second semester of day school.
Friday, February 18, 1955—Day and evening school close for meeting of Southern Wisconsin Education Association.
Thursday, April 7, 1955—Evening school classes.
Friday, April 8, through Sunday, April 17, 1955—Day school classes for spring vacation. (Good Friday, April 8; Easter Sunday, April 10.)
Monday, April 18, 1955—Day school reopens.
Friday, May 6, 1955—Day school classes for meeting of Wisconsin Association of Vocational and Adult Education.
Friday, June 17, 1955—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 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
PREREQUISITE—Algebra I
LENGTH OF COURSE—90 fifty minute periods
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, Moskovitz
PREREQUISITE—Algebra, geometry
COURSE CONTENT—High school course in trigonometry. Emphasis is placed on problem solving after the trigonometric relations are mastered. Twenty assignment sheets with a final examination after satisfactory completion of the assignment sheets constitute the course. One-half high school unit is given.

BUSINESS MATHEMATICS
COURSE NUMBERS—1137, 2137, 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.

CHEMISTRY
COURSE NUMBERS—1121, 2121
TYPE OF STUDENT—Adult, Junior
FEE—$7.50 per semester
LENGTH OF COURSE—180 fifty minute periods
TEXT—Fundamentals of Chemistry by Gray, Sandifur and Hanna
COURSE CONTENT—Parallels the average chemistry course given in high school. One high school unit is given for the successful completion of this course.

ENGLISH
ENGLISH FOR PART-TIME STUDENTS
COURSE NUMBER—1103
TYPE OF STUDENT—Junior
FEE—None
LENGTH OF COURSE—37 fifty minute periods
TEXTS—Everyday Speech by Smith, Krenting and Lewis
COURSE CONTENT—Units include A.B.C.'s of courtesy, oral reading and discussion and group action. The course and materials used aim to improve the student's ease and fluency in oral reading for the purpose of information or the enjoyment of the material read. The students learn the fundamentals of good conversation and gain a knowledge of the proper things to do which aim to help them meet their everyday social situations. Through discussion the student learns to think for himself, how to organize for group action, and how to use Robert's Rules of Order for meetings, conferences, and clubs.

ENGLISH FOR FOREIGNERS
Beginning M. T. W.; Advanced T. Th.
COURSE NUMBER—2101
TYPE OF STUDENT—Adult
FEE—None
LENGTH OF COURSE—180 fifty minute periods
COURSE CONTENT—This course is planned for three different groups of foreigners: for those who speak some English and wish to become American citizens, for those who have never had any English, and for those who need to improve their knowledge of English while attending the University. The needs of each group are considered and the instruction is conducted accordingly.

ELEMENTARY GRAMMAR
COURSE NUMBER—1103
TYPE OF STUDENT—Junior
FEE—None
LENGTH OF COURSE—36 fifty minute periods
TEXTS—Practical English published by Scholastic Magazine; Literary Cavalcade published by Scholastic Magazine
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
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—1109, 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 reading 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, Greher and Jones; Daily Drills for Better English, Edward H. Webster; 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 specially 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.
SPEECH

ELEMENTARY SPEECH
COURSE NUMBER—1110
TYPE OF STUDENT—Junior
FEE—None
LENGTH OF COURSE—180 fifty minute periods
TEXTS—Everyday Speech by Smith, Kreiling and Lewis; Practical English and Literary Cavalcade
COURSE CONTENT—This course aims to improve the student in all of his everyday speaking situations. Units include short speeches, announcements, directions, sales talks, interviewing and making applications, introducing speakers, conversing over the telephone, and discussion. Field trips are taken to places of interest that add emphasis to the course.

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 presentations, and after dinner speeches. Group speaking, group discussion, round table, the panel, the forum, the function of the chairman will be studied. Speaking props—texts, 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
COURSE CONTENT—This course is designed to teach an understanding and appreciation of our American heritage by tracing the development of our people and institutions through successive stages. There are nine units of work and students are permitted to proceed through the course at their own speed. An examination is given at the end of each unit and also at the end of the course. The material covered is equivalent to two semesters of work.

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.

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 first purpose of this course is to help the students to be better informed by understanding the issues and problems of today. The second purpose is to create a continuing interest in current affairs and to emphasize the responsibility that each has as a citizen.

GENERAL EDUCATION
ART

DRAWING
Who said you can't draw?
Elementary and Advanced
COURSE NUMBER—2202
TYPE OF STUDENT—Apprentice, Adult
FEE—$1 per semester for each class for each day enrolled. Materials to be furnished by student.
LENGTH OF COURSE—54 to 204 fifty minute periods per semester.
COURSE CONTENT—A fundamental course in structural relationship of form, mass, line, color, value, and perspective from still-life and landscape. Mediums—pencil, charcoal, conte crayon, water color and oil.

DESIGN
Basic for all art experience
COURSE NUMBER—2203
TYPE OF STUDENT—Adult
FEE—$1 per semester for each class for each day enrolled.
LENGTH OF COURSE—106 fifty minute periods per semester.
COURSE CONTENT—For the artist, craftsman and homemakers. Instructional problems in line, space, light and dark, color tone and texture to develop a feeling for expression and fine relationships.

Have you always had a yen to paint, or do you want a refresher course?

PAINTING
Elementary and Advanced
COURSE NUMBERS—2204, 2204
TYPE OF STUDENT—Adult, Apprentice
FEE—$1 per semester for each class for each day enrolled.
LENGTH OF COURSE—54 to 108 fifty minute periods per semester.
COURSE CONTENT—Study of form, arrangement, color, and texture from still-life. Outdoor sketching. Emphasis is given to techniques, preparation of painting grounds; the palette; under painting and critical analysis. Painting mediums: oil, casein, water color, wax. Materials to be furnished by the student.

FIGURE DRAWING
COURSE NUMBER—2205
TYPE OF STUDENT—Advanced Adult, Apprentice
FEE—$2.50 per semester
LENGTH OF COURSE—54 fifty minute periods each semester.
COURSE CONTENT—Emphasis is placed upon line, proportion, rhythm, anatomy and construction of model.

PORTRAIT PAINTING
COURSE NUMBER—2206
TYPE OF STUDENT—Advanced Adult, Apprentice
PREREQUISITE—Still-life and Figure Drawing
FEE—$2.50 per semester: materials to be furnished by the student.
LENGTH OF COURSE—54 fifty minute periods each semester.
COURSE CONTENT—Study of the head in light and shade; the anatomy; structure for solidity; expression; design element and composition. Mediums: 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—90 fifty minute periods per semester.
COURSE CONTENT—Try your hand at making articles for your room, jewelry for yourself or gifts for friends. Copper and brass is used with decoration in silver and copper wire, or enamel according to your design.
Second Semester—stones are cut and polished for setting in silver.
Silver casting is an advanced problem.

ART METAL
COURSE NUMBER—4260
TYPE OF STUDENT—Part-time Junior
FEE—None. Materials to be purchased by student.
LENGTH OF COURSE—18 fifty minute periods per semester.
COURSE CONTENT—For the boy and girl who are employed this course is planned. Wire and enamel are used on copper and brass as decorative design, for pendants, ear-rings, belt buckles, rings, pins, bracelets, and buttons.

ART METAL
COURSE NUMBER—2261
TYPE OF STUDENT—Adult
FEE—$1 per semester for each class for each day enrolled. Materials to be purchased by the student.
LENGTH OF COURSE—36 fifty minute periods per semester.
COURSE CONTENT—This course is recreational and also educational. Articles for the home in copper and brass are completed. Suggested projects are plant boxes, bowls, plates, trays, candelabra, dish-sets, enamel-lidded ash-trays. Processes involved are beating-down, sawing, soldering, finishing, sticking and enameling. Come and bring your ideas.
GENERAL EDUCATION

COSTUME JEWELRY
Wear jewelry made by you
COURSE NUMBER—2262
TYPE OF STUDENT—Adult
FEE—$1 per semester for each class for each day
enrolled. Materials to be purchased by the student.
LENGTH OF COURSE—36 to 104 fifty minute periods
COURSE CONTENT—Make and create designs for
pins, bracelets, rings, cuff links, necklaces and
pendants. Materials used are copper, brass, silver,
wires, and enamel. Processes involved are sawing,
soldering, enameling, casting, stone-setting
and finishing.

STONE CUTTING
Attention Rock Hounds!
COURSE NUMBER—2263
TYPE OF STUDENT—Adult
FEE—$1 per semester for each class for each day
enrolled
LENGTH OF COURSE—36 fifty minute periods per
semester. Fri.
COURSE CONTENT—Bring your own stones. Proces-
ses involved on the lapidary machine are: cut-
ing, grinding, sanding, and polishing. You will
want to set these stones in costume jewelry. The
course includes recognition and classification of
semiprecious stones.

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 De-
sign by Friend
LENGTH OF COURSE—180 fifty minute periods each
semester. Daily 8:30 to 10:15
COURSE CONTENT—Design, perspective drawmg,
light and shade, lettering, pen techniques, wash
techniques, color theory, advertising layout, pos-
et advertising, brush lettering, reproduction pro-
cesses.

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 each
semester. Daily 8:30 to 1:15
COURSE CONTENT—Selection and care of ma-
terials; brush and pen lettering; show card and
sign alphabets; layout; color combinations; meth-
od of production.

"Draftsmanship is the fundamental expression of
the artist."

GENERAL CRAFTS
Have you a Hobby?
COURSE NUMBERS—1241, 4241
TYPE OF STUDENT—Junior
LENGTH OF COURSE—18 to 90 fifty minute periods
Daily 10:10. First semester
COURSE CONTENT—Design and color applied to
block printing, finger weaving, hooked rugs.

GENERAL CRAFTS
COURSE NUMBER—2241
TYPE OF STUDENT—Adult
FEE—$1 per semester for each class for each day
enrolled. Materials to be purchased
LENGTH OF COURSE—270 fifty minute periods per
semester. Daily 12:52 to 3:30
COURSE CONTENT—Leather craft, block printing,
textile decorations, decorative painting (rose-
maling) and other hand crafts.

CHAIR CANING
COURSE NUMBER—2242
TYPE OF STUDENT—Adult
LENGTH OF COURSE—36 fifty minute periods
Mon. Wed. Fri. 10:19 to 12:09
LABORATORY FEE—$1 per semester for each class
day enrolled.

INTERIOR DECORATION
COURSE NUMBER—2225
TYPE OF STUDENT—Adult
LENGTH OF COURSE—36 fifty minute periods
Fri. 1:00 to 2:40 second semester
COURSE CONTENT—Constructional elements in
making our homes more beautiful and functional;
study of backgrounds as walls, floors, ceilings
and windows; furniture styles and arrangements;
study of light and dark color and tonalities for
special effects and harmony of texture combina-
tions. Lectures, laboratory, class discussions and
field trips.

ART IN DRESS
COURSE NUMBERS—1221, 4221
TYPE OF STUDENT—Junior
LENGTH OF COURSE—36 fifty minute periods
Fri. 1:00 to 2:40 second semester
COURSE CONTENT—A course planned to help the
junior miss select clothing best suited to her
personality, type, coloring, figure, and appro-
priate for the occasion. How to emphasize her
good points and how to minimize her bad points
through the understanding of good design (line,
color and texture).
GENERAL EDUCATION

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

OCCUPATIONAL DIVERSION
COURSE NUMBER—5251
TYPE OF STUDENT—Practical Nurse
FEE—None
LENGTH OF COURSE—20 fifty minute periods
Mon. 8:30-10:15
COURSE CONTENT—A required course for those who are taking the Practical Nursing course. Crafts suitable to the age level, as well as to the disability of the patient are taught.

The course includes demonstrations and workshop—supplemented by instruction sheets, source material, addresses of supply firms and reference books.

Three projects and a note book are required.

CHARTING
COURSE NUMBER—5252
TYPE OF STUDENT—Practical Nurse
FEE—None
COURSE CONTENT—A basic course in lettering to be used on hospital charts. Legibility, correct letter forms and spacing are stressed.

CERAMICS
COURSE NUMBER—2223
TYPE OF STUDENT—Adult
FEE—$1 per semester for each class for each day enrolled. Material to be purchased by the student.
LENGTH OF COURSE—108 periods per semester
Mon. and Wed. 1:00-4:00
COURSE CONTENT—An elementary course which includes processes in the making of pottery. Pinch method, slab method, free form building, hammock pottery, coil method of building and forming on hand-potters wheel. Application of commercial glazes. Mixing and testing glazes made in the laboratory. Placing and firing the kiln.

POTTERY
COURSE NUMBER—2224
TYPE OF STUDENT—Adult
FEE—$1 per semester for each class for each day enrolled. Material to be purchased by the student.
LENGTH OF COURSE—108 periods each semester
Tues. & Thurs. 1:00-4:00
COURSE CONTENT—A more advanced course than Ceramics (elementary methods are taught as a refresher course). Designing and building free form pottery. Throwing on electric potters wheel: surface enrichment; preparation and application of glazes; placing and firing the kiln.

WEAVING (Elementary)
COURSE NUMBER—2272
TYPE OF STUDENT—Adult
FEE—$1 per semester for each day of the week enrolled. Material to be purchased by the 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 weave; 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 the student.
LENGTH OF COURSE—108 fifty minute periods
Mon., Wed., 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; threading for techniques; designing for contemporary textiles. Creating new and original drafts with emphasis on color and texture.

MUSIC
HARMONY
COURSE NUMBERS—1304, 2304
TYPE OF STUDENT—Junior, Adult
FEE—None
LENGTH OF COURSE—36 fifty minute periods
TEXT—Modern Harmony by Peete 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 tones in
both major and minor keys, inversion of triads, first and second inversions, rules and the uses of the seventh chord including the dominant and leading tone sevenths, modulation, modulations into related keys, both major and minor.

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

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

POPULAR PIANO THROUGH KEYBOARD HARMONY
COURSE NUMBERS—1303, 2303
TYPE OF STUDENT—Junior, Adult
FEE—None
LENGTH OF COURSE—36 fifty minute periods
TEXT—Modern Piano by Lee Sims
COURSE CONTENT—This course is designed for students having some knowledge of piano and consists of learning popular music, chords, creating necessary breaks, etc. Also valuable to classic music students, since it provides reading shortcuts and helps create a technique usually ignored by other methods. A practical course, students learning to do their own arranging.

Business Education
Office Machines
Secretarial
Distributive Education
Training of Sales People
ACCOUNTING I  
COURSE NUMBER—2401  
TYPE OF STUDENT—Adult  
LENGTH OF COURSE—90 to 180 fifty minute periods  
TEXT—College Accounting, Sherwood Boling & Carson Workbook, Part I.  
J. C. Allen, personal service, practice set.  
W. L. Mann, mercantile, practice set.  
COURSE CONTENT—The elementary principles of accounting and the procedures of double entry bookkeeping are thoroughly covered in this course. A comprehensive study is made of both the cash and accrual basis of keeping accounts. Work covered includes journalizing, posting, trial balance, preparing financial reports, adjusting and closing the books at the close of the business period. This course is intended primarily for those who have had no previous training in bookkeeping or accounting. Successful completion of the prescribed work will provide the student with a general knowledge of accounting useful in business or professional fields.

ACCOUNTING II  
COURSE NUMBERS—2402, 4402  
TYPE OF STUDENT—Adult, On-the-job  
LENGTH OF COURSE—18 to 180 fifty minute periods  
TEXT—College Accounting, Sherwood Boling & Carson 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 180 fifty minute periods  
TEXT—College Accounting, Sherwood Boling & Carson 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 (Cost Accounting)  
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 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.

INCOME TAX ACCOUNTING  
COURSE NUMBER—2405  
TYPE OF STUDENT—Adult  
LENGTH OF COURSE—90 to 180 fifty minute periods  
TEXT—Income Tax Procedure by Sherwood & Wisnoger  
COURSE CONTENT—This course deals with Federal and State income tax laws and their underlying principles. Such topics as income tax withholding, wage earner’s income tax returns, declaration of estimated tax by individuals, individual income tax...
tax returns, partnership returns and supplementary practice work are studied. The actual filling out of the various forms as class projects will be an important part of the course.

BOOKKEEPING
COURSE NUMBERS—2401-A, 4401-A
TYPE OF STUDENT—Adult, On-the-job
LENGTH OF COURSE—18 to 90 fifty minute periods
TEXT—Bookkeeping and Accounting by Elwell, Breidenbaugh & Lins. Workbooks. Practice Sets
COURSE CONTENT—The fundamentals of bookkeeping procedure including all entries required during a complete bookkeeping cycle: journals, ledgers, worksheets, statements, adjusting and closing entries. Practice in using modern records and forms is included. High school credit is given for successful completion of this course.

RECORD KEEPING
COURSE NUMBERS—2440, 4440
TYPE OF STUDENT—Adult, On-the-job
FEE—None
LENGTH OF COURSE—36 to 180 fifty minute periods
TEXT—Basic Bookkeeping and Accounting by Schneider-Sell-Lazenby
COURSE CONTENTS—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 C. A. B. and withholding taxes and profit and loss information at end of month.

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.
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
(Second Semester)
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 farm problem, labor problems, trade association.

OFFICE MACHINES

BURROUGHS TYPEWRITER BOOK-KEEPING—Machine Model 7800
COURSE NUMBERS—2446, 4446
TYPE OF STUDENT—Adult, On-the-Job
EQUIPMENT FEE—$1 per semester
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—2446-A, 4446-A
TYPE OF STUDENT—Adult, On-the-Job
EQUIPMENT FEE—$1 per semester
LENGTH OF COURSE—45 fifty minute periods

COURSE CONTENT—This course involves 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 semester
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.

NATIONAL CASH REGISTER BOOKKEEPING MACHINE CLASS 31
COURSE NUMBERS—2446-B, 4446-B
TYPE OF STUDENT—Adult, On-the-job
EQUIPMENT FEE—$1 per semester
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.

MONROE BOOKKEEPING MACHINE
COURSE NUMBERS—2448, 4449
TYPE OF STUDENT—Adult, On-the-job
EQUIPMENT FEE—$1 per semester
LENGTH OF COURSE—15 fifty minute periods

TEXT—Supplementary materials

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

KEY DRIVEN CALCULATORS

COMPROMETER AND BURROUGHS MACHINE CALCULATION
COURSE NUMBERS—2431, 4431
TYPE OF STUDENT—Adult, On-the-Job
EQUIPMENT FEE—$1 per semester
LENGTH OF COURSE—90 fifty minute periods

TEXT—Key-Driven Calculator Course by Goodfellow and Agnew

COURSE CONTENT—Includes all phases of machine operation. Students should take the introductory try-out course before Calculating II to determine whether or not they have a liking or an aptitude for the work before specializing in it. It is advisable for students who cannot obtain a grade of at least 85 in the introductory try-out course to take Calculating II. This course includes the application of fundamentals to business problems, percentage, discounts, inventories reciprocals, parcel post charges, etc. It qualifies students for jobs with a fair degree of speed on all possible uses of the machine.
## EUSII EIESS EDUCATION

### KEY DRIVEN CALCULATORS

**COMPTOMETER AND BURROUGHS MACHINE CALCULATION**

**COURSE NUMBER:** 1432  
**TYPE OF STUDENT:** Junior, Part-time  
**FEE:** None  
**LENGTH OF COURSE:** 37 fifty minute periods  
**TEXT:** Key-Driven Calculator Course by Goodfellow and Agnew  

**COURSE CONTENT:** A two-semester course for the part-time student who attends school one day a week. The units include the four basic operations: addition, multiplication, division, subtraction. After the student has completed nine units of work a timed test is given on the processes studied. A grade of at least 80 is required in order to continue. Beginning with unit 10, the course includes additional work in multiplication, split addition, crossfoot addition, long division, timed test and review problems.

### ROTARY CALCULATORS

**MARCHANT, MONROE AND FRIDEN MACHINE CALCULATION**

**COURSE NUMBERS:** 2433-4433  
**TYPE OF STUDENT:** Adult, On-the-job  
**EQUIPMENT FEE:** $1 per semester  
**LENGTH OF COURSE:** 45 fifty minute periods  
**TEXT:** Key-Driven Calculator Course by Goodfellow and Agnew.

**COURSE CONTENT:** Covers addition and the various methods of multiplying, subtracting and dividing, followed by their application to problems in business arithmetic. Upon the completion of the course, a student should have a thorough training in the fundamental processes as they apply in business, and sufficient knowledge to operate the machine in any business office.

### REMINGTON RAND AUTOMATIC PRINTING CALCULATOR

**COURSE NUMBER:** 2434-4434  
**TYPE OF STUDENT:** Adult, On-the-job  
**EQUIPMENT FEE:** $1 per semester  
**LENGTH OF COURSE:** 20 fifty minute periods  
**TEXT:** Key-Driven Calculator Course by Goodfellow and Agnew.

**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:** 2435, 4435  
**TYPE OF STUDENT:** Adult, On-the-job  

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## BUSINESS EDUCATION

### BUSINESS ENGLISH

*(Advanced Grammar)*

**COURSE NUMBERS:** 2427, 4427  
**TYPE OF STUDENT:** Adult, On-the-job  
**LENGTH OF COURSE:** 90 fifty minute periods  
**TEXTS:** Applied English Essentials; Practical English Drills and Applied Punctuation, College English for Business by Charles G. Reigner.

**COURSE CONTENT:** This course covers a review of the basis principles of grammar, sentence
structure, parts of speech, punctuation and spelling. Correct usage, diction and vocabulary building are included.

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.

INDEXING AND FILING
COURSE NUMBERS—1430, 2430, 4430
TYPE OF STUDENT—Junior, Adult, On-the-job
FEE—None
LENGTH OF COURSE—45 fifty minute periods
TEXT—Progressive Indexing and Filing by Remington Rand, Inc.

COURSE CONTENT—Learn rules by alphabetizing 200 cards. Study methods of filing and application by using miniature letters and filing boxes. Methods included are: Alphabetic, variadex, numeric, geographic, subject, triple check and soundex. Students observe new filing equipment and supplies. Study methods of cross referencing, charge methods, transfer methods, follow-ups, and micro-filing. Individual work. Special practice on model files. Films and demonstrations of equipment to supplement class work.

GENERAL OFFICE TRAINING
COURSE NUMBER—2465
TYPE OF STUDENT—Adult
LENGTH OF COURSE—45 fifty minute periods

COURSE CONTENT—This course is open to any student in the Business Education Department. The purpose of this highly specialized course is to develop knowledge and appreciation of business procedures and practices as well as a better understanding of good public relations through training in (1) Performance of clerical duties; (2) Instruction in the operation of transcribing machines, duplicating machines and the operation of a switchboard; (3) Discussion of the methods of finding employment, of correct dress, of relations with other employees, receiving callers and of proper conduct in the office.

SHORTHAND I
(Beginning)
COURSE NUMBER—2410
TYPE OF STUDENT—Adult
LENGTH OF COURSE—1 semester—80 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—2412
TYPE OF STUDENT—Adult

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

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 placed on the writing of advanced phrases and the building of a shorthand vocabulary of business terms. The dictation speed is between 90 and 120 words per minute on a five-minute basis.

TECHNICAL DICTATION
COURSE NUMBER—2114-A
TYPE OF STUDENT—Adult
FEE—$1 per semester
LENGTH OF COURSE—90 fifty minute periods

COURSE CONTENT—A continuation of the advanced dictation course is open to advanced students who wish highly specialized vocabulary in the legal and medical fields.
TRANSCRIPTION
COURSE NUMBER—2416
TYPE OF STUDENT—Adult
LENGTH OF COURSE—90 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.

TYPEWRITER FUNDAMENTALS I
COURSE NUMBERS—1420-2420-4421
TYPE OF STUDENT—Junior, Adult, On-the-job
EQUIPMENT FEE—$1 per semester
LENGTH OF COURSE—80 to 120 fifty minute periods
TEXT—One-Year 20th Century Typewriting, Sixth Edition by Lessenberry
COURSE CONTENT—Course for beginners in typing. Course includes history and the importance of the typewriter, care of typewriter, parts of the machine, position at the typewriter and individual mastery of keyboard, letters, numbers, symbols and characters on the keyboard. Letters (*emi 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 semester
LENGTH OF COURSE—90 fifty minute periods
TEXT—One-Year 20th Century Typewriting, Sixth Edition by Lessenberry
COURSE CONTENT—This course is recommended as a continuation of Typing I. It includes a review of the fundamentals as taught in Typing I, problems in personal typing, various business letter styles, outlining, rough drafts, tabulation, carbon copies, envelope addressing, folding and insertion of letters in envelopes. Business forms, telegrams, invoices, checks and receipts are included.

TYPEWRITING III
COURSE NUMBERS—1423-2423
TYPE OF STUDENT—Junior, Adult
EQUIPMENT FEE—$1 per semester
LENGTH OF COURSE—90 fifty minute periods
TEXT—One-Year 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 semester
LENGTH OF COURSE—90 fifty minute periods
TEXT—One-Year 20th Century Typewriting, Sixth Edition by Lessenberry: Various Advanced Texts
COURSE CONTENT—Objective is to prepare for civil service or special types of office work. Individualized review for students who need a refresher course. Includes preparation of legal forms, letters of application, types of questions and details in public examinations, operation of duplicating machines, manuscript writings, composition typing, outlines, financial statements, advanced tabulation, characters not on the machine. Improve technique and raise speed to 70-80 words per minute.

DISTRIBUTIVE EDUCATION
(Training for Sales People)
FUNDAMENTALS OF SELLING
COURSE NUMBER—1501, 3501
TYPE OF STUDENT—Junior, Apprentice
FEE—None
LENGTH OF COURSE—19 fifty minute periods or one semester
TEXT—The Retail Salesperson at Work by Beckley and Logan
COURSE CONTENT—The job of the retail salesperson; making good on your job; retail selling in actual practice; the duties of a salesperson; selling in your own store.

RETAIL SALESMArNSHIP*
COURSE NUMBER—2502, 3502
TYPE OF STUDENT—Adult, Apprentice
FEE—None
LENGTH OF COURSE—19 fifty minute periods or one semester
TEXT—Successful Retail Salesmanship by Robinson and Robinson
Manual: Student Study Guide in Retail Salesmanship
COURSE CONTENT—Salesmanship in the modern sense; retail selling fundamentals; study of the customer; selling techniques that help customers: buy; meeting the customer; developing the sales presentation; making the sales talk convincing; helping the customer over buying obstacles; stimulating buying action; suggestion selling; building permanent business.
ADVANCED SALESMAINSHP**
COURSE NUMBER—2507, 3507
TYPE OF STUDENT—Adult, Apprentice
FEE—None
LENGTH OF COURSE—18 fifty minute periods or one semester
TEXT—Successful Selling for the New Day by Simmons
COURSE CONTENT—No ceiling on selling; America’s next ten years; introduction to successful selling; what makes a good salesman better; how to find prospects; how to handle the price problem; how to handle the 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 or one semester
TEXT—Merchandise Information for Successful Selling by Packer and Hitchcock
COURSE CONTENT—The text provides information on thirty major lines of merchandise.

RETAILING
COURSE NUMBER—2504, 3504
TYPE OF STUDENT—Co-op, Apprentice, Adult
FEE—None
LENGTH OF COURSE—18 fifty minute periods or one semester
TEXT—Retailing Principles and Practices by G. Henry Richter
MANUAL—Retailing Problems and Projects by Richter and Stoner
COURSE CONTENT—Careers in retailing; scope of retailing; location, layout, equipment; store organization and function of management; market contacts; buying; receiving and marketing 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—13 fifty minute periods or one semester
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 or one semester
TEXT—Fundamentals of Advertising by Rowse and Fish
COURSE CONTENT—Advertising in relation to distribution of merchandise and services; physical structure of advertisements; layout, printing, photo engraving; relative values of various media for advertising; newspapers, magazines, radio, dealers displays, outdoor advertising, car cards.

MERCHANDISE DISPLAY**
COURSE NUMBERS—2510, 3510
TYPE OF STUDENT—Adult, Apprentice
FEE—None
LENGTH OF COURSE—13 fifty minute periods or one semester
TEXT—Fundamentals of Window Display by Charles Ellison
MANUAL—Student Study Guide in Merchandise Display
COURSE CONTENT—Values of display; selling idea behind the display; physical makeup of display; display in the retail program; manufacturer’s advertising in display.

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

INSURANCE COURSES
(General Lines Insurance)
COURSE NUMBER—2514
TYPE OF STUDENT—Adult
FEE—None
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
BUSINESS EDUCATION

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.

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

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

HOSPITALITY AND TABLE DECORATION
COURSE NUMBER—2601
TYPE OF STUDENT—Adult
FEE—$1 per semester
LENGTH OF COURSE—18 double periods
COURSE CONTENT—This course is planned for anyone who is interested in learning more about the art of entertaining and being a successful gracious hostess. It will include table setting for all occasions; arrangement of table for teas and buffet meals; flower arrangement; selection of china, linen, silver and crystal.

HOSPITALITY AND TABLE DECORATION
COURSE NUMBER—1604
TYPE OF STUDENT—Junior
FEE—None
LENGTH OF COURSE—18 fifty minute periods
COURSE CONTENT—Hospitality through simple guest meals, invitations, conversations, selection of guests, responsibilities of hostess and of the guest are some of the features of this course. Selection of silver, china, glassware and linen as well as flower arrangement and table decoration are included.

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.

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—Modern methods in the home laundry will be stressed in this course. How to use modern equipment such as the automatic washer and ironer are given. Some of the highlights of the course are: care and selection of equipment for the home laundry; the weekly
COURSE NUMBER - 2610
TYPE OF STUDENT - Adult
LENGTH OF COURSE - 37 double periods
COURSE CONTENT - This course is a combination of lecture, discussion, and laboratory work. Some of the high points in the discussion section will be: the seven basic foods; vitamins and minerals; body requirements and deficiencies; planning balanced family meals; food costs; low calorie meals; weight building and weight reduction. The laboratory work will feature the actual preparation of typical meals such as meals which include required amount of minerals, vitamins and proteins; meals for children; meals for adults; meals for the aged; low calorie meals for those who wish to take off weight; meals for body building; special diets for individual cases.

FOODS AND NUTRITION

JUNIOR FOODS
COURSE NUMBER - 1622
TYPE OF STUDENT - Junior
LENGTH OF COURSE - 37 double periods
COURSE CONTENT - The first part of this course is concerned with the preservation of foods which includes canning, jelly making, and freezing. Planning and preparation of family meals is emphasized. Nutritional values are stressed. Meals for special occasions and holiday cookery are included. Table settings, table service, and table etiquette are features of the course. This course is of interest to the Junior Student both for present needs and future needs when she marries and has her own home.

JUNIOR NUTRITION
COURSE NUMBER - 1624
TYPE OF STUDENT - Junior
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
LENGTH OF COURSE - 18 double periods
COURSE CONTENT - This course is a combination of lecture, discussion, and laboratory work. Some of the high points in the discussion section will be: the seven basic foods; vitamins and minerals; body requirements and deficiencies; planning balanced family meals; food costs; low calorie meals; weight building and weight reduction. The laboratory work will feature the actual preparation of typical meals such as meals which include required amount of minerals, vitamins and proteins; meals for children; meals for adults; meals for the aged; low calorie meals for those who wish to take off weight; meals for body building; special diets for individual cases.

FOODS I (Meals for Moderns)
COURSE NUMBER - 2611
TYPE OF STUDENT - Adult
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, breads, cakes, and simple desserts. This is a refresher course for the experienced homemaker and a basic course for brides or brides-to-be.

FOODS II
UNIT I - SALADS FOR ALL OCCASIONS
(1st quarter)
COURSE NUMBER - 2612
TYPE OF STUDENT - Adult
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
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)
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.
UNIT IV—HOT WEATHER MEALS
(4th quarter)
LENGTH OF COURSE—6 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 III
UNIT I—BREADS AND ROLLS
(1st quarter)
COURSE NUMBER—2613
TYPE OF STUDENT—Adult
LENGTH OF COURSE—9 double period sessions
FEE—$2 per quarter
COURSE CONTENT—All types of quick breads and yeast breads are given in this unit. The modern streamlined method of making yeast breads is given. White bread, whole wheat and soy breads are made. Banana bread, date bread, nut bread, and various fruit breads such as orange and prune are included. Many varieties of rolls are made. Comparison of prepared mixes and homemade mixes, and the use of the 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 meat; vegetable; fish; and chicken. Both fresh meat and leftover meats may be used. Casseroles for family meals and for buffet entertaining are included.

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

FOODS IV
UNIT I—FREEZING FOODS
(1st quarter)
COURSE NUMBER—2614
TYPE OF STUDENT—Adult
FEE—$1.50 per quarter
LENGTH OF COURSE—6 three period sessions
COURSE CONTENT—This unit is concerned with the methods used for freezing food. Emphasis is given to the correct freezing of fruits, vegetables, meat, poultry, and fish. Also, the proper method for freezing cooked and baked foods is included. How to prepare a whole meal right from the freezer is one of the highlights of the course. If the class wishes lessons on other types of food preservation such as canning, pickling, and jelly making, they may be given.

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

UNIT III—COUNT YOUR CALORIES AND LIKE IT
(4th quarter)
FEE—$1.50 per quarter
LENGTH OF COURSE—9 three period sessions
COURSE CONTENT—Emphasis will be placed on calorie-shy cookery for those interested in obtaining and maintaining ideal weight. Included will be easily followed menus patterns for three meals a day with suggestions for variety and interest to meet the needs and preferences of various members of a family group. Typical menus will be planned and prepared by the class to demonstrate variations and calorie values of serving portions of various foods. Eating for body needs is stressed.

FOODS V—HOSPITALITY COOKERY
(3rd and 4th Quarters)
COURSE NUMBER—2615
TYPE OF STUDENT—Adult
FOODS VI—CAKE DECORATING FOR SPECIAL OCCASIONS (1st and 2nd semester)

COURSE NUMBER—2616
TYPE OF STUDENT—Practical Nurse
FEE—None 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 mints. Various types of cakes will be made and frozen. In later lessons, these will be decorated.

FOODS COURSE NUMBER—2617
TYPE OF STUDENT—Practical Nurse
FEE—None per semester
LENGTH OF COURSE—10 two period sessions
COURSE CONTENT—This course is open only to the group which is taking training for Practical Nursing. The emphasis is put on 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
COURSE NUMBER—2618
TYPE OF STUDENT—Practical Nurse
FEE—None per semester
LENGTH OF COURSE—20 hours
COURSE CONTENT—This will be a practical course of benefit both to the student and to be used later on the job. Emphasis will be placed on: food and health habits; basic seven foods; food nutrients and function in the body; body requirements; overweight and underweight; food deficiencies; utilization of food in the body; how to improve food habits in the family.

HOME MANAGEMENT
COURSE NUMBER—2619
TYPE OF STUDENT—Practical Nurse
FEE—None per semester
LENGTH OF COURSE—48 hours
COURSE CONTENT—This will include both discussion and laboratory activities. Emphasis will be placed on the following: standards of a well-managed home; possible responsibilities of the practical nurse; routine jobs; budgeting time and energy; general care of rooms; care and use of appliances; care of linen; laundering procedures; flower arrangements; safety in the home.

CLOTHING AND TEXTILES

JUNIOR CLOTHING
COURSE NUMBER—2620
TYPE OF STUDENT—Junior
FEE—None per semester
LENGTH OF COURSE—37 double periods
COURSE CONTENT—
UNIT I—MY IDEAL WARDROBE
Inventory of wardrobe is made and plans made for garments which are needed to complete the wardrobe. Emphasis is given to care and use of sewing machines. She may choose a blouse, skirt or simple dress. The Bishop Method of construction is used throughout the course.

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
Man made fabrics on the market such as nylon, dacron and orlon are studied. A review of cotton, linen, rayon and wool is given. Summer play clothes or other summer garments may be made.

CLOTHING I
(Firsts in Sewing)
COURSE NUMBER—2622
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 and suits. 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. The Bishop Method of sewing is used.
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, pockets and zippers, making and applying collars, patch and slit pockets. Decorative stitches such as fagoting and smocking will be applied on cotton or silk dresses.

CLOTHING III (Refresher Course)
COURSE NUMBER—2622
TYPE OF STUDENT—Adult
FEE—50 cents per semester
LENGTH OF COURSE—8 double periods
COURSE CONTENT—This course is planned for the person who has done some sewing at home, but who needs help in some of the construction processes such as: bound buttonholes; cording buttonholes, putting in zippers; how to use a pattern correctly; how to use the buttonhole; worked buttonhole; cutting of true bias; pockets. Garments will not be made; people taking this course may also take Clothing IV or V, as the purpose of this course is to give special help on above processes to 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 course is designed to make the course follow 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 garments 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 pur-poses of this course. Selection of materials and patterns will be stressed, with emphasis on color, texture, and becoming design for each individual. Fabric study will include silk, wool, rayon, nylon, dacron, orlon and the blended fabrics. This is an advanced course and will include the construction of one-piece or two-piece dresses, formal, dinner dresses, and robes of various types. The Bishop Method of construction will be used. Identification of fabrics, short cuts in construction processes, 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 baste stitch for collars, revers, hand stitching of collars and front facing, fitting problems, use of pressing boards for shaping garment to the figure, bound and patch pockets, lining and interfacing for coats and suits, types of pads most suitable, selection of fabrics for coats, suit linings, interfacings, and interfarcings. 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 in sewing. Beginners should not enter this class. Instruction will be given on the preparation of the garment for class work, combination of new and old material, and selection of garments for remodeling. Also, renovation and dyeing are included in the instruction, and correct construction techniques are stressed. Almost any garment may be remodeled.

CLOTHING VIII (Tailoring II)
COURSE NUMBER—2627
TYPE OF STUDENT—Adult
FEE—50 cents per semester
LENGTH OF COURSE—18 four period sessions
COURSE CONTENT—This course is for students who have completed Tailoring I. The problems to be emphasized are: molding of garments...
with the iron, bound and welt pockets, cording and worked buttonholes, study of sleeves and other fitting problems. Suits and coats will be made.

CLOTHING IX (Workshop)
COURSE NUMBER—2626
TYPE OF STUDENT—Adult
FEE—50 cents per semester
LENGTH OF COURSE—18 four period sessions
COURSE CONTENT—This course is planned for those 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.

FLORAL CRAFT
COURSE NUMBER—2622
TYPE OF STUDENT—Adult
FEE—None
LENGTH OF COURSE—18 three period sessions
COURSE CONTENT—This course is planned for those people who are interested in making flowers, leaves and corsages, which may be used as accessories. The flowers and leaves may be also used for hats. Items featured are: soft folded leaves; spiral flowers; nylon stocking flowers; silver leaves; ribbon bows; velvet and taffeta leaves; the assembling of a corsage.

MILLINERY I
COURSE NUMBER—2630
TYPE OF STUDENT—Adult
FEE—$1.50 per semester
LENGTH OF COURSE—18 three or four period sessions
COURSE CONTENT—This is a course in millinery especially for the beginner. A basic knowledge of sewing is necessary. The course includes the fundamental principles and millinery techniques. Its objective is to develop an understanding of millinery methods, materials, frames, trimmings, the different basic hat styles, and the choosing of becoming hats in proportion to face and figure. The blocking of felts and straw over simple blocks, familiarizing the student with blocks and steaming, 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 including a wider variety of millinery processes are given. The student has an opportunity to gain more knowledge regarding leather, flower, and ribbon trimmings, and the uses of these trimmings, as well as the various uses and ways of applying 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. Patching 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—2642
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. Drafting of patterns is included.

PERSONALITY WARDROBE
COURSE NUMBER—2644
TYPE OF STUDENT—Adult
FEE—None
LENGTH OF COURSE—18 double periods
COURSE CONTENT—Bringing out and developing an interesting personality through the choice of a wardrobe is the keynote of this course. The importance of color, line, and style to suit the individual is stressed. The fourteen point guide
used by professional models is used in the evaluation of one's complete ensemble. Some of the points given emphasis are the planning of a dream wardrobe and the down-to-earth reality wardrobe; new silhouettes for old; skillful shopping; the basic dress; accessories; foundation garments; weight care of skin and use of cosmetics; hair styling and care of hair; how to determine choice of color in a wardrobe; what color does for the individual.

HOME IMPROVEMENT

SLIPCOVERS
COURSE NUMBER—2634
TYPE OF STUDENT—Adult
FEE—$1 per semester
LENGTH OF COURSE—16 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, placings 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 of 18 lessons and $4 for 36 lessons
LENGTH OF COURSE—18 or 36 three period sessions
COURSE CONTENT—This is a beginning course in Upholstery. Emphasis is placed upon quality in construction and the value of proper techniques including webbing, spring tying, rolled edges, padding, choice of covering and careful estimation of fabric. It is recommended that simple projects be selected such as foot-stools, pull-up chairs or bedroom chairs.

UPHOLSTERY II
COURSE NUMBER—2636
TYPE OF STUDENT—Adult
FEE—$2 per semester
LENGTH OF COURSE—18 three period sessions
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, tuffing, and various trims as used on lounge chairs, cagewall chairs, platform rockers, etc. Greater emphasis will be placed upon art principles as applied to furniture. Students will be encouraged to undertake projects at home.

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

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

CROCHETING
COURSE NUMBER—2640
TYPE OF STUDENT—Adult
FEE—None
LENGTH OF COURSE—18 three period sessions
COURSE CONTENT—Both the beginner and the more advanced student may enter this course. Some of the points included in the course are: kinds and types of materials with which to work; how to read and understand directions and patterns; where do we use crocheting. Suggested articles for class work are: place mats; doilies; holders; afghans; berets and other types of hats; tablecloths; 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 beginners or those who have had very little experience in knitting, and will include fundamentals of knitting. Typical of what might be knit are: tunics, sweaters, 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
Fur Remodeling—Fee—$1 per semester
FRANKLIN SCHOOL—Tuesday afternoon
Clothing—Fee—50 cents per semester
MIDVALE SCHOOL—Tuesday or Thursday afternoon.
Clothing—Fee—50 cents per semester

Trade and Industry
Automotive
Building and Allied Trades
Metal Industries
Service Occupations
Graphic Arts
AUTO BODY

COURSE NUMBER—2701
TYPE OF STUDENT—Adult, Full-time
FEE—15c per day of four periods
LENGTH OF COURSE—1,840 fifty minute periods

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

COURSE NUMBER—3701
TYPE OF STUDENT—Apprentice
FEE—15c per day of four periods
LENGTH OF COURSE—400 hours
TEXT—Automobile Body Reconditioning by Theodore, Wohlfel, Erick Frisk, 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 of colors and the performance of repaint jobs.

AUTO DRIVER TRAINING

COURSE NUMBER—2702
TYPE OF STUDENT—Adult
FEE—$20
LENGTH OF COURSE—9 weeks
TEXT—Sportsmanlike Driving by the American Automobile Association

COURSE CONTENT—
I. Lecture and Discussion, Mondays from 10 a.m. to 12 noon.
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 MECHANIC

COURSE NUMBER—2704
TYPE OF STUDENT—Adult, Full-time
TYPE OF TRAINING—Pre-apprentice
FEE—15 cents for 4 periods
LENGTH OF COURSE—1,840 fifty minute periods
TEXT—Automotive Mechanics by Crouse

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

BUILDING AND ALLIED TRADES

BLUEPRINT READING

COURSE NUMBER—2710
TYPE OF STUDENT—Full-time
FEE—None
LENGTH OF COURSE—50 fifty minute periods
TEXT—Building Trades Blueprint Reading by Dolzell (2 volumes)

COURSE CONTENT—This course covers basic
blueprint reading, essential to anyone seeking success in the building trades. This course is built around several practical sets of blueprints which take the student from the elementary stage 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 Beggs and Carver**

**COURSE CONTENT—**Types and use of mortar materials of bricklaying and stonemasonry, laying straight walls 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 marking, 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; Dictionary of Building Terms of American Lumbermen; Mathematics for Carpenters by Delmar; Framing by Wilson and Wemer;

**DRAFTING, ARCHITECTURAL**

**COURSE NUMBER—2715**
**TYPE OF STUDENT—Adult, Full-time**
**FEE—$1.25 per semester—one period**
**LENGTH OF COURSE—1,480 fifty minute periods**

**COURSE NUMBER—2716**
**TYPE OF STUDENT—Adult, Full-time**
**FEE—$1.25 per semester—one period**

**COURSE NUMBER—3716**
**TYPE OF STUDENT—Apprentice**
**LENGTH OF COURSE—400 fifty minute periods**

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

**STRENGTH OF MATERIALS**

**COURSE NUMBER—2717**
**TYPE OF STUDENT—Adult, Full-time**
TRADE AND INDUSTRY

FEES—None
LENGTH OF COURSE—36 fifty minute periods

COURSE NUMBER—3717
TYPE OF STUDENT—Apprentice

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

APPLIED SCIENCE FOR APPRENTICES
COURSE NUMBER—3750
TYPE OF STUDENT—Apprentice

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

ELECTRICITY
COURSE NUMBER—2718
TYPE OF STUDENT—Adult, Full-time

FEES—17 cents per day of two periods
LENGTH OF COURSE—1480 fifty minute periods

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

ELECTRICITY
COURSE NUMBER—3718
TYPE OF STUDENT—Apprentice

FEES—None
LENGTH OF COURSE—400 hours

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

COURSE CONTENT—Weights and measures; practical measurements and geometry, formulas and procedures.

TEXTS—Industrial Electricity by Nadon and Glemieux

Essentials of Electricity by Timbie

Essentials of Alternating Currents by Timbie

Essentials of Electrical Mathematics by Timbie

How to Read Electrical Blueprints by Helme 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

FEES—None
LENGTH OF COURSE—400 hours

TEXTS—Painting and Decorating Craftman's Manual and Textbook

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

PLUMBING
COURSE NUMBER—3720
TYPE OF STUDENT—Apprentice

FEES—None
LENGTH OF COURSE—400 hours

TEXTS—How to Design and Install Plumbing by Matthias

Mathematics for Plumbing Trade by Delmar

Joint Wiping 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 use of materials; proper methods of draining, ventilation, water supply and distribution; pumps andlifts; plumbing fixtures and appliances; plumbing safety; codes and laws, to interpret and use the Wisconsin State Plumbing Law, the Wisconsin State Plumbing Code, and local plumbing ordinances; plumbing mathematics, use and apply formulas; plumbing drawing, ventilation design and layout, to make isometric layouts; blueprint reading; lead work, layout and design, joint wiping, and lead burning; related welding, care and use of the oxy-acetylene torch in pipe cutting and welding. Also related chemistry and physics.
TRADE AND INDUSTRY

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. Helloc welding of stainless steels and alloys.

WELDING—OXY-ACETYLENE

COURSE NUMBER—2730

TYPE OF STUDENT—Adult, Full-time

FEE—21 cents per period

LENGTH OF COURSE—680 fifty minute periods

LENGTH OF COURSE—740 fifty minute periods

COURSE NUMBER—2739

TYPE OF STUDENT—Apprentice

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—3739

TYPE OF STUDENT—Apprentice

FEE—None

LENGTH OF COURSE—3 fifty minute periods

TEXT—Hydraulics as Applied to Machines—Henry Ford Trade School and references.

COURSE CONTENT—The basic laws of fluids, pressure and buoyancy, piping, valves, and pumps. The major part of the work relates to pumps and hydraulic circuits.

METALLURGY*

COURSE NUMBER—3734

TYPE OF STUDENT—Apprentice

FEE—None

LENGTH OF COURSE—32 fifty minute periods

TEXT—Elementary Metallurgy by Frier

COURSE CONTENT—Iron smelting; Iron refining; cast and wrought iron, molding and metal forming; iron carbon diagram; physical structure; hardening of steel; grain structure; steel alloys.

APPRENTICE MATHEMATICS*

COURSE NUMBER—3735

TYPE OF STUDENT—Apprentice

FEE—None

LENGTH OF COURSE—54 fifty minute periods

TEXT—Machine Shop Mathematics by Aaron Axelrod

methods used in area and volume problems; geometric construction; graphs; shop trigonometry, how trig functions can be used to solve length and angle problems; bending, mathematics and physics of bending; speeds of pulleys and gears, speed reduction formulas; speeds and feeds, application and relation of mathematics and machine shop practice; lathe work, taper turning and thread screw problems; gears, gear cutting and gear layout; milling machines, applications and indexing.

APPRENTICE PHYSICS*

COURSE NUMBER—3736

TYPE OF STUDENT—Apprentice

FEE—None

LENGTH OF COURSE—28 fifty minute periods

TEXT—Lesson Sheets

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

PATTERNMAKING

COURSE NUMBER—3737

TYPE OF STUDENT—Apprentice

FEE—None

LENGTH OF COURSE—400 hours

TEXTS—Mechanical Drawing by French and Svensen

Advanced Blueprint Reading, Delmar Publishers

Pattern Design by Hall and Kiley

Mathematics by Sicole and Marqalis

Metal Castings by Campbell

Wood Patternmaking by McCusker

Elementary Foundry Technology by Hartley

COURSE CONTENT—Introduction, the foundry industry and patternmaking trade; general trade qualifications of the patternmaker; apprenticeship; molding and core practices, types and methods; procedure and operations; tools—beach, machine, special; pattern construction, types and methods 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, estimation of casting weight by practical computation; geometry and layout; slide-rule practice; principles of projection; sketching practice; use of instruments and equipment; blueprint reading.
MACHINE SHOP
COURSE NUMBER—1732
TYPE OF STUDENT—Junior, Part-time
FEE—None
LENGTH OF COURSE—148 fifty minute periods

COURSE NUMBER—2732
TYPE OF STUDENT—Adult, Full-time
FEE—10 cents per day of two periods
LENGTH OF COURSE—1480 fifty minute periods

COURSE NUMBER—3732
TYPE OF STUDENT—Apprentice
LENGTH OF COURSE—400 hours
TEXTS—How to Run a Lathe by O'Brien
Machine Shop Theory by Searles
Machinery Handbook by Oberg and Jones

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

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

SERVICE OCCUPATIONS

BASIC RESTAURANT TRADES
COURSE NUMBER—3760, 2760
TYPE OF STUDENT—Apprentice, Adult
FEE—None
LENGTH OF COURSE—8 nine week quarters

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

COURSE DESCRIPTION—Preparation of quality food on a quantity basis to prepare students for positions as first and second cooks. Students are given gradual increase in responsibility in the preparation and service of finer foods. Problems of culinary management are presented and discussed in class sessions. To prepare students to meet requirements of a quality position in the culinary trade. Uniforms are supplied and one meal a day is included.

BARBERING
COURSE NUMBER—3740
TYPE OF STUDENT—Apprentice
FEE—None
LENGTH OF COURSE—248 hours

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

COSMETOLOGY
COURSE NUMBER—3741
TYPE OF STUDENT—Apprentice
FEE—None
LENGTH OF COURSE—288 hours

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 dyeing; facials and packs, scalp treatments, permanent waving, theory and technique of waving hair permanently with electricity and chemicals.

RADIO
COURSE NUMBER—2742
TYPE OF STUDENT—Adult, Full-time
FEE—20c per day of four periods
LENGTH OF COURSE—1480 fifty minute periods

Elements of Radio by Marcus and Horton
Essentials of Electricity by Timbie
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—2220 fifty minute periods
PREREQUISITE—Ability to pass a tronco 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.

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—1748
TYPE OF STUDENT—Adult, Full-time
FEE—$1 per semester
LENGTH OF COURSE—2 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 and Special Services

Counseling
Job Placement
Woman's Service Exchange
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 Woman's 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.
guidance and special services

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 care of patients in hospitals and homes.

Part II—forty weeks
Supervised practice in local hospitals and health agencies. 36 hours each week are spent in practicing procedures as applied to the chronically ill, mothers and babies, and the aged. A stipend is received by the student during the clinical period. In addition to the 36 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.
1954-55 Evening School Catalog
Madison Vocational
and
Adult School

Evening School
Catalog
1954-55

Board of
Vocational and Adult Education

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R. W. Bardwell, Director
11 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 register 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, the first of ten weeks coming before the Christmas holidays, and the second of fourteen weeks in the New Year.

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.

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 non-resident persons who are twenty-one years of age or older will pay their tuition when they register. The tuition fees are $50 an evening payable in advance at the beginning of each term.

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.

REGISTRATION SCHEDULE

Advance Registration by Mail:
September 13, through September 15, 1954
Mail registration closes September 15.

Advance Registration in person at the Vocational School Tues., and Wed., September 28 and 29, 1954

Registration during evening school term Mon., Tues., Wed., and Thurs. evenings, 6:45 p.m. to 7:45 p.m.
EVENING SCHOOL CALENDAR
1954-1955

Tuesday and Wednesday, September 28 and 29, 1954—Registration for evening school (5 to 9 p.m.)

Thursday, September 30, 1954—Meeting of evening school staff.

Monday, October 4, 1954—Evening school begins.

Thursday and Friday, November 4 and 5, 1954—
Evening school closes for Milwaukee meeting of the Wisconsin Education Association and Wisconsin Federation of Teachers.

Thursday and Friday, November 25 and 26, 1954—
Evening school closes for Thanksgiving vacation.

Friday, December 10, 1954—Evening school closes for Christmas vacation.

Wednesday and Thursday, December 3 and 4, 1954—Registration (6:30 to 7:30 p.m.) for second term of evening school.


Friday, February 18, 1955—Evening school closes for meeting of Southern Wisconsin Education Association.

Thursday, April 7, 1955—Evening school closes.
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.

GENERAL EDUCATION

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.
Prerequisite: Knowledge of English Language.
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.

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

Mon. and Wed., 7:00 p.m. to 9:00 p.m.
Organized to meet the needs of those foreign-born who are already able to speak, read, and write English quite readily, and who wish to increase their vocabulary and knowledge of English grammar.

ENGLISH III

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

ENGLISH IV

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 I)
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.

ENGLISH VI

(Creative Writing II)
Prerequisite: English V or equivalent
Thursday, 7:00 p.m. to 9:00 p.m.
This is an advanced course in writing for those who wish help with their individual writing problems.

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. Educational qualifications necessary are willingness to read, express your views, and to face new ideas.
Fourth year readings.

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, staging of scenes from one or more plays.

FRENCH I
Tues. and Thurs., 7:00 p.m. to 9:00 p.m.
Besides giving the student a traditional background of the language, much stress will be placed on conversation.

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.
Besides giving the student a traditional background of the language, much stress will be placed on conversation.

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.
A class in conversational Spanish with practice in pronunciation, comprehension of the spoken language, and conversational drills. The term 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.
Emphasizes the type of public speaking that the average person is called upon to do in committee meetings, union, conventions, 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.

YOUR SPEECH
Monday, 7:00 p.m. to 9:00 p.m.
A course for a limited number of serious students. Instruction in the technique of speech (breathing, throat relaxation, tone placement, articulation), individual attention tending toward individual development. Preparation of excerpts from the masterpieces of literature. Public recitals by members of the class. Application of the principles of good speech to the practical uses of daily life but with special emphasis on speech as a fine art.

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 them acquire skill in reading the lips.
RAPID READING
Laboratory Fee—$5
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.

CIVIC DANCE WORKSHOP
Tuesday, 7:30 p.m. to 9:30 p.m.
This is a workshop in ballet or modern dance open to male or female over high school age who have had previous training. Classes will be taught cooperatively so that a variety of work and teaching techniques will be maintained.
Members will be taken into the group by interview.

ART DEPARTMENT
The Art Department offers practical, leisure time and cultural courses.

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 beating down, piercing, soldering, filing, etching, construction design and pattern making, 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 setting, stone setting and finishing.
Students pay for materials used.
For the layman.

STONE CUTTING OR LAPIRADY
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.
Bring the agates, turquoise matrix, petrified wood you collected on your trip last year.

DRAWING
Tues. and Thurs., 7:00 p.m. to 9:00 p.m.
Laboratory Fee—$3
Basic training in structural relationship of form—mass, line, value and perspective from still life and imagination. Foreshortening and anatomy of the head and figure from models. Emphasis on individual interpretation. Mediums: pencil, charcoal, pen and ink, crayon and wash.
Students pay for materials used.
For those who have always longed to draw and paint, and for those advanced students who wish to improve their techniques and further develop their abilities.

PAINTING AND COMPOSITION
Mon. and Wed., 7:00 p.m. to 9:00 p.m.
Laboratory Fee—$2
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, firing and glazing are included in the course.
Students pay for materials used.
"It is later than you think"—Have you an avocation?

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
(Interior Decoration)
Mon., 7:00 p.m. to 9:00 p.m. or
Wed., 7:00 p.m. to 9:00 p.m. or
Fri., 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, 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 in leather tooling and the crafts: block printing, stenciling, decorating on wood, and rosemaling.
Students pay for materials used.

TOLE PAINTING
(The art of decorating tin-ware)
Tues. or Thurs., 7:00 to 9:00 p.m.
This course includes the making of original designs, the use of authentic designs, the theory and application of color and painting techniques involved.
Students pay for materials used.

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.

Classes at other Centers
Interior Design—Thurs.—7:30-9:30—Midvale
Rosemaling—Thurs.—7:30-9:30—Midvale
Costume Jewelry—Thurs.—7:30-9:30—Midvale
Interior Design—Tues.—7:30-9:30—Sherman
Rosemaling—Tues.—7:30-9:30—Sherman
Rosemaling—Thurs.—7:30-9:30—Schenk

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

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

MAENNERCHOR
Thurs., 8:00 p.m. to 9:30 p.m.
For adults who must qualify. Standard American and German male choruses. Two concerts a year; guest concerts out of town.

MOZART CLUB
Wed., 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.

MADISON CIVIC SYMPHONY ORCHESTRA
Tues., 7:30 p.m. 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.
BUSINESS EDUCATION

VOCATIONAL SCHOOL
BAND CLASS
Thursday 7:30 P.M. to 9:30 P.M.
Open to everyone who likes band music; no technical qualifications necessary.

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.

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

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

EAR TRAINING AND SOLFEGGIO
CLASS
For the untrained vocalist. Open to all singers unfamiliar with reading music, clefs, and intervals.

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 shortcuts and helps create a technique usually ignored by methods. A practical course, students learning to do their own arranging.

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

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 ADMINISTRATION

ACCOUNTING-BEGINNIng

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

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

ACCOUNTING II

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

This is a continuation of Accounting I enlarging upon the theories and practices in use today. The work is devoted to the partnership and corporation types of organizations with emphasis on the wholesale merchandising enterprise. Such subjects as adjusting and classifying accounts, preparing statements and closing books, profit and loss distribution, formation 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.

COST ACCOUNTING

Prerequisite—Advanced Accounting

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

The student learns the job, process, and standard cost systems. Accounting for materials, labor, factory overhead expense, and miscellaneous cost factors give a complete foundation in cost accounting. Practice sets used to supplement work in the text.
MACHINE CALCULATION
Rotary Calculators
Friden, Marchant, Monroe

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
This course covers addition and various methods of multiplication, subtraction, and division, 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. The course consists of thirty assignments.

MACHINE CALCULATION
Printing Calculator
Remington Rand

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
This machine prints as it divides automatically, as it multiplies electrically, as it adds and subtracts. All factors or 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.

KEY PUNCH

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
Prerequisite: Ability to type 40 words per minute.
Instruction and practice in the operation of the IBM numerical and alphabetic key punches. Accuracy and speed in punching cards, plus thorough knowledge of the machine is attained prior to placement.

MACHINE BOOKKEEPING

Mon. and Wed. 7:00 p.m. to 9:00 p.m.
Equipment Fee $1
Prerequisite: Ability to type 40 words per minute.
The student learns the procedure involved in handling customers and creditors accounts, cash receipts and disbursements, payrolls, labor and material reports, statements and journals. Instruction will be given on the following machines if a sufficient number enroll in the class:

BUSINESS EDUCATION

BUSINESS CORRESPONDENCE

Mon. and Wed. 8:00 p.m. to 9:00 p.m.
Instruction and practice in business letter writing, types and styles. Job applications are studied. The art of dictation and simple reports is included.

BUSINESS ENGLISH

Mon. and Wed. 7:00 p.m. to 8:00 p.m.
Instruction is given in sentence structure, parts of speech, correct usage, diction, spelling, punctuation, and vocabulary building.

FILING

Mon. and Wed. 7:00 p.m. to 9:00 p.m.
The length of this course is 10 weeks Learn rules by alphabetizing 200 cards. Study methods of filing and application by using miniature letters and filing boxes. Methods included are: Alphabetic, varilax, numeric, geographic, subject, triple check, soundex. Students observe new filing equipment and supplies, study methods of cross referencing, charge methods, transfer methods, follow-ups, and microfilming. Films and demonstrations of equipment supplement class work.

SHORTHAND I
Beginning Theory, (Gregg)
Tues. and Thurs. 7:00p.m. to 8:30 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 are thoroughly covered in this 24 week course. Instruction is also given in the development of the ability to write easy, unfamiliar material from dictation at 60 words a minute and to transcribe the shorthand notes with speed and accuracy. Homework and regular attendance are necessary for progress in the study of beginning shorthand.

AUTOMATIC REVIEW AND BEGINNING DICTATION
Tues. and Thurs. 7:00 p.m. to 8:30 p.m.
Equipment Fee $1
A continuation for students who have completed the shorthand theory, or a refresher course for those
who have had some previous work in shorthand. The course consists of an automatic review of principles through advanced reading, dictation and transcription. The dictation range is between 60 and 80 words per minute.

INTERMEDIATE DICTATION
Tues. and Thurs. 7:00 p.m. to 8:30 p.m.
Equipment Fee $1
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 the rates ranging from 75 to 90 words per minute. Emphasis is placed on letter styles, spelling and typing.

ADVANCED DICTATION
Tues. and Thurs. 7:30 p.m. to 9:00 p.m.
Equipment Fee $1
For advanced dictation students. The objective is the development of shorthand power through sustained dictation at high rates of speed. Emphasis is placed on the writing of advanced phrases, the building of a shorthand vocabulary of business terms and speed in transcription. The dictation speed is between 90 and 120 words per minute on a five minute basis.

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. 6:00 p.m. to 7:00 p.m. and 7:00 p.m. to 8:00 p.m.
Equipment Fee $1
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. Instruction is given on various makes of manual and electric typewriters.

TYPEWRITING II
Mon. and Wed., 7:00 p.m. to 9:00 p.m.
Tues. and Thursday, 6:00 p.m. to 9:00 p.m.
Equipment Fee $1
Typewriting II is a continuation of Typewriting I. The course includes the following: technique check-up, speed and accuracy drills, tabulation practice, letter setup, simple tabulation, and timed writings. Instruction is given on various makes of manual and electric typewriters.

TYPEWRITING III
Mon. and Wed. 7:00 p.m. to 9:00 p.m.
Tues. and Thurs. 8:00 p.m. to 9:00 p.m.
Equipment Fee $1
Typewriting III includes special forms, special skills in typewriting, stenography and preparation for Civil Service tests. Instruction is given on various makes of manual and electric typewriters.
breakdown and cutting of beef, veal, pork and lamb; use of power saw; boning of meat; poultry, fish, frozen meats; meat display; prepackaged meats; self-service demonstration (field trip); cured and processed meats; meat cookery.

RETAIL CREDIT FUNDAMENTALS

LENGTH OF COURSE—one term
Thurs., 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.

PAINT POWER
FOR PAINT STORE PERSONNEL

Thurs. 7:30 p.m. to 9:30 p.m. First Term
Types of paint products; application of products; estimating; the power of color; paint styling; salesmanship; sales promotion, advertising and other publicity; store management.

FITTING AND SELLING OF SHOES

Tues. or Fri., 7:30 to 9:30 p.m.
LENGTH OF COURSE—second term
All phases of shoe fitting; correct measuring of feet; knowledge of lasts; causes of foot discomfort; shoe retailing and selling in all phases.

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.

PRINCIPLES OF LIFE UNDERWRITING
(A Sales Course)

LENGTH OF COURSE—first term
Mon., 7:00 p.m. to 9:00 p.m.
Life Underwriting on an elementary or intermediate level. Discussion of effective sales procedure.

GENERAL LINES INSURANCE

LENGTH OF COURSE—second term
Mon., 7:00 p.m. to 9:00 p.m.
Course takes up the study of different types of policies on fire, automobile, comprehensive, personal liability, residence burglary, outside theft, and other non-life types of insurance.
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 children; 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; love 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 activities; types of personalities; development of individuality; desirable personality traits and how to cultivate them; how to get along with people.

HOSPITALITY AND TABLE DECORATION

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

FEE—$1

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

BUDGETING

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

Planned for those who would like some help on keeping a record of money spent and planning expenditures. Some of the highlights of the course are: choosing an account system; what should the family understand about credit, consumer credit sources, savings and investments, and life insurance. Each student may work out a budget to suit her needs.
CAKE DECORATING I

Tues. or Thurs. 7:15 p.m. to 9:00 p.m. First term
Thursday second term
Fee 1st term, $3.00; 2nd term, 4.20
This class is planned for anyone who is interested
in learning how to decorate foods for special occa-
sions. Practice will be given in the techniques of
making suitable scrolls, flowers and other types of
decoration for petits fours, mints and all types of
cakes.

CAKE DECORATING II

Tues., 7:15 p.m. to 9:00 p.m. 2nd term
Fee, $4.20 per term
Advanced problems in the decoration of cakes
will be given for those students who have completed
Cake Decorating I. This will include decoration for
wedding cakes.

COOKERY DEMONSTRATIONS

Wed. Oct. 13, 7:30 to 9:30 p.m.
Wed. Nov. 10, 7:30 to 9:30 p.m.
Wed. Dec. 15, 7:30 to 9:30 p.m.
Wed. Feb. 9, 7:30 to 9:30 p.m.
Wed. Mar. 9, 7:30 to 9:30 p.m.
A series of cooking demonstrations will be pre-
sented in Scanlan Hall on the dates indicated above.
Emphasis will be placed on getting the most for the
“food dollar” as well as employing short cuts which
save both time and energy. Fall Foods for Fun and
for your Family will be featured in October dem-
istration. Thanksgiving Cookery including the
stuffing, roasting and garnishing of poultry will
be the theme in November. Holiday Cookery,
including Christmas cookies will comprise the
December demonstration. Press and radio will an-
nounce the later demonstration subjects. No ad-
vanced registration will be required.

NUTRITION

Wed. 7:35 p.m. to 9:00 p.m.
For the individual who wishes to have a working
knowledge of the importance of balanced meals in
the achievement of radiant health and successful
cares, this course is suggested. Some of the high-
lights of the course are: body requirements of vita-
mins, minerals, proteins, fats and carbohydrates;
how to plan the family meals so as to secure these
requirements; how to choose foods when eating all
meals out; foods to eat to take care of deficiencies
in the diet; the relation of food to personality; how
overeating of one class of foods results in lowered
vitality; pointers on weight reduction and also on
body building. This is a lecture and discussion
course.
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, taping of collars, pad stitch for collars, reverse hand stitching of collars and front facings, 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 interfacings.

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, renovation and dyeing are included in the instruction, and correct construction techniques are stressed. Almost any garment may be remodeled.

CLOTHING VIII (Tailoring II)

Mon., 6:30 p.m. to 9:30 p.m.
FEE—$1
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, 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 millinery methods, materials, frames, trimmings, the different basic hat styles, and the choosing of becoming hats in proportion to face and figure. The blocking of felts and straw over simple blocks familiarizes the student with blocks and steaming. Re-blocking of good quality used felts is included. Various types of good quality used felts is included. Various types of hats are made.

MILLINERY II

Mon. 6:00 p.m. to 9:00 p.m.
FEE—$2
This course is planned for the student who has had Millinery I, and is ready for more advanced problems. More difficult problems employing a wider variety of millinery processes are given. The student has an opportunity to gain more knowledge regarding 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 features 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, skilful shopping, accessories, foundation garments, weight control, care of skin and use of cosmetics.

HOME IMPROVEMENT

DRAPEERIES AND LAMPSHADES

Thurs. 7:00 p.m. to 9:00 p.m.
FEE—$1
Drapeeries—Curtains and drapes 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 suit-

30
ble for each room in the home.

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

SLIP COVERS

Wed. 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 locating the pattern. Definite instruction is given upon the techniques of cutting, fitting, bastling, stitching and the application of fasteners. Both slip covers and slip upholstery covers are made in class under supervision.

UPHOLSTERY I

Mon., Tues., or Fri., 6:30 p.m. to 9:30 p.m.
FEE—$2.50 per year

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

UPHOLSTERY II

Thurs. 6:30 p.m. to 9:30 p.m.
FEE—$2.50 per year

A thorough review of Upholstery I will be given. Emphasis will be placed on stitched edges, padding, 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, kerchiefs, sweaters, mittens, afghans and similar articles. Equipment needed first lesson: two number-three knitting needles (ten or twelve-inch bone or aluminum), 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 or aluminum), a small ball of yarn, note-book and pencil.

NEEDLEWORK

Mon. 7:00 p.m. to 9:00 p.m.
FEE—$1

This course is for all people interested in fine needlework. It includes all decorative stitches, some of which are satin stitch, needlepoint, outline stitch, crewel stitch, tatting, smocking, Italian hemstitching, applique, Swedish weaving. The 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, tablecloths, brocades and of course many other things.

CLASSES AT OTHER CENTERS

Clothing I—Tues. 7:30 to 9:30 p.m.—West High

Clothing II—Tues. 7:30 to 9:30 p.m.—West High

Clothing III—Tues. 7:30 to 9:30 p.m.—West High

Clothing IV—Tues. 7:30 to 9:30 p.m.—West High

Clothing V—Tues. 7:30 to 9:30 p.m.—West High

Clothing VI—Thurs. 7:30 to 9:30 p.m.—West High

Fur Remodeling—Thurs. 7:30 to 9:30 p.m.—West High

Clothing VII—Tues. 7:30 to 9:30 p.m.—West High

Cake Decorating—Tues. 7:30 to 9:30 p.m.—Middletown

Knitting—Tues. 7:30 to 9:30 p.m.—Middletown

General Clothing—Tues. 7:30 to 9:30 p.m.—Sherman

Cake Decorating—Tues. 7:30 to 9:30 p.m.—Sherman

Knitting—Tues. 7:30 to 9:30 p.m.—Sherman

General Clothing—Tues. 7:30 to 9:30 p.m.—Sherman

FEES: $1 for Clothing, Fur Remodeling;

$3 per term for Cake Decorating
Trade and Industry

Automotive
Building and Allied Trades
Metal Industries
Service Occupations
Graphic Arts
AUTOMOTIVE

All classes held at the Automotive Center,
2125 Commercial Avenue

AUTO MECHANICS I

Consumers
Mon. and Wed., 7:00 to 9:00 p.m.
FEE—$2
LENGTH OF COURSE—One term
To be repeated second term
This course is designed to show how the units
of the car operate, why and when repairs are
necessary, cost of maintenance, where to have the
car serviced, dealer relations, insurance, new car
purchase and depreciation.

AUTO MECHANICS II

Trade Preparatory
Brakes and Engines
Tues. and Thurs. 7:00 p.m. to 9:00 p.m.
FEE—$3
LENGTH OF COURSE—Two terms
Manuals to be purchased by student.
This course is designed to cover the theory and
servicing of brakes and engines.

AUTO MECHANICS III

Trade Preparatory
Front Wheel Alignment, Steering, Bal­
ancing
Tues. and Thurs. 7:00 p.m. to 9:00 p.m.
FEE—$3
LENGTH OF COURSE—Two terms
Manuals to be purchased by student.
This course in wheel alignment is designed to
cover the fundamentals and use of wheel alignment
and balancing equipment.

AUTO MECHANICS IV

Trade Preparatory
Electrical Systems and Carburetion
Tues. and Thurs. 7:00 p.m. to 9:00 p.m.
FEE—$3
LENGTH OF COURSE—Two terms
Manuals to be purchased by student.
This course is designed for those interested in
entering the automotive field and covers the funda­
mentals and servicing of automotive electrical units
and the fundamentals and servicing of carburetors.

AUTO MECHANICS V

Trade Extension
Brakes
Mon. and Wed., 7:00 p.m. to 9:00 p.m.
FEE—$3
LENGTH OF COURSE—One term
To be repeated second term.
Manuals to be purchased by student.
Prerequisite—Must be employed in automotive
field.
This is an advanced course covering the theory
and servicing of brakes and power brake systems.

AUTO MECHANICS VI

Trade Extension
Wheel Alignment, Steering, Power Steer­
ing, and Frames
Mon. and Wed., 7:00 p.m. to 9:00 p.m.
FEE—$3
LENGTH OF COURSE—One term
To be repeated second term.
Manuals to be purchased by student.
Prerequisite—Must be employed in automotive
field.
This is an advanced course in wheel alignment
and balancing, frame straightening, and power
steering.

AUTO MECHANICS VII

Trade Extension
Engines
Mon. and Wed., 7:00 p.m. to 9:00 p.m.
FEE—$3
LENGTH OF COURSE—One term
To be repeated second term.
Manuals to be purchased by student.
Prerequisite—Must be employed in automotive
field.
This is an advanced course covering the design
and servicing of various late model automotive
ingines.

AUTO MECHANICS VIII

Trade Extension
Sun Diagnostic Equipment
Mon. and Wed., 7:00 p.m. to 9:00 p.m.
FEE—$3
LENGTH OF COURSE—One term
To be repeated second term.
Manuals to be purchased by student.
Prerequisite—Must be employed in automotive
field.
This course covers the theory, practice, and use
of the Sun Diagnostic equipment.
AUTO MECHANICS IX
Trade Extension
Power Steering

Evenings to be arranged, 7:00 p.m. to 9:00 p.m.
Prerequisite—Auto Mechanics III or equivalent.

FEE—$3

LENGTH OF COURSE—Three weeks
A course covering the theory of operation and servicing of the following power steering units:
1. Chrysler Gemmer
2. General Motors Saginaw
3. General Motors Linkage Booster
4. Bendix Linkage Booster
5. Monroe Linkage Booster
6. Ross Linkage Booster

AUTO MECHANICS X
Trade Extension
Clayton Dynamometer

Evenings to be arranged, 7:00 p.m. to 9:00 p.m.

FEE—$3

LENGTH OF COURSE—One term
A short unit course on the operation of the Clayton Dynamometer.

AUTO MECHANICS XI
Trade Extension
Carburetors

Evenings to be arranged, 7:00 p.m. to 9:00 p.m.

FEE—$3
Manuals to be purchased by student.

Prerequisite—Journeyman Auto Mechanics

This is a short unit course on the overhaul of carburetors.

AUTO MECHANICS XII
Trade Extension
Advanced Carburetion and Tune-up

Evenings to be arranged, 7:00 p.m. to 9:00 p.m.

LENGTH OF COURSE—One term
To be repeated second term.

Prerequisite—Journeyman Auto Mechanics

This is a course in the theory and operation of the Clayton Dynamometer.

AUTO MECHANICS XIII
Trade Extension
Automatic Transmission

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

FEE—$3

TRADE AND INDUSTRY

LENGTH OF COURSE—Two terms
Prerequisite—Journeymen Auto Mechanics

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 in any one or more of the following units:

1. Hydraulic
2. Power Glide
3. Dynaflow
4. Ultramatic
5. Fordomatic
6. Chrysler Automatic
7. Chrysler Power Glide

AUTO MECHANICS XIV
Trade Extension
Generators and Regulators

Evenings to be arranged, 7:00 p.m. to 9:00 p.m.

FEE—$3

LENGTH OF COURSE—Eight evenings
Prerequisite—Must be employed in automotive field.

This is a short unit course on the servicing and adjusting of generators and regulators.

NOTE: If you do not see the course listed in which you are interested, special short unit courses may be arranged by contacting C. A. Johnson, Automotive School, 212 Commercial Avenue or phone 4-3113.

AUTO BODY
Trade Preparatory

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

FEE—$8

LENGTH OF COURSE—Two terms
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 and painting of lacquer and enamel.

AUTO BODY
Repair Estimating

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

FEE—$2

LENGTH OF COURSE—One term
To be repeated second term.

This course covers an analysis of the processes and methods used in arriving at the estimates of the costs of repairing and refitting 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.
AUTO BODY
Trade Extension
Frame and Chassis Alignment
Evenings to be arranged. 7:00 p.m. to 9:00 p.m.
FEE—$1
LENGTH OF COURSE—Six Evenings
Prerequisite—Must be employed in the auto body field.
This course is designed to show the effect and relationship between auto body and frame. It is not a frame straightening course.

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—$3
LENGTH OF COURSE—Two terms
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. All materials used for personal projects must be paid for by the student.

CARPENTRY—TRADE EXTENSION
Tues. and Thurs., 7:00 p.m. to 9:00 p.m.
FEE—$2
Dates to be announced later.
This course is designed for carpenters who wish to increase or review their trade knowledge. The phases covered may include carpentry terms, framing, framing, rafter cutting, exterior finishing, interior finishing, stair building, use of builders transit, and materials. Instruction may be selected according to the students’ needs. Special problems with which the students are confronted may be brought up for discussion.

HOME BUILDING AND REMODELING
Wed., 7:00 p.m. to 9:00 p.m.
LENGTH OF COURSE—Six 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.

BLUEPRINT READING
Tues. and Thurs., 7:00 p.m. to 9:00 p.m.
Texts to be purchased by students.
LENGTH OF COURSE—Two terms
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.

DRAFTING (Architectural)
Tues. and Thurs., 7:00 p.m. to 9:00 p.m.
FEE—$1
LENGTH OF COURSE—Two terms
Texts to be purchased by students.
Covers vocabulary, construction details, pictorial drawing, isometric, oblique and perspective drawing; layout of offices, 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
LENGTH OF COURSE—Two terms
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
LENGTH OF COURSE—One term
To be repeated second term.
Covers elements of electricity; elementary circuits, mathematics, electrical formulas; kinds of wiring; types to age and where; motors, kinds, usage and repairs; generators, principles, practices; care, layout work, blueprints and estimating; code, state and federal building laws.
METAL INDUSTRIES

MACHINE SHOP
Tues. and Thurs., 7:00 p.m. to 9:00 p.m.
LENGTH OF COURSE—Two terms
FEE—$3
This course covers nomenclature and operation of the engine lathe, milling machines, planer, 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
To be repeated second 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 apprentice sheet metal workers.
Thursday, 6:30 p.m. to 9:30 p.m.
LENGTH OF COURSE—Two terms
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

WELDING I
Fundamentals
Mon., 8:00 p.m. to 9:00 p.m.
FEE—$3.25 per hour
LENGTH OF COURSE—Two terms (72 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 II
Trade Extension
Prerequisite—Welding experience of one or more years.
Thurs., 6:00 p.m. to 9:00 p.m.
FEE—$3.50 per hour
LENGTH OF COURSE—Two terms (72 hours)
Arc Welding—This course is designed to further develop the skill of the welder. Welding in all positions on ⅝” to ⅜” plate. Preparations for the Wisconsin Industrial Commission Certification tests and the Army and Navy test. Also, alloy welding and hardfacing 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 III
Industrial Pipe Welding
Wed., 5:00 p.m. to 9:00 p.m.
FEE—$2.25 per hour
LENGTH OF COURSE—Two terms (96 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. This course will prepare welding operators to become qualified pipe welders according to Section IX of the American Society of Mechanical Engineers Boiler Code.

TECHNICAL MATHEMATICS

Tues., and Thurs., 7:00 p.m. to 9:00 p.m.
FEE—None
LENGTH OF COURSE—Two terms
For adults who wish to pursue a Technical Course we offer the following courses of a technical nature to prepare the students for their special fields.
Applied Mathematics—This is a course of trade mathematics where practical applications of mathematics are considered.
Algebra I: A high school course in Algebra where
A unit of high school work is credited upon completion.

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

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

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

SUPERVISORY TRAINING

Monday 7:00 p.m. to 9:00 p.m.
FEE—None
LENGTH OF COURSE—Second term only
Job Instructor Training, Industrial Safety, Personnel Relations, Job Simplification.

Each section consists of five 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.
FEE—None
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.
FEE—None
LENGTH OF COURSE—One term
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.
LENGTH OF COURSE—Two terms
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.
LENGTH OF COURSE—Two terms
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, synchrotron 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.
LENGTH OF COURSE—Two terms
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

Tues. and Thurs., 7:00 p.m. to 9:00 p.m.
LENGTH OF COURSE—One term
To be repeated second term
Covers introduction to refrigeration, fundamentals of refrigeration, 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 accessories, motor controls, liquid controls and valves; laboratory exercises, shop work in all types of units and refrigeration accessories.

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GRAPHIC ARTS

PRINTING

Tues. and Thurs., 7:00 p.m. to 9:00 p.m.
LENGTH OF COURSE—Two terms
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.

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 paper, types, 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.
LENGTH OF COURSE—One term
To be repeated second term
FEE—$3

1. Basic photography principles, the camera, lens and film. 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.

Guidance and Special Services

Testing Service and Counseling
Placement
Woman's Service Exchange
Older Student Program
Civil Defense
TESTING SERVICE 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 service.

PLACEMENT

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.

OLDER STUDENTS' PROGRAM

(Courses designed in large part for older adults)

CONSTRUCTIVE WORKSHOP

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

Constructive Workshop is offered to those who are about to retire. In this workshop special projects are planned according to the individual's interests and needs such as chair caning, refinishing wood, making jewelry, toys, birdhouses, framing pictures. Other projects may be developed as desired.

WORLD GEOGRAPHY

Wed. 7:00 p.m. to 8:00 p.m.

LENGTH OF COURSE—Five weeks
(first five weeks of first term)

A course for older adults which will help to refresh their knowledge of the geography needed to understand and appreciate the current world events. Special attention will be given to the geography of the orient, the South Pacific, and southeast Asia.

GEOGRAPHY RELATED TO RETIREMENT

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

LENGTH OF COURSE—Five weeks
(second five weeks of first term)

A study of the climate, terrain, and other geographical features of areas within the United States, Canada, and Central America that are favorable to the visiting by, and the temporary or permanent living of, persons retired from active work.

YOUR HEALTH IN LATER YEARS I

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

LENGTH OF COURSE—Five weeks
(first five weeks of second term)

A course for women, presenting health information of value to those approaching the years of possible retirement. Several of the lectures in this course will be conducted by physicians who have specialized in the field of geriatrics.

YOUR HEALTH IN LATER YEARS II

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

LENGTH OF COURSE—Five weeks
(second five weeks of second term)

A course for men, presenting health information of value to those approaching the years of possible retirement. Several of the lectures in the course will be conducted by physicians who have specialized in the field of geriatrics.

YOU AND YOUR AGING PARENTS

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

LENGTH OF COURSE—Five weeks
(first five weeks of first term)

Covers the problems, particularly those of a psychological character, which frequently are encountered by the wife whose husband is retired from active work.
AUTOBIOGRAPHICAL WRITING

Tues. 7:00 p.m. to 8:00 p.m.
LENGTH OF COURSE— Five weeks
(first five weeks of second term)
A course designed to assist older people in the writing of memoirs or autobiography.

CIVIL DEFENSE

BASIC CIVIL DEFENSE

Thurs. — 7:00 p.m. to 9:00 p.m.
LENGTH OF COURSE— 3 two-hour periods
TEXTBOOKS — Federal Civil Defense Administration booklets, state and local publications
A course designed to help everyone understand the modern dangers of widespread disaster, the nuclear weapons, what they do and cannot do and most important, what the individual should do to protect himself and family. Saving of life and property under disaster conditions calls for careful planning in advance by each and every family. This course is essential for all persons desiring to enroll in special and more essential technical classes, such as warden, rescue training and others. Enrollment herein, however, does not obligate a person to further assignment or training. Teaching will be done with the aid of movies, charts, diagrams, etc. Civil Defense courses are the counterpart for civilians of that required of all military personnel in their basic training.

TEXTS:
"Survival Under Atomic Attack" (FCDA)
"This is Civil Defense" (FCDA)
"What To Do Now About Emergency Sanitation at Home"
Handouts: Conelrad, City-County CD Organization, Air Raid Instructions, "Fire Fighting for Householders", and "Emergency Action to Save Lives."

CIVIL DEFENSE BLOCK WARDEN SERVICES

Tues. — 7:00 p.m. to 9:00 p.m.
LENGTH OF COURSE— 6 two-hour periods
TEXTBOOK — "The Warden's Handbook" and other Civil Defense Manuals
This is designed for persons whose natural instinct, in time of disaster, is to help himself and then his fellowmen. He or she will learn what preparations should be made among his neighbors to cope with limited local emergencies and attain skills necessary to safeguard life and property. Warden duties are numerous when disaster strikes. Therefore, this course attempts to offer only the fundamentals of household fire, fighting, rescue first-aid, communications and evacuation directing. Specialization in any of these fields may be obtained by subsequent training.

GROUND OBSERVER CORPS (GOC)

Wed. — 7:00 p.m. to 9:00 p.m.
LENGTH OF COURSE — 1 two-hour period (twice each month)
TEXTBOOK — "Ground Observer's Guide"
This course explains the Air Defense System with the Ground Observer Corps as an integral link in its operations. The instruction is intended to serve recruits in the GOC program with information on observing and reporting aircraft from the observation post.
Instructors for the course will be furnished by the U. S. Air Force, or personnel especially trained in GOC operations.

LIGHT RESCUE TRAINING

Mon. — 7:00 p.m. to 9:00 p.m.
LENGTH OF COURSE—5 two-hour periods
TEXTBOOK — Rescue Service, Preliminary Training
Light Rescue course consists of training in methods of rescuing persons who are lightly trapped, either in partially demolished residence buildings or smoke filled rooms. This is primarily the basic course preparatory to entering the Team Rescue Training, but is valuable to many persons, men and women who wish to learn essential life-saving techniques applicable in or about their home. Class meets at a city fire station, learns ropes and knot-tying, use of ladders in rescue and casualty handling.

TEAM RESCUE TRAINING

Fri. — 3:30 p.m. to 5:30 p.m.
LENGTH OF COURSE— 10 two-hour periods
TEXTBOOK — "Rescue Techniques and Operations, FCDA
Students will normally train as members of a team; learn functions and organization; care and use of equipment; rescue techniques including debris tunneling, trenching, breaching walls, rigging used in raising and supporting structural elements; types of collapse, and squad operations. This will be practical training on a rescue set devised for these specific instructional purposes.
1954-55
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School
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Madison
Vocational
and Adult
School
Madison Vocational
and
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1954-55

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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. 884. Further information on veterans' training may be obtained in Room 14B.

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 AID

Scholarships and other forms of financial aid 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 PLACEMENT

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

The Placement Department is in a sense an extension of the teacher's classroom activities. Teacher's ratings of 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 in 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 12:00 p.m.
75 cents per one-half day—12:50 p.m. to 4:24 p.m.

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

REGISTRATION HOURS

9:30 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 for the School Year 1954-55

Tuesday and Wednesday, September 7 and 8, 1954—Workshop for supervisors.
Thursday and Friday, September 9 and 10, 1954—Day school registration.
Saturday, September 11, 1954—Meetings of staff and supervisors.
Monday, September 13, 1954—Day school opens
Tuesday and Wednesday, September 28 and 29, 1954—Registration for evening school (5 to 9 p.m.)
Thursday, September 30, 1954—Meeting of evening school staff.
Monday, October 4, 1954—Evening school begins.
Thursday and Friday, November 4 and 5, 1954—Day and evening school close for Milwaukee meeting of the Wisconsin Education Association and Wisconsin Federation of Teachers.
Thursday and Friday, November 25 and 26, 1954—Day and evening school close for Thanksgiving vacation.
Wednesday and Thursday, December 8 and 9, 1954—Registration for second term of evening school to begin January 3, 1955 (8:30 to 7:30 p.m.)
Friday, December 10, 1954—Evening school closes for Christmas vacation.
Friday, February 4, 1955—End of first semester of day school.
Monday, February 7, 1955—Beginning of second semester of day school.
Friday, February 18, 1955—Day and evening school close for meeting of Southern Wisconsin Education Association.
Thursday, April 7, 1955—Evening school classes.
Friday April 8, through Sunday, April 17, 1955—Day school classes for spring vacation. (Good Friday, April 8; Easter Sunday, April 10.)
Monday, April 18, 1955—Day school reopens.
Friday, May 6, 1955—Day school classes for meeting of Wisconsin Association of Vocational and Adult Education.
Friday, June 17, 1955—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 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
PREREQUISITE—Algebra I
LENGTH OF COURSE—90 fifty minute periods
TEXT—Progressive Second Algebra by W. W. Hart
COURSE CONTENT—Reviews the principles
learned in algebra I. Advanced topics in factor-
ing and quadratics are included. Progressions
and the binomial theorem are introduced at the
end of the course. There are twenty short assign-
ment sheets. 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
develop in the individual the ability to
form a logical geometric proof. There are six as-
ignment sheets covering the course. Tests are
given when a unit is completed as well as a fin-
al 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, Whit-
man, Moskovitz
PREREQUISITE—Algebra, geometry
COURSE CONTENT—High school course in trigo-
metry. Emphasis is placed on problem solving
after the trigonometric relations are mastered.
Twenty assignment sheets with a final exami-
nation after satisfactory completion of the assign-
ment 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 arith-
etic 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 arith-
etic is offered for those preparing for civil serv-
ice examinations and other tests involving math-
etics.

SCIENCE

CHEMISTRY
COURSE NUMBERS—1121, 2121
TYPE OF STUDENT—Adult, Junior
FEE—$7.50 per semester
LENGTH OF COURSE—180 fifty minute periods
TEXT—Fundamentals of Chemistry by Gray,
Sandifur and Hanna
COURSE CONTENT—Parallels the average chem-
istry course given in high school. One high
school unit is given for the successful comple-
tion of this course.

ENGLISH

ENGLISH FOR PART-TIME STUDENTS
COURSE NUMBER—1103
TYPE OF STUDENT—Junior
FEE—None
GENERAL EDUCATION

ENGLISH COMPOSITION AND LITERATURE
COURSE NUMBER—2105
TYPE OF STUDENT—Adult
FEE—None
LENGTH OF COURSE—160 fifty minute periods
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—1108, 2108
TYPE OF STUDENT—Junior, Adult
FEE—None
LENGTH OF COURSE—20 fifty minute periods
COURSE CONTENT—Reading is a skill which is learned by constant practice and evaluation of comprehension. To be able to read more rapidly and to better understand what has been read are necessary tools for gaining success in any field as well as everyday living. In this course a careful analysis is made of present reading methods and training will be given in rapid reading, increased comprehension of reading, skimming, and eliminating faulty reading 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, Grever and Jones; Daily Drills for Better English, Edward H. Webster; 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 specially 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.
SPEECH

ELEMENTARY SPEECH

COURSE NUMBER—1110
TYPE OF STUDENT—Junior
FEE—None
LENGTH OF COURSE—180 fifty minute periods
TEXTS—Everyday Speech by Smith, Kreiling and Lewis; Practical English and Literary Cavalcade
COURSE CONTENT—This course aims to improve the student in all of his everyday speaking situations. Units include short speeches, announcements, directions, sales talks, interviewing and making applications, introducing speakers, conversing over the telephone, and discussion. Field trips are taken to places of interest that add emphasis to the course.

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 props—plans, words, voice, and diction. Oral reading techniques. Prose and poetry selections for general practice.

SOCIAL STUDIES

UNITED STATES HISTORY

COURSE NUMBERS—1116, 2118
TYPE OF STUDENT—Full-time, Junior, Adult
FEE—None
LENGTH OF COURSE—180 fifty minute periods
COURSE CONTENT—This course is designed to teach an understanding and appreciation of our American heritage by tracing the development of our people and institutions through successive stages. There are nine units of work and students are permitted to proceed through the course at their own speed. An examination is given at the end of each unit and also at the end of the course. The material covered is equivalent to two semesters of work.
PORTRAIT PAINTING
COURSE NUMBER—2206
TYPE OF STUDENT—Advanced Adult, Apprentice
PREREQUISITE—Still-life and Figure Drawing
FEE—$2.50 per semester; materials to be furnished by the student
LENGTH OF COURSE—54 fifty minute periods each semester
Fri. 8:30 to 12:06
COURSE CONTENT—Study of the head in light and shade; the anatomy; structure for solidity; expression; design elements and composition. Mediums: 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—90 fifty minute periods per semester.

COURSE CONTENT—Try your hand at making articles for your room, jewelry for yourself or gifts for friends. Copper and brass is used with decoration in silver and copper wire, or enamel according to your design. Second Semester—stones are cut and polished for setting in silver. Silver casting is an advanced problem.

ART METAL
COURSE NUMBER—4260
TYPE OF STUDENT—Part-time Junior
FEE—None. Materials to be purchased by student
LENGTH OF COURSE—18 fifty minute periods per semester

COURSE CONTENT—For the boy and girl who are employed this course is planned. Wire and enamel are used on copper and brass as decorative design, for pendants, earrings, belt buckles, rings, pins, bracelets, and buttons.

ART METAL
COURSE NUMBER—2261
TYPE OF STUDENT—Adult
FEE—$1 per semester for each class for each day enrolled. Materials to be purchased by the student
LENGTH OF COURSE—36 fifty minute periods per semester
Mon.
COURSE CONTENT—This course is recreational and also educational. Articles for the home in copper and brass are completed. Suggested projects are plant boxes, bowls, plates, trays, candelabra, dish sets, enamel ash trays. Processes involved are beating-down, sawing, soldering, finishing, etching and enameling. Come and bring your ideas.
COSTUME JEWELRY

Wear jewelry made by you

COURSE NUMBER—1262

TYPE OF STUDENT—Adult

FEE—$1 per semester for each class for each day enrolled. Materials to be purchased by the student.

LENGTH OF COURSE—36 to 104 fifty minute periods per semester. Tues., Wed., Thur.

COURSE CONTENT—Make and create designs for pins, bracelets, rings, cuff links, necklaces and pendants. Materials used are copper, brass, silver, wire, and enamel. Processes involved are sawing, soldering, enameling, casting, stonesetting and finishing.

STONE CUTTING

Attention Rock Hounds!

COURSE NUMBER—2266

TYPE OF STUDENT—Adult

FEE—$1 per semester for each class for each day enrolled.

LENGTH OF COURSE—36 fifty minute periods per semester. Fri.

COURSE CONTENT—Bring your own stones. Processes involved on the lapidary machine are: cutting, grinding, sanding, and polishing. You will want to set these stones in costume jewelry. The course includes recognition and classification of semiprecious stones.

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—180 fifty minute periods each semester. Daily 8:30 to 10:15.

COURSE CONTENT—Design, perspective drawing, light and shade, lettering, pen techniques, wash techniques, color theory, advertising layout, poster advertising, brush lettering, reproduction processes.

SHOW CARD WRITING 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 each semester. Daily 8:30 to 10:15.

COURSE CONTENT—Selection and care of materials; brush and pen lettering; show card and sign alphabets; layout; color combinations; method of production.

"Draftsmanship is the fundamental expression of the artist."
GENERAL EDUCATION

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

OCCUPATIONAL DIVERSION

COURSE NUMBER—5251
TYPE OF STUDENT—Practical Nurse
FEE—None
LENGTH OF COURSE—20 fifty minute periods
Mon. 8:30 - 10:15
COURSE CONTENT—A required course for those who are taking the Practical Nursing course. Crafts suitable to the age level, as well as to the disability of the patient are taught. Paper projects such as animals, birds, mobiles, followed by braids, for the young child; for the young adult puppets, finger weaving, soap or wood carving; and for the adult leather craft and block printing. The course includes demonstrations and workshops—supplemented by instruction sheets, source material, addresses of supply firms and reference books. Three projects and a note book are required.

CHARTING

COURSE NUMBER—5252
TYPE OF STUDENT—Practical Nurse
FEE—None
COURSE CONTENT—A basic course in lettering to be used on hospital charts. Legibility, correct letter forms and spacing are stressed.

CERAMICS

COURSE NUMBER—2223
TYPE OF STUDENT—Adult
FEE—$1 per semester for each class for each day enrolled. Materials to be purchased by the student.
LENGTH OF COURSE—108 periods per semester
Mon. and Wed. 1:00 - 4:00
COURSE CONTENT—An elementary course which includes processes in the making of pottery; pinch method, slab method, free form building, hammock pottery, coil method of building and forming on hand-potters wheel. Application of commercial glazes. Mixing and testing glazes made in the laboratory. Placing and firing the kiln.

POTTERY

COURSE NUMBER—2224
TYPE OF STUDENT—Adult
FEE—$1 per semester for each class for each day enrolled. Materials to be purchased by the student.
LENGTH OF COURSE—108 periods each semester

WEAVING (Elementary)

COURSE NUMBER—2272
TYPE OF STUDENT—Adult
FEE—$1 per semester for each day of the week enrolled. Material to be purchased by student.
LENGTH OF COURSE—108 fifty minute periods
Tues., Thurs. 8:00-11:00
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.
LENGTH OF COURSE—108 fifty minute periods
Mon., Wed., 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.

MUSIC

HARMONY

COURSE NUMBERS—1204. 2204
TYPE OF STUDENT—Junior, Adult
FEE—None
LENGTH OF COURSE—36 fifty minute periods
TEXT—Modern Harmony by Poole and Spalding
COURSE CONTENT—Intervals, consonance and dissonance in versions, major and minor scales, circle of the fifths, chromatic scale, triads, open and close position, voice leading, leading tones in
both major and minor keys, inversion of triads, first and second inversions, rules and the uses of the seventh chord including the dominant and leading tone sevenths, modulation, modulation into related keys, both major and minor.

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

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

POPULAR PIANO THROUGH KEYBOARD HARMONY
COURSE NUMBERS—1303, 2303
TYPE OF STUDENT—Junior, Adult
FEE—None
LENGTH OF COURSE—36 fifty minute periods
TEXT—Modern Piano by Lee Sims
COURSE CONTENT—This course is designed for students having some knowledge of piano and consists of learning popular music, chords, creating necessary breaks, etc. Also valuable to classic music students, since it provides reading short cuts and helps create a technique usually ignored by other methods. A practical course, students learning to do their own arranging.

Business Administration
Office Machines
Secretarial
Distributive Education
Training of Sales People
ACCOUNTING I
COURSE NUMBER—2401
TYPE OF STUDENT—Adult
LENGTH OF COURSE—90 to 180 fifty minute periods
TEXT—College Accounting, Sherwood Bolling & Carson Workbook, Part I.
J. C. Allen, personal service, practice set.
W. L. Mann, mercantile, practice set.
COURSE CONTENT—The elementary principles of accounting and the procedures of double entry bookkeeping are thoroughly covered in this course. A comprehensive study is made of both the cash and accrual basis of keeping accounts. Work covered includes journalizing, posting, trial balance, preparing financial reports, adjusting and closing the books at the close of the business period.
This course is intended primarily for those who have had no previous training in bookkeeping or accounting. Successful completion of the prescribed work will provide the student with a general knowledge of accounting useful in business or professional fields.

ACCOUNTING II
COURSE NUMBERS—2402, 4402
TYPE OF STUDENT—Adult, On-the-job
LENGTH OF COURSE—18 to 180 fifty minute periods
TEXT—College Accounting, Sherwood Bolling & Carson 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 26 fifty minute periods
TEXT—College Accounting, Sherwood Bolling & Carson 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
(Cost Accounting)
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
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.

INCOME TAX ACCOUNTING
COURSE NUMBER—2405
TYPE OF STUDENT—Adult
LENGTH OF COURSE—90 to 180 fifty minute periods
COURSE CONTENT—This course deals with Federal and State income tax laws and their underlying principles. Such topics as income tax withholding, wage earner’s income tax returns, declaration of estimated tax by individuals, individual income
tax returns, partnership returns and supplementary practice work are studied. The actual filling out of the various forms as class projects will be an important part of the course.

BOOKKEEPING
COURSE NUMBERS—2401-A, 4401-A
TYPE OF STUDENT—Adult, On-the-Job
LENGTH OF COURSE—18 to 90 fifty minute periods
TEXT—Bookkeeping and Accounting by Elwell, Breidenbaugh & Lins. Workbooks. Practice Sets
COURSE CONTENT—The fundamentals of bookkeeping procedure including all entries required during a complete bookkeeping cycle: journals, ledgers, worksheets, statements, adjusting and closing entries. Practice in using modern records and forms is included. High school credit is given for successful completion of this course.

RECORD KEEPING
COURSE NUMBERS—2440, 4440
TYPE OF STUDENT—Adult, On-the-Job
FEE—None
LENGTH OF COURSE—36 to 180 fifty minute periods
TEXT—Basic Bookkeeping and Accounting by Schneider-Sell-Lazenby
COURSE CONTENT—Unit I is a study of general records including budgets, income and expense and cash records. Also information regarding forms such as checks, notes, drafts and other papers used in 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 C. A. B. and withholding taxes and profit and loss information at end of month.

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.
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
(Second Semester)
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 farm problem, labor problems, trade association.

OFFICE MACHINES

BURROUGHS TYPEWRITER BOOKKEEPING—Machine Model 7800
COURSE NUMBERS—2446, 4446
TYPE OF STUDENT—Adult, On-the-job
EQUIPMENT FEE—$1 per semester
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—2446-A, 4446-A
TYPE OF STUDENT—Adult, On-the-job
EQUIPMENT FEE—$1 per semester
LENGTH OF COURSE—45 fifty minute periods
COURSE CONTENT—This course involves 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 semester
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.

NATIONAL CASH REGISTER BOOKKEEPING MACHINE CLASS 31
COURSE NUMBERS—2446-R, 4446-R
TYPE OF STUDENT—Adult, On-the-job
EQUIPMENT FEE—$1 per semester
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.

MONROE BOOKKEEPING MACHINE
COURSE NUMBERS—2448, 4449
TYPE OF STUDENT—Adult, On-the-job
EQUIPMENT FEE—$1 per semester
LENGTH OF COURSE—15 fifty minute periods
TEXT—Supplementary materials
COURSE CONTENT—The primary purpose of this course is to instruct the student in posting, entering, balancing, and totaling on bills, ledgers and journals by machine. A practice set is completed to carry out the complete cycle.

KEY DRIVEN CALCULATORS

COMPTOMETER AND BURROUGHS MACHINE CALCULATION
COURSE NUMBERS—2431, 4431
TYPE OF STUDENT—Adult, On-the-job
EQUIPMENT FEE—$1 per semester
LENGTH OF COURSE—90 fifty minute periods
TEXT—Key-Driven Calculator Course by Goodfellow and Agnew
COURSE CONTENT—Includes all phases of machine operation. Students should take the introductory try-out course before Calculating II to determine whether or not they have a liking or an aptitude for the work before specializing in it. It is advisable for students who cannot obtain a grade of at least 85 in the introductory try-out course to take Calculating II. This course includes the application of fundamentals to business problems, percentage, discounts, inventories reciprocals, parcel post charges, etc. It qualifies students for jobs with a fair degree of speed on all possible uses of the machine.
KEY DRIVEN CALCULATORS
COMPTOMETER AND BURROUGHS MACHINE CALCULATION
COURSE NUMBER—1432
TYPE OF STUDENT—Junior, Part-time
FEE—None
LENGTH OF COURSE—37 fifty minute periods
TEXT—Key-Driven Calculator Course by Goodfellow and Agnew
COURSE CONTENT—A two-semester course for the part-time student who attends school one day a week. The units include the four basic operations: addition, multiplication, division, subtraction. After the student has completed nine units of work a timed test is given on the processes studied. A grade of at least 80 is required in order to continue. Beginning with unit 10 the course includes additional work in multiplication, split addition, crossfoot addition, long division, timed test and review problems.

ROTARY CALCULATORS
MARCHANT, MONROE AND FRIDEN MACHINE CALCULATION
COURSE NUMBERS—2433–4433
TYPE OF STUDENT—Adult, On-the-job
EQUIPMENT FEE—$1 per semester
LENGTH OF COURSE—45 fifty minute periods
TEXT—Key-Driven Calculator Course by Goodfellow and Agnew.
COURSE CONTENT—Covers addition and the various methods of multiplying, subtracting and dividing, followed by their application to problems in business arithmetic. Upon the completion of the course, a student should have a thorough training in the fundamental processes as they apply in business, and sufficient knowledge to operate the machine in any business office.

REMITNGTON RAND AUTOMATIC PRINTING CALCULATOR
COURSE NUMBER—2444–4444
TYPE OF STUDENT—Adult, On-the-job
EQUIPMENT FEE—$1 per semester
LENGTH OF COURSE—40 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—2435, 4435
TYPE OF STUDENT—Adult, On-the-job
FEE—$1 per semester
LENGTH OF COURSE—Long enough to develop speed; varies with the individual
TEXT—Supplementary material
PREREQUISITE—Typewriting
COURSE CONTENT—The student is given instruction and practice in the operation of the Electric Key-Punch Machine. Development of speed and accuracy on the ten-key keyboard is the ultimate aim of this course. Opportunity is offered, through field trips, for observation of key-punching and its relationship to sorting, tabulating and accounting as performed on IBM equipment.

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

SECRETARIAL BUSINESS CORRESPONDENCE—INTENSIVE COURSE (Second Semester)
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 Kusner, College Business Correspondence by Charles G. Reigner
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.

BUSINESS ENGLISH (Advanced Grammar)
COURSE NUMBERS—2427, 4427
TYPE OF STUDENT—Adult, On-the-job
LENGTH OF COURSE—90 fifty minute periods
TEXTS—Applied English Essentials, Practical English Drills and Applied Punctuation, College English for Business by Charles G. Reigner
COURSE CONTENT—This course covers a review of the basic principles of grammar, sentence
structure, parts of speech, punctuation and spelling. Correct usage, diction and vocabulary building are included.

ELEMENTARY GRAMMAR
COURSE NUMBER—1429
TYPE OF STUDENT—Junior, Part-Time
FEES—None
LENGTH OF COURSE—37 fifty minute periods
TEXT—Applied English Essentials by Chas. H. Bealmen
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.

INDEXING AND FILING
COURSE NUMBERS—1430, 2430, 4430
TYPE OF STUDENT—Junior, Adult, On-the-job
FEES—None
LENGTH OF COURSE—45 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, variadex, 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 micro-filing. Individual work. Special practice on model files. Films and demonstrations of equipment to supplement class work.

GENERAL OFFICE TRAINING
COURSE NUMBER—2465
TYPE OF STUDENT—Adult
LENGTH OF COURSE—90 fifty minute periods
COURSE CONTENT—This course is open to any student in the Business Education Department. The purpose of this highly specialized course is to develop knowledge and appreciation of business procedures and practice as well as a better understanding of good public relations through training in (1) Performance of clerical duties; (2) Instruction in the operation of transcribing machines, duplicating machines and the operation of a switchboard; (3) Discussion of the methods of finding employment, of correct dress, of relations with other employees, receiving callers and of proper conduct in the office.

SHORTHAND I
(Beginning)
COURSE NUMBER—2410
TYPE OF STUDENT—Adult
LENGTH OF COURSE—1 semester—80 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—2412
TYPE OF STUDENT—Adult
EQUIPMENT FEE—$1 per semester
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 Dictation 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 semester
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 rate of speed. Emphasis is given to the writing of advanced phrases and to the building of a shorthand vocabulary of business terms. The dictation speed is between 90 and 120 words per minute on a five-minute basis.

TECHNICAL DICTATION
COURSE NUMBER—2114-A
TYPE OF STUDENT—Adult
EQUIPMENT FEE—$1 per semester
LENGTH OF COURSE—90 fifty minute periods
COURSE CONTENT—A continuation of the advanced dictation course is open to advanced students who wish highly specialized vocabulary in the legal and medical fields.
TRANSCRIPTION

COURSE NUMBER—2416
TYPE OF STUDENT—Adult
LENGTH OF COURSE—90 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.

TYPEWRITER FUNDAMENTALS I

COURSE NUMBERS—1420-2420-4421
TYPE OF STUDENT—Junior, Adult, On-the-job
EQUIPMENT FEE—$1 per semester
LENGTH OF COURSE—80 to 120 fifty minute periods
TEXT—One-Year 20th Century Typewriting, Sixth Edition by Lessenberry
COURSE CONTENT—Course for beginners in typing. Course includes history and the importance of the typewriter, care of typewriter, parts of the machine, position at 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 semester
LENGTH OF COURSE—90 fifty minute periods
TEXT—One-Year 20th Century Typewriting, Sixth Edition by Lessenberry
COURSE CONTENT—This course is recommended as a continuation of Typing I. It includes a review of the fundamentals as taught in Typing I, problems in personal typing, various business letter styles, outlining, rough drafts, tabulation, carbon copies, envelope addressing, folding and insertion of letters in envelopes. Business forms, telegrams, invoices, checks and receipts are included.

TYPEWRITING III

COURSE NUMBERS—1423-2423
TYPE OF STUDENT—Junior, Adult
EQUIPMENT FEE—$1 per semester
LENGTH OF COURSE—90 fifty minute periods
TEXT—One-Year 20th Century Typewriting, Sixth Edition by Lessenberry
COURSE CONTENT—Review of material covered in second semester. Introduction combination, simplified, hanging indentation, block and address style, 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 semester
LENGTH OF COURSE—90 fifty minute periods
TEXT—One-Year 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

(TRAINING FOR SALES PEOPLE)

FUNDAMENTALS OF SELLING

COURSE NUMBER—1501, 3501
TYPE OF STUDENT—Junior, Apprentice
FEE—None
LENGTH OF COURSE—18 fifty minute periods or one semester
TEXT—The Retail Salesperson at Work by Beckley and Logan
COURSE CONTENT—The job of the retail salesperson; making good on your job; retail selling in actual practice; duties of a salesperson; selling in your own store.

RETAIL SALESMAINSHP

COURSE NUMBER—2502, 3502
TYPE OF STUDENT—Adult, Apprentice
FEE—None
LENGTH OF COURSE—18 fifty minute periods or one semester
TEXT—Successful Retail Salesmanship by Robinson and Robinson
Manual: Student Study Guide in Retail Salesmanship
COURSE CONTENT—Salesmanship in the modern sense; retail selling fundamentals; study of the customer; selling techniques that help customers buy; meeting the customer; developing the sales presentation; making the sales talk convincing; helping the customer over buying obstacles; stimulating buying action; suggestion selling; building permanent business.
ADVANCED SALESMAINSHIP**
COURSE NUMBER—2507, 3507
TYPE OF STUDENT—Adult, Apprentice
FEE—None
LENGTH OF COURSE—18 fifty minute periods or one semester
TEXT—Successful Selling for the New Day by Simmons
COURSE CONTENT—No ceiling on selling; America's next ten years; introduction to successful selling; what makes a good salesman better; how to find prospects; how to handle the price problem; how to handle the chiselers; how to build your sales talk; how to use advertising; how to dramatize your selling; how to close the sale; how to avoid competition complexes; how to sell quality products; how to make more sales.

MERCHANDISE INFORMATION**
COURSE NUMBERS—2508, 3508
TYPE OF STUDENT—Adult, Apprentice
FEE—None
LENGTH OF COURSE—19 fifty minute periods or one semester
TEXT—Merchandising Information for Successful Selling by Packer and Hitchcock
COURSE CONTENT—The text provides information on thirty major lines of merchandise.

RETAILING
COURSE NUMBER—2504, 3504
TYPE OF STUDENT—Co-op, Apprentice, Adult
FEE—None
LENGTH OF COURSE—18 fifty minute periods or one semester
TEXT—Retailing Principles and Practices by G. Henry Richter
MANUAL—Retailing Problems and Projects by Richter and Stoner
COURSE CONTENT—Careers in retailing; scope of retailing; location, layout, equipment; store organization and function of management; market contacts; buying; receiving and marketing 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—13 fifty minute periods or one semester
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 or one semester
TEXT—Fundamentals of Advertising by Rowse and Fish
MANUAL—Workbook for Fundamentals of Advertising
COURSE CONTENT—Advertising in relation to distribution of merchandise and services; physical structure of advertisements; layouts, printing, photo engraving; relative values of various media for advertising: newspapers, magazines, radio, dealers displays, outdoor advertising, car cards.

MERCHANDISE DISPLAY**
COURSE NUMBERS—2510, 3510
TYPE OF STUDENT—Adult, Apprentice
FEE—None
LENGTH OF COURSE—19 fifty minute periods or one semester
TEXT—Fundamentals of Window Display by Charles Ellison
MANUAL—Student Study Guide in Merchandise Display
COURSE CONTENT—Values of display; selling idea behind the display; physical makeup of display; display in the retail program; manufacturer's advertising in display.
* Course offered first semester.
** Course offered second semester

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.
HUMAN RELATIONS AND MARRIAGE
COURSE NUMBER—1602
TYPE OF STUDENT—Junior
FEE—None
LENGTH OF COURSE—18 fifty minute periods
COURSE CONTENT—This is a semester course for
the part-time student who attends school one day
a week. This course centers around the girl and
takes into consideration her background, interests,
needs and her work outside of the home.
High points in the course are: factors essential
in a happy marriage; ability to get along with
people; sources of conflict in the home; dating
and 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 a philosophy
of life; naturalness of manner and relaxation;
importance of personality in present 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
COURSE NUMBER—2601
TYPE OF STUDENT—Adult
FEE—$1 per semester
LENGTH OF COURSE—18 double periods
COURSE CONTENT—This course is planned for
anyone who is interested in learning more about
the art of entertaining and being a successful,
gracious hostess. It will include table setting
for all occasions; arrangement of table for teas
and buffet meals; flower arrangement; selection
of china, linen, silver and crystal.

HOSPITALITY AND TABLE
DECORATION
COURSE NUMBER—1604
TYPE OF STUDENT—Junior
FEE—None
LENGTH OF COURSE—18 fifty minute periods
COURSE CONTENT—Hospitality through simple
quest meals, invitations, conversations, selection
of guests, responsibilities of hostess and of the
quest 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.

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.

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—Modern methods in the home
laundry will be stressed in this course. How to
use modern equipment such as the automatic
washer and ironer are given. Some of the high­
points of the course are: care and selection of
equipment for the home laundry; the weekly
FOODS AND NUTRITION

JUNIOR FOODS
COURSE NUMBER—1622
TYPE OF STUDENT—Junior
LENGTH OF COURSE—37 double periods
COURSE CONTENT—This course is a combination of lecture, discussion, and laboratory work. Some of the high points in the discussion section will be: the seven basic foods; vitamins and minerals; body requirements and deficiencies; planning balanced family meals; food costs; low calorie meals; weight building and weight reduction. The laboratory work will feature the actual preparation of typical meals such as meals which include required amount of minerals, vitamins and proteins; meals for children; meals for adults; meals for the aged; low calorie meals for those who wish to take off weight; meals for body building; special diets for individual cases.

JUNIOR NUTRITION
COURSE NUMBER—1624
TYPE OF STUDENT—Junior
LENGTH OF COURSE—18 fifty minute periods
COURSE CONTENT—What is meant by the nutrition yard stick or the basic seven foods is emphasized. Nutritional values are stressed, meals for special occasions, and holiday cookery are included. Table settings, table service, and table etiquette are features of the course. This course is of interest to the Junior Student both for present needs and future needs when she marries and has her own home.

PRACTICAL NUTRITION
COURSE NUMBER—2610
TYPE OF STUDENT—Adult
LENGTH OF COURSE—18 double periods
COURSE CONTENT—This course is a combination of lecture, discussion, and laboratory work. Some of the high points in the discussion section will be: the seven basic foods; vitamins and minerals; body requirements and deficiencies; planning balanced family meals; food costs; low calorie meals; weight building and weight reduction. The laboratory work will feature the actual preparation of typical meals such as meals which include required amount of minerals, vitamins and proteins; meals for children; meals for adults; meals for the aged; low calorie meals for those who wish to take off weight; meals for body building; special diets for individual cases.

FOODS I (Meals for Moderns)
COURSE NUMBER—2611
TYPE OF STUDENT—Adult
LENGTH OF COURSE—18 three period sessions
COURSE CONTENT—Meals in the modern way suggest new methods in cookery; streamlining cooking processes: pressure-pan cookery; use of frozen foods; comparison of commercial mixes with home mixes; cooking to retain vitamins and minerals; planning of balanced meals. This is a practical course planned around the family meals—breakfast, lunch, and dinner. It will include something in quick breads, vegetables, salads, casseroles, pies, and desserts. This is a refresher course for the experienced homemaker and a basic course for brides or brides-to-be.

UNIT I—SALADS FOR ALL OCCASIONS
(1st quarter)
COURSE NUMBER—2612
TYPE OF STUDENT—Adult
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
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)
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.
UNIT IV—HOT WEATHER MEALS (4th quarter)
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 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. The modern streamlined method of making yeast breads is given. White bread, whole wheat and soy breads are made. Buttermilk bread, date bread, nut bread, and various fruit breads such as orange and prune are included. Many varieties of rolls are made. Comparison of prepared mixes and home-made mixes, and the use of the 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 making cakes are stressed. Types of so-called butter cakes and sponge cakes are included. 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 meat; vegetable; fish; and chicken. Basic meat and leftover meats may be used. Casseroles for family meals and for buffet entertaining are included.

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

FOODS IV
UNIT I—FREEZING FOODS (1st quarter)
COURSE NUMBER—2614
TYPE OF STUDENT—Adult
FEE—$1.50 per quarter
LENGTH OF COURSE—9 three period sessions
COURSE CONTENT—This unit is concerned with the methods used for freezing food. Emphasis is given to the correct freezing of fruits, vegetables, meat, poultry, and fish. Also, the proper method for freezing cooked and baked foods is included. How to prepare a whole meal right from the freezer is one of the highlights of the course. If the class wishes lessons on other types of food preservation such as canning, pickling, and jelly-making, they may be given.

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

UNIT III—COUNT YOUR CALORIES AND LIKE IT (4th quarter)
FEE—$1.50 per quarter
LENGTH OF COURSE—9 three period sessions
COURSE CONTENT—Emphasis will be placed on calorie-shy cookery for those interested in obtaining and maintaining ideal weight. Included will be easily followed menus patterns for three meals a day with suggestions for variety and interest to meet the needs and preferences of various members of a family group. Typical menus will be planned and prepared by the class to demonstrate variations and calorie values of serving portions of various foods. Eating for body needs is stressed.

FOODS V—HOSPITALITY COOKERY (3rd and 4th Quarters)
COURSE NUMBER—2615
TYPE OF STUDENT—Adult
FOODS VI—CARE DECORATING FOR SPECIAL OCCASIONS (1st and 2nd semester)

COURSE NUMBER—2616
TYPE OF STUDENT—Practical Nurse
FEE—None
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 highlight 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

COURSE NUMBER—2617
TYPE OF STUDENT—Practical Nurse
FEE—None
LENGTH OF COURSE—10 two period sessions
COURSE CONTENT—This foods course is open only to the group which is taking training for Practical Nursing. The emphasis is put on 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

COURSE NUMBER—2618
TYPE OF STUDENT—Practical Nurse
FEE—None
LENGTH OF COURSE—20 hours
COURSE CONTENT—This will be a practical course of benefit both to the student and to be used later on the job. Emphasis will be placed on: food and health habits; basic seven foods; food nutrients and function in the body; body requirements; overweight and underweight; food deficiencies; utilization of food in the body; how to improve food habits in the family.

HOME MANAGEMENT

COURSE NUMBER—2619
TYPE OF STUDENT—Practical Nurse
FEE—None
LENGTH OF COURSE—48 hours
COURSE CONTENT—This will include both discussion and laboratory activities. Emphasis will be placed on the following: standards of a well-managed home; possible responsibilities of the practical nurse; routine jobs; budgeting time and energy; general care of rooms; care and use of appliances; care of linen; laundering procedures; flower arrangements; safety in the home.

CLOTHING AND TEXTILES

JUNIOR CLOTHING

COURSE NUMBER—1632
TYPE OF STUDENT—Junior
FEE—None
LENGTH OF COURSE—37 double periods
COURSE CONTENT—
UNIT I—MY IDEAL WARDROBE
Inventory of wardrobe is made and plans made for garments which are needed to complete the wardrobe. Emphasis is given to care and use of sewing machines. She may choose a blouse, skirt or simple dress. The Bishop Method of construction is used throughout the course.

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
Man made fabrics on the market such as nylon, dacron and orlon are studied. A review of cotton, linen, rayon and wool is given. Summer play clothes or other summer garments may be made.

CLOTHING I

(Firsts in Sewing)

COURSE NUMBER—2628
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 and skirts. 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. The Bishop Method of sewing is used.
HOMEMAKING

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, pockets and zippers, making and applying collars, patch and slot pockets. Decorative stitches such as fagoting and smocking will be applied on cotton or silk dresses.

CLOTHING III (That Made-to-Order Look)
COURSE NUMBER—2624
TYPE OF STUDENT—Adult
FEE—50 cents per semester
LENGTH OF COURSE—18 three period sessions
COURSE CONTENT—This course is designed for the person who has done some sewing at home, but who needs help in some of the processes such as: buttonholes; cording buttonholes; putting in zippers; how to use a pattern correctly; how to use the buttonhole; worked buttonhole; cutting of true bias; pockets. Garments will not be made; people taking this course may also take Clothing IV or V, as the purpose of this course is to give special help on above processes to 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 course 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 garments 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 (Refresher Course)
COURSE NUMBER—2625
TYPE OF STUDENT—Adult
FEE—50 cents per semester
LENGTH OF COURSE—18 four period sessions
COURSE CONTENT—This course is planned for the student who has completed Tailoring I. The problems to be emphasized are: molding of garments poses of this course. Selection of materials and patterns will be stressed, with emphasis on color, texture and becoming design for each individual. Fabric study will include silk, wool, rayon, nylon, dacron, orlon and the blended fabrics. This is an advanced course and will include the construction of one-piece or two-piece dresses, formal, dinner dresses, and robes of various types. The Bishop Method of construction will be used. Identification of fabrics, short cuts in construction processes, 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—2626
TYPE OF STUDENT—Adult
FEE—50 cents per semester
LENGTH OF COURSE—18 four period sessions
COURSE CONTENT—This course is planned for the advanced student and is planned for those people who want to make tailored garments. Some of the specific tailoring principles which are given are: pattern altering to fit the figure, use of interfacing, tape and pad stitch for collars, revers, hand stitching of collars and front facing, fitting problems, use of pressing boards for shaping garment to the figure, bound and patch pockets, lining and interfacing for coats and suits, types of pads most suitable, selection of fabrics for coats, suit linings, interlinings, and interfacing. Garments to be made are suits and coats from new material as well as make-over problems in suits and coats.

CLOTHING VII (Challenge of Make-over)
COURSE NUMBER—2627
TYPE OF STUDENT—Adult
FEE—50 cents per semester
LENGTH OF COURSE—18 four period sessions
COURSE CONTENT—This course is planned for people who have had some experience or training in sewing. Beginners should not enter this class. Instruction will be given on the preparation of the garment for class work, combination of new and old material, and selection of garments for remodeling. Also, renovation and dyeing are included in the instruction, and correct construction techniques are stressed. Almost any garment may be remodeled.

CLOTHING VIII (Tailoring II)
COURSE NUMBER—2628
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.
student who has had Millinery I and is ready for more advanced problems. More difficult problems employing a wider variety of millinery processes are given. The student has an opportunity to gain more knowledge regarding leather, flower, and ribbon trimmings, and the uses of these trimmings, as well as the various uses and ways of applying 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. Fitting 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.

PERSONALITY WARDROBE
COURSE NUMBER—2644
TYPE OF STUDENT—Adult
FEE—None
LENGTH OF COURSE—18 double periods
COURSE CONTENT—Bringing out and developing an interesting personality through the choice of a wardrobe is the keynote of this course. The importance of color, line and design to suit the individual is stressed. The fourteen point guide
used by professional models is used in the evaluation of one's complete ensemble. Some of the points given emphasis are the planning of a dream wardrobe and the down-to-earth reality wardrobe; new silhouettes for old; skillful shopping; the basic dress; accessories; foundation garments; weight care of skin and use of cosmetics; hair styling and care of hair; how to determine choice of color in a wardrobe; what color does for the individual.

HOME IMPROVEMENT

SLIPCOVERS
COURSE NUMBER—2834
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 before slip-covering. All projects are completed under supervision.

UPHOLSTERY I
COURSE NUMBER—2635
TYPE OF STUDENT—Adult
FEE—$2 per semester of 18 lessons and $4 for 36 lessons
LENGTH OF COURSE—18 or 36 three period sessions
COURSE CONTENT—This is a beginning course in Upholstery. Emphasis is placed upon quality in construction and the value of proper techniques including webbing, spring tying, rolled edges, padding, choice of covering and careful estimation of fabrics. It is recommended that simple projects be selected such as foot-stools, pull-up chairs or bedroom chairs.

UPHOLSTERY II
COURSE NUMBER—2636
TYPE OF STUDENT—Adult
FEE—$2 per semester
LENGTH OF COURSE—18 three period sessions
PREREQUISITE—Upholstery I
COURSE CONTENT—This is 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, caned chairs, platform rockers, etc. Greater emphasis will be placed upon art prin-

DRAPERIES
COURSE NUMBER—2639
TYPE OF STUDENT—Adult
FEE—50 cents per semester
LENGTH OF COURSE—18 three period sessions
COURSE CONTENT—This is primarily a course in construction techniques as applied to the lined or unlined traverse drapery.

LAMPSHADES
COURSE NUMBER—2639
TYPE OF STUDENT—Adult
FEE—50 cents per semester
LENGTH OF COURSE—18 three period sessions
COURSE CONTENT—Construction techniques as applied in making the paneled silk shade is featured in this course. Students may bring old frames to be recovered. Frames are refinished, 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; 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—10 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: tunics, 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
Fur Remodeling—Fee—$1 per semester
FRANKLIN SCHOOL—Tuesday afternoon
Clothing—Fee—50 cents per semester
MIDVALE SCHOOL—Tuesday or Thursday afternoon.
Clothing—Fee—50 cents per semester

Trade and Industry

Automotive
Building and Allied Trades
Metal Industries
Service Occupations
Graphic Arts
AUTOMOTIVE

AUTO BODY
COURSE NUMBER—2701
TYPE OF STUDENT—Adult, Full-time
FEE—15¢ per day of four periods
LENGTH OF COURSE—1,840 fifty minute periods

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

COURSE NUMBER—3701
TYPE OF STUDENT—Apprentice
FEE—15¢ per day of four periods
LENGTH OF COURSE—400 hours
TEXT—Automobile Body Reconditioning by Theodore, Wohlfeil, Erick Frisk, 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 of 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 10 a.m. to 12 noon.
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¢ for 4 periods
LENGTH OF COURSE—400 hours
TEXT—Delco-Remy Manual 324

AUTOMOTIVE MECHANIC
COURSE NUMBER—3705
TYPE OF STUDENT—Apprentice
FEE—15¢ for 4 periods
LENGTH OF COURSE—400 hours
TEXT—Automotive Mechanics by Crouse

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

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

COURSE CONTENT—Wheel balancing, checking wheel alignment with Bear 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 Dolsell (2 volumes)
COURSE CONTENT—This course covers basic
blueprint reading, essential to anyone seeking success in the building trades. This course is built around several practical sets of blueprints which take the student from the elementary to through specifications of masonry buildings.

**BRICKLAYING**

COURSE NUMBER—3712  
TYPE OF STUDENT—Apprentice  
FEE—None  
LENGTH OF COURSE—400 hours  
TEXTS—Brick Masonry—Structural Clay Products Institute; Practical Bricklaying by Briggs and Carver  

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

**WOODWORKING AND CABINETMAKING**

COURSE NUMBER—1713  
TYPE OF STUDENT—Junior, Part-time  
FEE—None  
LENGTH OF COURSE—1,440 fifty minute periods  

COURSE NUMBER—2713  
TYPE OF STUDENT—Adult and Full-time  
FEE—$1.25 per quarter for 2 periods  
LENGTH OF COURSE—1,440 fifty minute periods  
TEXTS—Principles of Woodwork by Herman Hjorth  

COURSE CONTENT—Knowing the woods we use, selecting the woods suitable for the job, stock sizes of lumber, drying and storing of lumber, matching wood for its beauty of grain, working the wood to achieve the desired results. The care, use, and sharpening of tools, project marking, machine woodworking, milling of stock on power machines, joints and joint marking, 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 Durban  

COURSE NUMBER—400 hours  
TEXT—Fundamentals of Carpentry, Volumes I and II by Durban  

COURSE NUMBER—500 hours  
TEXT—Fundamentals of Carpentry, Volumes I and II by Durban  

COURSE NUMBER—3714  
TYPE OF STUDENT—Apprentice  
FEE—None  
LENGTH OF COURSE—400 hours  
TEXT—Fundamentals of Carpentry, Volumes I and II by Durban  

Building Trades Blueprint Reading by Dalzell  
Cyclopedia of Building Terms of American Lumbermen, Mathematics for Carpenters by Delmar  

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

**DRAFTING, ARCHITECTURAL**

COURSE NUMBER—2715  
TYPE OF STUDENT—Adult, Full-time  
FEE $1.25 per semester—one period  
LENGTH OF COURSE—1,440 fifty minute periods  

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

**MECHANICAL DRAFTING**

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

COURSE NUMBER—2716  
TYPE OF STUDENT—Adult, Full-time  
FEE—$1.25 per semester—one period  
LENGTH OF COURSE—1,440 fifty minute periods  

COURSE NUMBER—3716  
TYPE OF STUDENT—Apprentice  
LENGTH OF COURSE—400 fifty minute periods  

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

**STRENGTH OF MATERIALS**

COURSE NUMBER—2717  
TYPE OF STUDENT—Adult, Full-time
I

TRADE AND INDUSTRY

TRADE AND INDUSTRY

FEES—None
LENGTH OF COURSE—36 fifty minute periods
COURSE NUMBER—3717
TYPE OF STUDENT—Apprentice
FEES—None
LENGTH OF COURSE—36 fifty minute periods
TEXT—Strength of Materials by Bronson
COURSE CONTENT—Simple stresses; shear, application of stresses to shear problems; riveted joints; riveted joints and their design; stresses in thin-walled cylinders, hydraulic pressure and retaining vessels; welded joints; torsion, torque and strength of shafts; beams, shear and moment diagrams, to study the design of beams; stresses in beams; beam deflections, to study the theory of bending; combined axial and bending stresses, advanced theory and design of loaded members; columns, to study the theory of columns.

APPLIED SCIENCE FOR APPRENTICES
COURSE NUMBER—3750
TYPE OF STUDENT—Apprentice
FEES—None
COURSE CONTENT—A course consisting of lecture and demonstration of basic principles of physics, chemistry and science as applied to everyday trade practice.

ELECTRICITY
COURSE NUMBER—2718
TYPE OF STUDENT—Adult, Full-time
FEES—17 cents per day of two periods
LENGTH OF COURSE—1480 fifty minute periods
COURSE CONTENT—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, blueprinting and estimating; code, state and federal building laws.

ELECTRICITY
COURSE NUMBER—3718
TYPE OF STUDENT—Apprentice
FEES—None
LENGTH OF COURSE—400 hours
COURSE CONTENT—Basic electrical theory; Ohm's Law; circuits and circuit calculation; power and distribution; instruments and measurements, construction and use of meters; D.C. motors and generators, operational characteristics of motors; alternating current, Part 1, Part 2; A.C. power; A.C. 3-phase, relation of single and polyphase; A.C. motors and generators, characteristics, repair and maintenance; electronics, understanding of industrial electronics.

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

COURSE CONTENT—Weights and measures; practical measurements and geometry, formulas and
texts—Industrial Electricity by Nadon and Glomm
Essentials of Electricity by Timbie
Essentials of Alternating Currents by Timbie
Essentials of Electrical Mathematics by Timbie
How to Read Electrical Blueprints by Helke 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
FEES—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; glassing; graining of woods; graining of marble; plastic paints; paper hanging.

PLUMBING
COURSE NUMBER—3720
TYPE OF STUDENT—Apprentice
FEES—None
LENGTH OF COURSE—400 hours
TEXTS—How to Design and Install Plumbing by Matthias
Mathematics for Plumbing Trade by Delmar
Joint Wiping 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 use of materials; proper methods of drainage, ventilation, water supply and distribution; pumps and lifts; plumbing fixtures and appliances; plumbing safety; codes and laws, to interpret and use the Wisconsin State Plumbing Law, the Wisconsin State Plumbing Code, and local plumbing ordinances; plumbing mathematics, use and apply formulas; plumbing drawing, ventilation design and layout, to make isometric layouts; blueprint reading; lead work, layout and design, joint wiping, and lead burning; related welding, care and use of the oxy-acetylene torch in pipe cutting and welding. Also related chemistry and physics.
Sack; Welding Study Guide, Wisconsin Vocational Schools

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

WELDING—OXY-ACETYLENE
COURSE NUMBER—2739
TYPE OF STUDENT—Adult, Full-time
FEE—21 cents per period
LENGTH OF COURSE—680 fifty minute periods
LENGTH OF COURSE—740 fifty minute periods
COURSE NUMBER—2739
TYPE OF STUDENT—Apprentice
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—92 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

APPRENTICE PHYSICS
COURSE NUMBER—3736
TYPE OF STUDENT—Apprentice
FEE—None
LENGTH OF COURSE—28 fifty minute periods
TEXT—Lesson Sheets
COURSE CONTENT—Composition and resolution of forces, and how forces can be analyzed; simple beams, the loading of beams and machine parts work, energy, power, relation between force, mass and motion; simple machines, and the principles of physics to the study of machines; motion problems, linear and angular motion.

PATTERNMAKING
COURSE NUMBER—3737
TYPE OF STUDENT—Apprentice
FEE—None
LENGTH OF COURSE—400 hours
TEXTS—Mechanical Drawing by French and Svensen
Advanced Blueprint Reading, Delmar Publishers
Pattern Design by Hall and Kiley
Mathematics by Sicile and Marquis
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—beach, machine, special; pattern construction, types of patterns and their relation to molding and machine shop; pattern allowances, contraction, draft, finish, layouts and templates; cores, coreprints and coreboxes; staved, stepped and segment work; related pattern casting theory, design, engineering, new methods; elements of articulation; areas of volume, cylinders, prisms, fillets, bosses, plates, ribs, pads, webs, etc.; irregular and composite solids; weights of castings, density of metals, estimation of casting weight by practical computation; geometry and layout; rules and rules practice; principles of projection; drawing practice; use of instruments and equipment; blueprint reading.
MACHINE SHOP
COURSE NUMBER—1732
TYPE OF STUDENT—Junior, Part-time
FEE—None
LENGTH OF COURSE—148 fifty minute periods
COURSE NUMBER—2732
TYPE OF STUDENT—Adult, Full-time
FEE—10 cents per day of two periods
LENGTH OF COURSE—1480 fifty minute periods
COURSE NUMBER—3732
TYPE OF STUDENT—Apprentice
LENGTH OF COURSE—4.00 hours
TEXTS—How to Run a Lathe by O'Brien
Machine Shop Theory by Searles
Machinery Handbook by Oberg and Jones
COURSE CONTENT—This course covers nomenclature of the engine lathe, milling machine, shaper, grinders and drill press, and the basic operating principles of these machines. Also, layout procedures, the use of precision instruments and gauges, machine shop trade standards and data, including care and use of hand tools.
Any materials other than those used by the student for class exercises must be paid for by the student.

SERVICE OCCUPATIONS

BASIC RESTAURANT TRADES
COURSE NUMBER—3760, 2760
TYPE OF STUDENT—Apprentice, Adult
FEE—None
LENGTH OF COURSE—8 nine week quarters
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—3781, 2781
TYPE OF STUDENT—Apprentice, Adult
FEE—None
LENGTH OF COURSE—2 nine week quarters
TEXT—Escoffier Cook book
COURSE DESCRIPTION—Preparation of quality food on a quantity basis to prepare students for positions as first and second cooks. Students are given a gradual increase in responsibility in the preparation and service of finer foods. Problems of culinary management are presented and discussed in class sessions. To prepare students to meet requirements of a quality position in the culinary trades. Uniforms are supplied and one meal a day is included.

BARBERING
COURSE NUMBER—3740
TYPE OF STUDENT—Apprentice
FEE—None
LENGTH OF COURSE—288 hours
TEXT—Home Study Course, Revised, 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 dyeing; facials; permanent waving, theory and technique of waving hair permanently with electricity and chemicals.

COSMETOLOGY
COURSE NUMBER—3741
TYPE OF STUDENT—Apprentice
FEE—None
LENGTH OF COURSE—288 hours
TEXT—Home Study Course, Revised, 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 dyeing; facials; permanent waving, theory and technique of waving hair permanently with electricity and chemicals.

RADIO
COURSE NUMBER—2742
TYPE OF STUDENT—Adult, Full-time
FEE—20c per day of four periods
LENGTH OF COURSE—1,480 fifty minute periods
Elements of Radio by Marcus and Horton
Essentials of Electricity by Timbie
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; 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—2220 fifty minute periods
PREREQUISITE—Ability to pass a tronco 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.

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—2746
TYPE OF STUDENT—Apprentice
FEE—None
LENGTH OF COURSE—400 hours

PHOTOGRAPHY
COURSE NUMBER—1748
TYPE OF STUDENT—Junior, Full-time
FEE—None

COURSE NUMBER—2748
TYPE OF STUDENT—Adult, Full-time
FEE—$1 per semester
LENGTH OF COURSE—2 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 and Special Services

Counseling
Job Placement
Woman's Service Exchange
Health
GUIDANCE AND SPECIAL SERVICES

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 Woman's 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 106 during all hours of the school day.

MOTHERCRAFT

TYPE OF STUDENT—Expectant Mothers
FEE—None
LENGTH OF COURSE—10 two period classes, repeated every five weeks.
Tues., Fri., 10-11:30
COURSE CONTENT—Prenatal care, diet, hospital procedures, baby care with related demonstrations and practices.

NATURAL CHILDBIRTH

TYPE OF STUDENT—Expectant Mothers
FEE—None
LENGTH OF COURSE—five weeks
Tues. 2:40-4:30 p.m.
COURSE CONTENT—Lectures, demonstrations, discussions and relaxation exercises which aim to give the expectant mother an understanding of childbirth, thereby eliminating fear. Last of each series is held in the evening, so that husbands can attend with wives.

CONSTRUCTIVE WORKSHOP

TYPE OF STUDENT—Older Adult
FEE—None
COURSE CONTENT—Constructive workshop is offered to those who are about to retire. In this workshop, special projects are planned according to the individual's interests and needs such as chair caning, making jewelry, toys, bird houses, greeting cards, repairing china, and framing pictures. Other projects may be developed as desired. (See Evening School Catalog for other classes available in Senior Division.)

PRACTICAL NURSING

TYPE OF STUDENT—Adult
LENGTH OF COURSE—1 year full time.
COST—No fee. Student furnishes uniforms and books. A limited number of scholarships and loans are available to students who need supplementary aid.
QUALIFICATION—Age—Over 17 1/2 years. Good physical and mental health. Tenth grade education or equivalent. Application and personal interview are required in advance of opening of course.
COURSE CONTENT—
Part 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
cloud 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 prac­
tice of procedures used in care of patients in
hospitals and homes.
Part II—forty weeks
Supervised practice in local hospitals and health
agencies. 36 hours each week are spent in prac­
ticing procedures as applied to the chronically ill,
mothers and babies, and the aged. A stipend is
received by the student during the clinical pe­
riod. In addition to the 36 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 exam­
ination for trained practical nurses.
1954-55
Evening School Catalog

Madison Vocational and Adult School
Madison Vocational and Adult School

Evening School Catalog 1954-55

Board of Vocational and Adult Education

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

R. W. Bardwell, Director
11 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 register 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, the first of ten weeks coming before the Christmas holidays, and the second of fourteen weeks in the New Year.

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.

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 non-resident persons who are twenty-one years of age or older will pay their tuition when they register. The tuition fees are $10 an evening payable in advance at the beginning of each term.

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.

REGISTRATION SCHEDULE

Advance Registration by Mail:
September 12, through September 15, 1954
Mail registration closes September 15.

Advance Registration in person at the Vocational School Tues., and Wed., September 28 and 29, 1954

Registration during evening school term Mon., Tues., Wed., and Thurs., evenings, 6:45 p.m. to 7:45 p.m.
EVENING SCHOOL CALENDAR
1954-1955

Tuesday and Wednesday, September 28 and 29, 1954—Registration for evening school (5 to 9 p.m.)

Thursday, September 30, 1954—Meeting of evening school staff.

Monday, October 4, 1954—Evening school begins.

Thursday and Friday, November 4 and 5, 1954—Evening school closes for Milwaukee meeting of the Wisconsin Education Association and Wisconsin Federation of Teachers.

Thursday and Friday, November 25 and 26, 1954—Evening school closes for Thanksgiving vacation.

Friday, December 10, 1954—Evening school closes for Christmas vacation.

Wednesday and Thursday, December 3 and 4, 1954—Registration (6:30 to 7:30 p.m.) for second term of evening school.


Friday, February 18, 1955—Evening school closes for meeting of Southern Wisconsin Education Association.

Thursday, April 7, 1955—Evening school closes.
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.
Prerequisite: Knowledge of English Language.
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.

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
Mon. and Wed., 7:00 p.m. to 9:00 p.m.
Organized to meet the needs of those foreign-born who are already able to speak, read, and write English quite readily, and who wish to increase their vocabulary and knowledge of English grammar.

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

ENGLISH IV
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 I)
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. Then 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.

ENGLISH VI
(Creative Writing II)
Prerequisite: English V or equivalent
Thursday, 7:00 p.m. to 9:00 p.m.
This is an advanced course in writing for those who wish help with their individual writing problems.

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. Educational qualifications necessary are willingness to read, express your views, and to face new ideas. Fourth year readings.

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, staging of scenes from one or more plays.

FRENCH I
Tues. and Thurs., 7:00 p.m. to 9:00 p.m.
Besides giving the student a traditional background of the language much stress will be placed on conversation.

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.
Besides giving the student a traditional background of the language, much stress will be placed on conversation.

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.
A class in conversational Spanish with practice in pronunciation, comprehension of the spoken language, and conversational drill. The theme 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.
Emphasizes the type of public speaking that the average person is called upon to do in committee meetings, unions, conferences, clubs, and similar smaller groups. It includes units on acquiring poise before an audience, voice, preparation of speech, special types of speeches, such as courtesy and after-dinner, group discussion, and how to conduct a business meeting.

YOUR SPEECH
Monday, 7:00 p.m. to 9:00 p.m.
A course for a limited number of serious students. Instruction in the technique of speech (breathing, throat relaxation, tone placement, articulation), individual attention tending toward individual development. Preparation of excerpts from the masterpieces of literature. Public recitals by members of the class. Application of the principles of good speech to the practical uses of daily life but with special emphasis on speech as a fine art.

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 them acquire skill in reading the lips.
RAPID READING
Laboratory Fee—$5
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.

CIVIC DANCE WORKSHOP
Tuesday, 7:30 p.m. to 9:30 p.m.
This is a workshop in ballet or modern dance open to male or female over high school age who have had previous training. Classes will be taught cooperatively so that a variety of work and teaching techniques will be maintained.
Members will be taken into the group by interview.

ART DEPARTMENT
The Art Department offers practical, leisure time and cultural courses.

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 beating down, piercing, soldering, filing, etching, construction design and pattern making, 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.
For the layman.

STONE CUTTING OR LAPIDARY
Monday, 7:00 p.m. to 8:00 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.
Bring the agates, turquoise matrix, petrified wood you collected on your trip last year.

DRAWING
Tues. and Thurs., 7:00 p.m. to 9:00 p.m.
Laboratory Fee—$3
Basic training in structural relationship of form—mass, line, value and perspective from still life and imagination. Foreshortening and anatomy of the head and figure from models. Emphasis on individual interpretation. Mediums: pencil, charcoal, pen and ink, crayon and wash.
Students pay for materials used.
For those who have always longed to draw and paint, and for those advanced students who wish to improve their techniques and further develop their abilities.

PAINTING AND COMPOSITION
Mon. and Wed., 7:00 p.m. to 9:00 p.m.
Laboratory Fee—$2
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—$3
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, firing and glazing are included in the course.
Students pay for materials used.
"It is later than you think"—Have you an avocation?

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 layout and color theory. Mediums include pencil, pen and ink.

INTERIOR DESIGN
(Interior Decoration)

Mon., 7:00 p.m. to 9:00 p.m. or
Wed., 7:00 p.m. to 9:00 p.m. or
Fri., 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, 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 in leather tooling and the crafts: block printing, stenciling, decorating on wood, and rosemaling. Students pay for materials used.

TOLE PAINTING
(The art of decorating tin-ware)

Tues. or Thurs., 7:00 to 9:00 p.m.
This course includes the making of original designs, the use of authentic designs, the theory and application of color and painting techniques involved. Students pay for materials used.

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.

Classes at other Centers

Interior Design—Thurs.—7:30-9:30—Midvale
Rosemaling—Thurs.—7:30-9:30—Midvale
Costume Jewelry—Thurs.—7:30-9:30—Midvale
Interior Design—Tues.—7:30-9:30—Sherman
Rosemaling—Tues.—7:30-9:30—Sherman
Rosemaling—Thurs.—7:30-9:30—Schenk
No refunds on Laboratory Fees will be made after a student has been enrolled in a class for two or more weeks.

GENERAL MUSIC ACTIVITIES

MADISON CIVIC CHORUS

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

MAENNERCHOR

Thurs., 8:00 p.m. to 9:30 p.m.
For adults who must qualify. Standard American and German male choruses. Two concerts a year: guest concerts out of town.

MOZART CLUB

Wed., 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.

MADISON CIVIC SYMPHONY ORCHESTRA

Tues., 7:30 p.m. 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
BAND CLASS
Thursday 7:30 P. M. to 9:30 P. M.
Open to every one who likes band music; no technical qualifications necessary.

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

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

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

EAR TRAINING AND SOLFEGGIO CLASS
For the untrained vocalist. Open to all singers unfamiliar with reading music, clefs, and intervals.

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.

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

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 ADMINISTRATION

ACCOUNTING-BEGINNING

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

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

ACCOUNTING II

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

This is a continuation of Accounting I enriching 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. Subjects covered are 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 disposition 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 forms 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.

COST ACCOUNTING

Prerequisite—Advanced Accounting

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

The student learns the job, process, and standard cost systems. Accounting for materials, labor, factory overhead expenses, and miscellaneous cost factors give a complete foundation in cost accounting. Practice set used to supplement work in the text.

BOOKKEEPING

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

The fundamentals of bookkeeping procedure including all entries required during a complete bookkeeping cycle; journals, ledgers, worksheets, statements, adjusting and closing entries; practice in using modern records and forms. High School credit is given for successful completion of this course.

BUSINESS ARITHMETIC

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

Especially intended to serve the needs of people in business. The student intending to study accounting or calculating machines, but who is not strong in arithmetic will do well to elect this as a preparatory course. Cashiers, clerks, and general office workers will find this course very helpful. The course embraces the following: Intensive review of the fundamentals, percentages, practical short methods, bank discounts, trade and cash discounts, profit and loss and payrolls.

CLERICAL AND CIVIL SERVICE TRAINING

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

The length of the course is 10 weeks. This course is for students interested in taking municipal, state, and federal civil service examinations for clerks, typists and/or stenographers. The course includes preparation for examinations, practice drills and tests, review of fundamentals of arithmetic, spelling, and grammar.

OFFICE MACHINES

MACHINE CALCULATION

Key Driven Calculators

Comptometer and Burroughs

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

The student first completes a textbook of 50 lessons which gives him a complete knowledge of the machines within a reasonable length of time. It includes the four fundamental processes of touch addition, multiplication, subtraction, and division, and their application to types of work that are usually required in business situations. After the student has completed this textbook, he is entirely familiar with the fundamental technique for the operation of the machine, but he does not have a high degree of skill. Advanced work may be taken which will include the application of fundamentals to business problems with emphasis on speed.
MACHINE CALCULATION
Rotary Calculators
Friden, Marchant, Monroe
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
This course covers addition and various methods of multiplication, subtraction, and division, followed by their application 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.

MACHINE CALCULATION
Printing Calculator
Remington Rand
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
This machine prints as it divides automatically, as it multiplies electrically, as it adds and subtracts. All factors or 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.

KEY PUNCH
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
Prerequisite: Ability to type 40 words per minute.
Instruction and practice in the operation of the IBM numerical and alphabetic key punches. Accuracy and speed in punching cards, plus a thorough knowledge of the machine is attained prior to placement.

MACHINE BOOKKEEPING
Mon. and Wed. 7:00 p.m. to 9:00 p.m.
Equipment Fee $1
Prerequisite: Ability to type 40 words per minute.
The student learns the procedure involved in handling customers and creditors accounts, cash receipts and disbursements, payrolls, labor and material reports, statements and journals. Instruction will be given on the following machines if a sufficient number enroll in the class:

SECRETARIAL
BUSINESS CORRESPONDENCE
Mon. and Wed. 8:00 p.m. to 9:00 p.m.
Instruction and practice in business letter writing, types and styles. Job applications are studied. The art of dictation and simple reports is included.

BUSINESS ENGLISH
Mon. and Wed. 7:00 p.m. to 8:00 p.m.
Instruction is given in sentence structure, parts of speech, correct usage, diction, spelling, punctuation, and vocabulary building.

FILING
Mon. and Wed. 7:00 p.m. to 9:00 p.m.
The length of this course is 10 weeks
Learn rules by alphabetizing 200 cards. Study methods of filing and application by using miniature letters and filling boxes. Methods included are: Alphabetic, variadex, numeric, geographic, subject, triple check, soundex. Students observe new filing equipment and supplies, study methods of cross referencing, charge methods, transfer methods, follow-ups, and microfilming. Films and demonstrations of equipment supplement class work.

SHORTHAND I
Beginning Theory, (Gregg)
Tues. and Thurs. 7:00 p.m. to 9:00 p.m.
This is a study of shorthand only and is intended for students who are skilled typists but who have had little or no previous training in shorthand. The beginning principles are thoroughly covered in this 24 week course. Instruction is also given in the development of the ability to write easy, unfamiliar material from dictation at 60 words a minute and to transcribe the shorthand notes with speed and accuracy. Homework and regular attendance are necessary for progress in the study of beginning shorthand.

AUTOMATIC REVIEW AND BEGINNING DICTATION
Tues. and Thurs. 7:00 p.m. to 8:00 p.m.
Equipment Fee $1
A continuation for students who have completed the shorthand theory, or a refresher course for those
who have had some previous work in shorthand.
The course consists of an automatic review of
principles through advanced reading, dictation and
transcription. The dictation range is between 60 and
80 words per minute.

INTERMEDIATE DICTATION
Tues. and Thurs. 7:00 p.m. to 8:30 p.m.
Equipment Fee $1
For students who have fulfilled the requirements
of the beginning dictation course. It consists of ad-
vanced vocabulary and phrase building, dictation
and transcription. Dictation is given at the rates
ranging from 75 to 90 words per minute. Emphasis
is placed on letter styles, spelling and typing.

ADVANCED DICTATION
Tues. and Thurs. 7:30 p.m. to 9:00 p.m.
Equipment Fee $1
For advanced dictation students. The objective
is the development of shorthand power through
sustained dictation at high rates of speed. Emphasis
is placed on the writing of advanced phrases, the
building of a shorthand vocabulary of business
terms and speed in transcription. The dictation speed
is between 90 and 120 words per minute.

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. 6:00 p.m. to 7:00 p.m. and 7:00 p.m. to
8:00 p.m.
Equipment Fee $1
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. In-
struction is given on various makes of manual and
electric typewriters.

TYPEWRITING II
Mon. and Wed., 7:00 p.m. to 9:00 p.m.
Equipment Fee $1
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. Instruction is given on
various makes of manual and electric typewriters.

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
Typewriting III includes special forms, special
skills in typewriting, tabulation and preparation
for Civil Service tests. Instruction is given on
various makes of manual and electric typewriters.
break and cutting of beef, veal, pork and lamb; use of power saw; boning of meat; poultry, fish, frozen meats; meat display; prepackaged meats; self-service demonstration (field trip); cured and processed meats; meat cookery.

RETAIL CREDIT FUNDAMENTALS

LENGTH OF COURSE—one term
Thurs., 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.

PAINT POWER
FOR PAINT STORE PERSONNEL

Thurs. 7:30 p.m. to 9:30 p.m. First Term
Types of paint products: application of products; estimating; the power of color; paint styling; salesmanship; sales promotion, advertising and other publicity; store management.

FITTING AND SELLING OF SHOES

Tues. or Fri., 7:30 to 9:30 p.m.
LENGTH OF COURSE—second term
All phases of shoe fitting; correct measuring of feet; knowledge of lasts; causes of foot discomfort; shoe retailing and selling in all phases.

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.

PRINCIPLES OF LIFE UNDERWRITING
(A Sales Course)

LENGTH OF COURSE—first term
Mon., 7:00 p.m. to 9:00 p.m.
Life Underwriting on an elementary or intermediate level. Discussion of effective sales procedure.

GENERAL LINES INSURANCE

LENGTH OF COURSE—second term
Mon., 7:00 p.m. to 9:00 p.m.
Course takes up the study of different types of policies on fire, automobile, comprehensive, personal liability, residence burglary, outside theft, and other non-life types of insurance.
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—griefs 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; fears 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 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 becoming 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 chinaware, linen, silver and crystal. One tea will be given sometime during the course. Correct table service for formal and informal occasions is given.

BUDGETING

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

Planned for those who would like some help on keeping a record of money spent and planning expenditures. Some of the highlights of the course are: choosing an account system; what should the family understand about credit, consumer credit sources, savings and investments, and life insurance. Each student may work out a budget to suit her needs.
CAKE DECORATING I

Tues. or Thurs., 7:15 p.m. to 9:00 p.m. First term
Thursday second term
Fee 1st term, $3.00; 2nd term, $4.20
This class is planned for anyone who is interested in learning how to decorate foods for special occasions. Practice will be given in the techniques of making suitable scrolls, flowers and other types of decoration for petits fours, mints and all types of cakes.

CAKE DECORATING II

Tues., 7:15 p.m. to 9:00 p.m. 2nd term
Fee, $4.20 per term
Advanced problems in the decoration of cakes will be given for those students who have completed Cake Decorating I. This will include decoration for wedding cakes.

COOKERY DEMONSTRATIONS

Wed. Oct. 13, 7:30 to 9:30 p.m.
Wed. Nov. 10, 7:30 to 9:30 p.m.
Wed. Dec. 13, 7:30 to 9:30 p.m.
Wed. Feb. 9, 7:30 to 9:30 p.m.
Wed. Mar. 9, 7:30 to 9:30 p.m.
A series of cooking demonstrations will be presented in Scanlan Hall on the dates indicated above. Emphasis will be placed on getting the most for the “food dollar” as well as employing short cuts which save both time and energy. Fall Foods for Fun and for your Family will be featured in October demonstration. Thanksgiving Cookery including the stuffing, roasting and garnishing of poultry will be the theme in November. Holiday Cookery, including Christmas cookies will comprise the December demonstration. Press and radio will announce the later demonstration subjects. No advanced registration will be required.

NUTRITION

Wed., 7:30 p.m. to 8:30 p.m.
For the individual who wishes to have a working knowledge of the importance of balanced meals in the achievement of radiant health and successful careers, this course is suggested. Some of the highlights of the course are: body requirements of vitamins, minerals, proteins, fats and carbohydrates; how to plan the family meals so as to secure these requirements; how to choose foods when eating all meals out; foods to eat to take care of deficiencies in the diet; the relation of food to personality; how overeating of one class of foods results in lowered vitality; pointers on weight reduction and also on body building. This is a lecture and discussion course.

CLOTHING AND TEXTILES

CLOTHING I (Firsts in Sewing)

Mon., Tues., Wed., 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. or Tues., 7:00 p.m. to 9:00 p.m.
FEE—$1
The Monday evening class is planned for the beginner in sewing, and Tuesday evening for the more experienced sewers. The Bishop Method of sewing will be followed in both classes. Some of the highlights of the course are: Selection of patterns and material, grain perfection, use of sewing machine and attachments, worked and bound buttonholes and machine made buttonholes, plackets and zippers, facings and smocking. Both new and made over garments may be constructed. All types of children's garments may be made including coats and snow suits. Guidance will be given in selection of patterns for the style of garment which will permit the child to dress himself with ease.

CLOTHING IV

(Casual Clothes)

Mon., Tues., or Thurs., 7:00 p.m. to 9:00 p.m.
FEE—$1
This is an elementary dressmaking course which follows Clothing I or its equivalent. The Bishop Method of sewing will be followed throughout. Correct size of pattern is stressed. Some of the garments which may be made are: cotton, rayon or lightweight wool dresses, wool skirts, blouses, sport clothes. Cutting, fitting and correct construction techniques are included in class instruction. Instructions for purchase of correct size of pattern will be given the first evening.

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, taping of collars, pad stitch for collars, reverse hand stitching of collars and front facings, fitting problems, use of pressing board for shaping garment to the figure, bound and patch pockets, lining and interfacing for suits and coats, 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, renovation and dyeing are included in the instruction, and correct construction techniques are stressed. Almost any garment may be remodeled.

CLOTHING VIII (Tailoring II)

Mon., 6:30 p.m. to 9:30 p.m.
FEE—$1
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.

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 millinery methods, materials, frames, trimmings, the different basic hat styles, and the choosing of becoming hats in proportion to face and figure. The bloching of felts and straw over simple blocks familiarizes the student with blocks and steaming. Re-blocking of good quality used felts is included. Various types of good quality used felt hats are made.

MILLINERY II

Mon. 6:00 p.m. to 9:00 p.m.
FEE—$2
This course is planned for the student who has had Millinery I, and is ready for more advanced problems. More difficult problems employing a wider variety of millinery processes are given. The student has an opportunity to gain more knowledge regarding feather, flower, and ribbon trimmings, and the use of these trimmings, as well as the various uses and ways of applying to each type of hat. New hats, as well as remodeled hats, are made.

FUR REMODELING

Wed., or Fri., 7:00 p.m. to 9:00 p.m.
FEE—$1
Making over fur coats, restyling and modernizing the fur garment are two features of this course. Putting fur collars on coats and suits, and mending 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.

HOME IMPROVEMENT

DRAPERIES AND LAMPSHADES

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

NEEDLEWORK
Mon. 7:00 p.m. to 9:00 p.m.
FEE—$1
This course is for all people interested in fine needlework. It includes all decorative stitches, some of which are satin stitch, needlepoint, outline stitch, crewel stitch, tatting, smocking, Italian hemstitching, applique, Swedish weaving. The 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, tablecloths, brodépers and of course many other things.

KNITTING I
Mon., Tues., or Wed., 7:00 p.m. to 9:00 p.m.
This is for beginners who wish to learn to knit simple projects such as scarves, tams, sweaters, mittens, afghans and similar articles. Equipment needed first lesson: two number-three knitting needles (ten or twelve-inch bone or aluminum), 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 advanced students 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. Needles needed for first meeting are: two number-three knitting needles (ten or twelve-inch bone or aluminum), a small ball of yarn, note-book and pencil.

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Trade and Industry

Automotive
Building and Allied Trades
Metal Industries
Service Occupations
Graphic Arts
AUTOMOTIVE

All classes held at the Automotive Center,
2125 Commercial Avenue

AUTO MECHANICS I

Consumers
Mon. and Wed., 7:00 to 9:00 p.m.
FEE—$2
LENGTH OF COURSE—One term
To be repeated second term
This course is designed to show how the units of the car operate, why and when repairs are necessary, cost of maintenance, where to have the car serviced, dealer relations, insurance, new car purchase and depreciation.

AUTO MECHANICS II

Trade Preparatory
Brakes and Engines
Tues. and Thurs. 7:00 p.m. to 9:00 p.m.
FEE—$3
LENGTH OF COURSE—Two terms
Manuals to be purchased by student.
This course is designed to cover the theory and servicing of brakes and engines.

AUTO MECHANICS III

Trade Preparatory
Front Wheel Alignment, Steering, Balancing
Tues. and Thurs. 7:00 p.m. to 9:00 p.m.
FEE—$3
LENGTH OF COURSE—Two terms
Manuals to be purchased by student.
This course in wheel alignment is designed to cover the fundamentals and use of wheel alignment and balancing equipment.

AUTO MECHANICS IV

Trade Preparatory
Electrical Systems and Carburetion
Tues. and Thurs. 7:00 p.m. to 9:00 p.m.
FEE—$3
LENGTH OF COURSE—Two terms
Manuals to be purchased by student.
This course is designed for those interested in entering the automotive field and covers the fundamentals and servicing of automotive electrical units and the fundamentals and servicing of carburetors.

AUTO MECHANICS V

Trade Extension
Brakes
Mon. and Wed., 7:00 p.m. to 9:00 p.m.
FEE—$3
LENGTH OF COURSE—One term
To be repeated second term
Manuals to be purchased by student.
Prerequisite—Must be employed in automotive field.
This is an advanced course covering the theory and servicing of brakes and power brake systems.

AUTO MECHANICS VI

Trade Extension
Wheel Alignment, Steering, Power Steering, and Frames
Mon. and Wed., 7:00 p.m. to 9:00 p.m.
FEE—$3
LENGTH OF COURSE—One term
To be repeated second term
Manuals to be purchased by student.
Prerequisite—Must be employed in automotive field.
This is an advanced course in wheel alignment and balancing, frame straightening, and power steering.

AUTO MECHANICS VII

Trade Extension
Engines
Mon. and Wed., 7:00 p.m. to 9:00 p.m.
FEE—$3
LENGTH OF COURSE—One term
To be repeated second term
Manuals to be purchased by student.
Prerequisite—Must be employed in automotive field.
This is an advanced course covering the design and servicing of various late model automotive engines.

AUTO MECHANICS VIII

Trade Extension
Sun Diagnostic Equipment
Mon. and Wed., 7:00 p.m. to 9:00 p.m.
FEE—$3
LENGTH OF COURSE—One term
To be repeated second term
Manuals to be purchased by student.
Prerequisite—Must be employed in automotive field.
This course covers the theory, practice, and use of the Sun Diagnostic equipment.
TRADE AND INDUSTRY

AUTO MECHANICS IX
Trade Extension
Power Steering
Evenings to be arranged, 7:00 p.m. to 9:00 p.m.
Prerequisite—Auto Mechanics III or equivalent.
FEE—$3
LENGTH OF COURSE—Three weeks
A course covering the theory of operation and servicing of the following power steering units:
1. Chrysler Gemmer
2. General Motors Saginaw
3. General Motors Linkage Booster
4. Bendix Linkage Booster
5. Monroe Linkage Booster
6. Ross Linkage Booster

AUTO MECHANICS X
Trade Extension
Clayton Dynamometer
Evenings to be arranged, 7:00 p.m. to 9:00 p.m.
FEE—$3
LENGTH OF COURSE—One term
To be repeated second term.
Prerequisite—Journeyman Auto Mechanics
This is a course in the theory and operation of the Clayton Dynamometer.

AUTO MECHANICS XI
Trade Extension
Carburetors
Evenings to be arranged, 7:00 p.m. to 9:00 p.m.
FEE—$3
Manuals to be purchased by student.
Prerequisite—Journeyman Auto Mechanics
A short unit course on the overhauling and checking of late model carburetors.

AUTO MECHANICS XII
Trade Extension
Advanced Carburetion and Tune-up
Evenings to be arranged, 7:00 p.m. to 9:00 p.m.
LENGTH OF COURSE—One term
To be repeated second term.
Manuals to be purchased by student.
Prerequisite—Journeyman Auto Mechanics
This is a highly technical advanced course in carburetors and engine tune-up using Sun Diagnostic equipment and the Clayton Dynamometer.

AUTO MECHANICS XIII
Trade Extension
Automatic Transmission
Mon. and Wed., 7:00 p.m. to 9:00 p.m.
FEE—$3

TRADE AND INDUSTRY

LENGTH OF COURSE—Two terms
Prerequisite—Journeyman Auto Mechanics
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 in any one or more of the following units:
1. Hydraulic
2. Power Glide
3. Dynaflow
4. Ultramatic
5. Fordomatic
6. Chrysler Automatic
7. Chrysler Power Flite

AUTO MECHANICS XIV
Trade Extension
Generators and Regulators
Evenings to be arranged, 7:00 p.m. to 9:00 p.m.
FEE—$3
LENGTH OF COURSE—Eight evenings
Prerequisite—Must be employed in automotive field.
This is a short unit course on the servicing and adjusting of generators and regulators.

NOTE: If you do not see the course listed in which you are interested, special short unit courses may be arranged by contacting C. A. Johnson, Automotive School, 2145 Commercial Avenue or phone 4-3115.

AUTO BODY
Trade Preparatory
Mon. and Wed., 7:00 p.m. to 9:00 p.m.
FEE—$8
LENGTH OF COURSE—Two terms
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
Thurs., 7:00 p.m. to 9:00 p.m.
FEE—$2
LENGTH OF COURSE—One term
To be repeated second term.
This course covers an analysis of the processes and methods used in arriving at the 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.
AUTO BODY
Trade Extension
Frame and Chassis Alignment
Evenings to be arranged. 7:00 p.m. to 9:00 p.m.
FEE- $1
LENGTH OF COURSE—Six Evenings
Prerequisite—Must be employed in the auto body field.
This course is designed to show the effect and relationship between auto body and frame. It is not a frame straightening course.

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—$3
LENGTH OF COURSE—Two terms
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. Woodturning. Safety practices of hand and power tools.
All materials used for personal projects must be paid for by the student.

CARPENTRY—TRADE EXTENSION
Tues. and Thurs., 7:00 p.m. to 9:00 p.m.
FEE—$2
Dates to be announced later
This course is designed for carpenters who wish to increase or review their trade knowledge. The phases covered may include carpentry terms, framing, framing, rafter cutting, exterior finishing, interior finishing, stair building, use of builders transit, and materials. Instruction may be selected according to the students' needs. Special problems with which the students are confronted may be brought up for discussion.

HOME BUILDING AND REMODELING
Wed., 7:00 p.m. to 9:00 p.m.
LENGTH OF COURSE—Six 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:

BLUEPRINT READING
Tues. and Thurs., 7:00 p.m. to 9:00 p.m.
Texts to be purchased by students.
LENGTH OF COURSE—Two terms
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.

DRAFTING (Architectural)
Tues. and Thurs., 7:00 p.m. to 9:00 p.m.
FEE—$1
LENGTH OF COURSE—Two terms
Texts to be purchased by students.
Covers vocabulary, construction details, pictorial drawing, isometric, oblique and perspective drawing; layout of offices, 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
LENGTH OF COURSE—Two terms
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
LENGTH OF COURSE—One term
To be repeated second term.
Covers elements of electricity; elementary circuits, mathematics, electrical formulas; kinds of wiring; types to age and where; motors, kinds, usage and repairs; generators, principles, practices, care, layout work, blueprints and estimating; code, state and federal building laws.
METAL INDUSTRIES

MACHINE SHOP
Tues. and Thurs., 7:00 p.m. to 9:00 p.m.
LENGTH OF COURSE—Two terms
FEE—$5
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
To be repeated second 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 apprentice sheet metal workers.
Thursday, 6:30 p.m. to 9:30 p.m.
LENGTH OF COURSE—Two terms
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
WELDING I
Fundamentals
Mon., 8:00 p.m. to 9:00 p.m.
FEE—$2.50 per hour
LENGTH OF COURSE—Two terms (72 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 II
Trade Extension
Prerequisite—Welding experience of one or more years.
Thurs., 6:00 p.m. to 9:00 p.m.
FEE—$3.25 per hour
LENGTH OF COURSE—Two terms (72 hours)
Arc Welding—This course is designed to further develop the skill of the welder. Welding in all positions on 3/16” to 3/8” 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 metal.

WELDING III
Industrial Pipe Welding
Wed., 5:00 p.m. to 9:00 p.m.
FEE—$2.00 per hour
LENGTH OF COURSE—Two terms (96 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. This course will prepare welding operators to become qualified pipe welders according to Section IX of the American Society of Mechanical Engineers Boiler Code.

TECHNICAL MATHEMATICS

TRADE AND INDUSTRY
a unit of high school work is credited upon completion.
Algebra II. The second course in Algebra is for students who have had a year of elementary algebra. It consists of advanced work of many of the principles taught in the first year course.
Geometry. A high school course in Geometry where a unit of high school work may be credited upon completion.
Trigonometry. An elementary course in trigonometry where a half unit of credit may be given.

SUPERVISORY TRAINING
Monday 7:00 p.m. to 9:00 p.m.
FEE—None
LENGTH OF COURSE—Second term only
Job Instructor Training, Industrial Safety, Personnel Relations, Job Simplification.
Each section consists of five 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.
FEE—None
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.
FEE—None
LENGTH OF COURSE—One term
To be repeated second term.
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.
LENGTH OF COURSE—Two terms
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.
LENGTH OF COURSE—Two terms
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, synchromous 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.
LENGTH OF COURSE—Two terms
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
Tues. and Thurs., 7:00 p.m. to 9:00 p.m.
LENGTH OF COURSE—One term
To be repeated second term.
Covers introduction to refrigeration, fundamentals of refrigeration, 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 accessories, motor controls, liquid controls and valves; laboratory exercises, shop work in all types of units and refrigeration accessories.
GUIDANCE AND INDUSTRY

GRAPHIC ARTS

PRINTING

Tues. and Thurs., 7:00 p.m. to 9:00 p.m.
LENGTH OF COURSE—Two terms
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.

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 paper, ink, 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.
LENGTH OF COURSE—One term
To be repeated second term
FEE—$3

1. Basic photography principles, the camera, lens and film. 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.

Guidance and Special Services

Testing Service and Counseling
Placement
Woman’s Service Exchange
Older Student Program
Civil Defense
TESTING SERVICE
AND COUNSELING

The Guidance Office is located in Room 136. This department is of service to 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.

PLACEMENT

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 classroom work.

Vocational School students who wish to consider 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.

OLDER STUDENTS' PROGRAM

(Courses designed in large part for older adults)

CONSTRUCTIVE WORKSHOP

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

Constructive Workshop is offered to those who are about to retire. In this workshop special projects are planned according to the individual's interests and needs such as chair caning, refinishing wood, making jewelry, toys, birdhouses, framing pictures. Other projects may be developed as desired.

WORLD GEOGRAPHY

Wed., 7:00 p.m. to 8:00 p.m.
LENGTH OF COURSE— Five weeks
(first five weeks of first term)

A course for older adults which will help to refresh their knowledge of the geography needed to understand and appreciate the current world events. Special attention will be given to the geography of the orient, the South Pacific, and southeast Asia.

GEOGRAPHY RELATED TO RETIREMENT

Wed., 7:00 p.m. to 8:00 p.m.
LENGTH OF COURSE— Five weeks
(second five weeks of first term)

A study of the climate, terrain, and other geographical features of areas within the United States, Canada, and Central America that are favorable to the visiting by and the temporary or permanent living of persons retired from active work.

YOUR HEALTH IN LATER YEARS I

Wed., 7:00 p.m. to 8:00 p.m.
LENGTH OF COURSE— Five weeks
(first five weeks of second term)

A course for women, presenting health information of value to those approaching the years of possible retirement. Several of the lectures in this course will be conducted by physicians who have specialized in the field of geriatrics.

YOUR HEALTH IN LATER YEARS II

Wed., 7:00 p.m. to 8:00 p.m.
LENGTH OF COURSE— Five weeks
(second five weeks of second term)

A course for men, presenting health information of value to those approaching the years of possible retirement. Several of the lectures in the course will be conducted by physicians who have specialized in the field of geriatrics.

YOU AND YOUR AGING PARENTS

Tues., 7:00 p.m. to 8:00 p.m.
LENGTH OF COURSE— Five weeks
(first five weeks of first term)

Covers the problems of both physical and psychological types which most frequently occur in the provision for aging parents.

YOU AND YOUR RETIRED HUSBAND

Tues., 7:00 p.m. to 8:00 p.m.
LENGTH OF COURSE— Five weeks
(second five weeks of first term)

Covers the problems, particularly those of a psychological character, which frequently are encountered by the wife whose husband is retired from active work.
AUTobiographical Writing

Tues. 7:00 p.m. to 8:00 p.m.
LENGTH OF COURSE— Five weeks
(first five weeks of second term)
A course designed to assist older people in the
writing of memoirs or autobiography.

CIVIL DEFENSE

BASIC CIVIL DEFENSE

Thurs. — 7:00 p.m. to 9:00 p.m.
LENGTH OF COURSE— 3 two-hour periods
TEXTBOOKS — Federal Civil Defense Administration
booklets, state and local publications
A course designed to help everyone understand
the modern dangers of widespread disaster, the
nuclear weapons, what they do and cannot do and
most important, what the individual should do to
protect himself and family. Saving of life and prop­
erty under disaster conditions calls for careful
planning in advance by each and every family. This
course is essential for all persons desiring to enroll
in special and more essential technical classes,
such as wardens, rescue training and others. Enroll­
ment herein, however, does not obligate a person
from further assignment or training. Teaching will be
done with the aid of movies, charts, diagrams, etc.
Civil Defense courses are the counterpart for civil­
ians that required of all military personnel in
their basic training.

TEXTS:
"Survival Under Atomic Attack" (FCDA)
"This is Civil Defense" (FCDA)
"What To Do Now About Emergency Sanitation
at Home"
Handouts: Conedel, City-County CD Organiza­
tion, Air Raid Instructions, "Fire Fighting for
Householders", and "Emergency Action to Save
Lives."

CIVIL DEFENSE BLOCK WARDEN

SERVICES

Tues. — 7:00 p.m. to 9:00 p.m.
LENGTH OF COURSE—6 two-hour periods
TEXTBOOK — "The Warden's Handbook" and other
Civil Defense Manuals
This is designed for persons whose natural instinct,
in time of disaster, is to help himself and then his
fellows. He or she will learn what preparations
should be made among his neighbors to cope with
limited local emergencies and attain skills neces­
sary to safeguard life and proper. Warden duties
are numerous when disaster strikes. Therefore, this
course attempts to offer only the fundamentals of
household fire, fighting, rescue first-aid, communi­
tcations and evacuation directing. Specialization in any
of these fields may be obtained by subsequent
training.