1956-57
Evening School Catalog

Madison Vocational and Adult School
Madison Vocational
and
Adult School

Evening School
Catalog
1956-57

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Vocational and Adult Education

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GENERAL INFORMATION

The Madison Vocational and Adult School is a public school. For Madison residents there is a general registration fee of $1 which admits the student to any one or all three terms of evening school. For non-residents there is a tuition charge of 50 cents per evening. Non-resident persons who are twenty-one years of age or older will pay their tuition when they register and in advance at the beginning of each term.

All unused tuition is refunded if the school receives a written request from the student, with his student receipt, when he withdraws from school. 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.

THREE TERMS OF EVENING SCHOOL

The evening school operates during three eight-week terms: October 1 to November 21, being the first term; November 26 to February 8 (with Christmas vacation of three weeks), the second term; and February 11 to April 5, the third term.

RECORDS

Permanent records of students' attendance and achievement are kept in the Registration Office and may be obtained for reference or school admission purposes by the student at any time.

ATTENDANCE

A record is kept on attendance of all students. This is necessary because of the great demand for the use of the school's equipment and the need to eliminate any who are not serious about their work. Those who must be absent are requested to call 54541 so that they will not be withdrawn from class.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.

REFUNDS

The $1 registration fee is not refundable except when classes do not materialize because of insufficient enrollment. In cases where material fees are figured by the evening, the refund is made for the number of sessions not attended.

CLASS SCHEDULE

Classes will be held from 7 to 9 p.m. unless otherwise designated. The doors of the building will be locked at 9:30 p.m.

REGISTRATION SCHEDULE

Advance Registration by Mail:
- Monday through Friday, September 10 through 14, 1956
- Mail registration closes September 14

Advance Registration in Person at the Vocational School:
- Tuesday and Wednesday, September 25 and 26, 1956 (5 to 8:30 p.m.)

Registration During Evening School Term:
- Monday, Tuesday, Wednesday and Thursday evenings, 6:45 to 7:45 p.m.

EVENING SCHOOL CALENDAR

1956-57

Monday through Friday, September 10 through 14, 1956—Mail registration for evening school.
Tuesday and Wednesday, September 25 and 26, 1956—Registration for evening school (5 to 8:30 p.m.).
Thursday, September 27, 1956—Meeting of evening school staff.
Monday, October 1, 1956—Evening school begins.
Thursday and Friday, November 1 and 2, 1956—Evening school closes for Milwaukee meeting of the Wisconsin Education Association and Wisconsin Federation of Teachers.
Wednesday, November 21, 1956—End of first eight-week term of evening school.
Thursday and Friday, November 22 and 23, 1956—Evening school closes for Thanksgiving vacation.
Monday, November 26, 1956—Second eight-week term of evening school begins.
Friday, December 14, 1956—Evening school closes for Christmas vacation.
Monday, January 7, 1957—Evening school reopens.
Friday, February 8, 1957—End of second eight-week term of evening school.
Monday, February 11, 1957—Third eight-week term of evening school begins.
Friday, April 5, 1957—Evening school closes.
GENERAL EDUCATION
ACADEMIC

ALGEBRA I
Mon. and Wed., 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
Mon. and Wed., 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-half 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. One-half high school credit is given.

GEOMETRY
Mon. and Wed., 7:00 p.m. to 9:00 p.m.
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 geometric proof. There are six assignment 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
Mon. and Wed., 7:00 p.m. to 9:00 p.m.
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
Friday, 7:00 p.m. to 9:00 p.m.
Prerequisite: Knowledge of the English Language (Written and Oral)
This will be a series of twenty-four lessons presenting to prospective new citizens basic information and studies of the constitution, governmental organization, the obligations of a citizen, voting procedures, outlines of United States History, state and local governments, which are needed to become an effective citizen of the United States.

ENGLISH I
Monday and Wednesday, 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. The course aims to give the student a knowledge of the fundamental language materials to enable him to use and understand them almost automatically. Grammar and structure are presented in a simplified, logical manner with emphasis on constant practice through exercises and drills. Phonetics, conversation, reading, and the written word become a part of each lesson.

ENGLISH II
Monday and Wednesday, 7:00 p.m. to 9:00 p.m.
Organized to meet the needs of those foreign born who have some English background and who wish to increase their vocabulary and knowledge of English grammar. There will be drill in oral reading, English idioms, spelling, and punctuation.

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 needs.

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. Dictionary study and the correct grammatical usage of the parts of speech will also be included.

**ENGLISH V (Composition)**
Monday, 7:00 p.m. to 9:00 p.m.
A study of the basic forms and types of expository writing. The student will write samples of various forms and detailed suggestions and criticisms will be made in class.

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

**GREAT BOOKS**
Thursday, 7:00 p.m. to 9:00 p.m.
Why read the great books? Because reading them provides more than any other experience a means of understanding human aims, motives, and shortcomings. The only requirement is a desire to read and to discuss the readings. The discussion is led by leaders rather than instructors.
First year readings.

**SHAKESPEARE**
Wednesday, 7:00 p.m. to 9:00 p.m.
Relax With Shakespeare! Each Wednesday evening spend two hours of relaxation, education and entertainment discovering Shakespeare and applying his inspirational literature to your own life. Discover for yourself what has made Shakespeare live through the ages and be as entertaining to the audiences of today as he was to audiences so many years ago.

**FRENCH I**
Tues. and Thurs., 7:00 p.m. to 9:00 p.m.
The course aims at maximum usefulness; to enable the student to speak and write from the very beginning in simple, natural French. In addition, a Graded French Reader is used to build up a more extensive vocabulary.

**GERMAN I**
Mon. and Wed., 7:00 p.m. to 9:00 p.m.
The course aims at maximum usefulness; to enable the student to speak and write from the very beginning in simple, natural German. In addition, a Graded German Reader is used to build up a more extensive vocabulary.

**SPANISH I**
Tuesday and Thursday, 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. Grammatical structure of the Spanish language is given adequate consideration.

**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.

**PUBLIC SPEAKING**
Tuesday and Thursday, 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, judging one's own voice, preparation of special types of speeches, and how to conduct a business meeting.

**YOUR SPEECH**
Monday, 7:00 p.m. to 9:00 p.m.
A course for those seriously interested in improving their technique of speaking and reading aloud. Individual attention for individual development. Emphasis will be given to breathing, throat relaxation, tone placement and articulation. Material chosen by student, but use of recognized literature is encouraged. Public recitals by members of class. Application of good speech to the practical uses of daily life, but with special emphasis on speech as an 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 him acquire skill in reading the lips.

**RAPID READING**
Tues. and Thurs., 7:00 p.m. to 9:00 p.m., 5 weeks
Laboratory Fee—$5
This course is designed to increase reading rates while maintaining good comprehension. It is primarily for business and professional people who find it necessary to read quantities of professional materials 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.

**GEOGRAPHY OF THE UNITED STATES**
Tuesday and Thursday, 7:00 p.m. to 9:00 p.m.
This is a series of 40 lessons concerning the physical and economic geography of the United States. Outside reading and map study will be necessary for satisfactory understanding of the year's study.
The first term will cover the Eastern United States and the second term the balance of the
country. If there is sufficient time additional study will cover our neighbors, Canada and Mexico.

Written assignments, original map work, and tests will be given during the year's work. High School credit will be offered upon completion of the year's work.

UNITED STATES HISTORY
Monday and Wednesday, 7:00 p.m. to 8:00 p.m.
Prerequisite: Knowledge of oral and written English
This is a series of 48 lessons in which the student will study the growth and history of the United States from its Old World roots through to its current problems. Educational qualifications necessary are a willingness to do some outside research and study, as well as contributing some written work.
The first term will cover the period from the Americas as a product of Europe's westward movement to the American Industrial Revolution (about 1840). The second term will continue this study through to the present.
Written assignments and tests will be given during the year's study. High School credit will be offered upon completion of the year's work.

ART DEPARTMENT

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

ART METAL
Wed., 7:00 p.m. to 9:00 p.m.
Design processes and techniques as applied to copper and brass. Processes include beating down, piercing, soldering, filing, etching, oxidizing and finishing. The making of 8" diameter copper enamel bowls. Students pay for materials used.

COSTUME JEWELRY
Tues. 7:00 p.m. to 9:00 p.m.
Thurs. 5:00 p.m. to 7:00 p.m. or 7:00 p.m. to 9:00 p.m.
Laboratory Fee—$3
Flat work in copper, brass and silver. Various processes include sawing, filing, soldering, piercing, repoussé, chasing, casting, enameling, stone setting and finishing.
Students pay for materials used.
For the layman.

STONE CUTTING OR LapidARY
Monday, 7:00 p.m. to 9:00 p.m.
Laboratory Fee—$3
Recognition and classification of semiprecious stones. The processes used on the lapidary machine include sawing, grinding, sanding and polishing stones suitable for costume jewelry.
Students pay for materials used.
LETTERING
Tues. and Thurs., 7:00 p.m. to 9:00 p.m.
Laboratory Fee $3
Fundamental alphabets. Practical training in lettering adaptable to commercial uses. Techniques include pen and ink and brush lettering. Show card layouts and color theory.

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.
Thurs., 7:30-9:30—Midvale
Tues., 7:30-9:30—Sherman
Tues., 7:30-9:30—Cherokee Heights
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.

GENERAL CRAFTS
Mon. and Wed., 7:00 p.m. to 9:00 p.m.
Laboratory Fee $3
Planned to meet the demands of the adult home-maker, youth leader, and hobbyist. Instruction given in leather tooling and the trolls: block printing, stenciling, decorating on wood, and rosemaling. Students pay for materials used.

ROSEMALING
(Cherokee Heights)
Tues., 7:30-9:30—Sherman
Tues., 7:30-9:30—Midvale
Tues., 7:30-9:30—Cherokee Heights

TOLE PAINTING
(The art of decorating tin-ware)
Thurs., 7:00 p.m. to 9:00 p.m.
Laboratory Fee $3
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.

LEATHER GLOVE MAKING
Tues., 7:30 p.m. to 9:30 p.m.
6 Week Term
Laboratory Fee $1
Instruction in making gloves for men and women.
This course includes preparation of leather for cutting; terms used in glove making; stitches; decoration details; adapting a pattern; making a basic pattern and finishing.
Students pay for materials used.

CHAIR CANING
Tues. and Thurs., 7:00 p.m. to 9:00 p.m.
Laboratory Fee $3
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.

BRAIDED RUGS
Mon. and Wed., 7:00 p.m. to 9:00 p.m.
Students will pay for materials used.

WEAVING
Tues. and Thurs., 7:00 p.m. to 9:00 p.m.
Laboratory Fee $3
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.

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—Tues., 7:30-9:30—Schenk
Interior Design—Tues., 7:30-9:30—Cherokee Heights
Rosemaling—Tues., 7:30-9:30—Cherokee Heights

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 9:15 p.m.
Made up of adults who must qualify. Standard symphonic repertoire. Six concerts per season.

MADISON CIVIC DANCE GUILD
Tues., 7:30 p.m. to 9:30 p.m.
For male and female dancers of intermediate or advanced level who are interested in working toward production. Admission to group by tryout or recommendation by qualified teacher.
GENERAL EDUCATION

CREATIVE MODERN DANCE
Tues., 8:30 p.m. to 9:30 p.m.
Modern dance class for adults. Previous experience is not necessary for this class in modern dance technique. This class is not social or ballroom dance.

MADISON MUNICIPAL CIVIC BAND
Thursday, 7:30 p.m. to 9:30 p.m.
Made up of adults who must qualify. Standard band repertoire. Winter and summer concert season.

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

PIANO 1
Mon., 7:00 to 8:00 p.m. and 8:00 p.m. to 9:00 p.m.
Wed., 8:00 p.m. to 9:00 p.m.
For adult beginners—basic principles.
Easy solo pieces to suit individuals.

PIANO 1b—Intermediate
Wed., 7:00 p.m. to 8:00 p.m.
For adult students with one year or less training.
Sight reading, rhythm and expression will be stressed.

PIANO 11
Tues., 7:00 p.m. to 8:00 p.m. and 8:00 p.m. to 9:00 p.m.
Scales, arpeggios, hand building exercises. Supplementary pieces; sonatas. Two piano ensemble music.

EAR TRAINING AND SOLFEGGIO CLASS
Tues., 7:00 p.m. to 8:00 p.m.
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 8:00 p.m. and 8:00 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.

ADVANCED KEYBOARD HARMONY
Tues., 8:00 p.m. to 9:00 p.m.
Open to students who have had Keyboard Harmony I. The study of 9th and 11th chords in the different positions. Use of whole tone scale; use of breaks. Transposition; changing of rhythms.

STRING CLASS
Tues., 6:45 p.m. to 7:30 p.m.
For members of the string section of the Madison Civic Orchestra. Drill in current Civic Orchestra repertoire.

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

Business Administration
Office Machines
Secretarial
Distributive Education
Training of Sales People
BUSINESS ADMINISTRATION

ACCOUNTING-BEGINNING
Mon. and Wed., 7:00 p.m. to 9:00 p.m.
The elementary principles of accounting and the procedures of double entry bookkeeping are thoroughly covered in this course. A comprehensive study is made of both the cash and accrual basis of keeping accounts. Work covered includes journalizing, posting, trial balance, preparing financial reports, adjusting and closing the books at the close of the business period. This course is intended primarily for those who have had no previous training in bookkeeping or accounting. Successful completion of the prescribed work will provide the student with a general knowledge of accounting useful in business or professional fields.

ACCOUNTING II
Tues. and Thurs. 7:00 p.m. to 9:00 p.m.
This is a continuation of Accounting I enrolling 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 include 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. 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 the 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: Accounting III
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, not used to supplement work in the text.

INCOME TAX ACCOUNTING
Prerequisite: Accounting III
Tues. and Thurs. 7:00 p.m. to 9:00 p.m.
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, declarations 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
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, adjusting and closing entries; practice in using modern records and forms. High School credit is given for successful completion of this course.

BUSINESS ARITHMETIC
Tues. and Thurs. 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, percent, practical short methods, bank discounts, trade and cash discounts, profit and loss, and payrolls.

ADVANCED BUSINESS MATHEMATICS
This course is only for students who have satisfactorily completed the basic business arithmetic course. The units covered include: horizontal addition, determining averages, ratios, transportation costs, depreciation, inventory sheets and stock turn, consignment sales, distribution of expenses, property taxes, pricing of goods, stocks and bonds, bank discounts, bank reconciliation statements, payrolls, using sales data, invoicing and marking goods, miscellaneous application problems, insurance sinking fund and amortization schedules.

CLERICAL AND CIVIL SERVICE TRAINING
Mon. and Wed. 7:00 p.m. to 9:00 p.m.
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

Keydriven 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 per term
The student first completes a textbook of 80 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 9:00 p.m.
Equipment Fee—$1 per term
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 CALCULATOR

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 per term
This machine prints as it divides automatically, as it multiplies electrically, as it adds and subtracts. All factors of 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 per term
Prerequisite: Ability to type 40 words per minute. Instruction and practice in the operation of the IBM numerical and alphabetic key punch. Accuracy and speed in punching cards, plus a thorough knowledge of the machine are attained prior to placement.

SECRETARIAL

BUSINESS CORRESPONDENCE

Mon. and Wed. 8:00 p.m. to 9:00 p.m.
A course to develop the skill of writing effective business letters. It includes the study of the mechanical make-up and physical layout of a letter, and correct composition of letter body. Emphasis is given to the construction of order letters, acknowledgments, inquiry letters, sales letters, letters of application, and courtesy letters. Originality and current styling are stressed.

BUSINESS ENGLISH

Mon. and Wed. 7:00 p.m. to 9:00 p.m.
This course covers a review of the basic principles of grammar, sentence structure, parts of speech, and punctuation. It includes a study of correct usage, dictionary, spelling, vocabulary, and the use of the dictionary.

FILING

Mon. and Wed. 7:00 p.m. to 8:00 p.m.
The length of the course is 16 weeks.
Learn rules by coding and filing cards alphabetically. 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 study new filing equipment and supplies, 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 as easily, unconfused material from dictation at 90 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 I
Tues. and Thurs. 7:00 p.m. to 8:30 p.m.
Equipment Fee—$1 per term
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 40 and 60 words per minute.

AUTOMATIC REVIEW AND DICTATION II
Tues. and Thurs. 7:00 p.m. to 8:30 p.m.
Equipment Fee—$1 per term
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 50 and 60 words per minute.

INTERMEDIATE DICTATION
Tues. and Thurs. 7:00 p.m. to 8:30 p.m.
Equipment Fee—$1 per term
For students who have fulfilled the requirements of the dictation II 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 styles, spelling and typing.

ADVANCED DICTATION
Tues. and Thurs. 7:30 p.m. to 9:00 p.m.
Equipment Fee—$1 per term
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.

TRANSCRIPTION
Tues. and Thurs. 7:00 p.m. to 8:30 p.m.
Equipment Fee—$1 per term
Transcription begins with an automatic review or refresher course and accompanies each one of the dictation courses. It consists of transcribing at the typewriter the 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.

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 per term
For those who wish to learn the touch system of typewriting. It includes the study of the parts of the machine, mastery of the keyboard, drills for rhythm and accuracy, correct typing habits, simple letter set-up, simple tabulation, and timed writings. Instruction is given on various makes of manual and electric typewriters.

TYPEWRITING II
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.
Equipment Fee—$1 per term
Typewriting II is a continuation of Typewriting I. The course includes the following: technique check-up, speed and accuracy drills, tabulation practice, letter setup and placement, use of carbon paper, and office typing problems. Instruction is given on various makes of manual and electric typewriters.

TYPEWRITING III
Equipment Fee—$1 per term
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.
Typewriting III includes special forms, special skills in typewriting, stenciling, tabulation and preparation for Civil Service tests. Instruction is given on various makes of manual and electric typewriters.

DISTRIBUTIVE EDUCATION
(Training for Sales People)
RETAIL SALESMANSHIP
(Inside Selling)
LENGTH OF COURSE—24 weeks
Tues., 7:00 p.m. to 9:00 p.m.
Retail selling fundamentals; study of the customer; applied selling techniques; sales presentation; making the sales story convincing; helping the customer to buy; building permanent business.

CONTACT SALESMANSHIP
(Outside Selling)
LENGTH OF COURSE—24 weeks
Mon., 7:00 p.m. to 9:00 p.m.
What makes a good salesman better; how to find prospects; how to build a sales talk; how to overcome objections; methods of closing a sale; overcoming sales obstacles; building for greater sales volume.
ADVERTISING
LENGTH OF COURSE—24 weeks
Thurs. 7:30 p.m. to 9:00 p.m.
Advertising in relation to distribution of merchandise and services; physical structure of advertisements; layouts, printing, photo engraving; relative value of various media: newspapers, magazines, radio, television, dealers' displays, outdoor advertising, car cards.

MERCHANDISE DISPLAY
LENGTH OF COURSE—First 12 weeks
Wed., 7:00 p.m. to 9:00 p.m.
Values of displays; physical makeup of displays; displays in the retail program; suppliers' helps for display; display suggestions.

RETAIL CREDIT FUNDAMENTALS
LENGTH OF COURSE—First 12 weeks
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.

RETAIL GROCERY MERCHANDISING
LENGTH OF COURSE—24 weeks
Wed., 7:30 p.m. to 9:30 p.m.
Basic merchandising objective; turnover, markup, margin, gross and net profit; merchandising techniques; pricing for profit and patronage; special services; special sales events; cost of doing business; personnel for selling, staple groceries; fresh meats; fresh produce; dairy products; bakery items; frozen foods; specialties and sundries.

RETAIL MEAT MERCHANDISING
LENGTH OF COURSE—24 weeks
Tues., 7:30 p.m. to 9:30 p.m.
Importance of the meat industry; composition of meat; meat grading (field trip); meat inspection; breaking and cutting of beef, veal, pork and lamb; use of power saw; boning of meats; poultry, fish, frozen meats; meat display; prepackage meats; self-service demonstration (field trip); cured and processed meats; meat cookery.

SUPERVISOR TRAINING
LENGTH OF COURSE—First 16 weeks
Tues., 7:00 p.m. to 9:00 p.m.
Course consists of three parts: job instructor training; human relations training; management clinic. The course should be taken in its entirety. The learner is required to demonstrate the techniques learned in each phase of the course. Minimum required: 8 enrollments.

REAL ESTATE COURSE
LENGTH OF COURSE—24 weeks
Thurs. 7:00 p.m. to 9:00 p.m.
Course consists of problems of Real Estate business, ways of getting customers, selling methods, operational questions, basis for commissions, residential appraisal, lease, appraisals and titles.

RETAIL AND SALES INSTITUTE
(SPECIAL TWO-YEAR PROGRAM)
LENGTH OF COURSE—Four 10-week terms
Mon. 6:30 p.m. to 9:30 p.m.
Course consists of instruction in Business Mathematics, Store Record Keeping, Business Law, Store Organization and Management, Psychology of Selling (Salesmanship), Advertising and Merchandise Display. Marketing. Subjects may be included or substituted when deemed practical.

Upon completion of the two-year course, a Certificate of Achievement will be granted. Minimum enrollment necessary: 10 persons.

RESTAURANT SALES PERSONNEL

WAITRESS TRAINING
LENGTH OF COURSE—16 weeks
Tues. and Thurs. 7:00 p.m. to 9:00 p.m.
Knowing about the industry—Personnel development—Types of menus—Characteristics of food—Equipment and its care—Observation in a restaurant—Work of the table salesperson—Receiving the guest and taking the order—Serving appetizers, luncheon and dinner orders—Serving beverages—Serving entreés, desserts, and common foods—Children's service, clearing—Serving before and after dinner drinks.

FOUNTAIN TRAINING
LENGTH OF COURSE—6 hours
Mon. 6:30 p.m. to 9:30 p.m.
Greetings to the customer, taking the order, know the coffee and the menu, serving the order, handling dishes and silverware, the act of suggestive selling, proper grooming for men and women, handling of money, rules and regulations pertaining to fountain service.

SHORT ORDERS
Wed. 7:00 p.m. to 9:00 p.m.
FEE—None
LENGTH OF COURSE—2 hours
INSURANCE

PRINCIPLES OF LIFE UNDERWRITING
(A Sales Course)
LENGTH OF COURSE—12 weeks
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 12 weeks
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.

REPAIR ESTIMATING (Auto Body)
Thurs., 7:00 p.m. to 9:00 p.m.
LENGTH OF COURSE—10 meetings
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 are 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.

FOODS II (Baking, Meat Cookery, Vegetable Cookery)
Tues. and Thurs., 7:00 p.m. to 9:00 p.m.
FEE—$4 per term of 12 weeks
The baking unit includes quick breads, yeast breads, cakes, cookies and pastry. Selection and cooking of poultry, stuffing and trussing a fowl for roasting are given prior to the holiday season. Selection of meat is stressed. Both tender and less tender cuts of meat are prepared as well as meat extenders. Sea food and fresh water fish cookery is a part of the course. Retention of vitamins and minerals in vegetable cookery is stressed. Unusual ways of preparing vegetables are given, as well as vegetable plates and casseroles.

FOODS III (Salads, Casseroles, Desserts and Hospitality Cookery)
Mon. or Wed., 7:00 to 9:00 p.m.
FEE—$4 per year
New and unusual salads, casserole dishes for the main part of the meal or for buffet suppers, unusual desserts and a variety of meals for special occasions are given. The latter part of the course will feature buffet suppers, holiday dinners, receptions, teas, guest dinners and after-theater snacks. One should have some experience in cooking before taking this course.

CAKE DECORATING I
Mon. or Wed., 7:00 p.m. to 9:00 p.m. first term
Mon. second term: each term 12 weeks
FEE—$3 per term
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 petit fours, muffins and all types of cakes.
CAKE DECORATING II
Wed., 7:00 p.m. to 9:00 p.m., 2nd term of 12 weeks
FEE—$3 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. 17, 7:00 p.m. to 9:00 p.m.
Wed., Dec. 5, 7:00 p.m. to 9:00 p.m.
Wed., Feb. 13, 7:00 p.m. to 9:00 p.m.
A series of Cookery Demonstrations will be presented in Scanlon Hall on the dates indicated above. "Casseroles dishes and Salads" in October will offer suggestions for time and energy saving menus, featuring "dinner in a dish" with a salad to complete the menu. The December demonstration will suggest ideas for holiday cookery. Christmas cooking for family fun, for entertaining and for Christmas giving will include cakes and cookies, snacks and other holiday goodies. In February Hot Breads to pep up midwinter menus will include both yeast breads and quick breads, muffins and coffee cakes, and the techniques that guarantee success. No advanced registration is required, and no fee is charged.

CLOTHING AND TEXTILES

CLOTHING I (Firsts in Sewing)
Mon., Tues., or Wed., 7:00 p.m. to 9:00 p.m.
Thurs. or Fri., 7:00 p.m. to 9:30 p.m.
FEE—$1 per year
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 the care and use of the sewing machine; selection and use of basic 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 Tuesday evening class is planned for the beginner in sewing and Monday 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; plackets and sippers; gathering and smocking. Both new and make-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., or Tues., 7:00 p.m. to 9:00 p.m.
Thurs., or Fri., 7:00 p.m. to 9:30 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., or Wed., 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, torseaux and dinner dresses. Short cuts in construction processes, identification of materials, interpretation and application of pattern principles, and coordinating of the wardrobe will be included. This course is for the advanced student.

CLOTHING VI (Tailoring I)
Mon., or Thurs., 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 tailor's principles which are given are: pattern alteration, use of interfacing, lapping 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 interlining for coats and suits, types of most suitable, selection of fabrics for coats, suit linings, interlinings, and interfacing.

CLOTHING VIII (Tailoring II)
Fri., 6:30 p.m. to 9:30 p.m.
FEE—$1
This course is for students who have completed Tailoring I. The principles to be emphasized are: molding of garments with the iron, bound and welt pockets, couched and worked buttonholes, study of sleeve and other fitting problems. Suits and coats will be made.
MILLINERY I

Mon., Wed., or Thur., 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 hats are made.

MILLINERY II

Tues., 7:00 p.m. to 9:00 p.m.
FEE—$2

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

HOME IMPROVEMENT

DRAPERIES AND LAMPSHADES

Thurs., 7:00 p.m. to 9:00 p.m.
FEE—$1

Draperies—Curtains and draperies are studied from the standpoint of fabrics, styles, colors, patterns, relation to architectural features, kinds of windows and to the color and material of the exterior. Emphasis is placed upon the techniques of construction for both curtains and draperies suitable for each room in the home.

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

TRADE AND INDUSTRY

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

All classes held at the Automotive Center,
2125 Commercial Avenue

AUTOMOTIVE COURSE FOR CONSUMERS
Mon. and Wed., 7:00 to 9:00 p.m.
FEE—$3
LENGTH OF COURSE—12 weeks
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 I
Trade Preparatory
Brakes and Engines
Tues. and Thurs. 7:00 p.m. to 9:00 p.m.
FEE—$3
LENGTH OF COURSE—24 weeks
Manuals to be purchased by student.
This course is designed to cover the theory and
servicing of brakes and engines.

AUTO MECHANICS II
Trade Preparatory
Front Wheel Alignment, Steering, Balancing
Tues. and Thurs. 7:00 p.m. to 9:00 p.m.
FEE—$3
LENGTH OF COURSE—24 weeks
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 III
Trade Preparatory
Electrical Systems and Carburetion
Tues. and Thurs. 7:00 p.m. to 9:00 p.m.
FEE—$3
LENGTH OF COURSE—24 weeks
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 IV
Trade Extension
Wheel Alignment, Steering, Power Steering,
and Frames
Monday and Wed., 7:00 p.m. to 9:00 p.m.
FEE—$3
LENGTH OF COURSE—12 weeks
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 V
Trade Extension
Sun Diagnostic Equipment
Mon. and Wed., 7:00 p.m. to 9:00 p.m.
FEE—$3
LENGTH OF COURSE—12 weeks
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 VI
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—Four 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. Saginaw In Line

AUTO MECHANICS VII
Trade Extension
Clayton Dynamometer
Evenings to be arranged, 7:00 p.m. to 9:00 p.m.
FEE—$3
LENGTH OF COURSE—8 weeks
To be repeated second term.
Prerequisite—Journeyman Auto Mechanic.
This is a course in the theory and operation of
the Clayton Dynamometer.
AUTO MECHANICS VIII
Trade Extension
Advanced Carburetion and Tune-up

Evenings to be arranged, 7:00 p.m. to 9:00 p.m.
Fee—$3
Length of Course—12 weeks
To be repeated second term.
Manuals to be purchased by student.
Prerequisite—Journeyman Auto Mechanic.

This is a highly technical advanced course in carburetors and engine tune-up using Sun Diagnostic equipment and the Clayton Dynamometer.

AUTO MECHANICS IX
Trade Extension
Automatic Transmission

Mon. and Wed., 7:00 p.m. to 9:00 p.m.
Fee—$3
Length of Course—12 weeks
Prerequisite—Journeyman Auto Mechanic.

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. Hydromatic
2. Power Glide
3. Dynaflow
4. Ultramatic
5. Fordomatic
6. Chrysler Automatic
7. Chrysler Power Drive

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, 2125 Commercial Avenue or phone CH 4-3115.

AUTO BODY
Trade Preparatory

Mon. and Wed., 7:00 p.m. to 9:00 p.m.
Fee—$3
Length of Course—24 weeks

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 wood-working and milling of stock on power machines, joints and joint making, gluing 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—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, forming, framing, roller 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.
FEE—None
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 material, electrical wiring problems, plumbing, heating and air conditioning plants, painting, decorating, and landscaping, remodeling problems.

BLUEPRINT READING—MACHINE TRADES
Tues. and Thurs., 7:00 p.m. to 9:00 p.m.
LENGTH OF COURSE—24 weeks
FEE—$1
Texts to be purchased by students
This course covers a short review of elementary mathematics involved in blueprint reading for the building trades. Discussions of the correct usage of common building terms and a study of architectural blueprints from the elementary to the more advanced. Common specifications for the structure, electrical work, plumbing, heating, painting, decorating, and tiling and glazing are also included.

BLUEPRINT READING—BUILDING TRADES
Mon. 7:00 p.m. to 9:00 p.m.
LENGTH OF COURSE—24 weeks
FEE—$1
Texts to be purchased by students
This course covers a short review of elementary mathematics involved in blueprint reading for the building trades. Discussions of the correct usage of common building terms and a study of architectural blueprints from the elementary to the more advanced. Common specifications for the structure, electrical work, plumbing, heating, painting, decorating, and tiling and glazing are also included.

DRAFTING (Architectural)
Tues. and Thurs., 7:00 p.m. to 9:00 p.m.
FEE—$2
LENGTH OF COURSE—24 weeks
Texts to be purchased by students.
Covers vocabulary, construction details, pictorial drawing, isometric, oblique and perspective drawing, layout of rulers, 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—$2
LENGTH OF COURSE—24 weeks
Texts to be purchased by students
This course covers the 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
Tues. and Thurs., 7:00 p.m. to 9:00 p.m.
FEE—$1
LENGTH OF COURSE—12 weeks
To be repeated second term.
Covers elements of electricity; elementary circuits, mathematics, electrical formulas; kinds of wiring, types to use and where; motors, kinds, usage and repairs generators, principles, practices, care, layout work, blueprints and estimating; code, state and federal building laws.

METAL INDUSTRIES

MACHINE SHOP
Tues. and Thurs., 7:00 p.m. to 9:00 p.m.
LENGTH OF COURSE—24 weeks
FEE—$3
This course covers nomenclature and operation of the engine lathe, milling machine, shaper, grinders and drill press, and the basic principles of these machines. Also, layout procedures, the use of precision instruments and gauges, machine shop trade standards and data including care of hand tools.
PRECISION INSTRUMENTS
Mon. and Wed., 7:00 p.m. to 9:00 p.m.
LENGTH OF COURSE—12 weeks
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, venier calipers, height gauges, plug
gauges, ring gauges, go and no-go gauges, compar­
tors, 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.
Tues., 6:30 p.m. to 9:30 p.m.
LENGTH OF COURSE—24 weeks
FEE—$5
This class in pattern drafting for sheet metal workers consists mainly of apprentices and jour­
neymen tinners and covers all phases of pattern development. Parallel line, radial line, and triangula­
tion are studied in both the long and short cut
methods.
Practical problems are also brought in from the field where the finished job was installed or ob­
served by the worker but neither understood nor
explained.

WELDING

WELDING I
Fundamentals
Mon., 8:00 p.m. to 9:00 p.m.
FEE—$3.00 per hour
LENGTH OF COURSE—24 weeks
Arc welding -- This is a beginning course in welding. The instruction will cover the basic fund­
amentals 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 charac­
teristics.
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, setup 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 8:00 p.m.
FEE—$3.00 per hour
LENGTH OF COURSE—24 weeks
Arc Welding—This course is designed to further de­
develop the skill of the welder. Welding in all po­
sitions on 1/4" to 5/8" plate. Preparations for the
Wisconsin Industrial Commission Certification tests and the Army and Navy test. Also, alloy welding and heliarc welding of stainless steels.
Oxy-acetylene Welding—This phase of the course is designed to give instruction in special 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., 6:00 p.m. to 9:00 p.m.
FEE—$.30 per hour
LENGTH OF COURSE—24 weeks
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 opera­
tors 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—24 weeks
For adults who wish to pursue a technical course we offer the following courses of a tech­
ical nature to prepare the student for their spe­
cial fields:
Applied Mathematics—This is a course of trade mathematics where practical applications of math­
ematics 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 alge­
bra. It consists of advanced work in many of the
principles taught in the first year course. One half
high school credit given.
Geometry. A high school course in Geometry where a unit of high school work may be credited
upon completion.
Trigonometry. An elementary course in trigo­
metry where a half unit of credit may be given.
FOREMANSHIP TRAINING  
**Tu., 7:00 p.m. to 9:00 p.m.**  
**FEE—None**  
**LENGTH OF COURSE—12 weeks**  
Course covers job instructor training, supervisory training, personnel relations, job relations and safety.

SERVICE OCCUPATIONS

CATERING SPECIALTIES  
**Tu., 5:00 p.m. to 7:00 p.m.**  
**FEE—$1**  
**LENGTH OF COURSE—12 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  
**Thurs., 7:00 p.m. to 9:00 p.m.**  
**FEE—None**  
**LENGTH OF COURSE—12 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—12 weeks**  
Text book to be purchased by the student.  
Covers basic theory, radio fundamentals, vacuum tubes, amplifiers, power supplies, detectors, oscillators, couplings, mixer circuits, control circuits, elementary radio mathematics, laws and electrical formulas.

RADIO II—CONSTRUCTION AND SERVICE OF RECEIVERS  
**Tues. and Thurs., 7:00 p.m. to 9:00 p.m.**  
**FEE—$5**  
**LENGTH OF COURSE—24 weeks**  
Text book to be purchased by student.  
Prerequisite: Radio I.  
Covers laboratory work in mechanical practice and use of hand tools, soldering, construction and operation of radio receivers, service methods, use of service instruments, signal tracing, and alignment of receivers.

TELEVISION I—THEORY AND SERVICE OF TV RECEIVERS  
**Tues. and Thurs., 6:30 p.m. to 9:30 p.m.**  
**FEE—$3**  
**LENGTH OF COURSE—32 weeks**  
Text book to be purchased by student.  
Prerequisite: Radio I and Radio II or equivalent; ability to pass entrance examination.
GRAPHIC ARTS

PRINTING
Tues. and Thurs., 7:00 p.m. to 9:00 p.m.
LENGTH OF COURSE 24 weeks
FEE—$2
Hand composition, presswork, and machine composition are the main divisions of work offered in printing. Some work may also be taken in cost estimating, paper estimating and cutting. Related work will be given concerning inks and papers. The instruction is individual and the student progresses at his own pace.

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

PHOTOGRAPHY
Tues., 6:30 p.m. to 9:30 p.m.—Beginning
Thurs., 6:30 p.m. to 9:30 p.m.—Advanced
LENGTH OF COURSE—12 weeks
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.
3. Use of color film. The development of color film of the 35 mm. size.

GUIDANCE AND SPECIAL SERVICES

Counseling
Job Placement
Woman's Service Exchange
Health
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 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 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.

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 available part time, full time or temporary employment, the Service Exchange is maintained in the Placement Department. Calls from applicants and prospective employers are received during each school day. Interviewing and counseling of applicants may be arranged by appointment.

HEALTH

EXERCISE AND RELAXATION FOR MOTHERS

TYPE OF STUDENT—Expectant mothers
FEE—None
LENGTH OF COURSE—Five weeks, Tuesday from 7:30 p.m. to 8:30 p.m.

Each class session includes three parts:
1. Exercises designed to increase strength and flexibility in a given set of muscles. These would start with very easy and simple exercises and would lead to a more difficult exercise to be used at home.
2. Relaxation.
3. Exercises designed primarily to encourage good posture. These would progress as the exercises in part 1.

Information is given leading to proper understanding of how exercise and relaxation are important to a healthy mind and body.
meets at a city fire station, learns ropes and knot-tying, use of ladders in rescue and casualty handling.

TEAM RESCUE TRAINING

Time to be announced.
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, riggings 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.

CIVIL DEFENSE BLOCK WARDEN SERVICES

Time to be announced.
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 obtain 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.
1956-57
Day
School
Catalog

Madison
Vocational
and Adult
School
Madison Vocational and Adult School

Day School Catalog 1956-57

Board of Vocational and Adult Education

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

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

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

Laboratory fees to cover the cost of supplies used by the students enrolled in the course are charged as listed in the catalog. Material used for an individual project is paid for by the student. Registration is not complete until all fees are paid.

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

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

VETERANS' TRAINING

This school is approved for training by the Veterans Administration under P.L. 550 and P.L. 894. Further information on veterans' training may be obtained in Room 148.

H SCHOOL CREDIT

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

RECORDS

Permanent records of students' attendance and achievements are kept in the registration office and may be obtained for reference or school admission purposes by the student at any time.

ATTENDANCE

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

STUDENT FINANCIAL AIDS

Scholarships and other forms of financial 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 131. 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.

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

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

**ADULT EDUCATION SPECIAL SERVICES**

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

**NON-RESIDENT STUDENTS**

In accordance with the laws of Wisconsin, non-resident tuition for persons under twenty-one years of age is chargeable to the county in which the student resides. Those desiring to enroll under the benefits of this law are required to obtain the proper blank from the Registration office and have it signed and returned to the school as evidence of residence.

Persons over twenty-one years of age pay their own tuition unless the town in which they reside agrees to do so. The charges are as follows: 75 cents per one-half day—8:30 a.m. to 12:00 noon.

For those who pay their own, 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 before the close of the school year.

**REGISTRATION**

MAIL REGISTRATION for day school starts August 20 and closes August 30, 1956. Registration blanks may be obtained at the registration office or in the newspaper ad on August 18, 1956.

ADVANCE REGISTRATION BY PERSON will be Thursday and Friday, September 6 and 7, 1956, from 8:30 to 11:30 a.m. and from 1:30 to 3:30 p.m.

REGISTRATION DURING THE SCHOOL YEAR from September 10, 1956 to June 14, 1957 will be Monday through Friday from 8:30 to 11:30 a.m. and from 1:30 to 3:30 p.m.

**MADISON VOCATIONAL AND ADULT SCHOOL**

Calendar for the School Year 1956-57

Monday to Thursday, August 20 to 30, 1956—Mail registration for day school.

Tuesday and Wednesday, September 4 and 5, 1956—Workshop for supervisors.

Thursday and Friday, September 6 and 7, 1956—Day school registration.

Saturday, September 8, 1956—Meetings of staff and supervisors.


Monday to Friday, September 10 to 14, 1956—Mail registration for evening school.

Tuesday and Wednesday, September 25 and 26, 1956—Registration for evening school (5:00 p.m. to 8:30 p.m.).

Thursday, September 27, 1956—Meeting of evening school staff.

Monday, October 1, 1956—Evening school begins.

Thursday and Friday, November 1 and 2, 1956—Day and evening school close for Milwaukee meeting of the Wisconsin Education Association and Wisconsin Federation of Teachers.

Wednesday, November 22, 1956—End of first eight-week term of evening school.

Thursday and Friday, November 22 and 23, 1956—Day and evening school close for Thanksgiving vacation.

Monday, November 28, 1956—Second eight-week term of evening school begins.

Friday, December 14, 1956—Evening school closes for Christmas vacation.

Saturday, December 22, 1956, through Sunday, January 6, 1957—Day school closes for Christmas vacation.

Monday, January 7, 1957—Day and evening school reopen.

Friday, February 1, 1957—End of first semester of day school.

Monday, February 4, 1957—Beginning of second semester of day school.

Friday, February 8, 1957—End of second eight-week term of evening school.
Monday, February 11, 1857—Third eight-week term of evening school begins.

Friday, February 15, 1857—Day school closes for meeting of Southern Wisconsin Education Association.

Friday, April 8, 1857—Evening School closes.

Friday, April 18, 1857, through Sunday April 28, 1857—Day school closes for spring vacation.
(Good Friday, April 19; Easter Sunday, April 21.)

Monday, April 29, 1857—Day school reopens.

Friday, May 3, 1857—Day school closes for meeting of Wisconsin Association of Vocational and Adult Education.


Friday, June 14, 1857—End of school year.
ACADEMIC MATHEMATICS

ALGEBRA I (Beginning)
COURSE NUMBERS—1131, 2131
TYPE OF STUDENT—Adult, Junior
FEE—None
LENGTH OF COURSE—185 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—185 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—185 fifty minute periods
TEXT—Applied Mathematics by James F. Johnson
COURSE CONTENT—Arithmetic fundamentals are studied and applied to practical problems. One-half high school unit is given. The course can be used only as an elective. There are seventeen assignment sheets and a final test is given when the course is completed.

TRIGONOMETRY
COURSE NUMBERS—1135, 2135
TYPE OF STUDENT—Adult, Junior
FEE—None
LENGTH OF COURSE—90 fifty minute periods
TEXT—Plane Trigonometry by Rosenbach, Whiteman, Markowitz
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.

ENGLISH
ENGLISH FOR PART-TIME STUDENTS
COURSE NUMBER—1163
TYPE OF STUDENT—Junior
FEE—None
LENGTH OF COURSE—37 fifty minute periods
TEXTS—Everyday Speech by Smith, Krefting 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.
ENGLISH FOR THE FOREIGN BORN
TIME: 12:52 P.M. to 2:40 P.M.
Beginning: Monday, Wednesday, and Friday;
Advanced: Tuesday and Thursday.
COURSE NUMBER—2101
TYPE OF STUDENT—Adult
FEE—None
LENGTH OF COURSE—185 fifty minute periods
COURSE CONTENT—This course is planned for
those who speak some English and wish to be­
come American citizens, for those who have
never had any English, and for those who need
to improve their knowledge of English. The
needs of each group are considered and the
instruction is conducted accordingly.

ELEMENTARY GRAMMAR
COURSE NUMBER—1103
TYPE OF STUDENT—Junior and Adult
FEE—None
LENGTH OF COURSE—74 fifty minute periods
TEXT—"See What You Say", Findlay
COURSE CONTENT—This is designed to help
the student master the fundamental skills of writing
and speaking with attention directed to practical
uses in letter writing, simple reports, and simi­
lar projects.

ADVANCED GRAMMAR
COURSE NUMBER—2104
TYPE OF STUDENT—Adult
FEE—None
LENGTH OF COURSE—185 fifty minute periods
COURSE CONTENT—Basic principles of grammar—
the sentence, parts of speech, spelling, and punc­
tuation taught through study and drill on correct
usage.

COMPOSITION AND LITERATURE
COURSE NUMBER—2105
TYPE OF STUDENT—Adult
FEE—None
LENGTH OF COURSE—185 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.

ENGLISH FOR PRINTERS
COURSE NUMBERS—1107, 3107
TYPE OF STUDENT—Apprentices
FEE—None
LENGTH OF COURSE—74 fifty minute periods,
TEXTS—English for Printers, International Typo­
graphical Union; Proof-reading and Copy-Prep­
aration, Joseph Lasky; Style Book, University of
Chicago Press.
COURSE CONTENT—This is a course designed for
students interested in becoming printers. It pro­
vides a review of grammar with special em­
phasis on punctuation and some attention to spell­
ing. An attempt is made to slant the material
ward the kinds of situations which printers
may meet in their job responsibilities as well
as toward the more general needs of communi­
cations.

CULINARY LANGUAGE
COURSE NUMBER—2108, 3108
TYPE OF STUDENT—Apprentice, Adult
FEE—None
LENGTH OF COURSE—37 fifty minute periods
TEXT—Food and Menu Dictionary—J. O. Dahl
COURSE CONTENT—A study of menu and other
culinary terms associated with the preparation
or serving of foods. Attention is directed particu­
larly to French, German, Italian, or other foreign
expressions which have great acceptance and
use in our restaurants and eating establish­
ments.

BASIC READING AND
COMPREHENSION
COURSE NUMBER—1109
TYPE OF STUDENT—Junior
FEE—None
LENGTH OF COURSE—90 fifty minute periods
COURSE CONTENT—This is one of the most
important courses in the English Language
Curriculum. It will be to increase reading speed and com­
prehension.

BASIC READING AND
COMPREHENSION
COURSE NUMBER—2109
TYPE OF STUDENT—Adult
FEE—None
LENGTH OF COURSE—20 fifty minute periods
12:52 P.M. to 1:42 P.M. or 2:40 P.M. to 3:30
P.M. Monday through Friday (it is advisable
for every student to attend 2 or 3 days per week.
COURSE CONTENT—A study of the principles
of reading which is learned by constant practice and eval­
uation of comprehension. To be able to read more rapidly
and to better understand what has been read is necessary 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 read­
ing, increased comprehension of reading, skimm­
ing, and eliminating faulty reading habits.

SPEECH
ELEMENTARY SPEECH
COURSE NUMBER—1110
TYPE OF STUDENT—Junior
FEE—None
LENGTH OF COURSE—100 fifty minute periods,
TEXTS—Practical English, Literary Cavalcade, As
Others Like You—Etiquette for Young People.
COURSE CONTENT—The course aims to get a com­
plete picture of each student's communication
development to date, to spot his special aptitudes
or weaknesses and to help him develop or correct them. Stories, sport articles, crossword puzzles, tests that are interesting and pleasurable to the student are used.

**EFFECTIVE SPEECH**

**COURSE NUMBER—2111**
**TYPE OF STUDENT—Adult**
**FEES—None**
**LENGTH OF COURSE—185 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**—For the beginner or the more advanced student who needs a refresher, this course will teach how public speaking can be simplified. Ninety-five percent of the people have the ability to speak in public. There are only three requirements for one to be a successful speaker. Instruction is given in how to gain self-confidence in public speaking, how to plan, open and close a speech, and how to hold the attention of the audience.

Personal attention is given to everyone in the class and recordings are made of each student's voice.

**SOCIAL STUDIES**

**UNITED STATES HISTORY**

**COURSE NUMBERS—1117, 2117**
**TYPE OF STUDENT—Full-time, Junior, Adult**
**FEES—None**
**LENGTH OF COURSE—185 fifty minute periods**
**TEXT—America's History by Todd and Curti**

**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.

**YOU AND YOUR WORLD FOR JUNIOR STUDENTS**

**COURSE NUMBER—1115**
**TYPE OF STUDENT—Part time Junior**
**FEES—None**
**LENGTH OF COURSE—37 fifty minute periods**

**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.
ART

Who said you can't draw?

DRAWING
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.
Mon., Tues., Wed., Thurs. 9:24 to 12:06
COURSE CONTENT—A fundamental course in structural relationships of form, mass, line, color, value, and perspective from still-life and landscapes. Mediums—pencil, charcoal, crayon and wash in mixed techniques.

DESIGN
Basic for all art experience
COURSE NUMBER—2203
TYPE OF STUDENT—Adult
FEE—$.50 per semester for each class for each day enrolled.
LENGTH OF COURSE—216 fifty minute periods per year.
Tues. and Thurs. 12:52 to 3:30
COURSE CONTENT—For the artist, craftsman and homemaker. 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, 3304
TYPE OF STUDENT—Adult, Apprentice
FEE—$.50 per semester for each class for each day enrolled.
LENGTH OF COURSE—54 to 108 fifty minute periods per semester.
Mon. and Wed. 12:52 to 3:30
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, colour painting and critical analysis. Painting mediums: oil, cassein, 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
Fri. 9:24 to 12:06
COURSE CONTENT—Analysis of structure, proportion, action, rhythm and balance. Long and short poses from the model. Medium: charcoal, pencil and wash.

ART METAL
COURSE NUMBER—1260
TYPE OF STUDENT—Junior Full Time Boys
FEE—None. Materials to be purchased by student.
LENGTH OF COURSE—90 fifty minute periods per semester.
Daily
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—2261
TYPE OF STUDENT—Adult
FEE—$.50 per semester for each class for each day enrolled. Materials to be purchased by the student.
LENGTH OF COURSE—54 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, candleabra, dish-sets, enameled ash-trays. Processes involved are beating-down, sawing, soldering, finishing, etching and enameling. Come and bring your ideas.

COSTUME JEWELRY
COURSE NUMBER—2262
TYPE OF STUDENT—Adult
FEE—$.50 per semester for each class for each day enrolled. Materials to be purchased by the student.
LENGTH OF COURSE—54 fifty minute periods each semester.
Tues., Wed., Thurs.
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, cutting, stonboarding and finishing.
STONE CUTTING
COURSE NUMBER—2233
TYPE OF STUDENT—Adult
FEE—$1 per semester for each class for each day enrolled.
LENGTH OF COURSE—54 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 eat 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—126 sixty minute periods each semester. Daily 8:30-9:20; Tues. & Thurs. 8:30-10:20
COURSE CONTENT—Design, perspective drawing, light and shade, lettering, pen techniques, wash techniques, color theory, advertising layout, poster advertising, brush lettering, reproduction processes including silk screen printing.

SHOW CARD WRITING AND SIGN PAINTING
COURSE NUMBERS—1232, 2232, 5232
TYPE OF STUDENT—Full Time, Part Time Adult, High School
FEE—$1 per day per class
TEXTS—Commercial Art by Wallace; Graphic Design by Friend
LENGTH OF COURSE—126 sixty minute periods each semester, Daily 8:30-9:20; Tues. & Thurs. 8:30-10:20; Fri. 1:00-3:00 second semester
COURSE CONTENT—Selection and care of materials; brush and pen lettering; show card and sign alphabets; layout; color combinations; methods of production.

INTERIOR DESIGN
COURSE NUMBER—2225
TYPE OF STUDENT—Adult
FEE—None
LENGTH OF COURSE—72 sixty minute periods
Fri. 1:00 to 3:00
COURSE CONTENT—Constructional elements for more beautiful and functional homes. Study of backgrounds—floors, walls, ceiling; window treatment; color; fabrics; furniture selection and arrangement; accessories and illumination. Includes lectures, discussion of individual home problems, and field trips.

GENERAL CRAFTS
COURSE NUMBERS—1241-4241
TYPE OF STUDENT—Junior girls—Full & Part Time
LENGTH OF COURSE—18 to 90 fifty minute periods per semester.
FEE—$1 per day per semester.
COURSE CONTENT—Design and color applied to block printing, finger weaving, paper mache, copper enameling, chip carving.

GENERAL CRAFTS
COURSE NUMBER—2243
TYPE OF STUDENT—Adult
FEE—$1
LENGTH OF COURSE—9 two hour periods, Tues. 1:00-3:00
COURSE CONTENT—Instruction in making gloves for men and women. This course includes preparations of leather for cutting; terms used in glove making; stitches; decoration details; adapting a pattern; making a basic pattern and finishings. Students pay for materials used.

CHAIR CANING
COURSE NUMBER—2242
TYPE OF STUDENT—Adult
FEE—None
LENGTH OF COURSE—162 fifty minute periods
Mon., Wed., Fri. 9:24-12:06
LABORATORY FEE—$1 per semester for each class for each day enrolled
COURSE CONTENT—Instruction in replacing cane chair seats either woven or machine cane, also artificial rush, and flat split weaving of chair seats. Students furnish own chairs and pay for cost of materials used.

OCCUPATIONAL DIVERSION
COURSE NUMBER—5251
TYPE OF STUDENT—Practical nurse
FEE—None
LENGTH OF COURSE—54 fifty minute periods
Mon. and Wed. 8:30-10:18
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 tray favors, puppets, wood carving; and for the adult leather craft, block printing, chip carving, and copper enameling. The course

GENERAL EDUCATION
COURSE NUMBERS—1241-4241
TYPE OF STUDENT—Junior girls—Full & Part Time
LENGTH OF COURSE—18 to 90 fifty minute periods per semester.
FEE—$1 per day per semester.
COURSE CONTENT—Design and color applied to block printing, finger weaving, paper mache, copper enameling, chip carving.
includes demonstrations and workshop supplemented by instruction sheets, source material, addresses of supply firms and reference books. Three projects and a notebook are required.

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 to 4:00
COURSE CONTENT—An elementary course which includes processes in the making of pottery. Punch method, slab method, free form building, hommock pottery, coil method of building and forming on hand-potter's 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.
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 potter's wheel; surface enrichment; preparation and application of low fired and high fired 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. Materials to be purchased by the student.
LENGTH OF COURSE—108 sixty minute periods per semester. Tues. Thurs. 8:00-12:00
COURSE CONTENT—Weaving as a medium for self expression; its possibilities: the loom; loom accessories; threads and color; making warp; threading; study of basic weaves; finishing of woven articles.

ADVANCED WEAVING
COURSE NUMBER—2273
TYPE OF STUDENT—Adult
FEE—$1 per semester for each day of the week enrolled. Materials to be purchased by student.
LENGTH OF COURSE—108 sixty minute periods
Mon. and Fri. 9:00-12:00
COURSE CONTENT—Design methods in advanced weaving techniques; use of multiple harness looms; designing textiles for home and personal use.
MUSIC

PIANO I
COURSE NUMBERS—1301, 2301
TYPE OF STUDENT—Junior, Adult
FEE—None
LENGTH OF COURSE—37 fifty minute periods

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—37 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 Education

Business Administration
Office Machines
Secretarial
Distributive Education
Training of Sales People
BUSINESS ADMINISTRATION

ACCOUNTING I
COURSE NUMBER—4401
TYPE OF STUDENT—Adult
FEE—None
LENGTH OF COURSE—18 to 26 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
FEE—None
TEXT—College Accounting, Sherwood, Bolling & Carson Workbook, Part II.
Bryant & Wood, mercantile, practice set.
COURSE CONTENT—This is a continuation of Accounting I enloring 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
FEE—None
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-Choce
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—3405
TYPE OF STUDENT—Adult
LENGTH OF COURSE—30 to 180 fifty minute periods
FEE—None
TEXT—Income Tax Procedure by Sherwood & Niswonger
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.

PREREQUISITE: Completion of Accounting 3

BOOKKEEPING

COURSE NUMBERS—2401-A, 4401-A
TYPE OF STUDENT—Adult, On-the-job
FEE—None
LENGTH OF COURSE—18 to 90 fifty minute periods
TEXT—Bookkeeping and Accounting by Ewell, 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 O. 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 Hanig
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, percentages, practical short methods, bank discounts, trade and cash discounts, profit and loss, and payrolls.

ADVANCED BUSINESS MATHEMATICS AND PROJECTS

COURSE NUMBERS—2455, 4455
TYPE OF STUDENT—Adult, On-the-job
FEE—None
LENGTH OF COURSE—18 to 50 fifty minute periods
TEXT—Problems and Projects by J. Marshall Hanig
COURSE CONTENT—This course is only for students who have satisfactorily completed the basic business arithmetic course. The student will be required to spend some time each day on outside preparation and drill. The units covered include: horizontal addition, determining averages, ratios, transportation costs, depreciation, inventory sheets and stock turn, consignment sales, distribution of expenses, property taxes, pricing of goods, stocks and bonds, bank discounts, bank reconciliation statements, payrolls, using sales data, invoicing and marking goods, miscellaneous application problems, insurance sinking fund and amortization schedules.

BUSINESS LAW

(Second Semester)

COURSE NUMBERS—2460, 4460
TYPE OF STUDENT—Adult, On-the-job
FEE—None
LENGTH OF COURSE—90 fifty minute periods
TEXT—Principles of Business Law by Dillavou and Howard
COURSE CONTENT—The purpose of this course is to acquaint the student with the general principles of law which are followed in business and train him to apply these principles to typical business situations. The text material is supplemented with selected cases which demonstrate the application of legal principles to concrete cases.

GENERAL ECONOMICS

(First Semester)

COURSE NUMBERS—2455-4455
TYPE OF STUDENT—Adult, On-The-job
FEE—None
LENGTH OF COURSE—50 fifty minute periods
TEXT—Everyday Problems in Economics by Dr. Mary Woodruff-2nd edition
COURSE CONTENT—This course reviews the origin and development of our country’s economic system. The varied financial and industrial problems studied are those of “production, distribution and consumption of economic goods; markets and tradings; mining and agriculture; capital and labor; money and banking; foreign exchange and tariffs”.

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OFFICE MACHINES

BURROUGHS TYPEWRITER BOOK-KEEPING-Machine Model 7200
COURSE NUMBERS—2446, 4446
TYPE OF STUDENT—Adult, On-the-job
EQUIPMENT FEE—$1 per semester
LENGTH OF COURSE—20 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—2445-A, 4446-A
TYPE OF STUDENT—Adult, On-the-job
EQUIPMENT FEE—$1 per semester
LENGTH OF COURSE—20 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—20 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 BOOK-KEEPING MACHINE CLASS 31
COURSE NUMBERS—2448 B, 4448B
TYPE OF STUDENT—Adult, On-the-job
EQUIPMENT FEE—$1 per semester
LENGTH OF COURSE—20 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—2446, 4446
TYPE OF STUDENT—Adult, On-the-job
EQUIPMENT FEE—$1 per semester
LENGTH OF COURSE—15 fifty minutes periods
TRANSCRIBING MACHINES
(Dictaphone, Ediphone and
Gray Audograph
Course Number—2467
Type of Student—Adult
Fee—None
Length of Course—10 fifty minute periods
COURSE CONTENT—Prerequisite: Ability to type
50 gross w. p. m. Designed to train students to
become experienced operators on the Dictaphone,
Ediphone and Gray Audograph. Each operator
transcribes a prescribed set of permanent prac
tice records on all machines. Instruction is also
given on the dictating and stenographic machines.
One week in instruction in Switchboard Operation
will be included in this course.

SECRETARIAL

BUSINESS CORRESPONDENCE
(Second Semester)
COURSE NUMBERS—2425, 4425
TYPE OF STUDENT—Adult On-the-job
FEE—None
LENGTH OF COURSE—90 fifty minute periods
TEXT—College Business Correspondence by Charles
G. Reigner
COURSE CONTENT—A one semester course to de
develop the skill of writing effective business let
ters. It includes the study of the mechanical
make-up and physical layout of a letter, and
correct composition of letter body. Emphasis is
given to the construction of order letters, ac
cnowledgments, inquiry letters, credit and collec
tion letters, adjustment letters, sales letters,
letters of application, and courtesy letters.

BUSINESS ENGLISH
(Advanced Grammar)
COURSE NUMBERS—2427, 4427
TYPE OF STUDENT—Adult On-the-job
FEE—None
LENGTH OF COURSE—90 fifty minute periods
TEXT—College English for Business by Charles G.
Reigner
COURSE CONTENT—Covers a review of the basic
principles of grammar, sentence structure, parts
of speech, and punctuation. Includes study of
correct usage, diction, spelling, vocabulary, and
the use of the dictionary.

INDEXING AND FILING
COURSE NUMBERS—1450, 2450, 4450
TYPE OF STUDENT—Junior, Adult, On-the-job
FEE—None
LENGTH OF COURSE—45 fifty minute periods
TEXT—Progressive Indexing and Filing by Benjamin
Rand, Inc.
COURSE CONTENT—Learn rules by alphabetizing
200 cards. Study methods of filing and application
by using miniature letters and filing boxes. Meth
ods included are: Alphabetical, variadex, numeric,
geographic, subject, triple check and soundex.

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 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
deress, of relations with other employees, receiving
callers and of proper conduct in the office.

JUNIOR OFFICE TRAINING AND
MATHEMATICS
COURSE NUMBER—1437
TYPE OF STUDENT—Junior, Part-time and Adults
(who have less than a full high school back
ground)
FEE—None
LENGTH OF COURSE—37 to 180 fifty minute peri
ods
TEXT—Arithmetic Skill Builder
COURSE CONTENT—Aims to prepare the junior
student for a general clerical position. Objective
of this course is to develop the ability to perform
the fundamental operations in arithmetic with
a high degree of accuracy; produce results with
reasonable speed; establish habit of forming
clear, properly placed figures in uniform size;
emphasis on business forms, neatness and ease of
interpretation of work with methods of proof, also
practical application of common business forms.

SHORTHAND I
(Beginning)
COURSE NUMBER—2410
TYPE OF STUDENT—Adult
LENGTH OF COURSE—1 semester—90 fifty minute periods.
TEXT—Gregg Simplified Functional Method by Les
tlie and Zoubek and Gregg Dictation Simplified by
Leslie and Zoubek
COURSE CONTENT—For beginners in shorthand.
The Greg Shorthand Manual Simplified, Func
tional Method, is the basic text, mastery of which is
accomplished in the first nine weeks, to be fol
lowed 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.

BUSINESS EDUCATION
INTERMEDIATE DICTATION

COURSE NUMBER: 2413
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 Transcription Simplified by Leslie and Zoubek

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

ADVANCED DICTATION

COURSE NUMBER: 2414
TYPE OF STUDENT: Adult
EQUIPMENT FEE: $1 per 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 rates of speed. Emphasis is given to the writing of advanced phrases and to the building of a shorthand vocabulary of business terms. The dictation speed is between 90 and 120 words per minute on a five-minute basis.

TECHNICAL DICTATION

COURSE NUMBER: 2414-A
TYPE OF STUDENT: Adult
EQUIPMENT FEE: $1 per semester
LENGTH OF COURSE: 90 fifty minute periods

COURSE CONTENT—A continuation of advanced dictation for 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.

TYPEWRITING I

COURSE NUMBERS: 1420, 2420, 4420
TYPE OF STUDENT: Junior, Adult, On-the-job
EQUIPMENT FEE: $1 per semester
LENGTH OF COURSE: 90 fifty minute periods
TEXT—Typing simplified by Leslie and Pepe

COURSE CONTENT—This is an elementary course which covers the mastery of the keyboard, letter writing, tabulation and simple office forms.

TYPEWRITING 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—Typing simplified by Leslie and Pepe

COURSE CONTENT—Emphasis is placed upon speed on straight copy and general office typing. A variety of letter styles is presented as well as advanced tabulation, rough draft, manuscripts and stencils.

TYPEWRITING III

COURSE NUMBERS: 1423, 2423
TYPE OF STUDENT: Junior, Adult
EQUIPMENT FEE: $1 per semester
LENGTH OF COURSE: 90 fifty minute periods
TEXT—Typing simplified by Leslie and Pepe

COURSE CONTENT—This advanced course covers statistical typing such as reports, ruled tabulation tables, financial statements, stencils, theses, title pages and legal forms. Typing short cuts and special problems which may infrequently confront a typist are also presented.
DISTRIBUTIVE EDUCATION
(TRAINING FOR SALES PEOPLE)

POST HIGH SCHOOL PROGRAM

ONE-YEAR COURSE ON CO-OPERATIVE PART-TIME
(One-half day of school attendance and one-half day store-work experience)

"Earn while You Learn!"

Curriculum for 1956-1957

First Semester (Two terms)
- Retail salesmanship
- Merchandise studies
- Business law
- Store organization
- Advertising
- Color, line and design
- Show card writing
- Penmanship

Second Semester (Two terms)
- Store mathematics
- Store record keeping
- Credits and collections
- Problems of managing
- Business correspondence
- Establishing a retail store
- Personnel problems
- Study of trade journals

Successful candidates will receive a diploma, which indicates proficiency in the essentials of Store Retailing.

REGULAR PROGRAM

RETAIL SALESMANSHIP*

COURSE NUMBER—2502, 3502, 4502
TYPE OF STUDENT—Adult, Apprentice
FEE—None
LENGTH OF COURSE—19 fifty minute periods
TEXT—Successful Retail Salesmanship by Robin-son 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 SALESMANSHIP**

COURSE NUMBER—2507, 3507, 4507
TYPE OF STUDENT—Adult, Apprentice
FEE—None
LENGTH OF COURSE—19 fifty minute periods
TEXT—Successful Selling for the New Day by Simmons

COURSE CONTENT—No 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 chisel; how to build your sales talk; how to use advertising; how to dramatize your selling; how to close the sale; how to avoid competition complexes; how to sell quality products; how to make more sales.

MERCHANDISE INFORMATION**

COURSE NUMBER—2508, 3508, 4508
TYPE OF STUDENT—Adult, Apprentice
FEE—None
LENGTH OF COURSE—38 fifty minute periods
TEXTS—Know Your Merchandise by Wingate, Allepse and Addison; Materials of Industry by Musseran, Reen and Holton

COURSE CONTENT—Determine guides to customer satisfaction: what merchandise is in stock; sources that contribute to the salesperson's knowledge; how to get the most out of merchandise; what services are offered; to what use merchandise is put; what possible objections; what to know about trends in style and fashion; what about color, line and design in merchandise; value of information and how to secure it; what are the selling points about merchandise; how to present them effectively.

STORE ORGANIZATION AND MANAGEMENT*

COURSE NUMBER—2504, 3504, 4504
TYPE OF STUDENT—Apprentice, adult
FEE—None
LENGTH OF COURSE—38 fifty minute periods
TEXT—Retailing by A. Risco

COURSE CONTENT—Scope of retailing: location, layout, equipment store organization and function of management: market contacts; buying; receiving and marketing of merchandise; invoice procedure, mark-on merchandise; the merchandise plan; employment problems; legal aspects of merchandising.
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; 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; displays in the retail program manufacturer's advertising in display.

RETAIL CREDIT FUNDAMENTALS
COURSE NUMBERS—2506, 3506
TYPE OF STUDENT—Apprentice, Adult
FEE—None
LENGTH OF COURSE—19 fifty minute periods or one semester
Manual: Student Study Guide in Retail Fundamentals
TEXT—Retail Credit Fundamentals by C. W. Phelps
COURSE CONTENT—Nature and importance of credit; developing new sources of credit customers; the double checking credit plan; methods of identifying charge customers; safeguards; reducing merchandise returns; how to handle complaints; how to stimulate preferred customers; how to revive inactive accounts; how to develop effective collection methods; how to rehabilitate delinquent customers.

BUSINESS LAW
COURSE NUMBERS—2509, 3509, 4509
TYPE OF STUDENT—Apprentice, Adult
FEE—None
LENGTH OF COURSE—19 fifty minute periods or one semester
TEXT—Fundamentals of Business Law, by J. F. Christ

WAITRESS TRAINING COURSE
COURSE NUMBERS—2510, 3510, 4510
TYPE OF STUDENT—Apprentice, Adult
FEE—None
LENGTH OF COURSE—10 two-hour sessions "On The Job"
COURSE CONTENT—Personal Development, Types of Menus, Equipment and its Care, Giving and Assembling Orders, Serving the Customer, Observation in a Restaurant.

INSURANCE COURSES
CHARTERED PROPERTY AND CASUALTY UNDERWRITERS
COURSE—C.P.C.U. Part II
COURSE NUMBER—2516
TYPE OF STUDENT—Adult
FEE—
LENGTH OF COURSE—74 hours
Monday (time to be arranged)

CERTIFIED LIFE UNDERWRITERS
COURSE—C.L.U. Part D
COURSE NUMBER—2517
TYPE OF STUDENT—Adult
FEE—
LENGTH OF COURSE—74 hours
Monday (time to be arranged)
COURSE CONTENT—Financial institutions, Money and banking, Corporation Finance, and Investments.
BUSINESS AND INDUSTRIAL ORGANIZATIONS
COURSE NUMBER—2518
TYPE OF STUDENT—Adult
FEE—None
LENGTH OF COURSE—90 hours
TIME—Open
COURSE CONTENT—The role of business and industry in the American economy; patterns of business and industrial organizations; economic relationships of employer and employee; study of prices and competition; price levels; business cycles; taxation; labor unions; labor-management relations; labor legislation; social and private security.

HUMAN RELATIONS
COURSE NUMBER—2519
TYPE OF STUDENT—Adult
FEE—None
LENGTH OF COURSE—90 hours
TIME—Open
COURSE CONTENT—Study of basic psychological principles that lead to better human relationships; rules of mental hygiene to be applied in home and work situations; personal and group adjustment problems.
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 of the course are: factors essential in a happy marriage; ability to get along with people; sources of conflict in the home; dating and steadiness, friendship and courtship; engagements; economic adjustments; marriage and the future.

HOSPITALITY AND TABLE DECORATION
COURSE NUMBER—2601
TYPE OF STUDENT—Adult
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
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 decorations are included.

WORK SIMPLIFICATION
COURSE NUMBER—1605
TYPE OF STUDENT—Junior
FEE—None
LENGTH OF COURSE—9 fifty minute periods
COURSE CONTENT—How teen-agers make use of short-cuts in planning housekeeping jobs is emphasized in this course. Modern methods for the modern girl are stressed. Other highlights of the course are: responsibilities of the teenager in the home; organization of work; making a plan for use of time and energy; use of modern equipment; learning work habits. The Home-making Apartment and the Heart Kitchen will be used for demonstrations and class activities.

PERSONALITY AND CHARM
COURSE NUMBER—1603
TYPE OF STUDENT—Junior Part Time
FEE—None
LENGTH OF COURSE—18 fifty minute periods
COURSE CONTENT—This is planned for the part-time student. Beginning with a self-inventory of personality traits such as poise, self-confidence, social ability, it goes on to individual spending. Highlights of the course are: factors essential in a happy marriage; ability to get along with others; ability to carry on conversations; charm and many others. The student participates in discussions and in the planning of the course.

SAFETY IN THE HOME
COURSE NUMBER—1606
TYPE OF STUDENT—Junior
FEE—None
LENGTH OF COURSE—18 fifty minute periods
COURSE CONTENT—This course will include safety measures in the home, use and care of electrical equipment, arrangement and use of kitchen equipment, hazards in the home, safety measures in building a home, use and care of equipment, demonstrations, use of films, and special speakers.

FAMILY ECONOMICS
COURSE NUMBER—2602
TYPE OF STUDENT—Adult
FEE—None
LENGTH OF COURSE—9 double periods
COURSE CONTENT—This course is planned for anyone who is interested in a plan for spending or using income. It will apply to family spending and to individual spending. Highlights of the course are: estimating income; deciding on kind of spending plan; gaining cooperation and interest of all family members; planning for necessities and for emergencies; planning for retirement; record keeping; children’s spending; spending the food dollar, the clothing dollar, the health dollar, the home furnishing dollar and the recreation dollar. This is a lecture and discussion course.

MONEY MANAGEMENT FOR TEEN-AGERS
COURSE NUMBER—1607
TYPE OF STUDENT—Junior
FEE—None
LENGTH OF COURSE—18 fifty minute periods
COURSE CONTENT—How to spend the money I earn will be featured in this course. Some of the topics to be included are: What do I get for the money I spend? How may I plan to have money for the things I want most? Should I keep a record of my spending? Other important items to be considered are: buying equipment and furniture; buying clothing; how much money should be spent for food; planning for my future home; what should I consider in buying china and silver; a plan for saving.
MODERN HOME LAUNDRY
TECHNIQUES
COURSE NUMBER--1608
TYPE OF STUDENT--Junior
FEE--None
LENGTH OF COURSE--9 fifty minute periods
COURSE CONTENT--This course is for the part-
time student who comes to school one day a week. Demonstrations will be given showing how to use the automatic washer and ironer. Class will have opportunity to practice use of the equipment. Some of the points to be stressed are: equipment of the home laundry; laundry methods; folding; putting your clothes away; stain removal; care of equipment; washing of sweaters; how to handle fine fabrics.

MODERN HOME LAUNDRY
TECHNIQUES
COURSE NUMBER--2604
TYPE OF STUDENT--Adult
FEE--None
LENGTH OF COURSE--6 double periods
COURSE CONTENT--Modern methods in the home laundry will be stressed in this course. How to use modern equipment such as the automatic washer and ironer are given. Some of the high points of the course are: care and selection of equipment for the home laundry; the weekly wash; the several-times-a-week wash; laundry supplies; modern ironing; fabrics and soaps; putting your clothes away; stain removal; shrinkage and color problems; laundering fine fabrics. Class members will have opportunity to actually use the automatic washer and ironer.

FOODS AND NUTRITION

JUNIOR FOODS
COURSE NUMBER--1622
TYPE OF STUDENT--Junior
FEE--None
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. Nutritive values are stressed. Meals for special occasions, and holiday cookery are included. Table setting, table service, and table etiquette are lectures 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.

FOODS I—MEALS FOR MODERNS
COURSE NUMBER--2611
TYPE OF STUDENT--Adult
FEE--$4 per semester
LENGTH OF COURSE--18 three period sessions
COURSE CONTENT--Meals in the modern way suggests new methods in cooking; 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; desserts. Several lessons will be devoted to making your cooking more distinctive through the use of herbs.

FOODS II—SALADS, CASSEROLES, CAKES, AND COOKIES
(1st Semester)
COURSE NUMBER--2612
TYPE OF STUDENT--Adult
FEE--$3 per semester
LENGTH OF COURSE--19 three period sessions
COURSE CONTENT--Dinner salads, luncheon salads, and main course salads are included. 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. A wide variety of casseroles are made: meat, vegetable; fish and chicken. Both fresh meat and leftover meats may be used. Quick casseroles as well as more elaborate casseroles for buffet entertaining are included. Modern up-to-date methods of mixing cakes are stressed. Types of so-called butter cakes and sponge cakes are included, giving variety of new, unusual cakes. Various types of iced and frosted cakes are a part of this unit. Christmas cookies and fruit cakes are given prior to the holiday season.
FOODS III — BREADS AND ROLLS, PASTRY AND UNUSUAL DESSERTS
(2nd Semester)
COURSE NUMBER—2613
TYPE OF STUDENT—Adult
FEE—$3 per semester
LENGTH OF COURSE—18 three period sessions
COURSE CONTENT—All types of quick breads and yeast breads are covered in this unit. The modern "streamlined" method of making yeast breads is given. White bread and whole wheat breads are made. Banana bread, date bread, nut bread, and various fruit breads are included. Many varieties of dinner and sweet rolls are made. Comparison of prepared mixes and homemade mixes, and use of the freezer are also included.

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.

The desserts featured in this unit are for special occasions; for instance, something for dessert bridge, meringues, tortes, ice box desserts, baked Alaska and frozen desserts are some of the desserts given. Attractive service is featured.

FOODS IV
UNIT I—FREEZING FOODS, MEAT, POULTRY, FISH AND VEGETABLE COOKERY
COURSE NUMBER—2614
TYPE OF STUDENT—Adult
FEE—$3 per semester
LENGTH OF COURSE—10 three period sessions
COURSE CONTENT—The freezing of fruits and vegetables will be taught in the early fall. This will be followed by the latest developments in the selection, preparation and preservation of meat, fish, poultry and vegetables. Prior to the holiday season, the class will stuff, truss and roast a holiday bird. They will serve it with attractive and unusual garnishes. Best methods to use in storing leftovers as well as the freezing of baked goods and main dishes will be included. Better laymanship in meats, fish, poultry and vegetables to accompany them will be emphasized. Class members will carry on actual food preparation in all sessions.

UNIT II—COUNT YOUR CALORIES AND LIKE IT AND SLIMMING SUMMER MEALS
FEE—$2 per semester
LENGTH OF COURSE—12 three period sessions

FOODS V — HOSPITALITY COOKERY
(3rd and 4th Quarters)
COURSE NUMBER—2615
TYPE OF STUDENT—Adult
FEE—$4 per semester
LENGTH OF COURSE—18 three period sessions
COURSE CONTENT—Emphasis will be placed on calorie-savvy cookery for those interested in obtaining and maintaining ideal weight. Included will be easily followed menu 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.

Attractive menus for summer time meals which help to control the waistline and keep cool in the kitchen will be featured. Salads plates, summer time desserts and easily prepared summer dinners are highlights of the course.

FOODS VI — CAKE DECORATING FOR SPECIAL OCCASIONS (1st and 2nd semesters)
COURSE NUMBER—2616
TYPE OF STUDENT—Adult
FEE—$4 per semester
LENGTH OF COURSE—18 three period sessions
COURSE CONTENT—The art of being a gracious hostess is stressed. Some of the types of entertaining given are: teas, buffet meals, wedding receptions, after-theater snacks, bridge dinners, guest dinners.

Table setting for these special occasions is included in the course.
NUTRITION
COURSE NUMBER—2618
TYPE OF STUDENT—Practical Nurse
FEE—None
LENGTH OF COURSE—32 hours
COURSE CONTENT—This will be a practical course of benefit 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.

JUNIOR CLOTHING AND TEXTILES

JUNIOR CLOTHING I
COURSE NUMBER—1632
TYPE OF STUDENT—Junior
FEE—None
LENGTH OF COURSE—19 double periods
COURSE CONTENT—This is a basic course in Clothing Construction. The garments to be made are: blouse, skirt and simple cotton dress. The Bishop method of sewing will be taught. Planning the wardrobe selection and buying of material is included.

JUNIOR CLOTHING II
COURSE NUMBER—1633
TYPE OF STUDENT—Junior
FEE—None
LENGTH OF COURSE—18 double periods
COURSE CONTENT—This course is planned for the student who has had Clothing I or its equivalent. More advanced problems and techniques will be considered. Garments to be made are: Rayon or wool dress; play clothes; party dresses. Special emphasis will be given to appropriate and becoming wardrobes and how the personality is improved through choosing the right wardrobe.

CLOTHING I (Firsts in Sewing)
COURSE NUMBER—2620
TYPE OF STUDENT—Adult
FEE—50 cents per semester
LENGTH OF COURSE—18 four period sessions
COURSE CONTENT—First lessons in sewing include the construction of simple garments such as cotton dresses, blouses and skirts. Stream-lined 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, plackets and zippers, making and applying collars, patch and slot pockets. Decorative stitches such as fagoting and smocking will be applied on cotton or silk dresses.

CLOTHING III (Family Sewing)
COURSE NUMBER—2622
TYPE OF STUDENT—Adult
FEE—50 cents per semester
LENGTH OF COURSE—18 three period sessions
COURSE CONTENT—This course is planned for the person who is interested in some specific problems in sewing for the family. Garments to be constructed are: play clothes for men or women; bachelors; lounging robes; dusters; men’s shirts. Renovation of men’s clothing, such as replacing cuffs on trousers, worn-out pockets and frayed cuffs will also be a part of the course. Some experience in sewing is necessary before joining this class.
CLOTHING V
(That Made-to-Order Look)
COURSE NUMBER—2624
TYPE OF STUDENT—Adult
FEE—50c per semester
LENGTH OF COURSE—18 three or four period sessions
COURSE CONTENT—How to secure that much desired custom-made effect will be one of the purposes of this course. Selection of 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, orion 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 I)
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 pindot stitch for collars, revers, hand stitching of collars and front facing, fitting problems, use of pressing boards for shaping garment to the figure, bound and patch pockets, lining and interlining for coats and suits, types of pads most suitable, selection of fabrics for coats, suit linings, interlinings, and interiarcings. 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 three or four period sessions
COURSE CONTENT—This course is planned for people who have had some experience or training in sewing. Beginners should not enter this class. Instruction will be given on the preparation of the garment for class work, combination of new and old material, and selection of garments for remodeling. Also, renovation and dyeing are included in the instruction, and correct construction techniques are stressed. Almost any garment may be remodeled.

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

CLOTHING IX (Workshop)
COURSE NUMBER—2628
TYPE OF STUDENT—Adult
FEE—50 cents per semester
LENGTH OF COURSE—18 four period sessions
COURSE CONTENT—This is only for students who have completed Tailoring I. The course is planned for those people who have had some experience or training in sewing. 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, except coats and suits.

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 hats and straw over simple blocks, familiarizing the student with blocks and steaming, as well as re-blocking of good quality used felt is included. Various types of hats are made.
MILLINERY II
COURSE NUMBER—2631
TYPE OF STUDENT—Adult
FEE—$1.50 per semester
LENGTH OF COURSE—18 three or four period sessions.
COURSE CONTENT—This course is planned for the student who has had Millinery I, and is ready for more advanced problems. More difficult problems employing a wider variety of millinery processes are given. The student has an opportunity to gain more knowledge regarding feathers, flowers, and 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—$1.50 per semester
LENGTH OF COURSE—18 four period sessions.
COURSE CONTENT—Making over fur coats, restyling and modernizing fur garments are two features of this course. Putting fur collars on coats and suits, and mending rips are also included. The actual work is done in class under the instruction of an expert in fur work.

FUR REMODELING II
COURSE NUMBER—2634
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.

SLIPCOVERS
COURSE NUMBER—2635
TYPE OF STUDENT—Adult
FEE—$1 per semester
LENGTH OF COURSE—18 four period sessions.
COURSE CONTENT—A study of slipcovers—their advantages and disadvantages, choice of fabrics, 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 remaking of cushions which are in need of repairs before slipcovering. 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 four 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—$1 per semester
LENGTH OF COURSE—18 four period sessions.
PREREQUISITE—Upolstery 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 edging, channeling, tuffing, and various trims as used on lounge chairs, cogswell chairs, platform rockers, etc. Greater emphasis will be placed upon art principles as applied to furniture. Students will be encouraged to undertake projects at home.
DRAPERIES
COURSE NUMBER—2638
TYPE OF STUDENT—Adult
FEE—30 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.

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; bracelets and other types of hats; table cloths; bedspreads; lace edging and insertion.

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

KNITTING II
COURSE NUMBER—2642
TYPE OF STUDENT—Adult
FEE—None
LENGTH OF COURSE—18 three period sessions
COURSE CONTENT—This is for the advanced student. It will include planning, styling and charting of garments to measurements. Types of garments which may be made are: sweaters, skirts, blouses, suits, gloves and socks. Tools needed for first meeting are: two number three knitting needles, 10 or 12 inch, a small ball of yarn, notebook and pencil.

HEART KITCHEN WORK SIMPLIFICATION COURSE
TYPE OF STUDENT—Heart patients, handicapped homemakers and all women interested in simplifying their work
FEE—None
LENGTH OF COURSE—1 and one-half hour sessions
COURSE CONTENT—Demonstrations in easier methods of work, including principles of work, including principles of good arrangement, choice, use and care of good tools, care and cleaning of the house with less bending, lifting, climbing, reaching are the features of this course. Correct body mechanics and new techniques for easier ironing are also included. There is no fee or tuition to anyone, no matter where they live. Registration is in the Heart Kitchen. Help is available in kitchen planning by appointment.

CLOTHING CLASSES OR FUR REMODELING ARE OFFERED AT THE FOLLOWING CENTERS:
LOWELL SCHOOL—Tuesday afternoon
Fur Remodeling—Fee—51 per semester

MIDVALE SCHOOL—Clothing I—Tuesday afternoon
Clothing II—Thursday morning
Clothing IV and V—Thursday afternoon
FEE—50 cents per semester

SCHENK SCHOOL—Tuesday afternoon
Clothing—Fee—50 cents per semester

The Homemakers' Club of our school is open to all homemakers who are interested. Meetings are scheduled for the second Friday in the month.
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 cents 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
LENGTH OF COURSE—400 hours
TEXT—Automotive Body Reconditioning by Theodore Wohlieil, 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 re-paint jobs.

AUTO DRIVER TRAINING
COURSE NUMBER—2702
TYPE OF STUDENT—Adult
FEE—$20
LENGTH OF COURSE—6 weeks
TEXT—Sportsmanlike Driving by the American Automobile Association
COURSE CONTENT—
1. Lecture and Discussion, Mondays from 12:50 to 2:30 p.m.
2. Behind-the-wheE! - training. Classes run from 9:45 a.m. to 11:45 a.m. and from 12:52 p.m. to 2:30 p.m. Training is given in either standard or automatic transmission. Each student receives a minimum of five 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 MECHANICS
COURSE NUMBER—2705
TYPE OF STUDENT—Adult, Full-time
TYPE OF TRAINING—Pre-apprentice
FEE—15 cents for 4 periods
LENGTH OF COURSE—1,840 fifty minute periods
TEXT—Automotive Mechanics by Crouse
COURSE NUMBER—3701
TYPE OF STUDENT—Apprentice
FEE—None
LENGTH OF COURSE—400 hours
TEXT—Automotive Mechanics by Crouse
COURSE CONTENT—Lubrication, accessories, electrical systems, brakes, engines, engine tune-up, clutching, 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
FEE—None
LENGTH OF COURSE—90 fifty minute periods
TEXT—Building Trades Blueprint Reading by Dalzell “2 volumes”
TYPE OF COURSE—Full Time
and repair; car wiring. Check and repair; periodic inspection.

AUTO MECHANICS
COURSE NUMBER—2735
TYPE OF STUDENT—Adult, Full-time
TYPE OF TRAINING—Pre-apprentice
FEE—$20
LENGTH OF COURSE—1,840 fifty minute periods
TEXT—Automotive Mechanics by Crouse
COURSE CONTENT—Lubrication, accessories, electrical systems, brakes, engines, engine tune-up, clutching, transmissions, drive shafts, fuel systems, rear axles, care of tools and equipment, engine rebuilding, front wheel alignment, frame straightening, wheel balancing.

AUTO ELECTRICIAN
COURSE NUMBER—3703
TYPE OF STUDENT—Apprentice
LENGTH OF COURSE—400 hours
TEXT—Delco-Remy Manual 324
COURSE CONTENT—Battery, testing, charging and replacing battery; ignition system, check and repair; starter, check and overhaul; generator and regulators, check
COURSE CONTENT—This course covers basic blueprint reading, essential to anyone seeking success in the building trades. This course is built around several practical sets of blueprints which take the student from the elementary on through specifications of masonry buildings.

BRICKLAYING
COURSE NUMBER—3712
TYPE OF COURSE—400 hours
TEXTS—Brick Masonry—Structural Clay Products Institute, Practical Bricklaying by Briggs and Carrer
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—1480 fifty minute periods
COURSE NUMBER—2713
TYPE OF STUDENT—Adult and Full-time
FEE—$1 per quarter for 2 periods
LENGTH OF COURSE—1480 fifty minute periods
TEXTS—Principles of Woodwork by Herman Bjorth, Machine Woodworking by Herman Bjorth General Woodworking by Johnson and Newlark
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 cuts, use, and sharpening of tools, project making, machine woodworking, nailing 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
TEXTS—Fundamentals of Carpentry, Volumes I and II by Durban
Roof Framing by Wilson and Werner
Building Trades Blueprint Reading by Dalzell
Cyclopedia of Building Terms of American Lumbermen. Mathematics for Carpenters by Delmar

DRAFTING, ARCHITECTURAL
COURSE NUMBER—3715
TYPE OF STUDENT—Adult, Full-time
FEE—$1.25 per semester—one period
LENGTH OF COURSE—1480 fifty minute periods
COURSE CONTENT—Vocabulary; construction details, pictorial drawing; isometric, oblique and perspective drawing; 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
COURSE NUMBER—2716
TYPE OF STUDENT—Adult, Full-time
FEE—$1.25 per semester—one period
LENGTH OF COURSE—1480 fifty minute periods
COURSE NUMBER—2716
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, dimentioning, skill in letters and numbers; problems in projection, advanced projection problems, layout and development; completion problems; free-hand sketching; auxiliary views, true length lines, and gaurdes and planes; cross-sectioning and symbols; dimensioning; pictorial drawing; drafting equipment; pattern drafting.

STRENGTH OF MATERIALS
COURSE NUMBER—2717
TYPE OF STUDENT—Adult, Full-time
FEE—None
LENGTH OF COURSE—36 fifty minute periods
TEXT—Strength of Materials by Bresnahan
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 retain-
ing vessels; welded joints; torsion, torque and strength of shafts; beams, shear and moment diagrams, to study the design of beams; stresses in beams; deflections, to study the theory of bending; combined axial and bending stresses, advanced theory and design of loaded members; columns, to study the theory of columns.

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

JOB RELATIONS
COURSE NUMBER—2760
TYPE OF STUDENT—Adult
FEE—None
LENGTH OF COURSE—45 fifty minute periods
COURSE CONTENT—Purpose: To impress the student with the importance of knowing and applying the basic principles of good Human Relations to Self, to the Job, and to the Customer. Method of presentation: Conference and lecture using training aids and class participation. Samples subject material used:
1. The Science of Human Relations as applied to the job.
2. Customer Relations.
3. Basic points to consider in dealing with women customers.
4. Advancement in Human Understanding.
5. Leadership.
6. Personal Advancement.
7. Employee's understanding of management problems.

ELECTRICITY
COURSE NUMBER—2718
TYPE OF STUDENT—Adult, Full-time
FEE—10 cents per day of two periods
LENGTH OF COURSE—360 fifty minute periods
TEXTS—Industrial Electricity by Nadon and Glemine
Essentials of Electricity by Timbie
Building Trades Blueprint Reading I and II
Electric Code Test Book by Siskind
COURSE CONTENT—Basic electrical theory; code, 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. powers; A. C. 3-phase, relation of single and polyphase; A. C. motors and generators, characteristics, repair and maintenance; electronics, understanding of industrial electronics.

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

PLUMBING
COURSE NUMBER—3720
TYPE OF STUDENT—Apprentice
FEE—None
LENGTH OF COURSE—400 hours
TEXTS—How to Design and Install Plumbing by Matthias
Mathematics for Plumbing Trade by Reiman
Joint Wiping and Lead Work by Hutton
Wisconsin State Plumbing Code, State Board of Health
Chapter 145, Wisconsin Statutes, State Plumbing Law, State Board of Health
COURSE CONTENT—Plumbing theory; the principles of sewage treatment; types and uses of materials; proper methods of drainage, ventilation, water supply and distribution; pumps and lifts; plumbing fixtures and appliances; plumbing safety; codes and laws, to interpret and use the Wisconsin State Plumbing Code, and local plumbing ordinances; plumbing mathematics, use and apply formulas; plumbing drawing, ventilation design and layout.
to make isometric layouts; blueprint reading; lead work; layout and design, joint wiping, and lead burning; related welding, care and use of the oxy-acetylene torch in pipe cutting and welding. Also related chemistry and physics.

SHEET METAL

COURSE NUMBER—1721
TYPE OF STUDENT—Junior, Part-time
FEE—None
LENGTH OF COURSE—148 fifty minute periods
COURSE NUMBER—2721
TYPE OF STUDENT—Adult, Full-time, Pre-apprentice
FEE—18 cents per day of four periods
LENGTH OF COURSE—740 fifty minute periods
TEXTS—Sheet Metal Pattern Drafting and Shop Problems by Dougherty
COURSE NUMBER—5721
TYPE OF STUDENT—Apprentice
FEE—None
LENGTH OF COURSE—600 hours
TEXTS—Sheet Metal Pattern Drafting and Shop Problems by Dougherty, Sheet Metal Workers by Neubecker, Triangulation Shortcuts Layout by Kaberlein, Air Conditioning Metal Layout by Kaberlein, Round Layouts by Kaberlein.

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

STEAMFITTING

COURSE NUMBER—3722
TYPE OF STUDENT—Apprentice
FEE—None
LENGTH OF COURSE—400 hours
TEXT—Instructional Manual for Steamfitter Apprentices

COURSE CONTENT—Science related to the steamfitter trade, the underlying scientific principles of pressure, weight, density and type of heat; related drawing, blueprint reading, fundamentals of isometric drawing, and heating plant layout; heating, design and installation procedures; heat transmission, calculating heat losses; review of mathematics; process piping, pipe standards, accessories, and pipe fittings; pipe welding; the use of acetylene and arc welding equipment; controls, application and regulation of all automatic controls used in heating and ventilating; automatic heating units including oil and gas burners and stove controls; refrigeration, fundamentals of refrigeration and the handling of refrigerants; air conditioning, the theory of air conditioning.

WELDING—ELECTRIC ARC

COURSE NUMBER—2738
TYPE OF STUDENT—Adult, Full-time
FEE—21 cents per period
LENGTH OF COURSE—1160 fifty minute periods
COURSE NUMBER—3733
TYPE OF STUDENT—Apprentice
FEE—None
LENGTH OF COURSE—400 hours
TEXT—Theory and Practice for Arc Welding by Sack

METAL INDUSTRIES

BLUE PRINT READING

(MACHINE TRADES)

COURSE NUMBER—2730
TYPE OF STUDENT—Full-time
LENGTH OF COURSE—30 fifty minute periods
FEE—None
TEXT—Blue Print Reading by Nicholson & Jones

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

FOUNDRY PRACTICE

COURSE NUMBER—3731
LENGTH OF COURSE—400 hours
TYPE OF STUDENT—Apprentice
FEE—None

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

COURSE NUMBER—3739
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 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 Fries
COURSE CONTENT—Iron smelting, iron refining; cast and wrought iron, melting and metal forming; iron carbon diagram; physical structure; hardening of steel; grain structure; steel alloys.

APPLIED MATHEMATICS
COURSE NUMBER—3765
TYPE OF STUDENT—Students Majoring in a Trade
FEE—None
LENGTH OF COURSE—160 fifty minute periods
COURSE CONTENT—Varying according to the trade in which the student may be majoring such as machine shop, draughting, printing, cabinetwork, electricity, radio and television, welding, sheet metal, photography or auto mechanics. The lesson material for applied mathematics is designed for individual instruction. A diagnostic test will be given at the time the student enters the class which will determine his starting point. In most cases formal text material will be used and the student will be required to purchase the applied math book for his particular field of work.

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 Svenesen
Advanced Blueprint Reading, Delmar Publishers
Pattern Design by Hall and Kiley
Mathematics by Slade and Margolis
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—bench, machine, special; pattern construction, types of patterns and their relation to molding and machine shop; pattern allowances, contraction, draft, finish, layouts and templates; cores, coreprints and coreboxes; staved, stepped and segment work; related pattern casting theory, design, engineering, new methods; elements of arithmetic; areas of volume, cylinders, prisms, fillets, bosses, plates, ribs, 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.
SERVICE OCCUPATIONS

BASIC RESTAURANT TRADES
COURSE NUMBERS—3750, 2750
TYPE OF STUDENT—Apprentice, Adult
COST—Tuition is charged for non-resident students
LENGTH OF COURSE—8 nine week quarters
TEXT—Escoffier Cook Book
COURSE CONTENT—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 NUMBERS—3761, 2761
TYPE OF STUDENT—Apprentice, Adult
COST—Tuition is charged for non-resident students
LENGTH OF COURSE—2 nine week quarters
TEXT—Escoffier Cook Book; Book of Sauces
COURSE CONTENT—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—3741
TYPE OF STUDENT—Apprentice
COST—None
LENGTH OF COURSE—288 hours
TEXT—15 Study Units, 15 Assignment Units in Barber Science
COURSE CONTENT—Introduction to apprenticeship, anatomy and physiology, diseases, shop problems, facials and packs, barber law, therapeutic lights, hair, art of shaving, selling standard services, preparation, bacteriology, sanitation, scalp treatments, pharmacology.

COSMETOLOGY
COURSE NUMBER—3741
TYPE OF STUDENT—Apprentice
COST—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; skin and its disorders, structure of skin; hair dressing; hands and nails; permanent waving, theory and techniques of waving hair permanently with electricity and chemicals.

RADIO
COURSE NUMBER—3742
TYPE OF STUDENT—Adult, Full-time
COST—10c per day of two periods
LENGTH OF COURSE—1,480 fifty minute periods
TEXTS—
A.R.H.L. Handbook
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; circuits; 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.
TELEVISION
COURSE NUMBER—2743
TYPE OF STUDENT—Full-time
FEE—20 cents per day of four periods
LENGTH OF COURSE—1230 fifty minute periods
PREREQUISITE—Ability to pass entrance examination
TEXT—Basic Televison by Grub
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, synchronising 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 COURSE—covers the color TV system and human vision, chromaticity diagram, two phase modulation, the I and Q signals, color picture tubes, color receiver adjustments, color service instruments, color receiver trouble shooting and color receiver alignment. Also, the theory of transistors and the servicing of transistor receivers. 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—144 fifty minute periods
COURSE NUMBER—1746
TYPE OF STUDENT—Adult, Full-time
FEE—None
LENGTH OF COURSE—2072 fifty minute periods
TEXTS—The Practice of Printing by Polk
General Printing by Cleaton and Pitkin
Elementary Platen Presswork

Trade and Industry
Jargements on different types of paper, lighting problems, light control, photomontages, negative control, color exposures, color processing, mounting of prints, picture composition, copy work of lines, flash photography, electronic flash in black and white and color transparencies, litho reproduction.

The student will be required to supply all needed film, paper, and other small items for his own projects.

GUIDANCE AND SPECIAL SERVICES

Counseling
Job Placement
Woman's Service Exchange
Health
COUNSELING

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 best qualified workers for jobs which become vac. It. 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 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.
is received by the student during most of this training. In addition to the 30 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.

HEALTHFUL LIVING IN THE LATER YEARS

A course sponsored by Dane County Medical Society and taught by its members

TYPE OF STUDENT—Adults in their later years, adults who are preparing for their later years, and those who are interested in others in their later years.

FEE—None

LENGTH OF COURSE—8 weeks, once a week

COURSE CONTENT—
1. Physical Activities in the Later Years—their possibilities and limitations—with special emphasis on heart ailments, arthritis and rheumatism.
2. Mental Activities as a Means of Keeping Young—a discussion of mental health and emotional problems of aging with some attention given to problems of vision and hearing in the later years and their possible effect on personality.
3. Diet in the Later Years—a discussion of the importance of diet with special dietary instructions for specific health problems—there would be an emphasis on diet to keep well.
4. Rheumatism, Arthritis and You—a discussion of treatment and drugs used to handle these disorders and ways of coping with them.
5. You and Your Heart—a discussion of living with heart disorders—possible discussion leaders.
6. New Treatments for Disorders—this would include a discussion of arteriosclerosis, diabetes, peripheral vascular disorders—new drugs for emotional and mental disorders.
7. Continuation of Number 6—Discussion of emotions, hearing, blood pressure.

POST-HIGH SCHOOL DIVISION

BUSINESS EDUCATION

Accredited Two Year

Post-High School Courses

Business Administration

Secretarial Science
BUSINESS ADMINISTRATION ACCOUNTING

A two year Post High School Technical Course. The objective of this course is to give the student a thorough training in the basic fundamentals and practical application of accounting principles so as to enable him to take complete charge of the accounting records in public, accounting firms, private industry or government service in the capacity of Junior Accountant. This and further training, together with work experience serves as a foundation for Senior Accountancy and Certified Public Accountant (C.P.A.).

First Year

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<th>First Semester Hours</th>
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<td>Accounting I</td>
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<td>Business Mathematics</td>
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<td>Communications Arts and Skills</td>
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<td>Machine Calculation</td>
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<td>Typewriting I</td>
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<td>Orientation</td>
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<td>Accounting II</td>
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<td>Communications Arts</td>
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<td>Psychology of Human Relations</td>
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<td>Business Correspondence</td>
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<td>Typewriting II</td>
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Second Year

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<td>Accounting Systems</td>
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<td>Business Law</td>
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<td>Economics</td>
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<td>Income Tax Accounting</td>
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<td>Credit Procedures</td>
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<td>Office and Personnel Management</td>
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<tr>
<td>Internal Auditing</td>
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Electives

<table>
<thead>
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<tr>
<td>Solemanship</td>
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<tr>
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<td>1</td>
</tr>
<tr>
<td>Marketing</td>
<td>3</td>
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<tr>
<td>Advertising</td>
<td>3</td>
</tr>
<tr>
<td>Machine Bookkeeping</td>
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</table>

Note: Students' schedules and courses are adjusted to their previous training and experience.

Typing and machine calculation are laboratory courses and require two hours for each credit.

SECRETARIAL SCIENCE

A two-year Post High School Technical Course. This course provides a thorough training in Gregg shorthand, typewriting and related subjects which prepare the student for high-grade secretarial positions in private business or under city, county or Federal Civil Service. A minimum of 64 credit hours is required for graduation from the course, as well as completion of the speed requirements in shorthand and typewriting.

First Year

<table>
<thead>
<tr>
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<td>Secretarial Science</td>
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<tr>
<td>Typewriting</td>
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<tr>
<td>Communications Arts and Skills</td>
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<td>Psychology of Human Relations</td>
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<td>Business Correspondence</td>
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<tr>
<td>(Stenography II)</td>
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<td>Business Correspondence</td>
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<td>Typewriting II</td>
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Second Year

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<table>
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<td>(Gen. or Tech.)</td>
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<tr>
<td>Machine Calculation</td>
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<tr>
<td>Filing (one quarter)</td>
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<tr>
<td>Secretarial Typewriting</td>
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<td>American Institutions</td>
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Electives

<table>
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<th>Hours</th>
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<tbody>
<tr>
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<tr>
<td>Public Speaking</td>
<td>3</td>
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<tr>
<td>Physical Education</td>
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<tr>
<td>Income Tax Accounting</td>
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<tr>
<td>Secretarial Machines</td>
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<tr>
<td>Penmanship</td>
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<tr>
<td>Medical Secretary</td>
<td>3</td>
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<tr>
<td>Physiology and Anatomy</td>
<td>3</td>
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<tr>
<td>Medical Office Practice</td>
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<td>Legal Secretary</td>
<td>2</td>
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<tr>
<td>American Courts</td>
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<tr>
<td>Legal Office Practice</td>
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</table>

Note: Students' schedule and courses are adjusted to their previous training and experience. Typing and machine calculation are laboratory courses and require two hours for each credit.
ACCOUNTING I
Includes the theory of accounting as it relates to a mercantile enterprise. In the development of the theory the complete bookkeeping cycle is covered. This includes journalizing in various journals, posting, trial balance, worksheet, financial statements and adjusting and closing entries. The first part is based on a single proprietorship and the second part is the development of auxiliary records for insurance, depreciation, notes receivable and notes payable, and various special journals. A practice set for a mercantile establishment is completed at the end of the semester.

ACCOUNTING II
Divided into two parts. The first part is corporation accounting for a manufacturing enterprise. This includes the accounting for capital stock (and its auxiliary records); corporation bonds, reserves and funds, stock system, taxes, financial statements and adjusting and closing entries. The second part covers cost accounting as it relates to a job cost system. The material covered includes an introduction to cost accounting, accounting for materials, labor, and factory overhead. Upon the completion of the theory a job cost accounting practice set is completed.

ACCOUNTING III
Designed for the student who has chosen accounting as a career. The course is a comprehensive study of financial statements, processes of recording, classifying and summarizing business transactions. Specifically this includes accounting statements, the recording process, cash, temporary investments, long-term investments, receivables, inventories, current liabilities, long-term liabilities, plant and equipment, and intangible assets.

ACCOUNTING IV
A continuation of Accounting III. The study continues with the problems involved in the measurement of periodic progress and concludes with a consideration of special analytical procedures. Specifically this includes capital stock, surplus, stockholders' statement from incomplete data, errors and their correction, statement analysis and application of funds.
and government, including general managerial practices and management controls.

**BUSINESS STATISTICS**

Elementary concepts in statistical methods. Explanation of statistical techniques for dealing with business fluctuation, measurements of trend and business index numbers.

**COMMUNICATIONS ARTS AND SKILLS**

Designed to improve the student's speaking and writing skills and to help him grow in language power through the development of correct habits of careful, forceful expression. The course material covering the four basic skills—reading, speaking, writing, and listening has been correlated so that the methods used in these four areas are complementary parts of the communication process. Problems in the field of oral communication include individual speech analysis, business and social conversation, group speaking in business and industry, information talks, demonstrations, explanations, etc. Contemporary speeches, books, magazines, and newspapers are the source materials for oral and written assignments. Problems in outlining, note-taking, summarizing, and in conventional usages in mechanics and grammar are considered.

**CREDIT PROCEDURES**

A study of the principles and methods of credit administration in the mercantile and retail field, including sources of information, credit policy, credit control, legal remedies, and collection techniques.

**ECONOMICS**

Deals with the principles underlying business. Current business situations are used to illustrate principles. Important topics such as production, value, price, exchange, money, labor, interest, and profits are given consideration.

**FILING**

The subject of filing is made up of three distinct units, and a thorough knowledge of filing includes completion of all units. The unit course in Alphabetic Filing consists of the study of filing rules and their application, cross indexing, and the theory and evolution of correspondence filing. Next is the unit course in Numeric Filing which includes work in the numeric system: namely numeric and triple check automatic. Other subjects studied are those of charge, follow-up, and transfer methods, along with a study of filing equipment and supplies.

**INCOME TAX ACCOUNTING**

Deals with the Federal and State income tax laws and their underlying principles. Such topics as gross income, deductions and exemptions, normal taxes and surtaxes, joint and separate returns, the computation of the tax, and the methods of reporting income are studied. Individual, partnership, and corporation returns are completely covered for both accrual and cash bases. The actual filling out of the various returns is a part of the course.

**INTERNAL AUDITING**

A lecture and laboratory course in auditing procedure. Class instruction in the verification of the accounts of a business to determine its financial condition, its operating results, and the integrity of those in charge. The preparation of a complete set of working papers and an audit report is a requirement of this course.

**LEGAL OFFICE PRACTICE**

Includes training in preparation of legal documents, special transcription procedure, techniques appropriate to the legal office, taking of depositions, and general office practice applicable to a legal office.

**MACHINE BOOKKEEPING**

Covers the principles and operations of the various bookkeeping machines to be found in the offices of the community in which the course is offered.

**MACHINE CALCULATION**

Covers all phases of machine calculation such as addition, subtraction, multiplication and division. The advanced work includes the application of fundamentals to business problems, percentages, discounts, interest, and reciprocals with emphasis on speed. Students are given an opportunity to secure experience in the use of the automatic electric calculator.

**MARKETING**

A study of the problems and policies of manufacturers, wholesalers, and retailers in the marketing of goods and services. The course includes the following: channels of distribution, customer relations, interactions with distributors, unfair competition, functions of sales departments, advertising and promotion, study of price determination, price policies, marketing costs and efficiency, training programs, market research, and the relation of the government to marketing. Each student is required to investigate and to report in writing on the marketing of one or more products.
MEDICAL OFFICE PRACTICE

Medical secretarial students are granted the privilege of attending lectures in Medical and Surgical Nursing given in the Department of Nursing Education. Students take the lectures in shorthand and transcribe their notes, thereby gaining both practical knowledge and secretarial skill.

MONEY AND BANKING

The basic principles of money and the monetary system. A description of the various types of financial institutions, their functions and relations to the whole economic organization.

OFFICE AND PERSONNEL MANAGEMENT

For those engaged in or planning to work in a supervisory capacity in the field of business. The basic aim of this course is to train the student in the principles and practices of personnel management, human relations, labor problems, job evaluation, remuneration policies, handling grievances, collective bargaining, technique of interviewing and counseling.

PHYSIOLOGY AND ANATOMY

A study of the structure and function of the various systems composing the human body. Emphasis is placed upon the medical terminology used to designate the normal changes, the pathological conditions, and the surgical procedures in each system. Standard suffixes, prefixes, and abbreviations commonly used in the practical field are also discussed. Lectures are supplemented by the use of charts, skeletons, manikins and movies.

PSYCHOLOGY OF HUMAN RELATIONS

Basic psychological principles are taught so that the student may be better equipped to deal with those human relationships which he will face in future vocational and social situations. Stress is placed upon the application of the rules of mental hygiene to home and work situations. Group and personal adjustment problems are studied and discussed.

PUBLIC SPEAKING

A basic course in the theory and practice of public speaking. The purpose of this is to establish minimum standards of good speech with emphasis on the basic principles of everyday speech, voice and diction, bodily activity, and speech composition. Practice in the delivery of both prepared and extemporaneous speeches is also included in this course. Voice recordings are made of each student.

SALESMAINSHP

A course in the principles of selling and the application to both retail and wholesale businesses. Steps in the sale, rules of selling, prospective problems, attitudes of buyer and salesman, the interview, methods of closing the sale, and types of customers are given special attention.

SECRETARIAL ACCOUNTING

A course in beginning accounting similar to Accounting I. It develops the fundamental accounting principles and gives practice in their application to professional and small business enterprises.

SECRETARIAL MACHINES

A thorough study is made of voice recording machines and duplicating machines including the mimeograph and ditto. An opportunity is given for a thorough acquaintance with the dictaphone and other types of voice recording machines as well as drill in and use. Training in the use of the mimeograph and ditto is designed to give students an adequate working knowledge of both types of machines. Planning and layout is an important part of this course. Instructions include cutting of stencils, the use of mimeoscope, various styles, screens plates and special instructions for the use of ditto, and actual experience in the operation of both machines.

SECRETARIAL SCIENCE I

A beginner's course in simplified shorthand. The intensive concentrated study of simplified principles enables the student to take simple business practice material in the early part of the course. Testing procedure for credit: 5 minute tests, unfamiliar material, 60 words per minute.

SECRETARIAL SCIENCE II

A course for students who have completed the theory of shorthand and who desire to attain a dictation speed of 60 to 80 words a minute on new material. Attainment of established goal is based upon allable transcriptions. Testing procedure for credit: 5 minute tests, unfamiliar material, 60 to 80 words per minute, transcribed at the rate of 20 words per minute.
SECRETARIAL SCIENCE III (GENERAL
AND TECHNICAL)
For students who have fulfilled the requirements
of Secretarial Science I and II. It consists of ad-
vanced vocabulary and phrase building and sus-
tained dictation and transcription. Mailability of
transcripts is stressed. Testing procedure for
credit: 5 minute tests, unfamiliar material, 80 to
100 words per minute, transcribed at the rate
of 25 words per minute.

SECRETARIAL SCIENCE IV (GENERAL
AND TECHNICAL)
For advanced dictation students. The objective
is the development of shorthand power through
sustained dictation at high speeds. Additional
work in specialized phrasing and shortcuts is
included. Emphasis is placed on training the
student for stenographic work on a producton
basis. Consideration is also given to appreciation
of office problems, up-to-date business proce-
dures, and the development of initiative and in-
dependent thinking. Testing procedure for credit:
5 minute tests, unfamiliar material, 100 to 120
words per minute, transcribed at the rate of 30
words per minute.

SECRETARIAL TYPEWRITING
A practical course based on typical office prob-
lems, advanced work on letter styles, rough
drafts, abulations, legal forms, etc. Emphasis
is placed upon production and speed work.

TYPEWRITING I
Course for beginners in typewriting. Includes
history and the importance of the typewriter,
care of typewriter, parts of the machine, position
of the typewriter and individual, mastery of
keyboard. Letters, numbers, symbols and char-
ocers on the keyboard. Letters (semi and modi-
fied block), carbon, erasures, simple tabulation,
syllabication are also included in this
course. Testing procedure for credit: 5 minute
tests, new material, 30 to 35 words per minute,
with 5 or fewer errors.

TYPEWRITING II
A continuation of Typewriting 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 in-
cluded. Testing procedure for credit: 5 minute
tests, new material, 35 to 40 words per minute
with 5 or fewer errors.

BUSINESS EDUCATION
One-Year Intensive Courses
Accounting
Stenographic
Office Machines
General Clerical
ONE-YEAR - ACCOUNTING

This course is planned to give the students an understanding of the fundamental principles of accounting. In addition to the major subject many related business subjects are offered as an educational background for the prospective accountant.

**FIRST SEMESTER**
- Accounting I
- Business Arithmetic
- Typewriting I
- English (Grammar)
- Economics

**SECOND SEMESTER**
- Accounting II
- Business Mathematics
- Typewriting II
- Business Correspondence
- Business Law

**ELECTIVES**
- Machine Bookkeeping
- Machine Calculation
- Filing
- Office Training

ONE-YEAR - STENOGRAPHY

A one-year intensive stenographic course for students who desire to get into employment as soon as possible. Special training in legal and medical dictation take additional time and is given only to those who have attained the necessary standards for the advanced training.

**FIRST SEMESTER**
- Shorthand I
- Typewriting I
- Office Training ('One Quarter')
- English (Grammar)
- Filing ('One Quarter')

**SECOND SEMESTER**
- Stenography II
- Business Correspondence
- Machine Calculation ('One Quarter')

**ELECTIVES**
- Economics
- Business Law
- Accounting
- Transcribing Machines
- Switchboard

ONE-YEAR - OFFICE MACHINES

A one-year course for students who wish to become operators of the various business machines used in offices. In addition to the training given, students on these machines related business subjects are offered to give the students background for business.

**FIRST SEMESTER**
- Office machines
- Business Arithmetic
- Typewriting
- English (Grammar)
- Elective

**SECOND SEMESTER**
- Office Machines
- Business Mathematics
- Typewriting
- Business Correspondence
- Office Training

**ELECTIVES**
- Accounting
- Business Law
- Business Correspondence
- Filing
- Economics

- BOOKKEEPING
  - Burroughs Sensimatic
  - National Cash Register
  - Monroe

- DUPLICATING
  - Mimeograph
  - Ditto
  - Key Punch (IBM)
  - Alphabetic
  - Numeric

- CALCULATING
  - Comptometer and Burroughs
  - Automatic Electric
  - Friden, Remington, Monroe

- TRANSCRIBING
  - Dictaphone
  - Ediphone
  - Gray Audgraph

ONE-YEAR - GENERAL CLERICAL

The General Clerical Course is designed to give students basic training in office procedures and skills necessary for general office positions.

**FIRST SEMESTER**
- Typewriting
- Business Arithmetic
- Filing ('One Quarter')
- English (Grammar)
- Electives

**SECOND SEMESTER**
- Typewriting
- Business Mathematics
- Machine Calculation ('One Quarter')

**ELECTIVES**
- Economics
- Business Law
- Transcribing Machines
1956-57 Evening School Catalog

Madison Vocational and Adult School
Madison Vocational
and
Adult School

Evening School
Catalog
1956-57

Board of
Vocational and Adult Education

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

The Madison Vocational and Adult School is a public school. For Madison residents, there is a general registration fee of $1 which admits the student to any one or all three terms of evening school. For non-residents, there is a tuition charge of 50 cents per evening. Non-resident persons who are twenty-one years of age or older will pay their tuition when they register and in advance at the beginning of each term.

All unused tuition is refunded if the school receives a written request from the student, with his student receipt, when he withdraws from school. In some classes fees are charged to cover the cost of laboratory expenses, incidental breakage, texts and supplies.

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.

THREE TERMS OF EVENING SCHOOL

The evening school operates during three eight-week terms: October 1 to November 21 being the first term; November 26 to February 8 (with Christmas vacation of three weeks), the second term; and February 11 to April 5, the third term.

RECORDS

Permanent records of students' attendance and achievement are kept in the Registration office and may be obtained for reference or school admission purposes by the student at any time.

ATTENDANCE

A record is kept on attendance of all students. This is necessary because of the great demand for the use of the school's equipment and the need to eliminate any who are not serious about their work. Those who must be absent are requested to call 54541 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.

REFUNDS

The $1 registration fee is not refundable except when classes do not materialize because of insufficient enrollment. In cases where material fees are figured by the evening, the refund is made for the number of sessions not attended.

CLASS SCHEDULE

Classes will be held from 7 to 9 p.m. unless otherwise designated. The doors of the building will be locked at 9:30 p.m.

REGISTRATION SCHEDULE

Advance Registration by Mail:
Monday through Friday, September 10 through 14, 1956—Mail registration for evening school.
Tuesday and Wednesday, September 25 and 26, 1956—Registration for evening school (5 to 8:30 p.m.).
Thursday, September 27, 1956—Meeting of evening school staff.
Monday, October 1, 1956—Evening school begins.

Advance Registration in Person at the Vocational School:
Tuesday and Wednesday, September 25 and 26, (5 to 8:30 p.m.)

Registration During Evening School Term:
Monday, Tuesday, Wednesday and Thursday evenings, 6:45 to 7:45 p.m.

EVENING SCHOOL CALENDAR

1956-57

Monday through Friday, September 10 through 14, 1956—Mail registration for evening school.

Tuesday and Wednesday, September 25 and 26, 1956—Registration for evening school (5 to 8:30 p.m.).

Thursday, September 27, 1956—Meeting of evening school staff.

Monday, October 1, 1956—Evening school begins.

Thursday and Friday, November 1 and 2, 1956—Evening school classes for Milwaukee meeting of the Wisconsin Education Association and Wisconsin Federation of Teachers.

Wednesday, November 21, 1956—End of first eight-week term of evening school.

Thursday and Friday, November 22 and 23, 1956—Evening school classes for Thanksgiving vacation.

Monday, November 26, 1956—Second eight-week term of evening school begins.

Friday, December 14, 1956—Evening school closes for Christmas vacation.

Monday, January 7, 1957—Evening school reopen.

Friday, February 8, 1957—End of second eight-week term of evening school.

Monday, February 11, 1957—Third eight-week term of evening school begins.

Friday, April 5, 1957—Evening school closes.
GENERAL EDUCATION

Academic
Art
Music
ACADEMIC

ALGEBRA I
Mon. and Wed., 7:00 p.m. to 9:00 p.m.
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
Mon. and Wed., 7:00 p.m. to 9:00 p.m.
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-half high school credit is given. 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. One-half high school credit is given.

GEOMETRY
Mon. and Wed., 7:00 p.m. to 9:00 p.m.
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 geometric proof. There are six assignment 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
Mon. and Wed., 7:00 p.m. to 9:00 p.m.
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
Friday, 7:00 p.m. to 9:00 p.m.
Prerequisite: Knowledge of the English Language (Written and Oral)
This will be a series of twenty-four lessons presenting to prospective new citizens basic information and studies of the constitution, governmental organization, the obligations of a citizen, voting procedures, outlines of United States History, state and local governments, which are needed to become an effective citizen of the United States.

ENGLISH I
Monday and Wednesday, 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. The course aims to give the student a knowledge of the fundamental language materials to enable him to use and understand them almost automatically. Grammar and structure are presented in a simplified, logical manner with emphasis on constant practice through exercises and drills. Phonetics, conversation, reading, and the written word become a part of each lesson.

ENGLISH II
Monday and Wednesday, 7:00 p.m. to 9:00 p.m.
Organized to meet the needs of those foreign born who have some English background and who wish to increase their vocabulary and knowledge of English grammar. There will be drill in oral reading, English idioms, spelling, and punctuation.

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. Dictionary study and the correct grammatical usage of the parts of speech will also be included.

ENGLISH V (Composition)  
Monday 7:00 p.m. to 9:00 p.m.  
A study of the basic forms and types of expository writing. The student will write samples of various forms and detailed suggestions and criticisms will be made in class.

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

GREAT BOOKS  
Thursday 7:00 p.m. to 9:00 p.m.  
Why read the great books? Because reading them provides more than any other experience a means of understanding human aims, motives, and shortcomings. The only requirement is a desire to read and to discuss the readings. The discussion is led by leaders rather than instructors.  
First year readings.

SHAKESPEARE  
Wednesday, 7:00 p.m. to 9:00 p.m.  
Re'ax With Shakespeare! Each Wednesday evening spend two hours of relaxation, education and entertainment discovering Shakespeare and applying his inspirational literature to your own life. Discover for yourself what has made Shakespeare live through the ages and be as entertaining to audiences so many years ago.

FRENCH I  
Tues. and Thurs., 7:00 p.m. to 9:00 p.m.  
The course aims at maximum usefulness: to enable the student to speak and write from the very beginning in simple, natural French. In addition, a Graded French Reader is used to build up a more extensive vocabulary.

GERMAN I  
Mon. and Wed., 7:00 p.m. to 9:00 p.m.  
The course aims at maximum usefulness: to enable the student to speak and write from the very beginning in simple, natural German. In addition, a Graded German Reader is used to build up a more extensive vocabulary.

SPANISH I  
Tuesday and Thursday, 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. Grammatical structure of the Spanish language is given adequate consideration.

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.

PUBLIC SPEAKING  
Tuesday and Thursday, 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, judging one's own voice, preparation of special types of speeches, and how to conduct a business meeting.

YOUR SPEECH  
Monday, 7:00 p.m. to 8:00 p.m.  
A course for those seriously interested in improving their technique of speaking and reading aloud. Individual attention for individual development. Emphasis will be given to breathing, throat relaxation, tone placement and articulation. Material chosen by student, but use of recognized literature is encouraged. Public recitals by members of class. Application 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 him acquire skill in reading the lips.

RAPID READING  
Tues. and Thurs., 7:00 p.m. to 9:00 p.m., 5 weeks  
Laboratory Fee—$5  
This course is designed to increase reading rates while maintaining good comprehension. It is primarily for business and professional people who find it necessary to read quantities of professional materials 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.

GEOGRAPHY OF THE UNITED STATES  
Tuesday and Thursday, 7:00 p.m. to 9:00 p.m.  
This will be a series of 48 lessons concerning the physical and economic geography of the United States. Outside reading and map study will be necessary for satisfactory understanding of the year's study.  
The first term will cover the Eastern United States and the second term the balance of the
country. If there is sufficient time additional study will cover our neighbors, Canada and Mexico.

Written assignments, original map work, and tests will be given during the year’s work. High School credit will be offered upon completion of the year’s work.

UNITED STATES HISTORY
Monday and Wednesday, 7:00 p.m. to 8:00 p.m.
Prerequisite: Knowledge of oral and written English
This is a series of 48 lessons in which the student will study the growth and history of the United States from its Old World roots through to its current problems. Educational qualifications necessary are a willingness to do some outside research and study, as well as contributing some written work.
The first term will cover the period from the Americas as a product of Europe’s westward movement to the American Industrial Revolution (about 1840). The second term will continue this study through to the present.
Written assignments and tests will be given during the year’s study. High School credit will be offered upon completion of the year’s work.

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—$3
Design processes and techniques as applied to copper and brass. Processes include beating down, piercing, soldering, filing, etching, oxidizing and finishing. The making of 8" diameter copper enamel bowls. Students pay for materials used.

COSTUME JEWELRY
Tues., 7:00 p.m. to 9:00 p.m.
Thurs., 5:00 p.m. to 7:00 p.m. or 7:00 p.m. to 9:00 p.m.
Laboratory Fee—$3
Flat work in copper, brass and silver. Various processes include sawing, filing, soldering, piercing, repoussé, chasing, casting, enameling, 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—$3
Recognition and classification of semiprecious stones. The processes used on the lapidary machine include sawing, grinding, sanding and polishing stones suitable for costume jewelry. Students pay for materials used.

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

PAINTING AND COMPOSITION
Mon. and Wed., 7:00 p.m. to 9:00 p.m.
Laboratory Fee—$3
Basic training in the study of form—arrangement, color and texture from still life, outdoor sketches and life. Emphasis is put on techniques, new subject matter, dynamic color, creativeness and individual expression of form. Mediums include crayon, oil, paints and water colors. Students pay for materials used.

PORTRAIT PAINTING
Thurs., 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 of solidity, gesture, expression, design elements 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—$3
Fri. 7:00 p.m. to 9:00 p.m.
Laboratory Fee—$1.50
An elementary course executing original designs in clay. Experimentation with clays, glazes, making of slip 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 ever thought?

POTTERY
Tues. and Thurs., 7:00 p.m. to 9:00 p.m.
Laboratory Fee—$3
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 $3
Fundamental alphabets. Practical training in lettering adaptable to commercial uses. Techniques include pen and ink and brush lettering. Show card layouts and color theory.

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.
Thurs.—7:30-9:30—Midvale
Tues.—7:30-9:30—Sherman
Tues.—7:30-9:30—Cherokee Heights

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.

GENERAL CRAFTS

Mon. and Wed., 7:00 p.m. to 9:00 p.m.
Laboratory Fee—$3
Planned to meet the demands of the adult homemaker, youth leader, and hobbyist. Instruction given in leather tooling and the trolls: block printing, stenciling, decorating on wood, and rosemaling. Students pay for materials used.

ROSEMALING

Tues.—7:30-9:30—Sherman
Rosemalning—Thurs.—7:30-9:30—Schenk
Rosemalning—Thurs.—7:30-9:30—Midvale
Rosemalning—Tues.—7:30-9:30—Cherokee Heights

TOLE PAINTING

(The art of decorating tin-ware)

Thurs., 7:00 p.m. to 9:00 p.m.
Laboratory Fee—$2
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.

LEATHER GLOVE MAKING

Tues., 7:30 p.m. to 9:30 p.m.
8 Week Term
Laboratory Fee—$1
Instruction in making gloves for men and women.

This course includes preparation of leather for cutting; terms used in glove making; stitches; decoration details; adapting a pattern; making a basic pattern and finishings.

Students pay for materials used.

CHAIR CANING

Tues. and Thurs., 7:00 p.m. to 9:00 p.m.
Laboratory Fee $3
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.

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 will pay for materials used.

WEAVING

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

Classes at other Centers

Interior Design—Thurs.—7:30-9:30—Midvale
Rosemalning—Thurs.—7:30-9:30—Midvale
Costume Jewelry—Thurs.—7:30-9:30—Midvale
Interior Design—Tues.—7:30-9:30—Sherman
Rosemalning—Tues.—7:30-9:30—Sherman
Rosemalning—Thurs.—7:30-9:30—Schenk
Rosemalning—Tues.—7:30-9:30—Cherokee Heights

Costume Jewelry—Tues.—7:30-9:30—Cherokee Heights

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 8:30 p.m.
Made up of adults who must qualify. Standard symphonic repertoire. Six concerts per season.

MADISON CIVIC DANCE GUILD

Tues., 7:30 p.m. to 9:30 p.m.
For male and female dancers of intermediate or advanced level who are interested in working toward production. Admittance to group by tryout or recommendation by qualified teacher.
CREATIVE MODERN DANCE
Tues., 8:30 p.m. to 9:30 p.m.
Modern dance class for adults. Previous experience is not necessary for this class in modern dance technique. This class is not social or ballroom dance.

MADISON MUNICIPAL CIVIC BAND
Thursday, 7:30 p.m. to 8:30 p.m.
Made up of adults who must qualify. Standard band repertoire. Winter and summer concert season.

VOICE CLASS
Wed., 7:00 p.m. to 8:00 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 1
Mon., 7:00 to 8:00 p.m. and 8:00 p.m. to 9:00 p.m.
Wed., 8:00 p.m. to 9:00 p.m.
For adult beginners—basic principles. Easy solo pieces to suit individuals.

PIANO 1b—Intermediate
Wed., 7:00 p.m. to 8:00 p.m.
For adult students with one year or less training. Sight reading, rhythm and expression will be stressed.

PIANO 11
Tues., 7:00 p.m. to 8:00 p.m. and 8:00 p.m. to 9:00 p.m.
Scales, arpeggios, hand building exercises. Supplementary pieces; sonatas. Two piano ensemble music.

EAR TRAINING AND SOLFEGGIO CLASS
Tues., 7:00 p.m. to 8:00 p.m.
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 8:00 p.m. and 8:00 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.
BUSINESS EDUCATION

Business Administration
Office Machines
Secretarial
Distributive Education
Training of Sales People
BUSINESS ADMINISTRATION

ACCOUNTING-BEGINNING
Mon. and Wed., 7:00 p.m. to 9:00 p.m.
The elementary principles of accounting and the procedures of double entry bookkeeping are thoroughly covered in this course. A comprehensive study is made of both the cash and accrual basis of keeping accounts. Work covered includes journalizing, posting, trial balance, preparing financial reports, adjusting and closing the books at the close of the business period. This course is intended primarily for those who have had no previous training in bookkeeping or accounting. Successful completion of the prescribed work will provide the student with a general knowledge of accounting useful in business or professional fields.

ACCOUNTING II
Tues. and Thurs. 7:00 p.m. to 9:00 p.m.
This is a continuation of Accounting I entering upon the theories and practices in use today. The work is devoted to the partnership and corporation types of organizations with emphasis on the wholesale merchandising enterprise. Such subjects as adjusting and classifying accounts, preparing statements and closing books, profit and loss distribution, admission of new partners, partnership dissolution, accounting for purchases, sales, negotiable instruments, taxes, and the acquisition and disposal of fixed assets will be a part of this course. It serves as basic training for students planning to major in accounting or for work as a bookkeeper or junior accountant.

ACCOUNTING III
Tues. and Thurs. 7:00 p.m. to 9:00 p.m.
Consideration is given to the corporate form of business organization with emphasis on the industrial or manufacturing type of enterprise. Accounts and accounting procedures with cost implications for a manufacturer or concern are presented. Subjects covered include legal organization and records of a corporation, classes and value of capital stock, surplus and dividends, reserves and funds, the voucher system of accounting, manufacturing accounts, annual reports and closing the books of a manufacturer.

COST ACCOUNTING
Prerequisite; Accounting III
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 not used to supplement work in the text.

BUSINESS EDUCATION

INCOME TAX ACCOUNTING
Prerequisite: Accounting III
Tues. and Thurs. 7:00 p.m. to 9:00 p.m.
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, declarations 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
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, adjusting and closing entries; practice in using modern records and forms. High School credit is given for successful completion of this course.

BUSINESS ARITHMETIC
Tues. and Thurs. 7:00 p.m. to 9:00 p.m.
Especially intended to serve the needs of people in business. The student intending to study accounting or calculating machines, but who is not strong in arithmetic will do well to elect this as a preparatory course. Cashiers, clerks, and general office workers will find this course very helpful. The course embraces the following: intensive review of the fundamentals, percentage, practical short methods, bank discounts, trade and cash discounts, profit and loss, and payrolls.

ADVANCED BUSINESS MATHEMATICS AND PROJECTS
Prerequisite: Business Arithmetic
Tues. and Thurs. 7:00 p.m. to 9:00 p.m.
This course is only for students who have satisfactorily completed the basic business arithmetic course. The units covered include: horizontal addition, determining averages, ratios, transportation costs, depreciation, inventory sheets and stock turn, consignment sales, distribution of expenses, property taxes, pricing of goods, stocks and bonds, bank discounts, bank reconciliation statements, payrolls, using sales data, invoicing and marking goods, miscellaneous application problems, insurance sinking fund and amortization schedules.

CLERICAL AND CIVIL SERVICE TRAINING
Mon. and Wed. 7:00 p.m. to 9:00 p.m.
The length of the course is 16 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.
MACHINE CALCULATION

Key-driven Calculators

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

Equipment Fee—$1 per term

This student first completes a textbook of 60 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 9:00 p.m.

Equipment Fee—$1 per term

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 CALCULATOR

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 per term

This machine prints as it divides automatically, as it multiplies electrically, as it adds and subtracts. All factors of 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.
AUTOMATIC REVIEW AND BEGINNING DICTATION I
Tues. and Thurs. 7:00 p.m. to 8:30 p.m.
Equipment Fee—$1 per term
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 40 and 60 words per minute.

AUTOMATIC REVIEW AND DICTATION II
Tues. and Thurs. 7:00 p.m. to 8:30 p.m.
Equipment Fee—$1 per term
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 70 and 80 words per minute.

INTERMEDIATE DICTATION
Tues. and Thurs. 7:00 p.m. to 8:30 p.m.
Equipment Fee—$1 per term
For students who have fulfilled the requirements of the dictation II 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 styles, spelling and typing.

ADVANCED DICTATION
Tues. and Thurs. 7:30 p.m. to 9:00 p.m.
Equipment Fee—$1 per term
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.

TRANSCRIPTION
Tues. and Thurs. 7:00 p.m. to 9:00 p.m.
Equipment Fee—$1 per term
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.

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 per term
For those who wish to learn the touch system of typewriting. It includes the study of the parts of the machine, mastery of the keyboard, drills for rhythm and accuracy, correct typing habits, simple letter set-up, simple tabulation, and timed writings. Instruction is given on various makes of manual and electric typewriters.

TYPEWRITING II
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.
Equipment Fee—$1 per term
Typewriting II is a continuation of Typewriting I. The course includes the following: technique check-up, speed and accuracy drills, tabulation practice, letter setup and placement, use of carbon paper, and office typing problems. Instruction is given on various makes of manual and electric typewriters.

TYPEWRITING III
Equipment Fee—$1 per term
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.
Typewriting III includes special forms, special skills in typewriting, stenciling, tabulation and preparation for Civil Service tests. Instruction is given on various makes of manual and electric typewriters.

DISTRIBUTIVE EDUCATION
(Training for Sales People)

RETAIL SALESMANSHIP
(Inside Selling)
LENGTH OF COURSE—24 weeks
Tues., 7:00 p.m. to 9:00 p.m.
Retail selling fundamentals; study of the customer; applied selling techniques; the sales presentation; making the sales story convincing; helping the customer to buy; building permanent business.

CONTACT SALESMANSHIP
(Outside Selling)
LENGTH OF COURSE—24 weeks
Mon., 7:00 p.m. to 9:00 p.m.
What makes a good salesman better; how to find prospects; how to build a sales talk; how to overcome objections; methods of closing a sale; overcoming sales obstacles; building for greater sales volume.
ADVERTISING
LENGTH OF COURSE—24 weeks
Thurs., 7:30 p.m. to 9:00 p.m.
Advertising in relation to distribution of merchandise and services; physical structure of advertisements; layouts, printing; photo engraving; relative value of various media: newspapers, magazines, radio, television, dealer displays, outdoor advertising, car cards.

MERCHANDISE DISPLAY
LENGTH OF COURSE—First 12 weeks
Wed., 7:00 p.m. to 9:00 p.m.
Values of displays: physical makeup of displays: displays in the retail program; suppliers' help for display: display suggestions.

RETAIL CREDIT FUNDAMENTALS
LENGTH OF COURSE—First 12 weeks
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.

RETAIL MEAT MERCHANDISING
LENGTH OF COURSE—24 weeks
Wed., 7:30 p.m. to 9:30 p.m.

RETAIL GROCERY MERCHANDISING
LENGTH OF COURSE—24 weeks
Wed., 7:30 p.m. to 9:30 p.m.

REAL ESTATE COURSE
LENGTH OF COURSE—24 weeks
Thurs. 7:00 p.m. to 9:00 p.m.
Course consists of problems of Real Estate business, ways of getting customers, selling methods, operational questions, basis for commissions, residential appraisal, legal aspects, mortgages and titles.

RETAIL AND SALES INSTITUTE
(SPECIAL TWO-YEAR PROGRAM)
LENGTH OF COURSE—Four 10-week terms
Mon. and Wed., 7:00 p.m. to 9:00 p.m.
Course consists of instruction in Business Mathematics, Store Record Keeping, Business Law, Store Organization and Management, Psychology of Selling (Salesmanship), Advertising and Merchandise Display, Marketing. Subjects may be included or substituted when deemed practical.
Upon completion of the two-year course, a Certificate of Achievement will be granted.
Minimum enrollment necessary: 10 persons.

RESTAURANT SALES PERSONNEL

WAITRESS TRAINING
LENGTH OF COURSE—16 weeks
Tues. and Thurs., 7:00 p.m. to 9:00 p.m.
Knowing about the industry—Personnel development—Types of menus—Characteristics of food—Equipment and its care—Observation in a restaurant—Work of the table salesperson—Receiving the guest and taking the order—Giving and assembling orders—Serving the customer breakfast, luncheon, and dinner—Serving beverages—Serving entrees, desserts, and common foods—Children service, clearing—Serving before and after dinner drinks.

FOUNTAIN TRAINING
LENGTH OF COURSE—6 hours
Mon. and Wed., 6:30 p.m. to 9:00 p.m.
Greeting the customer, taking the order, know the prices and the menu, serving the order, handling dishes and silverware, the art of suggestive selling, proper grooming for men and women, handling of money, rules and regulations pertaining to fountain service.

SHORT ORDERS
Wed., 7:00 p.m. to 9:00 p.m.
FEE—None
LENGTH OF COURSE—4 hours
INSURANCE

PRINCIPLES OF LIFE UNDERWRITING
(A Sales Course)
LENGTH OF COURSE—12 weeks
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 12 weeks
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.

REPAIR ESTIMATING (Auto Body)
Thurs., 7:00 p.m. to 9:00 p.m.
LENGTH OF COURSE—10 meetings
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 are 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.

FOODS II (Baking, Meat Cookery, Vegetable Cookery)
Tues. and Thurs., 7:00 p.m. to 9:00 p.m.
FEE—$4 per term of 12 weeks
The baking unit includes quick breads, yeast breads, cakes, cookies and pastry. Selection and cooking of poultry, stuffing and trussing a fowl for roasting are given prior to the holiday season. Selection of meat is stressed. Both tender and less tender cuts of meat are prepared as well as meat extenders. Seafood and fresh water fish cookery is a part of the course. Retention of vitamins and minerals in vegetable cookery is stressed. Unusual ways of preparing vegetables are given, as well as vegetable plates and casseroles.

FOODS III (Salads, Casseroles, Desserts and Hospitality Cookery)
Mon. or Wed., 7:00 to 9:00 p.m.
FEE—$4 per year
New and unusual salads, casserole dishes for the main part of the meal or for buffet suppers, unusual desserts and a variety of meals for special occasions are given. The latter part of the course will feature buffet suppers, holiday dinners, receptions, teas, guest dinners and after-theater snacks. One should have some experience in cooking before taking this course.

CAKE DECORATING I
Mon. or Wed., 7:00 p.m. to 9:00 p.m. first term
Mon. second term: each term 12 weeks
FEE—$3 per term
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 petit fours, mints and all types of cakes.
CAKE DECORATING II  
Wed., 7:00 p.m. to 9:00 p.m., 2nd term of 12 weeks  
FEE—$3 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. 17, 7:00 p.m. to 9:00 p.m.  
Wed., Dec. 5, 7:00 p.m. to 9:00 p.m.  
Wed., Feb. 13, 7:00 p.m. to 9:00 p.m.  
A series of Cookery Demonstrations will be presented in Scanlon Hall on the dates indicated above. "Casseroles and Salads" in October will offer suggestions for time and energy saving menus, featuring "dinner in a dish" with a salad to complete the meal. The December demonstration will suggest ideas for holiday cookery. Christmas cooking for family fun, for entertaining and for Christmas giving will include cakes and cookies, snacks and other holiday goodies. In February Hot Breads to pep up midwinter menus will include both yeast breads and quick breads, muffins and coffee cakes, and the techniques that guarantee success. No advanced registration is required, and no fee is charged.

CLOTHING AND TEXTILES

CLOTHING I (Firsts in Sewing)  
Mon., Tues., or Wed., 7:00 p.m. to 9:00 p.m.  
Thurs. or Fri., 7:00 p.m. to 9:30 p.m.  
FEE—$1 per year  
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 the care and use of the sewing machine; selection and use of basic 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 Tuesday evening class is planned for the beginner in sewing and Monday 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; washed and bound buttonholes; pleating and tucking; gathering and amocking. Both new and make-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., or Tues., 7:00 p.m. to 9:00 p.m.  
Thurs., or Fri., 7:00 p.m. to 9:30 p.m.  
FEE—$1  
This is an elementary dressmaking course which includes handling of sewing machine, interpretation and application of pattern and material principles, and coordinating of the wardrobe. It includes 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 V  
(That Made-to-Order Look)  
Tues., or Wed., 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)  
Mon., or Thurs., 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, topping 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 interlining for coats and suits, types of most suitable, selection of fabrics for coats, suit linings, interlinings, and interfacing.

CLOTHING VIII  
(Tailoring II)  
Fri., 6:30 p.m. to 9:30 p.m.  
FEE—$1  
This course is for students who have completed Tailoring I. The emphasis to be placed on making of garments with the iron, bound and welt pockets, covered and worked buttonholes, study of sleeve and other fitting problems. Suits and coats will be made.
MILLINERY I
Mon., 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 straws over simple blocks familiarizes the student with blocks and steaming. Re-blocking of good quality used felts is included. Various types of hats are made.

MILLINERY II
Tues., 7:00 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 remodelled 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 tips are also included. The actual work is done in the class under the instruction of an expert in fur work.

HOME IMPROVEMENT

DRAPERIES AND LAMPSHADES
Thurs., 7:00 p.m. to 9:00 p.m.
FEE—$1
Draperies—Curtains and draperies are studied from the standpoint of fabrics, styles, colors, patterns, relation to architectural features, kinds of windows and to the color and material of the exterior. Emphasis is placed upon the techniques of construction for both curtains and draperies suitable for each room in the home.

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

All classes held at the Automotive Center,
2125 Commercial Avenue

AUTOMOTIVE COURSE FOR
CONSUMERS
Mon. and Wed., 7:00 to 9:00 p.m.
FEE-$2
LENGTH OF COURSE—12 weeks
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 I
Trade Preparatory
Brakes and Engines
Tues. and Thurs. 7:00 p.m. to 9:00 p.m.
FEE-$3
LENGTH OF COURSE—24 weeks
Manuals to be purchased by student.
This course is designed to cover the theory and
servicing of brakes and engines.

AUTO MECHANICS II
Trade Preparatory
Front Wheel Alignment, Steering, Balanc­
ing
Tues. and Thurs. 7:00 p.m. to 9:00 p.m.
FEE-$3
LENGTH OF COURSE—24 weeks
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 III
Trade Preparatory
Electrical Systems and Carburetion
Tues. and Thurs. 7:00 p.m. to 9:00 p.m.
FEE-$3
LENGTH OF COURSE—24 weeks
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 IV
Trade Extension
Wheel Alignment, Steering, Power Steering,
and Frames
Monday, and Wed., 7:00 p.m. to 9:00 p.m.
FEE-$3
LENGTH OF COURSE—12 weeks
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 V
Trade Extension
Sun Diagnostic Equipment
Mon. and Wed., 7:00 p.m. to 9:00 p.m.
FEE-$3
LENGTH OF COURSE—12 weeks
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 VI
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—Four 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. Saginaw In Line

AUTO MECHANICS VII
Trade Extension
Clayton Dynamometer
Evenings to be arranged. 7:00 p.m. to 8:00 p.m.
FEE-$3
LENGTH OF COURSE—8 weeks
To be repeated second term.
Prerequisite—Journeyman Auto Mechanic.
This is a course in the theory and operation of
the Clayton Dynamometer.
AUTO MECHANICS VIII
Trade Extension
Advanced Carburetion and Tune-up

Evenings to be arranged, 7:00 p.m. to 9:00 p.m.
FEE—$3
LENGTH OF COURSE—12 weeks
To be repeated second term.
Manuals to be purchased by student.
Prerequisite—Journeyman Auto Mechanic.

This is a highly technical advanced course in carburetors and engine tune-up using Sun Diagnostic equipment and the Clayton Dynamometer.

AUTO MECHANICS IX
Trade Extension
Automatic Transmission

Mon. and Wed., 7:00 p.m. to 9:00 p.m.
FEE—$3
LENGTH OF COURSE—12 weeks
Prerequisite—Journeyman Auto Mechanic.

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. Hydromatic
2. Power Glide
3. Dynaflow
4. Ultramatic
5. Fordomatic
6. Chrysler Automatic
7. Chrysler Power Flite

NOTE: If you do not see the course listed in which you are interested, special short unit courses may be arranged by contacting C. R. Johnson, Automotive School, 2155 Commercial Avenue or phone CH 4-3115.

AUTO BODY
Trade Preparatory

Mon. and Wed., 7:00 p.m. to 9:00 p.m.
FEE—$2
LENGTH OF COURSE—24 weeks

Knowing the woods we use, selecting the woods suitable for the job, stock sizes and actual sizes of lumber, drying and storing of lumber, matching wood for its beauty of grain and working the wood to achieve the desired results. The care, use and sharpening of tools, project making, machine woodworking and milling of stock on power machines, joints and joint making, glue and gluing, preparing surfaces and applying finishes. Wood turning. Safety practices of hand and power tools.

All materials used for personal projects must be paid for by the student.
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, forming, framing, roller cutting, exterior finishing, interior finishing, state 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.
FEE—None
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 material, electrical wiring problems, plumbing, heating and air conditioning plants, painting, decorating, and landscaping, remodeling problems.

BLUEPRINT READING—MACHINE TRADES

Tues. and Thurs., 7:00 p.m. to 9:00 p.m.
LENGTH OF COURSE—24 weeks
FEE—$1

Texts to be purchased by students

This course consists of 50 lessons and 50 blueprints for study. Starting from the elementary, the blueprints become progressively more difficult. It deals with and covers most of the problems in blueprint reading that a machine operator, machinist or tool and die maker may encounter during the course of his trade.

BLUEPRINT READING—BUILDING TRADES

Mon. 7:00 p.m. to 9:00 p.m.
LENGTH OF COURSE—24 weeks
FEE—$1

Texts to be purchased by students

This course covers a short review of elementary mathematics involved in blueprint reading for the building trades. Discussions of the correct usage of common building terms and a study of architectural blueprints from the elementary to the more advanced. Common specifications for the structure, electrical work, plumbing, heating, painting and decorating, and tiling and glazing are also included.

DRAFTING (Architectural)

Tues. and Thurs., 7:00 p.m. to 9:00 p.m.
FEE—$2
LENGTH OF COURSE—24 weeks

Texts to be purchased by students.

Covers vocabulary, construction details, pictorial drawing, isometric, oblique and perspective drawing, layout of rulers, 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—$2
LENGTH OF COURSE—24 weeks

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

Tues. and Thurs., 7:00 p.m. to 9:00 p.m.
FEE—$1
LENGTH OF COURSE—12 weeks

To be repeated second term.

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

METAL INDUSTRIES

MACHINE SHOP

Tues. and Thurs., 7:00 p.m. to 9:00 p.m.
LENGTH OF COURSE—24 weeks
FEE—$2

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, tool 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—12 weeks
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.
Tues., 6:30 p.m. to 9:30 p.m.
LENGTH OF COURSE—24 weeks
FEE—$2
This class in pattern drafting for sheet metal workers consists mainly of apprentices and journeymen tinner and covers all phases of pattern development. Parallel line, radial line, and triangulation are studied in both the long and short cut methods.
Practical problems are also brought in from the field where the finished job was installed or observed by the worker but neither understood nor explained.

WELDING
WELDING I
Fundamentals
Mon., 8:00 p.m. to 9:00 p.m.
FEE—$3.50 per hour
LENGTH OF COURSE—24 weeks
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, setup 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 8:00 p.m.
FEE—$3.50 per hour
LENGTH OF COURSE—24 weeks
Arc Welding—This course is designed to further develop the skill of the welder. Welding in all positions on 1/8" to 1/4" plate. Preparations for the Wisconsin Industrial Commission Certification tests and the Army and Navy test. Also, alloy welding and beveling 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., 6:00 p.m. to 9:00 p.m.
FEE—$3.50 per hour
LENGTH OF COURSE—24 weeks
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—24 weeks
For adults who wish to pursue a technical course we offer the following courses of a technical nature to prepare the student for their special fields.
Applied Mathematics—This is a course of trade mathematics where practical applications of mathematics are considered.
Algebra I. A high school course in Algebra where a unit of high school work is credited upon completion.
Algebra II. The second course in Algebra is for students who have had a year of elementary algebra. It consists of advanced work in many of the principles taught in the first year course. One half unit of high school work may be credited upon completion.
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.
FOREMANSHP TRAINING
Tu., 7:00 p.m. to 9:00 p.m.
FEE—None
LENGTH OF COURSE—12 weeks
Course covers job instructor training, supervisory training, personnel relations, job relations and safety.

SERVICE OCCUPATIONS

CATERING SPECIALTIES
Tu., 5:00 p.m. to 7:00 p.m.
FEE—$1
LENGTH OF COURSE—12 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
Thurs., 7:00 p.m. to 9:00 p.m.
FEE—None
LENGTH OF COURSE—12 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—12 weeks
Text book to be purchased by the student.
Covers basic theory, radio fundamentals, vacuum tubes, amplifiers, power supplies, detectors, oscillators, couplings, mixer circuits, control circuits, elementary radio mathematics, laws and electrical formulas.

RADIO II—CONSTRUCTION AND SERVICE OF RECEIVERS
Tues. and Thurs., 7:00 p.m. to 9:00 p.m.
FEE—$5
LENGTH OF COURSE—24 weeks
Text book to be purchased by student.
Prerequisite: Radio I
Covers laboratory work in mechanical practice and use of hand tools, soldering, construction and operation of radio receivers, service methods, use of service instruments, signal tracing, and alignment of receivers.

TELEVISION I—THEORY AND SERVICE OF TV RECEIVERS
Tues. and Thurs., 6:30 p.m. to 9:30 p.m.
FEE—$5
LENGTH OF COURSE—32 weeks
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 rectifier, synchronizing circuits, the kinescope tube; use of television test equipment in the location of defects.

TELEVISION II—THEORY AND SERVICE OF TV RECEIVERS
Fri., 6:30 to 9:30 p.m.
LENGTH OF COURSE—24 weeks
FEE—$5
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 channel for inter-carrier and conventional television, discriminators and ratio detectors, service procedures for above and complete alignment; color television.

TELEVISION III—ADVANCED TV RECEIVER SERVICING
(PETMA Approved Course)
Mon. and Wed., 6:30 p.m. to 9:30 p.m.
Alternate weeks for 26 meetings.
FEE—$20
Text and laboratory books to be purchased by student
Prerequisites:
Applicant must have had a minimum of one full year's experience as a TV serviceman.
Now be working full time in the industry.
Be recommended by a set or parts distributor and have his application so endorsed.
Take an entrance exam and personal interview.
Course Content: Troubleshooting TV receiver, TV test instruments, sweep section servicing, high voltage section servicing, sync section servicing, video section servicing, front end servicing, low voltage section servicing, antennas and transmission lines, alignment, requirements or efficient service shops, customer relations.

REFRIGERATION
Tues. and Thurs., 7:00 p.m. to 9:00 p.m.
LENGTH OF COURSE—12 weeks
FEE—None
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.
GRAPHIC ARTS

PRINTING

Tues. and Thurs., 7:00 p.m. to 9:00 p.m.
LENGTH OF COURSE: 24 weeks
FEE—$2

Hand composition, presswork, and machine composition are the main divisions of work offered in printing. Some work may also be taken in cost estimating, paper estimating and cutting. Related work will be given concerning inks and papers.

The instruction is individual and the student progresses at his own pace.

GRAPHIC ARTS

Wed., 7:00 to 9:00 p.m.
Dates for course will be announced.

This course will consist of a series of live lectures on subjects pertinent to the field of printing. They will cover papers, inks, composition, presswork and layout.

Men who are experienced in the named fields will be guest speakers.

PHOTOGRAPHY

Tues., 6:30 p.m. to 9:30 p.m.—Beginning
Thurs., 6:30 p.m. to 9:30 p.m.—Advanced
LENGTH OF COURSE: 12 weeks
To be repeated second term
FEE—$3

1. Basic photography principles, the camera, lens and films. The kind of film to use for best results. The differences in emulsion of films. Light meters and their usage.

2. Basic lighting and lighting controls. Processing the film in various developers. Making the picture by contact printing and enlarging. Toning of the prints in different colors. How to finish the picture. Inspection of the picture.

3. Use of color film. The development of color film of the 35 mm. size.

GUIDANCE AND SPECIAL SERVICES

Counseling
Job Placement
Woman's Service Exchange
Health
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 part of this service. Any young student or adult wishing to enroll himself on 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 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.

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 available part time, full time or temporary employment, the Service Exchange is maintained in the Placement Department. Calls from applicants and prospective employers are received during each school day. Interviewing and counseling of applicants may be arranged by appointment.

HEALTH

EXERCISE AND RELAXATION FOR MOTHERS

TYPE OF STUDENT—Expectant mothers

FEE—None

LENGTH OF COURSE—Five weeks, Tuesday from 7:30 p.m. to 8:30 p.m.

Each class session includes three parts:
1. Exercises designed to increase strength and flexibility in a given set of muscles. These would start with very easy and simple exercises and would lead to a more difficult exercise to be used at home.
2. Relaxation.
3. Exercises designed primarily to encourage good posture. These would progress as the exercises in part 1.

Information is given leading to proper understanding of how exercise and relaxation are important to a healthy mind and body.

CIVIL DEFENSE

BASIC CIVIL DEFENSE

Time to be announced.

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 wide scale 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 warning, rescue training and others. Enrollment herein, however, does not oblige 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" (FMCP)


GROUND OBSERVER CORPS (GOC)

First and Third Tuesday—7:00 p.m. to 9:00 p.m.

LENGTH OF COURSE—1 two-hour period (twice each month)

TEXTBOOK—"Ground Observer 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

Time to be announced.

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 to or about their homes. Class
meets at a city fire station, learns ropes and knot-tying, use of ladders in rescue and casualty handling.

TEAM RESCUE TRAINING

Time to be announced.
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.

CIVIL DEFENSE BLOCK WARDEN SERVICES

Time to be announced.
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.
1956-57
Day School Catalog
Madison Vocational and Adult School
Madison Vocational
and
Adult School

Day School
Catalog
1956-57

Board of
Vocational and Adult Education

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F. G. Collester
R. E. Dresser

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

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

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

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

VETERANS' TRAINING

This school is approved for training by the Veterans Administration under P.L. 550 and P.L. 894. Further information on veterans' training may be obtained in Room 148.

HIGH SCHOOL CREDIT

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

RECORDS

Permanent records of students' attendance and achievements are kept in the registration office and may be obtained for reference or school admission purposes by the student at any time.

ATTENDANCE

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

STUDENT FINANCIAL AIDS

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

GUIDANCE AND PLACEMENT

The Guidance Office is located in Room 131. 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. Teachers’ ratings of students are sent to the Placement Department where an effort is made to place students in positions suitable to aptitudes and skills demonstrated in classwork.

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

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

ADULT EDUCATION SPECIAL SERVICES

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

NON-RESIDENT STUDENTS

In accordance with the laws of Wisconsin, non-resident tuition for persons under twenty-one years of age is chargeable to the county in which the student resides. Those desiring to enroll under the benefits of this law are required to obtain the proper blank from the Registration office and have it signed and returned to the school as evidence of residence.

Persons over twenty-one years of age pay their own tuition unless the town in which they reside agrees to do so. The charges are as follows:

<table>
<thead>
<tr>
<th>Time Period</th>
<th>Tuition Rate</th>
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<tbody>
<tr>
<td>7:30 a.m. to 12:06 p.m.</td>
<td>75 cents per one-half day</td>
</tr>
<tr>
<td>12:52 p.m. to 4:24 p.m.</td>
<td>75 cents per one-half day</td>
</tr>
</tbody>
</table>

For those who pay their own, 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 before the close of the school year.

REGISTRATION

MAIL REGISTRATION for day school starts August 20 and closes August 30, 1956. Registration blanks may be obtained at the registration office or in the newspaper ad on August 18, 1956.

ADVANCE REGISTRATION BY PERSON will be Thursday and Friday, September 6 and 7, 1956, from 8:30 to 11:30 a.m. and from 1:30 to 3:30 p.m.

REGISTRATION DURING THE SCHOOL YEAR from September 10, 1956 to June 14, 1957 will be Monday through Friday from 8:30 to 11:30 a.m. and from 1:30 to 3:30 p.m.

MADISON VOCATIONAL AND ADULT SCHOOL

Calendar for the School Year 1956-57

Monday to Thursday, August 20 to 30, 1956—Mail registration for day school.

Tuesday and Wednesday, September 4 and 5, 1956—Workshop for supervisors.

Thursday and Friday, September 6 and 7, 1956—Day school registration.

Saturday, September 8, 1956—Meetings of staff and supervisors.


Monday to Friday, September 10 to 14, 1956—Mail registration for evening school.

Tuesday and Wednesday, September 25 and 26, 1956—Registration for evening school (5:00 p.m. to 8:30 p.m.).

Thursday, September 27, 1956—Meeting of evening school staff.

Monday, October 1, 1956—Evening school begins.

Thursday and Friday, November 1 and 2, 1956—Day and evening school close for Milwaukee meeting of the Wisconsin Education Association and Wisconsin Federation of Teachers.

Wednesday, November 21, 1956—End of first eight-week term of evening school.

Thursday and Friday, November 22 and 23, 1956—Day and evening school close for Thanksgiving vacation.

Monday, November 28, 1956—Second eight-week term of evening school begins.

Friday, December 14, 1956—Evening school closes for Christmas vacation.

Saturday, December 22, 1956, through Sunday, January 6, 1957—Day school closes for Christmas vacation.

Monday, January 7, 1957—Day and evening school reopen.

Friday, February 1, 1957—End of first semester of day school.

Monday, February 11, 1957—Beginning of second semester of day school.

Friday, February 8, 1957—End of second eight-week term of evening school.
Monday, February 11, 1857—Third eight-week term of evening school begins.

Friday, February 15, 1857—Day school closes for meeting of Southern Wisconsin Education Association.

Friday, April 8, 1857—Evening School closes.

Friday, April 19, 1857, through Sunday April 28, 1857—Day school closes for spring vacation. (Good Friday, April 19; Easter Sunday, April 21.)

Monday, April 29, 1857—Day school reopens.

Friday, May 3, 1857—Day school closes for meeting of Wisconsin Association of Vocational and Adult Education.


Friday, June 14, 1857—End of school year.
ACADEMIC MATHEMATICS

ALGEBRA I (Beginning)
COURSE NUMBERS—1131, 2131
TYPE OF STUDENT—Adult. Junior
FEE—None
LENGTH OF COURSE—185 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—185 fifty minute periods
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—185 fifty minute periods
TEXT—Applied Mathematics by James F. Johnson
COURSE CONTENT—Arithmetic fundamentals are studied and applied to practical problems. One-half high school unit is given. The course can be used only as an elective. There are seventeen assignment sheets and a final test is given when the course is completed.

TRIGONOMETRY
COURSE NUMBERS—1135, 2135
TYPE OF STUDENT—Adult, Junior
FEE—None
LENGTH OF COURSE—90 fifty minute periods
TEXT—Plane Trigonometry by Rosenbach, Whiteman, Markowitz
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.

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, Krefting 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.
ENGLISH FOR THE FOREIGN BORN
TIME: 12:52 P. M. to 2:40 P. M.
Beginning: Monday, Wednesday, and Friday;
Advanced: Tuesday and Thursday.
COURSE NUMBER—2101
TYPE OF STUDENT—Adult
FEE—None
LENGTH OF COURSE—185 fifty minute periods
COURSE CONTENT—This course is planned for
those who speak some English and wish to be­
come American citizens, for those who have
never had any English, and for those who need
to improve their knowledge of English. The
needs of each group are considered and the
instruction is conducted accordingly.

ELEMENTARY GRAMMAR
COURSE NUMBER—1103
TYPE OF STUDENT—Junior and Adult
FEE—None
LENGTH OF COURSE—74 fifty minute periods
TEXT—“See What You Say”, Findlay
COURSE CONTENT—This is designed to help the
student master the fundamental skills of writing
and speaking with attention directed to practical
uses in letter writing, simple reports, and simi­
lar projects.

ADVANCED GRAMMAR
COURSE NUMBER—2104
TYPE OF STUDENT—Adult
FEE—None
LENGTH OF COURSE—185 fifty minute periods
COURSE CONTENT—Basic principles of grammar—
the sentence, parts of speech, spelling, and pun­
tuation taught through study and drill on correct
usage.

COMPOSITION AND LITERATURE
COURSE NUMBER—2105
TYPE OF STUDENT—Adult
FEE—None
LENGTH OF COURSE—185 fifty minute periods
COURSE CONTENT—This course aims to get a com­
plete picture of each student’s communication
development to date, to spot his special aptitudes
phasis on punctuation and some attention to spell­
ing. An attempt is made to slant the material
ward the kinds of situations which printers
may meet in their job responsibilities as well
as toward the more general needs of communica­
tions.

CULINARY LANGUAGE
COURSE NUMBER 2108, 3108
TYPE OF STUDENT—Apprentice, Adult
FEE—None
LENGTH OF COURSE—27 fifty minute periods
TEXT—Food and Menu Dictionary—J. O. Dahl
COURSE CONTENT—A study of menu and other
culinary terms associated with the preparation
or serving of foods. Attention is directed particu­
larly to French, German, Italian, or other foreign
expressions which have great acceptance and
use in our restaurants and eating establish­
ments.

BASIC READING AND
COMPREHENSION
COURSE NUMBER—1109
TYPE OF STUDENT—Junior
FEE—None
LENGTH OF COURSE—90 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 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 read­
ing, increased comprehension of reading, skimm­
ing, and eliminating faulty reading habits.

SPEECH
ELEMENTARY SPEECH
COURSE NUMBER—1110
TYPE OF STUDENT—Junior
FEE—None
LENGTH OF COURSE—74 fifty minute periods
TEXTS—Practical English, Literary Cavalcade, As
Others Like You—Etiquette for Young People.
COURSE CONTENT—The course aims to get a com­
plete picture of each student’s communication
development to date, to spot his special aptitudes
or weaknesses and to help him develop or correct them. Stories, sport articles, crossword puzzles, and other materials of interest are used.

**EFFECTIVE SPEECH**

**COURSE NUMBER:** 2111  
**TYPE OF STUDENT:** Adult  
**FEE:** None  
**LENGTH OF COURSE:** 185 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:** For the beginner or the more advanced student who needs a refresher, this course will teach how public speaking can be simplified. Ninety-five percent of the people have the ability to speak in public. There are only three requirements for one to be a successful speaker. Instruction is given in how to gain self-confidence in public speaking, how to plan, open and close a speech, and how to hold the attention of the audience.

Personal attention is given to everyone in the class and recordings are made of each student's voice.

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**SOCIAL STUDIES**

**UNITED STATES HISTORY**

**COURSE NUMBERS:** 1117, 2117  
**TYPE OF STUDENT:** Full-time, Junior, Adult  
**FEE:** None  
**LENGTH OF COURSE:** 185 fifty minute periods  
**TEXT:** America's History by Todd and Curti.

**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.

**YOU AND YOUR WORLD FOR JUNIOR STUDENTS**

**COURSE NUMBER:** 1115  
**TYPE OF STUDENT:** Part-time Junior  
**FEE:** None  
**LENGTH OF COURSE:** 37 fifty minute periods  
**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.
ART

Who said you can't draw?

DRAWING
Elementary and Advanced
COURSE NUMBER—2200
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
Mon. Tues. Wed. Thurs. 9:24 to 12:06
COURSE CONTENT—A fundamental course in structural relationship of form, mass, line, color, value, and perspective from still-life and landscapes. Mediums—pencil, charcoal, charcoal, crayon and wash in mixed techniques.

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—216 fifty minute periods per year.
Tues. and Thurs. 12:52 to 3:30
COURSE CONTENT—For the artist, craftsmen and homemaker. 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, 3204
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
Mon. and Wed. 12:52 to 3:30
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; color mixing; water color and oil. Materials to be furnished by 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
Fri. 9:24 to 12:06
COURSE CONTENT—Analysis of structure, proportion, action, rhythm and balance. Long and short poses from the model. Medium: charcoal pencil and wash.

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. 12:52 to 3:30
COURSE CONTENT—Study of the head in light and shade; the anatomy; structure for solidity; expression; design element and composition. Mediums: pencil, charcoal, charcoal, crayon, water color and oil.

ART METAL
COURSE NUMBER—1260
TYPE OF STUDENT—Junior Full Time Boys
FEE—None. Materials to be purchased by student.
LENGTH OF COURSE—80 fifty minute periods per semester.
Daily
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—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—54 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, candleabra, dish-sets, enameled ash-trays. Processes involved are beating-down, sawing, soldering, finishing, etching and enameling. Come and bring your ideas.

COSTUME JEWELRY
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—54 fifty minute periods per semester.
Mon.
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, cutting, stonesetting and finishing.
STONE CUTTING
COURSE NUMBER—2232
TYPE OF STUDENT—Adult
FEE—$1 per semester for each class for each day enrolled.
LENGTH OF COURSE—54 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 Friends.
LENGTH OF COURSE—126 sixty minute periods each semester. Daily 8:30-9:20; Tues. & Thurs. 8:30-10:30.
COURSE CONTENT—Design, perspective drawing, light and shade, lettering, pen techniques, wash techniques, color theory, advertising layout, poster advertising, brush lettering, reproduction processes including silk screen printing.

SHOW CARD WRITING AND SIGN PAINTING
COURSE NUMBERS—1232, 2232, 5232
TYPE OF STUDENT—Full Time, Part-Time Adult, High School
FEE—$1 per day per class semester. Daily 8:30-9:20; Tues. & Thurs. 8:30-10:30.
COURSE CONTENT—Design, perspective drawing, light and shade, lettering, pen techniques, wash techniques, color theory, advertising layout, poster advertising, brush lettering, reproduction processes including silk screen printing.

INTERIOR DESIGN
COURSE NUMBER—2225
TYPE OF STUDENT—Adult
FEE—None
LENGTH OF COURSE—72 sixty minute periodsFri. 1:00 to 3:00.
COURSE CONTENT—Constructional elements for more beautiful and functional homes. Study of backgrounds—floors, walls, ceilings; window treatment; color; fabrics; furniture selection and arrangement; accessories and illumination. Includes lectures, discussion of individual home problems, and field trips.

GENERAL CRAFTS
COURSE NUMBERS—1241-4241
TYPE OF STUDENT—Junior girls—Full & Part Time
LENGTH OF COURSE—18 to 90 fifty minute periods per semester.
DAILY 10:15.
COURSE CONTENT—Design and color applied to block printing, finger weaving, papier mache, copper enameling, chip carving.

LEATHER GLOVE MAKING
COURSE NUMBER—2243
TYPE OF STUDENT—Adult
FEE—$1
LENGTH OF COURSE—2 two hour periods, Tues. 1:00-3:00.
COURSE CONTENT—Instruction in making gloves for men and women. This course includes preparation of leather for cutting; terms used in glove making; stitches; decoration details; adapting a pattern; making a basic pattern and finishings. Students pay for materials used.

LEATHER GLOVE MAKING
COURSE NUMBER—2243
TYPE OF STUDENT—Adult
FEE—$1
LENGTH OF COURSE—16 two hour periods. Mon., Wed. 9:24-12:06
LABORATORY FEE—$1 per semester for each class for each day enrolled.
COURSE CONTENT—Instruction in replacing cane chair seats either woven or machine cane, also artificial rush, and flat splint weaving of chair seats. Students furnish own chairs and pay for cost of materials used.

OCCUPATIONAL DIVERSION
COURSE NUMBER—5251
TYPE OF STUDENT—Practical Nurse
FEE—None
LENGTH OF COURSE—24 fifty minute periods Mon., and Wed. 8:30-10:18.
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 troy favors, puppets, wood carving; and for the adult leather craft, block printing, chip carving, and copper enameling. 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.

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 to 4:00
COURSE CONTENT—An elementary course which includes processes in the making of pottery. Punch method, slab method, free form building, hump-mock 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.
Tues. & Thurs. 1:00 to 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 low fired and high fired 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 student.
LENGTH OF COURSE—108 sixty minute periods per semester.
Tues. & Thurs. 9:00 to 12:00
COURSE CONTENT—Weaving as a medium for self expression; its possibilities; the loom; loom accessories; threads and color; making warp; threading; study of basic weaves; finishing of woven articles.

ADVANCED WEAVING
COURSE NUMBER—2273
TYPE OF STUDENT—Adult
FEE—$1 per semester for each day of the week enrolled. Material to be purchased by student.
LENGTH OF COURSE—108 sixty minute periods
Mon. and Fri. 9:00 to 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 sixty minute periods
Wed., 9:00 to 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.

RUG MAKING
COURSE NUMBER—2275
TYPE OF STUDENT—Adult
FEE—NONE
LENGTH OF COURSE—54 fifty minute periods
Mon., Tues., Wed., Thurs., Fri. 9:00 to 12:00
COURSE CONTENT—Designing and making of rugs in various non-loom techniques: hooking; braiding; macrame; Indian techniques and canvas types. This course is also an introduction to hand weaving. Materials to be purchased by the student.

DISPLAY MODELS
COURSE NUMBER—2762
TYPE OF STUDENT—Apprentice, Adult
FEE—NONE
LENGTH OF COURSE—18 fifty minute periods
First quarter
COURSE CONTENT—Design construction and color as applied; to models for display. Mediums: plaster, papier mache and wood. This course is planned for the student majoring in Restaurant Trades.

LETTERING AND LAYOUT
COURSE NUMBER—2764
TYPE OF STUDENT—Adult
FEE—NONE
LENGTH OF COURSE—18 fifty minute periods
Second quarter
COURSE CONTENT—Planned to give the student enough practical and technical information on the subject of lettering to enable him to produce display cards which could be used in restaurants or other food establishments.
MUSIC

PIANO I
COURSE NUMBERS—1301, 2301
TYPE OF STUDENT—Junior, Adult
FEE—None
LENGTH OF COURSE—37 fifty minute periods

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—37 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 Education

Business Administration
Office Machines
Secretarial
Distributive Education
Training of Sales People
BUSINESS ADMINISTRATION

ACCOUNTING I
COURSE NUMBER—2401
TYPE OF STUDENT—Adult
FEE—None
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 NUMBER—2402, 4402
TYPE OF STUDENT—Adult, On-the-job
LENGTH OF COURSE—18 to 180 fifty minute periods
FEE—None
TEXT—College Accounting, Sherwood, Bolling & Carson Workbook, Part II.
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
FEE—None
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
FEE—None
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 to the field of cost accounting.

INCOME TAX ACCOUNTING
COURSE NUMBER—2405
TYPE OF STUDENT—Adult
FEE—None
LENGTH OF COURSE—50 to 180 fifty minute periods
TEXT—Income Tax Procedure by Sherwood & Niswonger
COURSE CONTENT—This course deals with Federal and State income tax laws and their underlying principles. Such topics as income tax withholding, wage earners’ 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.

**PREREQUISITE:** Completion of Accounting 3

**BOOKKEEPING**

**COURSE NUMBERS—** 2401-A, 4401-A

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

**FEE—** None

**LENGTH OF COURSE—** 18 to 90 fifty minute periods

**TEXT—** Bookkeeping and Accounting by Ewell, Breidenbaugh & Linn, 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-LaZenzby

**COURSE CONTENT—** Unit 1 is a study of general records including budgets, income and expense and cash records. Also information regarding forms such as checks, notes, drafts and other papers used in business. Elementary bookkeeping including journalizing, posting, closing the ledger and making business statements is a part of this unit. Unit II is a one-book outfit for keeping books in a small business. All transactions appear on one page by use of columns. Column headings include O. A. B. and withholding taxes and profit and loss information at end of month.

**BUSINESS 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 Hanan

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

**ADVANCED BUSINESS MATHEMATICS AND PROJECTS**

**COURSE NUMBERS—** 2455, 4455

**TYPE OF STUDENT—** Adult, On-the-job

**FEE—** None

**LENGTH OF COURSE—** 18 to 50 fifty minute periods

**TEXT—** Problems and Projects by J. Marshall Hanan

**COURSE CONTENT—** This course is only for students who have satisfactorily completed the basic business arithmetic course. The student will be required to spend some time each day on outside preparation and drill. The steps covered include: horizontal addition, determining averages, ratios, transportation costs, depreciation, inventory ledgers and stock turn, consignment sales, distribution of expenses, property taxes, pricing of goods, stocks and bonds, bank discounts, bank reconciliation statements, payrolls, using sales data, invoicing and marking goods, miscellaneous application problems, insurance sinking fund and amortization schedules.

**BUSINESS LAW**

(Second Semester)

**COURSE NUMBERS—** 2460, 4460

**TYPE OF STUDENT—** Adult, On-the-job

**FEE—** None

**LENGTH OF COURSE—** 90 fifty minute periods

**TEXT—** Principles of Business Law by Dillavou and Howard

**COURSE CONTENT—** The purpose of this course is to acquaint the student with the general principles of law which are followed in business and train him to apply these principles to typical business situations. The text material is supplemented with selected cases which demonstrate the application of legal principles to concrete cases.

**GENERAL ECONOMICS**

(First Semester)

**COURSE NUMBERS—** 2455-4455

**TYPE OF STUDENT—** Adult, On-The-job

**FEE—** None

**LENGTH OF COURSE—** 30 fifty minute periods

**TEXT—** Everyday Problems in Economics by Dr. May Wood (revised)

**COURSE CONTENT—** This course reviews the origin and development of our country's economic system. The varied financial and industrial problems studied are those of production, distribution and consumption of economic goods: markets and trades; mining and agriculture; capital and labor; money and banking; foreign exchange and tariffs.
OFFICE MACHINES

BURROUGHS TYPEWRITER BOOK-KEEPING- Machine Model 7200
COURSE NUMBERS—2445, 4445
TYPE OF STUDENT—Adult, On-the-job
EQUIPMENT FEE—$1 per semester
LENGTH OF COURSE—20 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—2465-A, 4465-A
TYPE OF STUDENT—Adult, On-the-job
EQUIPMENT FEE—$1 per semester
LENGTH OF COURSE—20 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—20 fifty minute periods
TEXT—Operating Instructions and Practice Problems by Burroughs Adding Machine Co.
COURSE CONTENT—This machine performs 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 BOOK-KEEPING MACHINE CLASS 31
COURSE NUMBERS—2448 B, 4448 B
TYPE OF STUDENT—Adult, On-the-job
EQUIPMENT FEE—$1 per semester
LENGTH OF COURSE—20 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, 4448
TYPE OF STUDENT—Adult, On-the-job
EQUIPMENT FEE—$1 per semester
LENGTH OF COURSE—15 fifty minutes periods

MACHINE CALCULATION
COURSE NUMBERS—2433-4433
TYPE OF STUDENT—Adult, On-the-job
EQUIPMENT FEE—$1 per semester
LENGTH OF COURSE—6 weeks of 2 fifty minute periods each day.
TEXTS—Key-driven Calculator course by Goodfellow and Agnew. Texts for instruction on the adding machines and the rotary calculators will be supplied in the classroom.

COURSE CONTENT—Instruction in the operation of key-driven and rotary calculators and adding machines. Using a rotation plan, students will receive 3 days’ instruction in the operation of the 10 key adding machine; 3 days’ instruction in the operation of the full keyboard adding machine; 3 days on the Remington Printing calculator; 3 weeks’ instruction in the operation of the three makes of rotary calculators; and 4 weeks’ instruction in the operation of the two makes of key-driven calculators (Comptometer and Burroughs). Additional training would be necessary on the key-driven calculator in order to qualify for a position as a key-driven operator.

MACHINE CALCULATION
COURSE NUMBER—1432
TYPE OF STUDENT—Junior, Part-time
EQUIPMENT FEE—None
LENGTH OF COURSE—30 fifty minute periods
TEXTS—Supplied to the students
COURSE CONTENT—Instruction is given in the operation of both rotary and key-driven calculators and adding machines. The four processes (addition, subtraction, multiplication, and division) will be stressed with their application to business problems.

KEY-PUNCH MACHINE
COURSE NUMBERS—2435, 4435
TYPE OF STUDENT—Adult, On-the-job
EQUIPMENT 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 in 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, Ediphone and Gray Audograph
Course Number—2467
Type of Student—Adult
Fee—None
Length of Course—10 fifty minute periods
COURSE CONTENT—Prerequisite: Ability to type 50 gross w. p. m. Designed to train students to become experienced operators on the Dictaphone, Ediphone and Gray Audograph. Each operator transcribes a prescribed set of permanent practice records on all machines. Instruction is also given on the dictating and stenographic machines. One week of instruction in Switchboard Operation will be included in this course.

SECRETARIAL

BUSINESS CORRESPONDENCE
(Second Semester)
COURSE NUMBERS—2425, 4425
TYPE OF STUDENT—Adult On-the-job
FEE—None
LENGTH OF COURSE—90 fifty minute periods
TEXT—College Business Correspondence by Charles G. Reigner
COURSE CONTENT—A one semester course to develop the skill of writing effective business letters. It includes the study of the mechanical make-up and physical layout of a letter, and correct composition of letter body. Emphasis is given to the construction of order letters, acknowledgments, inquiry letters, credit and collection letters, adjustment letters, sales letters, letters of application, and courtesy letters.

BUSINESS ENGLISH
(Advanced Grammar)
COURSE NUMBERS—2427, 4427
TYPE OF STUDENT—Adult On-the-job
FEE—None
LENGTH OF COURSE—90 fifty minute periods
TEXT—College English for Business by Charles G. Reigner
COURSE CONTENT—Covers a review of the basic principles of grammar, sentence structure, parts of speech, and punctuation. Includes study of correct usage, diction, spelling, vocabulary, and the use of the dictionary.

INDEXING AND FILING
COURSE NUMBERS—1450, 2450, 4450
TYPE OF STUDENT—Junior, Adult, On-the-job
FEE—None
LENGTH OF COURSE—45 fifty minute periods
TEXT—Progressive Indexing and Filing by Raymond 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.

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 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.

JUNIOR OFFICE TRAINING AND MATHEMATICS
COURSE NUMBER—1437
TYPE OF STUDENT—Junior, Part-time and Adults
LENGTH OF COURSE—90 fifty minute periods
TEXT—Arithmetic Skill Builder
COURSE CONTENT—Aims to prepare the junior student for a general clerical position. Objective of this course is to develop the ability to perform the fundamental operations in arithmetic with a high degree of accuracy; produce results with reasonable speed; establish habit of forming clear, properly placed figures in uniform size; emphasis on business forms, neatness and ease of interpretation of work with methods of proof, also practical application of common business forms.

SHORTHAND I
(Beginning)
COURSE NUMBER—2410
TYPE OF STUDENT—Adult
LENGTH OF COURSE—1 semester—90 fifty minute periods
TEXT—Gregg Simplified Functional Method by Leslie and Zoubek and Gregg Dictation Simplified by Leslie and Zoubek
COURSE CONTENT—For beginners in shorthand. The Gregg Shorthand Manual Simplified. Functional Method is the basic text, mastery of which is accomplished in the first nine weeks, to be followed by an automatic review and beginning dictation in Shorthand II the second nine weeks. The dictation range is between 60 and 90 words per minute.
INTERMEDIATE DICTATION
COURSE NUMBER—2413
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 Transcription Simplified by Leslie and Zoubek
COURSE CONTENT—For students who have fulfilled the requirements of the beginning dictation course. It consists of advanced vocabulary and phrase building, dictation and transcription. Dictation is given at rates ranging from 75 to 90 words per minute. Emphasis is placed on letter setup, spelling and typing. A carbon copy of each letter transcribed is required.

ADVANCED DICTATION
COURSE NUMBER—2414
TYPE OF STUDENT—Adult
EQUIPMENT FEE—$1 per 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 rates of speed. Emphasis is given to the writing of advanced phrases and to the building of a shorthand vocabulary of business terms. The dictation speed is between 90 and 120 words per minute on a five-minute basis.

TECHNICAL DICTATION
COURSE NUMBER—2414-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.
REGULAR PROGRAM

RETAIL SALESMANSHIP*

- Course Number: 2502, 3502, 4502
- Type of Student: Adult, Apprentice
- Fee: None
- Length of Course: 19 fifty minute periods
- Text: Successful Retail Salesmanship by Robinson and Robinson

COURSE CONTENT: Salesmanship in the modern sense; retail selling; presentation; developing the sale; handling objections; closing the sale; how to get along with customers; how to handle customers; how to meet customers; developing the sale; handling objections; how to close the sale.

MERCHANDISE INFORMATION

- Course Number: 2508, 3508, 4508
- Type of Student: Adult, Apprentice
- Fee: None
- Length of Course: 38 fifty minute periods
- Text: Know Your Merchandise by Wingate, Allepian, and Addison; Materials of Industry by Mireau, Reenan, and Holman

COURSE CONTENT: Sources of information about merchandise; how to get the most out of merchandise; how to get the most out of customers; how to get the most out of the selling points about merchandise; how to present merchandise effectively.

STORE ORGANIZATION AND MANAGEMENT

- Course Number: 2504, 3504, 4504
- Type of Student: Apprentice, Adult
- Fee: None
- Length of Course: 38 fifty minute periods
- Text: Retailing by A. Bisco

COURSE CONTENT: Scope of retailing; location, layout, equipment; store organization; product; buying; receiving and classification; inventory; organization; and management; equipment; invoices; the merchandising function; employment problems; legal aspects of merchandising.
ADVERTISING*

COURSE NUMBERS—2505, 3505
TYPE OF STUDENT—Adult, Apprentice
FEE—None
LENGTH OF COURSE—18 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; 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; displays in the retail program manufacturer’s advertising in display.

RETAIL CREDIT FUNDAMENTALS*

COURSE NUMBERS—2506, 3506
TYPE OF STUDENT—Apprentice, Adult
FEE—None
LENGTH OF COURSE—19 fifty minute periods or one semester
Manual: Student Study Guide in Retail Fundamentals
TEXT—Retail Credit Fundamentals by C. W. Phelps
COURSE CONTENT—Nature and importance of credit; developing new sources of credit customers; the double checking credit plan; methods of identifying charge customers; safeguards; reducing merchandise returns; how to handle complaints; how to stimulate preferred customers; how to revive inactive accounts; how to develop effective collection methods; how to rehabilitate delinquent customers.

BUSINESS LAW

COURSE NUMBERS—2509, 3509, 4509
TYPE OF STUDENT—Apprentice, Adult
FEE—None
LENGTH OF COURSE—18 fifty minute periods or one semester
TEXT—Fundamentals of Business Law by J. F. Christ

* Course offered first semester
** Course offered second semester

WAITRESS TRAINING COURSE

COURSE NUMBERS—2510, 3510, 4510
TYPE OF STUDENT—Apprentice, Adult
FEE—None
LENGTH OF COURSE—10 two-hour sessions “On The Job”
COURSE CONTENT—Personal Development, Types of Menus, Equipment and its Care, Giving and Assembling Orders, Serving the Customer, Observation in a Restaurant.

INSURANCE COURSES

CHARTERED PROPERTY AND CASUALTY UNDERWRITERS

COURSE—C.P.C.U. Part II
COURSE NUMBER—2516
TYPE OF STUDENT—Adult
FEE—None
LENGTH OF COURSE—74 hours
Monday (time to be arranged)

CERTIFIED LIFE UNDERWRITERS

COURSE—C.L.U. Part D
COURSE NUMBER—2517
TYPE OF STUDENT—Adult
FEE—None
LENGTH OF COURSE—74 hours
Monday (time to be arranged)
COURSE CONTENT—Financial institutions, Money and banking, Corporation Finance, and Investments.
BUSINESS AND INDUSTRIAL ORGANIZATIONS
COURSE NUMBER—2518
TYPE OF STUDENT—Adult
FEE—None
LENGTH OF COURSE—90 hours
TIME—Open
COURSE CONTENT—The role of business and industry in the American economy; patterns of business and industrial organizations; economic relationships of employer and employee; study of prices and competition; price levels; business cycles; taxation; labor unions; labor-management relations; labor legislation; social and private security.

HUMAN RELATIONS
COURSE NUMBER—2519
TYPE OF STUDENT—Adult
FEE—None
LENGTH OF COURSE—90 hours
TIME—Open
COURSE CONTENT—Study of basic psychological principles that lead to better human relationships; rules of mental hygiene to be applied in home and work situations; personal and group adjustment problems.

Family Development
Foods 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 of 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.

HOSPITALITY AND TABLE DECORATION

COURSE NUMBER—2601
TYPE OF STUDENT—Adult
FEE—$1 per semester
LENGTH OF COURSE—9 fifty minute periods
COURSE CONTENT—This course is planned for anyone who is interested in learning more about the art of entertaining and being a successful gracious hostess. It will include table setting for all occasions, arrangement of table for teas and buffet meals; flower arrangement; selection of china, linen, silver and crystal.

HOSPITALITY AND TABLE DECORATION

COURSE NUMER—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 guests. Some of the features of this course. Selection of silver, china, glassware and linen as well as flower arrangement and table decorations are included.

WORK SIMPLIFICATION

COURSE NUMBER—1606
TYPE OF STUDENT—Junior
FEE—None
LENGTH OF COURSE—9 fifty minute periods
COURSE CONTENT—How teen-agers make use of short-cuts in planning housekeeping jobs, is emphasized in this course. Modern methods for the modern girl are stressed. Other highlights of the course are: responsibilities of the teen-ager in the home; organization of work; making a plan for use of time and energy; use of modern equipment; forming good work habits. The Home-making Apartment and the Heart Kitchen will be used for demonstrations and class activities.

PERSONALITY AND CHARM

COURSE NUMBER—1603
TYPE OF STUDENT—Junior Part Time
FEE—None
LENGTH OF COURSE—18 fifty minute periods
COURSE CONTENT—This is planned for the part-time student. Beginning with a self-inventory of personality traits such as poise, self-confidence, sociability and the ability to carry on conversation, charm and many others. The student participates in discussions and in the planning of the course.

SAFETY IN THE HOME

COURSE NUMBER—1606
TYPE OF STUDENT—Junior
FEE—None
LENGTH OF COURSE—18 fifty minute periods
COURSE CONTENT—This course centers around the girl and takes into consideration her background, interests, needs and her work outside of the home. High points of 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.

FAMILY ECONOMICS

COURSE NUMBER—2602
TYPE OF STUDENT—Adult
FEE—None
LENGTH OF COURSE—9 double periods
COURSE CONTENT—This course is planned for anyone who is interested in a plan for spending or using income. It will apply to family spending and to individual spending. Highlights of the course are: estimating income; deciding on kind of spending plan; gaining cooperation and interest of all family members; planning for necessities and for emergencies; planning for retirement; record keeping; children's spending; spending the food dollar, the clothing dollar, the health dollar, the home furnishing dollar and the recreation dollar. This is a lecture and discussion course.

MONEY MANAGEMENT FOR TEEN-AGERS

COURSE NUMBER—1607
TYPE OF STUDENT—Junior
FEE—None
LENGTH OF COURSE—18 fifty minute periods
COURSE CONTENT—How to spend the money I earn will be featured in this course. Some of the topics to be included are: What do I spend? How much money should I spend? How may I plan to have money for the things I want most? Should I keep a record of my spending? Other important items to be considered are: buying equipment and furniture; buying clothing; how much money should be spent for food; planning for my future home; what should I consider in buying china and silver; a plan for saving.
MODERN HOME LAUNDRY TECHNIQUES

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

MODERN HOME LAUNDRY TECHNIQUES

COURSE NUMBER—2604
TYPE OF STUDENT—Adult
FEE—None
LENGTH OF COURSE—6 double periods
COURSE CONTENT—Modern methods in the home laundry will be stressed in this course. How to use modern equipment such as the automatic washer and ironer are given. Some of the high points of the course are: care and selection of equipment for the home laundry; the weekly wash; the several-times-a-week wash; laundry supplies; modern ironing; fabrics and soaps; putting your clothes away; stain removal; shrinkage and color problems; laundering fine fabrics. Class members will have opportunity to actually use the automatic washer and ironer.

FOODS AND NUTRITION

JUNIOR FOODS

COURSE NUMBER—1522
TYPE OF STUDENT—Junior
FEE—None
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. Nutritive values are stressed. Meals for special occasions, and holiday cooking are included. Table setting, 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—1524
TYPE OF STUDENT—Junior
FEE—None
LENGTH OF COURSE—18 fifty minute periods
COURSE CONTENT—What is meant by the nutrition yard stick or the basic seven foods introduced 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.

FOODS I—MEALS FOR MODERNS

COURSE NUMBER—2611
TYPE OF STUDENT—Adult
FEE—$4 per semester
LENGTH OF COURSE—18 three period sessions
COURSE CONTENT—Meals in the modern way suggests new methods in cooking; 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; desserts. Several lessons will be devoted to making your cooking more distinctive through the use of herbs.

FOODS II—SALADS, CASSEROLES, CAKES, AND COOKIES

(1st Semester)

COURSE NUMBER—2612
TYPE OF STUDENT—Adult
FEE—$2 per semester
LENGTH OF COURSE—19 three period sessions
COURSE CONTENT—Dinner salads, luncheon salads, and main course salads are included. 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. A wide variety of casseroles are made: meat; vegetable; fish; and chicken. Both fresh meat and leftover meats may be used. Quick casseroles as well as more elaborate casseroles for buffet entertaining are included. Modern up-to-date methods of mixing cakes are stressed. Types of so-called butter cakes and sponge cakes are included, giving a variety of new, unusual cakes. Various types of iced and frosted cakes are a part of this unit. Christmas cookies and fruit cakes are given prior to the holiday season.
FOODS III—BREADS AND ROLLS, PASTRY AND UNUSUAL DESSERTS  
(2nd Semester)  
COURSE NUMBER—2613  
TYPE OF STUDENT—Adult  
FEE—$3 per semester  
LENGTH OF COURSE—18 three period sessions  
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 and whole wheat breads are made. Banana bread, date bread, nut bread, and various fruit breads are included. Many varieties of dinner and sweet rolls are made. Comparison of prepared mixes and homemade mixes, and use of the freezer are also included.

Principles underlying the making of pastry are given; also digestibility and place in the diet are included. Various kinds of shortenings are used; also comparison between prepared mixes and homemade mixes. One shell, two-crust, and deep-dish pies are made.

The desserts featured in this unit are for special occasions; for instance, something for dessert bridge, Merrigues, tarts, ice box desserts, baked Alaska and frozen desserts are some of the desserts given. Attractive service is featured.

FOODS IV  
UNIT I—FREEZING FOODS, MEAT, POULTRY, FISH AND VEGETABLE COOKERY  
COURSE NUMBER 2614  
TYPE OF STUDENT—Adult  
FEE—$3 per semester  
LENGTH OF COURSE—18 three period sessions  
COURSE CONTENT—The freezing of fruits and vegetables will be featured. In the early fall, this will be followed by the latest developments in the selection, preparation and preservation of meat, fish, poultry and vegetables. Prior to the holiday season, the class will stuff, truss and roast a holiday bird. They will serve it with attractive and unusual garnishes. Best methods to use in storing leftovers as well as the freezing of baked goods and main dishes will be included.

Better buyman’s hop of meats, fish, poultry and vegetables to accompany them will be emphasized. Class members will carry on actual food preparation in all sessions.

UNIT II—COUNT YOUR CALORIES AND LIKE IT AND SLIMMING SUMMER MEALS  
FEE—$2 per semester  
LENGTH OF COURSE—18 three period sessions  
COURSE CONTENT—Emphasis will be placed on calorie-savvy cookery for those interested in obtaining and maintaining ideal weight. Included will be easily followed menu 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. Attractive menus for summer time meals which help to control the waistline and keep cool in the kitchen will be featured. Salad plates, summer time desserts and easily prepared summer dinners are highlights of the course.

FOODS V—HOSPITALITY COOKERY  
(3rd and 4th Quarters)  
COURSE NUMBER—2615  
TYPE OF STUDENT—Adult  
FEE—$4 per semester  
LENGTH OF COURSE—18 three period sessions  
COURSE CONTENT—How to prepare and serve attractive, unusual guest meals is a part of this course. The art of being a gracious hostess is stressed. Some of the types of entertaining given are: teas, buffet meals, wedding receptions, theater snacks, bridge dinners, guest dinners.

Table setting for these special occasions is included in the course.

FOODS VI—CAKE DECORATING FOR SPECIAL OCCASIONS (1st and 2nd semester)  
COURSE NUMBER—2616  
TYPE OF STUDENT—Adult  
FEE—$4 per semester  
LENGTH OF COURSE—18 three period sessions  
COURSE CONTENT—This course is for homemakers who are interested in learning the fundamentals of cake decorating for special occasions. The highlights of the course are techniques of making flowers and other forms of decoration; application of decoration to cakes and desserts; the making of petit fours and mints. Various types of cakes will be made and frozen. In later lessons, these will be decorated.
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 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 require-
ments; overweight and underweight; food defi-
ciences; 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 dis-
cussion 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 proce-
dures; flower arrangements; safety in the home.

CLOTHING AND TEXTILES

JUNIOR CLOTHING I
COURSE NUMBER - 1632
TYPE OF STUDENT - Junior
FEE - None
LENGTH OF COURSE - 19 double periods
COURSE CONTENT - This is a basic course in
Clothing Construction. The garments to be made
are: blouse, skirt and simple cotton dress. The
Bishop method of sewing will be taught. Planning
the wardrobe selection and buying of material is
included.

JUNIOR CLOTHING II
COURSE NUMBER - 1633
TYPE OF STUDENT - Junior
FEE - None
LENGTH OF COURSE - 18 double periods
COURSE CONTENT - This course is planned for the
student who has had Clothing I or its equivalent.
More advanced problems and techniques will be
considered. Garments to be made are: Rayon or
wool dress; play clothes; party dresses. Special
emphasis will be given to appropriate and becom-
ing wardrobes and how the personality is im-
proved through choosing the right wardrobe.
CLOTHING V
(That Made-to-Order Look)

COURSE NUMBER—2624
TYPE OF STUDENT—Adult
FEE—$5.00 per semester
LENGTH OF COURSE—18 three or four period sessions

COURSE CONTENT—How to secure that much desired custom-made effect will be one of the purposes of this course. Selection of 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 I)

COURSE NUMBER—2625
TYPE OF STUDENT—Adult
FEE—$5.00 per semester
LENGTH OF COURSE—18 four period sessions

COURSE CONTENT—This course is for the advanced student and is planned for those people who want to make tailored garments. Some of the specific tailoring principles which are given are: pattern altering to fit the figure, use of interfacing, tape and pad stitch for collars, revers, hand stitching of collars and front facing, fitting problems, use of pressing boards for shaping garment to the figure, bound and patch pockets, lining and interlining for coats and suits, types of pads most suitable, selection of fabrics for coats, suit linings, interlinings, and interfadings. 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—$5.00 per semester
LENGTH OF COURSE—18 three or four period sessions

CLOTHING VIII (Tailoring II)

COURSE NUMBER—2627
TYPE OF STUDENT—Adult
FEE—$5.00 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 course. Instruction will be given on the preparation of the garment for class work, combination of new and old materials, 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 IX (Workshop)

COURSE NUMBER—2628
TYPE OF STUDENT—Adult
FEE—$5.00 per semester
LENGTH OF COURSE—18 four period sessions

COURSE CONTENT—This is only 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

COURSE NUMBER—2630
TYPE OF STUDENT—Adult
FEE—$1.50 per semester
LENGTH OF COURSE—18 three or four period sessions

COURSE CONTENT—This is a course in millinery especially for the beginner. A basic knowledge of sewing is necessary. The course includes the fundamental principles and millinery techniques. Its objective is to develop an understanding of millinery methods, materials, frames, trimmings, the different basic hat styles, and the choosing of becoming hats in proportion to face and figure. The blocking of felt and straw over simple blocks, familiarizing the student with blocks and steaming, as well as re-blocking of good quality used felt is included. Various types of hats are made.
MILLINERY II
COURSE NUMBER—2631
TYPE OF STUDENT—Adult
FEE—$1.50 per semester
LENGTH OF COURSE—18 three or four period sessions.
COURSE CONTENT—This course is planned for the student who has had Millinery I, and is ready for more advanced problems. More difficult problems employing a wider variety of millinery processes are given. The student has an opportunity to gain more knowledge regarding feather, flower, and ribbon trimmings, and the use of these trimmings, as well as the various uses and ways of applying veiling to each type of hat. New hats, as well as remodeled hats, are made.

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

FUR REMODELING II
COURSE NUMBER—2634
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.

SLIPCOVERS
COURSE NUMBER—2634
TYPE OF STUDENT—Adult
FEE—$1 per semester
LENGTH OF COURSE—18 four period sessions.
PREREQUISITE—Ability to do plain sewing
COURSE CONTENT—A study of slipcovers—their advantages and disadvantages, choice of fabric, adaptation to style of furniture and setting are included. Explicit instruction will be given in estimation of yardage, placing of design, techniques of cutting, filling, basting and stitching. Special emphasis is laid on the re-making of cushions which are in need of repairs before slipcovering. 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 four 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 for 18 lessons
LENGTH OF COURSE—18 four 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, cagewell chairs, platform rockers, etc. Greater emphasis will be placed upon artistic 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 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.

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 are: kinds and types of materials with which to work; how to read and understand directions and patterns; where to use crochet. Suggested articles for class work are: place mats; doilies; holders; afghans; bedspreads and other types of hats; table clothes; 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 knitted are: caps, scarfs, sweaters, mittens, afghans, and other similar articles. Equipment needed first lesson: two number three knitting needles, 10 or 12 inch, a small ball of any kind of yarn, notebook and pencil.

HEART KITCHEN WORK
SIMPLIFICATION COURSE
TYPE OF STUDENT—Heart patients, handicapped homemakers and all women interested in simplifying their work
FEE—None
LENGTH OF COURSE—5 one and one-half hour sessions
COURSE CONTENT—Demonstrations in easier methods of work, including principles of good arrangement, choice, use and care of good tools, care and cleaning of the house with less bending, lifting, climbing, reaching are the features of this course. Correct body mechanics and new techniques for easier ironing are also included. There is no fee or tuition to anyone, no matter where they live. Registration is in the Heart Kitchen. Help is available in kitchen planning by appointment.

CLOTHING CLASSES OR FUR REMODELING ARE OFFERED AT THE FOLLOWING CENTERS:
LOWELL SCHOOL—Tuesday afternoon
Fur Remodeling—Fee—$1 per semester
MIDVALE SCHOOL—Clothing I—Tuesday afternoon
Clothing IV and V—Thursday afternoon
Fee—50 cents per semester
SCHENK SCHOOL—Tuesday afternoon
Clothing—Fee—50 cents per semester

The Homemakers' Club of our school is open to all homemakers who are interested. Meetings are scheduled for the second Friday in the month.
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—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
LENGTH OF COURSE—400 hours
TEXT—Automotive Body Reconditioning by Theodore Wohlfell, 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—6 weeks
TEXT—Sportsmanlike Driving by the American Automobile Association
COURSE CONTENT—
1. Lecture and Discussion, Mondays from 12:52 to 2:30 p.m.
2. Behind-the-wheel training.
   Classes run from 9:45 a.m. to 11:45 a.m. and from 12:52 p.m. to 2:30 p.m.
   Training is given in either standard or automatic transmission.
   Each student receives a minimum of five 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
LENGTH OF COURSE—400 hours
TEXT—Delco-Remy Manual 324
Automotive Electrical Equipment by Crouse
COURSE CONTENT—General electricity and wiring, battery, testing, checking and charging of battery; ignition system, check and repair; starter, check and overhaul; generator and regulators, check and repair; car wiring, check and repair; periodic inspection.

AUTO MECHANICS
COURSE NUMBER—2705
TYPE OF STUDENT—Adult, Full-time
TYPE OF TRAINING—Pre-apprentice
FEE—15 cents for 4 periods
LENGTH OF COURSE—1,840 fifty minute periods
TEXT—Automotive Mechanics by Crouse
Automotive Electrical Equipment by Crouse
Bear Wheel Alignment, Axle and Frame Straightening Service
Principles of Wheel Alignment by Bear
COURSE CONTENT—Washing, polishing, lubrication, accessories, brakes, electrical systems, engines, engine tune-up, clutch, transmissions, drive shafts, fuel systems, rear axles, care of tools and equipment, engine rebuilding, front wheel alignment, frame straightening, wheel balancing.

COURSE NUMBER—3705
TYPE OF STUDENT—Apprentice
FEE—None
LENGTH OF COURSE—400 hours
TEXT—Automobile Mechanics by Crouse
Automotive Electrical Equipment by Crouse
Delco-Remy Manual 324
COURSE CONTENT—Lubrication, accessories, electrical systems, brakes, engines, engine tune-up, clutch, transmissions, drive shafts, fuel systems, rear axles, care of tools and equipment, engine rebuilding, front wheel alignment, frame straightening, wheel balancing.

AUTOMOTIVE WHEEL ALIGNMENT
COURSE NUMBER—3707
TYPE OF STUDENT—Apprentice
FEE—None
LENGTH OF COURSE—400 hours
TEXT—Principles of Wheel Alignment by Bear
Bear Wheel Alignment, Axle and Frame Straightening Service
COURSE CONTENT—Wheel balance 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

BLUE PRINT READING
COURSE NUMBER—2710
FEE—None
LENGTH OF COURSE—90 fifty minute periods
TEXT—Building Trades Blueprint Reading by Dalziel "2 volumes"
TYPE OF COURSE—Full Time
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 COURSE—400 hours
TEXTS—Brick Masonry—Structural Clay Products Institute; Practical Bricklaying by Briggs and Carrer.
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—1480 fifty minute periods
COURSE NUMBER—2713
TYPE OF STUDENT—Adult and Full-time
FEE—$1 per quarter for 2 periods
LENGTH OF COURSE—1480 fifty minute periods
TEXTS—Principles of Woodwork by Herman Hjorth; Machine Woodwork by Herman Hjorth; General Woodwork by Johnson and Newlard.
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 use, care, and sharpening of tools, project making, machine woodworking, nailing 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
TEXTS—Fundamentals of Carpentry, Volumes I and II by Durban; Roof Framing by Wilson and Warner; 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 doors; gable roof framing; equal pitch hip roof; intersecting roof; unequal pitch intersecting roof; shingled roof; finish carpentry; interior trim; hardware; main stairs; power machines; safety construction; building codes; blueprint reading (house and masonry construction); blueprint reading (reinforced concrete plans); transit operations; general reference reading.

DRAFTING, ARCHITECTURAL
COURSE NUMBER—3715
TYPE OF STUDENT—Adult, Full-time
FEE—$1.25 per semester—one period
LENGTH OF COURSE—1480 fifty minute periods
TEXTS—Strength of Materials by Breneman; Drafting, Architectural; Vocabulary; construction details, pictorial drawing, isometric, oblique and perspective drawing; 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
COURSE NUMBER—2716
TYPE OF STUDENT—Adult, Full-time
FEE—$1.25 per semester—one period
LENGTH OF COURSE—1480 fifty minute periods
COURSE NUMBER—3716
TYPE OF STUDENT—Apprentice
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; completion problems; free-hand sketching; auxiliary views, true length lines, and gnomes and plans; cross-sectioning and symbols; dimensioning; pictorial drawing, screw threads; pattern drawing.

STRENGTH OF MATERIALS
COURSE NUMBER—2717
TYPE OF STUDENT—Adult, Full-time
FEE—None
LENGTH OF COURSE—36 fifty minute periods
TEXT—Strength of Materials by Breneman.
COURSE CONTENT—Simple stresses; shear, application of stresses to shear problems; riveted joints; riveted joints and their design; stresses in thin-walled cylinders, hydraulic pressure and retain-
ing vessels; welded joints; torsion, torque and strength of shafts; beams, shear and moment diagrams, to study the design of beams; stresses in beams; bending moments; to study the theory of bending; combined axial and bending stresses, advanced theory and design of loaded members; columns, to study the theory of columns.

APPLIED SCIENCE FOR APPRENTICES

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

JOB RELATIONS

COURSE NUMBER—2760
TYPE OF STUDENT—Adult
FEE—None
LENGTH OF COURSE—45 fifty minute periods
COURSE CONTENT—Purpose: To impress the student with the importance of knowing and applying the basic principles of good Human Relations to Self, to the Job, and to the Customer. Method of presentation: Conference and lecture using training aids and class participation. Samples subject material used:
1. The Science of Human Relations as applied to the job.
2. Customer Relations.
3. Basic points to consider in dealing with women customers.
4. Advancement in Human Understanding.
5. Leadership.
6. Personal Advancement.
7. Employee's understanding of management problems.

ELECTRICITY

COURSE NUMBER—2718
TYPE OF STUDENT—Adult, Full-time
FEE—10 cents per day of two periods
TEXTS—Industrial Electricity by Nadon & Glemence
State Electric Code, State Bureau of Purchases
Electricity by Siskind
Building Trades Blueprint Reading I and II
Related Information—Electricity I, II, III, IV
Electric Code Test Book by Miller
COURSE CONTENT—Basic electrical theory; code, 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. powers; A.C. 3-phase, relation of single and polyphase; A.C. motors and generators, characteristics, repair and maintenance; electronics, understanding of industrial electronics.

PAINTING AND DECORATING

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

PLUMBING

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

**Sheet Metal**

**Course Number:** 1721  
**Type of Student:** Junior, Part-time  
**Fee:** None  
**Length of Course:** 148 fifty minute periods  
**Texts:** Sheet Metal Pattern Drafting and Shop Problems, by Dougherty

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

**Steamfitting**

**Course Number:** 3712  
**Type of Student:** Apprentice  
**Fee:** None  
**Length of Course:** 400 hours  
**Text:** Instructional Manual for Steamfitter Apprentices

**Course Content:** Science related to the steamfitter trade, the underlying scientific principles of pressure, weight, density and type of heat; related drawing, blueprint reading, fundamentals of isometric drawing, and heating plant layout; heating, design and installation procedures; heat transmission, calculating heat losses; review of mathematics; process piping, pipe standards, accessories, and pipe fittings; pipe welding, the use of oxyacetylene and arc welding equipment; controls, application and regulation of all automatic controls used in heating and ventilating; automatic heating units including oil and gas burners and stoker controls; refrigeration, fundamentals of refrigeration and the handling of refrigerants; air conditioning, the theory of air conditioning.

**Metal Industries**

**Blueprint Reading (Machine Trades)**

**Course Number:** 2730  
**Type of Student:** Full-time  
**Length of Course:** 90 fifty minute periods  
**Fee:** None  
**Text:** Blueprint Reading by Nicholson & Jones

**Course Content:** This course covers the fundamentals of blueprint reading which are essential to success in the machine trades. The course is made up of a series of blueprint reading lessons increasing in difficulty from the elementary to the advanced. Each lesson introduces a machine tool operation or precision instrument function.

**Foundry Practice**

**Course Number:** 3731  
**Length of Course:** 400 hours  
**Type of Student:** Apprentice  
**Fee:** None  
**Texts:** Elementary Foundry Technology by Hartly  
Advanced Blueprint Reading, Delmar Publishers  
Mechanical Drawing by French and Svensen  
Mathematics by Sade and Margolis  
Handbook of Cupola Operation, American Foundrymen's Association  
Recommended Practices for the Sand Casting of Non-Ferrous Alloys, American Foundrymen's Association  
Foundry Manual, U. S. Navy Bureau of Ships  
International Textbook Library on Foundry and Patternmaking, Foundry Work by West

**Course Content:** Introduction, to give apprentices an over-view of the foundry and pattern-making industry; molding practices, core practices: elementary metallurgy; foundry sand; related patternmaking theory: elements of arithmetic; calculation of areas and volumes; weights of castings; calculation of metal mixtures; slide-rule practice; principles of projection; sketching practice; use of instruments and equipment; blueprint reading.

**Welding—Electric Arc**

**Course Number:** 2738  
**Type of Student:** Adult, Full-time  
**Fee:** 21 cents per period  
**Length of Course:** 160 fifty minute periods  
**Course Number:** 3738  
**Type of Student:** Apprentice  
**Fee:** None  
**Length of Course:** 400 hours  
**Text:** Theory and Practice for Arc Welding by Sack
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 vesel 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

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, steel and cast iron welding.

HYDRAULICS
COURSE NUMBER—3733
TYPE OF STUDENT—Apprentice
FEE—None
LENGTH OF COURSE—35 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—35 fifty minute periods
TEXT—Elementary Metallurgy by Fries
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.

APPLIED MATHEMATICS
COURSE NUMBER—3755
TYPE OF STUDENT—Students Majoring in a Trade
FEE—None
LENGTH OF COURSE—160 fifty minute periods
COURSE CONTENT—Varying according to the trade in which the student may be majoring such as machine shop, drafting, printing, cabinetmaking, electricity, radio and television, welding, sheet metal, photography or auto mechanics. The lesson material for applied mathematics is designed for individual instruction. A diagnostic test will be given at the time the student enters the class which will determine his starting point. In most cases formal text material will be used and the student will be required to purchase the applied math book for his particular field of work.

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 Sven-sen
Advanced Blueprint Reading, Delmar Publishers
Pattern Design by Hall and Kiley
Mathematics by Slade and Marqualis
Metal Castings by Campbell
Wood Patternmaking by McGeehan
Elementary Foundry Technology by Bartley
COURSE CONTENT—Introduction, the foundry industry and patternmaking trade; general trade qualifications of the patternmaker: apprenticeship; molding and core practices, types and methods; procedure and operations; tools—bench, machine, special; pattern construction, types of patterns and their relation to molding and machine shop; pattern allowances, contraction, draft, finish, layout and templates; cores, coreprints and coreboxes; slaved, 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—140 fifty minute periods
COURSE NUMBER—2732
TYPE OF STUDENT—Adult, Full-time
FEE—10 cents per day of two periods
LENGTH OF COURSE—1,480 fifty minute periods

COURSE NUMBER—2732
TYPE OF STUDENT—Apprentice
LENGTH OF COURSE—400 hours
FEE—None

TEXT—Machine Tool Operation, Part 1 and Part 2
Henry D. Burghardt and Aaron Axelrod

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 NUMBERS—2760, 2780
TYPE OF STUDENT—Apprentice, Adult
COST—Tuition is charged for non-resident students
LENGTH OF COURSE—9 nine week quarters

TEXT—Escoffier Cook Book

COURSE CONTENT—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 NUMBERS—2761, 2762
TYPE OF STUDENT—Apprentice, Adult
COST—Tuition is charged for non-resident students
LENGTH OF COURSE—2 nine week quarters

TEXT—Escoffier Cook Book; Books of Services

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

BARBERING

COURSE NUMBER—2741
TYPE OF STUDENT—Apprentice
FEE—None
LENGTH OF COURSE—288 hours
TEXT—15 Study Units, 15 Assignment Units in Barber Science

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

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; skin and its disorders, structure of skin; hair dressing; hands and nails; permanent waving, theory and technique of waving hair permanently with electricity and chemicals.

RADIO

COURSE NUMBER—2742
TYPE OF STUDENT—Adult, Full-time
FEE—10c per day of two periods
LENGTH OF COURSE—1,480 fifty minute periods

TEXTS—
- Elements of Radio by Marcus and Horton
- Elements of Radio Servicing
- 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; circuits; 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.
TELEVISION
COURSE NUMBER—2743
TYPE OF STUDENT—Full-time
FEE—20 cents per day of four periods
LENGTH OF COURSE—225 fifty minute periods
PREREQUISITE—Ability to pass entrance examination
TEXT—Basic Television by Grib
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, synchronising 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 COURSE—covers the color TV system and human vision, chromaticity diagram, two phase modulation, the I and Q signals, color picture tubes, color receiver adjustments, color service instruments, color receiver trouble shooting and color receiver alignment. Also, the theory of transistors and the servicing of transistor receivers. About one-third theory and two-thirds laboratory work.

WATCHMAKING
COURSE NUMBER—3747
TYPE OF STUDENT—Apprentice
FEE—None
LENGTH OF COURSE—200 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 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—144 fifty minute periods
COURSE NUMBER—2747
TYPE OF STUDENT—Adult, Full-time
FEE—None
LENGTH OF COURSE—2072 fifty minute periods
TEXTS—The Practice of Printing by Polk
Graphic Arts Procedures and Study Guide by Karch
RELATED PRINTING
COURSE NUMBER—2746
TYPE OF STUDENT—Apprentice
FEE—None
LENGTH OF COURSE—400 hours
TEXT—I.T.U. Lessons in Printing
The practice of Printing by Polk
General Printing by Cleeton and Pitkin
Elementary Platen Presswork
Linotype Keyboard Operation
Linotype Machine Principles
Graphic Arts Procedures and Study Guide by Karch
PHOTOGRAPHY
COURSE NUMBER—2748
TYPE OF STUDENT—Adult, Full-time
FEE—$5 per quarter, two periods per day. This fee covers developers, acids, hypo, and other special chemicals.
LENGTH OF COURSE—1480 fifty minute periods
TEXT—This is Photography by Thomas H. Miller and Wylott Burmitt
COURSE CONTENT—Light meters, different types of film, processing by time and temperature, versus gamma. Contact printing, print control, en-
ARGUMENTS on different types of paper, lighting problems, light control, photomontages, negative control, color exposures, color processing, mounting of prints, picture composition, copy work of lines, flash photography, electronic flash in black and white and color transparencies, litho reproduction.

The student will be required to supply all needed film, paper, and other small items for his own projects.

GUIDANCE AND SPECIAL SERVICES

Counseling
Job Placement
Woman's Service Exchange
Health
COUNSELING

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 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.

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 practice.

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.

PRACTICAL NURSING

TYPE OF STUDENT—Adult

LENGTH OF COURSE—1 year full time

COST—Student furnishes uniforms and books. Tuition is charged for non-resident students. 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—twelve 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. Occupational Diversion—demonstration and practice in crafts which may be used for various age groups of patients.
6. Nursing procedures—demonstration and practice of procedures used in case of patients in hospitals and homes.

Part II—forty weeks
Supervised practice in local hospitals and health agencies. 36 hours each week are spent in practicing procedures as applied to the chronic ill, mothers and babies, and the aged. A stipend
is received by the student during most of this
training. In addition to the 35 hours per week,
four hours weekly are spent in classroom study­
ing and practicing related procedures.

At the end of this training, students are
eligible for the State of Wisconsin licensing
examination for trained practical nurses.

HEALTHFUL LIVING IN THE LATER
YEARS

A course sponsored by Dane County Medical
Society and taught by its members

TYPE OF STUDENT—Adults in their later years,
adults who are preparing for their later years,
and those who are interested in others in their
later years.

FEE—None

LENGTH OF COURSE—8 weeks, once a week
(4:00-5:00 P.M.)

COURSE CONTENT—
1. Physical Activities in the Later Years—their
possibilities and limitations—with special emph­
asis on heart ailments, arthritis and rheumatism.
2. Mental Activities as a Means of Keeping Young
—a discussion of mental health and emotional
problems of aging with some attention given to
problems of vision and hearing in the later years
and their possible affect on personality.
3. Diet in the Later Years—a discussion of the
importance of diet with special dietary instruc­
tions for specific health problems—there would
be some emphasis on diet to keep well.
4. Rheumatism, Arthritis and You—a discussion
of treatment and drugs used to handle these
disorders and ways of coping with them.
5. You and Your Heart—a discussion of living
with heart disorders—possible discussion leaders.
6. New Treatments for Disorders—this would in­
clude a discussion of arteriosclerosis, diabetes,
peripheral vascular disorders—new drugs for
emotional and mental disorders.
7. Continuation of Number 6—Discussion of emo­
tions, hearing, blood pressure.
8. Community Health Services—a discussion and
presentation of nursing homes, Visiting Nurse
Service, Family Service, agencies for the hard
of hearing and the visually handicapped.

Business Administration
Secretarial Science
BUSINESS ADMINISTRATION

ACCOUNTING

A two year Post High School Technical Course. The objective of this course is to give the student a thorough training in the basic fundamentals and practical application of accounting principles so as to enable him to take complete charge of the accounting records in public accounting firms, private industry or government service in the capacity of Junior Accountant. This and further training, together with work experience serves as a foundation for Senior Accountancy and Certified Public Accountant (C.P.A.).

First Year

<table>
<thead>
<tr>
<th>Credit</th>
<th>First Semester Hours</th>
<th>Second Semester Hours</th>
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</thead>
<tbody>
<tr>
<td>Accounting III</td>
<td>5</td>
<td>Accounting IV</td>
</tr>
<tr>
<td>Business Mathematics</td>
<td>3</td>
<td>Accounting Systems</td>
</tr>
<tr>
<td>Communications Arts and Skills</td>
<td>3</td>
<td>Income Tax Accounting</td>
</tr>
<tr>
<td>Machine Calculation</td>
<td>2</td>
<td>Credit Procedures</td>
</tr>
<tr>
<td>Typewriting I</td>
<td>3</td>
<td>Office and Personnel Management</td>
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<tr>
<td>Orientation</td>
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<td>Internal Auditing</td>
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Second Year

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<thead>
<tr>
<th>Credit</th>
<th>First Semester Hours</th>
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</thead>
<tbody>
<tr>
<td>Accounting III</td>
<td>3</td>
<td>Accounting IV</td>
</tr>
<tr>
<td>Business Law</td>
<td>3</td>
<td>Business Law</td>
</tr>
<tr>
<td>Economics</td>
<td>3</td>
<td>Economics</td>
</tr>
<tr>
<td>Elective</td>
<td>2</td>
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Electives

<table>
<thead>
<tr>
<th>Credit</th>
<th>Hours</th>
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</thead>
<tbody>
<tr>
<td>Money and Banking</td>
<td>2</td>
</tr>
<tr>
<td>Salesmanship</td>
<td>3</td>
</tr>
<tr>
<td>Business Statistics</td>
<td>2</td>
</tr>
<tr>
<td>Typing</td>
<td>1</td>
</tr>
<tr>
<td>Marketing</td>
<td>3</td>
</tr>
<tr>
<td>Advertising</td>
<td>3</td>
</tr>
<tr>
<td>Machine Bookkeeping</td>
<td>1</td>
</tr>
</tbody>
</table>

Note: Students' schedules and courses are adjusted to their previous training and experience. Typing and machine calculation are laboratory courses and require two hours for each credit.

SECRETARIAL SCIENCE

A two-year Post High School Technical Course. This course provides a thorough training in Gregg shorthand, typewriting and related subjects which prepare the student for high-grade secretarial positions in private business, or under city, state, county or Federal Civil Service. A minimum of 64 credit hours is required for graduation from the course, as well as completion of the speed requirements in shorthand and typewriting.

First Year

<table>
<thead>
<tr>
<th>Credit</th>
<th>First Semester Hours</th>
<th>Second Semester Hours</th>
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</thead>
<tbody>
<tr>
<td>Secretarial Science</td>
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<td>Secretarial Science</td>
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<tr>
<td>(Shorthand)</td>
<td>4</td>
<td>(Shorthand)</td>
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<tr>
<td>Typewriting</td>
<td>3</td>
<td>Business Correspondence</td>
</tr>
<tr>
<td>Communications Arts and Skills</td>
<td>3</td>
<td>Psychology of Human Relations</td>
</tr>
<tr>
<td>Psychology of Human Relations</td>
<td>3</td>
<td>Business Correspondence</td>
</tr>
<tr>
<td>Business Mathematics</td>
<td>3</td>
<td>Typewriting</td>
</tr>
<tr>
<td>Typewriting</td>
<td>3</td>
<td>Secretarial Accounting</td>
</tr>
<tr>
<td>American Institutions</td>
<td>3</td>
<td>Orientation</td>
</tr>
</tbody>
</table>

Second Year

<table>
<thead>
<tr>
<th>Credit</th>
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</thead>
<tbody>
<tr>
<td>Secretarial Science III</td>
<td>4</td>
<td>Secretarial Science IV</td>
</tr>
<tr>
<td>(Gen. or Tech.)</td>
<td>4</td>
<td>(Gen. or Tech.)</td>
</tr>
<tr>
<td>Secretarial Typewriting</td>
<td>3</td>
<td>Machine Calculation</td>
</tr>
<tr>
<td>Business Law</td>
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<td>Filing (one quarter)</td>
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<tr>
<td>Economics</td>
<td>3</td>
<td>Secretarial Typewriting</td>
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<tr>
<td>Elective</td>
<td>3</td>
<td>American Institutions</td>
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Electives

<table>
<thead>
<tr>
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<tbody>
<tr>
<td>Business Organization and Administration</td>
<td>3</td>
</tr>
<tr>
<td>Public Speaking</td>
<td>3</td>
</tr>
<tr>
<td>Physical Education</td>
<td>1</td>
</tr>
<tr>
<td>Income Tax Accounting</td>
<td>3</td>
</tr>
<tr>
<td>Secretarial Machines</td>
<td>2</td>
</tr>
<tr>
<td>Penmanship</td>
<td>1</td>
</tr>
<tr>
<td>Medical Secretary</td>
<td>3</td>
</tr>
<tr>
<td>Physiology and Anatomy</td>
<td>3</td>
</tr>
<tr>
<td>Medical Office Practice</td>
<td>2</td>
</tr>
<tr>
<td>Legal Secretary</td>
<td>2</td>
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<tr>
<td>American Courts</td>
<td>2</td>
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<tr>
<td>Legal Office Practice</td>
<td>2</td>
</tr>
</tbody>
</table>

Note: Students' schedule and courses are adjusted to their previous training and experience. Typing and machine calculation are laboratory courses and require two hours for each credit.
ACCOUNTING I
Includes the theory of accounting as it relates to a mercantile enterprise. In the development of the theory the complete bookkeeping cycle is covered. This includes journalizing in various journals, posting, trial balance, worksheet, financial statements and adjusting and closing entries. The first part is based on a single proprietorship and the second part is the development of auxiliary records for insurance, depreciation, notes receivable and notes payable, and various special journals. A practice set for a mercantile establishment is completed at the end of the semester.

ACCOUNTING II
Divided into two parts. The first part is corporation accounting for a manufacturing enterprise. This includes the accounting for capital stock (and its auxiliary records); corporation bonds, reserves and funds, voucher system, taxes, financial statements and adjusting and closing entries. The second part covers cost accounting as it relates to a job cost system. The material covered includes an introduction to cost accounting, accounting for materials, labor, and factory overhead. Upon the completion of the theory a job cost accounting practice set is completed.

ACCOUNTING III
Designed for the student who has chosen accounting as a career. The course is a comprehensive study of financial statements, processes of recording, classifying and summarizing business transactions. Specifically this includes accounting statements, the recording process, cash, temporary investments, long-term investments, receivable inventories, current liabilities, long-term liabilities, plant and equipment, and intangible assets.

ACCOUNTING IV
A continuation of Accounting III. The study continues with the problems involved in the measurement of periodic progress and concludes with a consideration of special analytical procedures. Specifically this includes capital stock, surplus stoionment, statements from incomplete data, errors and their correction, statement analysis and application of funds.
and government, including general managerial practices and management controls.

BUSINESS STATISTICS

Elementary concepts in statistical methods. Explanation of statistical techniques for dealing with business fluctuation, measurements of trend and business index numbers.

COMMUNICATIONS ARTS AND SKILLS

Designed to improve the student's speaking and writing skills and to help him grow in language power through the development of correct habits of careful, forceful expression. The course material covering the four basic skills—reading, speaking, writing, and listening has been correlated so that the methods used in these four areas are complementary parts of the communication process. Problems in the field of oral communication include individual speech analysis, business and social conversation, group speaking in business and industry, information talks, demonstrations, explanations, etc. Contemporary speeches, books, magazines, and newspapers are the source materials for oral and written assignments. Problems in outlining, note-taking, summarizing, and in conventional usages in mechanics and grammar are considered.

CREDIT PROCEDURES

A study of the principles and methods of credit administration in the mercantile and retail field, including sources of information, credit policy, credit control, legal remedies, and collection techniques.

ECONOMICS

Deals with the principles underlying business. Current business situations are used to illustrate principles. Important topics such as production, value, price, exchange, money, labor, interest, and profits are given consideration.

FILING

The subject of filing is made up of three distinct units, and a thorough knowledge of filing includes completion of all units. The unit course in Alphabetic Filing consists of the study of filing rules and their application, cross indexing, and the theory and evolution of correspondence filing. Next is the unit course in Numeric Filing which includes work in the numeric system: namely numeric and triple check automatic. Other subjects studied are those of charge, follow-up, and transfer methods, along with a study of filing equipment and supplies.

INCOME TAX ACCOUNTING

Deals with the Federal and State income tax laws and their underlying principles. Such topics as gross income, deductions and exemptions, normal taxes and surtaxes, joint and separate returns, the computation of the tax, and the methods of reporting income are studied. Individual, partnership, and corporation returns are completely covered for both accrual and cash bases. The actual filling out of the various returns is a part of the course.

INTERNAL AUDITING

A lecture and laboratory course in auditing procedure. Class instruction in the verification of the accounts of a business to determine its financial condition, its operating results and the integrity of those in charge. The preparation of a complete set of working papers and an annual report is a requirement of this course.

LEGAL OFFICE PRACTICE

Includes training in preparation of legal documents, special transcription procedure, techniques appropriate to the legal office, taking of depositions, and general office practice applicable to a legal office.

MACHINE BOOKKEEPING

Covers the principles and operations of various bookkeeping machines to be found in the offices of the community in which the course is offered.

MACHINE CALCULATION

Covers all phases of machine calculation such as addition, subtraction, multiplication and division. The advanced work includes the application of fundamentals to business problems, percentages, discounts, interest, and reciprocals with emphasis on speed. Students are given an opportunity to secure experience in the use of the automatic electric calculator.

MARKETING

A study of the problems and policies of manufacturers, wholesalers, and retailers in the marketing of goods and services. The course includes the following: channels of distribution, customer relations, relations with distributors, unfair competition, functions of sales departments, advertising and promotion, study of price determination, price policies, marketing costs and efficiency, training programs, market research, and the relation of the government to marketing. Each student is required to investigate and to report in writing on the marketing of one or more products.
MEDICAL OFFICE PRACTICE

Medical secretarial students are granted the privilege of attending lectures in Medical and Surgical Nursing given in the Department of Nursing Education. Students take the lectures in shorthand and transcribe their notes, thereby gaining both practical knowledge and secretarial skill.

MONEY AND BANKING

The basic principles of money and the monetary system. A description of the various types of financial institutions, their functions and relation to the whole economic organization.

OFFICE AND PERSONNEL MANAGEMENT

For those engaged in or planning to work in a supervisory capacity in the field of business. The basic aim of this course is to train the student in the principles and practices of personnel management, human relations, labor problems, job evaluation, remuneration policies, handling grievances, collective bargaining, technique of interviewing and counseling.

PHYSIOLOGY AND ANATOMY

A study of the structure and function of the various systems composing the human body. Emphasis is placed upon the medical terminology used to designate the normal changes, the pathological conditions, and the surgical procedures in each system. Standard suffixes, prefixes, and abbreviations commonly used in the practical field are also discussed. Lectures are supplemented by the use of charts, skeletons, manikins and movies.

PSYCHOLOGY OF HUMAN RELATIONS

Basic psychological principles are taught so that the student may be better equipped to deal with human relations which he will face in future vocational and social situations. Stress is placed upon the application of the rules of mental hygiene to home and work situations. Group and personal adjustment problems are studied and discussed.

PUBLIC SPEAKING

A basic course in the theory and practice of public speaking. The purpose of this is to establish minimum standards of good speech with emphasis on the basic principles of everyday speech, voice and diction, bodily activity, and speech composition. Practice in the delivery of both prepared and extemporaneous speeches is also included in this course. Voice recordings are made of each student.

SALESMA NSHIP

A course in the principles of selling and the application to both retail and wholesale businesses. Steps in the sale, rules of selling, prospective problems, attitudes of buyer and salesman, the interview, methods of closing the sale, and types of customers are given special attention.

SECRETARIAL ACCOUNTING

A course in beginning accounting similar to Accounting I. It develops the fundamental accounting principles and gives practice in their application to professional and small business enterprises.

SECRETARIAL MACHINES

A thorough study is made of voice recording machines and duplicating machines including the mimeograph and ditto. An opportunity is given for a thorough acquaintance with the dictaphone and other types of voice recording machines as well as drill in and use. Training in the use of the mimeograph and ditto is designed to give students an adequate working knowledge of both types of machines. Planning and layout is an important part of this course. Instructions include cutting of stencils, the use of mimeoscope, various styles, screen plates and special instructions for the use of ditto, and actual experience in the operation of both machines.

SECRETARIAL SCIENCE I

A beginner's course in simplified shorthand. The intensive concentrated study of simplified principles enables the student to take simple business practice material in the early part of the course. Testing procedure for credit: 5 minute tests, unfamiliar material, 60 words per minute.

SECRETARIAL SCIENCE II

A course for students who have completed the theory of shorthand and who desire to attain a dictation speed of 80 to 80 words a minute on new material. Achievement of established goal is based upon executable transcriptions. Testing procedure for credit: 5 minute test, unfamiliar material, 60 to 80 words per minute, transcribed at the rate of 20 words per minute.
SECRETARIAL SCIENCE III (GENERAL AND TECHNICAL)
For students who have fulfilled the requirements of Secretarial Science I and II. It consists of advanced vocabulary and phrase building and sustained dictation and transcription. Mailability of transcripts is stressed. Testing procedure for credit: 5 minute tests, unfamiliar material, 80 to 100 words per minute, transcribed at the rate of 25 words per minute.

SECRETARIAL SCIENCE IV (GENERAL AND TECHNICAL)
For advanced dictation students. The objective is the development of shorthand power through sustained dictation at high speeds. Additional work in specialized phrasing and shortcuts is included. Emphasis is placed on training the student for stenographic work on a production basis. Consideration is also given to appreciation of office problems, up-to-date business procedures, and the development of initiative and independent thinking. Testing procedure for credit: 5 minute tests, unfamiliar material, 100 to 120 words per minute, transcribed at the rate of 30 words per minute.

SECRETARIAL TYPEWRITING
A practical course based on typical office problems, advanced work on letter styles, rough drafts, tabulations, legal forms, etc. Emphasis is placed upon production and speed work.

TYPEWRITING I
Course for beginners in typewriting. Includes history and the importance of the typewriter, care of typewriter, parts of the machine, position of the typewriter and individual, mastery of keyboard, letters, numbers, symbols and characters on the keyboard. Letters (semi and modified black), carbon, erasures, simple tabulation, syllabication are also included in this course. Testing procedure for credit: 5 minute tests, new material, 30 to 35 words per minute, with 5 or fewer errors.

TYPEWRITING II
A continuation of Typewriting 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. Testing procedure for credit: 5 minute tests, new material, 35 to 40 words per minute with 5 or fewer errors.
ONE-YEAR — ACCOUNTING

This course is planned to give the students an understanding of the fundamental principles of accounting. In addition to the major subject many related business subjects are offered as an educational background for the prospective accountant.

FIRST SEMESTER
Accounting I
Business Arithmetic
Typewriting I
English (Grammar)
Economics

SECOND SEMESTER
Accounting II
Business Mathematics
Typewriting II
Business Correspondence
Business Law

ELECTIVES
Machine Bookkeeping
Machine Calculation
Filing
Office Training

ONE-YEAR — STENOGRAPHY

A one-year intensive stenographic course for students who desire to get into employment as soon as possible. Special training in legal and medical dictation take additional time and is given only to those who have attained the necessary standards for the advanced training.

FIRST SEMESTER
Shorthand I
Typewriting I
Office Training
(One Quarter)
English (Grammar)
Filing
(One Quarter)

SECOND SEMESTER
Stenography II
Typewriting II
Office Correspondence
Machine Calculation
(One Quarter)
Elective

ELECTIVES
Economics
Business Law
Accounting
Transcribing Machines
Switchboard

ONE-YEAR — OFFICE MACHINES

A one-year course for students who wish to become operators of the various business machines used in offices. In addition to the training given, students on these machines related business subjects are offered to give the students background for business.

FIRST SEMESTER
Office machines
Typewriting
Business Arithmetic
English (Grammar)
Elective

SECOND SEMESTER
Office Machines
Typewriting
Business Mathematics
Office Training
Elective

ELECTIVES
Accounting
Business Law
Business Correspondence
Filing
Economics

BOOKKEEPING
Burroughs Sensimatic
National Cash
Register
Monroe

DUPPLICATING
Mimeograph
Ditto
Key Punch (IBM)
Alphabetic
Numeric

CALCULATING
Comptometer and
Burroughs
Automatic Electric
(Friden, Marchant,
Remington, Monroe)

TRANSCRIBING
Dictaphone
Ediphone
Gray Audograph

ONE-YEAR — GENERAL CLERICAL

The General Clerical Course is designed to give students basic training in office procedures and skills necessary for general office positions.

FIRST SEMESTER
Typewriting
Business Arithmetic
Filing
(One Quarter)
English (Grammar)
Electives

SECOND SEMESTER
Typewriting
Business Mathematics
Accounting I
Machine Calculation
(One Quarter)
Office Training

ELECTIVES
Economics
Business Law
Transcribing Machines