1957-58

Evening School

Catalog

Madison Vocational and Adult School
Madison Vocational
and Adult
School

EVENING SCHOOL
CATALOG
1957-58

Madison Board of
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 $2 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 payable 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 expense, 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, or 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 terms: September 30 to November 27 being the first term; December 2 to February 14 (with Christmas vacation of three weeks), the second term; and February 17 to April 3, 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 Those who must be absent are requested to call Alpine 5-4541 so that they will not be withdrawn from class.
ADULT EDUCATION SPECIAL SERVICES

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

REFUNDS

The $2 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 Thursday, September 9 through 12, 1957—Mail registration for evening school.

Mail registration closes September 13.

Advance Registration in Person at the Vocational School:
Tuesday and Wednesday, September 24 and 25, (9 to 8:30 p.m.)

Registration During Evening School Term:
Monday, Tuesday, Wednesday and Thursday evenings, 6:30 to 7:30 p.m.

EVENING SCHOOL CALENDAR 1957-58

Monday through Thursday, September 9 through 12, 1957—Mail registration for evening school.

Tuesday and Wednesday, September 24 and 25, 1957—Registration for evening school (9 to 8:30 p.m.).

Thursday, September 26, 1957 — Meeting of evening school staff.

Monday, September 30, 1957—First term of evening school begins.

Thursday and Friday, November 7 and 8, 1957—Evening school closes for Milwaukee meeting of the Wisconsin Education Association and the Wisconsin Federation of Teachers.

Wednesday, November 27, 1957—End of first term of evening school.

Thursday and Friday, November 28 and 29, 1957—Thanksgiving vacation.

Monday, December 2, 1957—Second term of evening school begins.

Friday, December 13, 1957—Evening school closes for Christmas vacation.

Monday, January 5, 1958—Evening school reopens.

Friday, February 14, 1958—End of second term of evening school.

Monday, February 17, 1958—Third term of evening school begins.

Thursday, April 3, 1958 — Evening school closes.
General Education

Academic

Art

Music
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.
This course covers intermediate algebra for which high school credit is given. This course can be used only as an elective. There are twenty short assignments. A final test is given and upon completion 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 twenty short assignments. A final test is given and upon completion one-half high school credit is given.

ARITHMETIC
Tues. and Thurs., 7:00 p.m. to 9:00 p.m.
Introduces arithmetic fundamentals and mastery comes with drills and tests. Practical applications are given for all operations. So the student will not waste time doing work he already knows, a complete course is mapped out for him after he has taken an inventory test.

BUSINESS MATHEMATICS
Tues. and Thurs., 7:00 p.m. to 9:00 p.m.
Prerequisite: Arithmetic I
Course consists of mastering the arithmetic fundamentals and then applying them to situations in business. A book which enables the student to progress at his own speed is used. One-half high school credit is given.

GEOMETRY
Mon. and Wed., 7:00 p.m. to 9:00 p.m.
Prerequisite: Algebra I
Emphasis is to develop in the individual the ability to form a logical geometric proof. There are six assignment sheets covering the course. Tests are given when a unit is completed as well as a final test. One high school credit is given for successful completion of this course.

TRIGONOMETRY
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
Thursday, 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 spelling, vocabulary building, punctuation, capitalization, dictionary study, correct use of the parts of speech, 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.
This is an advanced writing course for those interested in expressing their thoughts and feelings in such forms as articles, plays, poems, short stories. Members of the group bring their manuscripts as a basis for discussion and for help in their individual writing problems.

**GREAT BOOKS**
Thursday 7:00 p.m. to 8:00 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.
Second 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 our present generation as he was to audiences so many years ago.

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

**EFFECTIVE SPEECH**
Thursday, 7:00 p.m. to 9:00 p.m.
A course for business men and women as approved by The American Institute of Banking. Designed for better speech in business contacts, training in public speaking, with practice in excerpts from masterpieces of English and American literature.

**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 participation in group discussion.

**YOUR SPEECH**
Monday, 7:00 p.m. to 8:00 p.m.
Laboratory Fee--$1
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.

**SPEECH READING**
Tues. and Thurs., 7:00 p.m. to 9:00 p.m.
A beginning course in speech reading (lip reading) for the hard of hearing and deafened adult. The lessons cover the various movements of speech and help the students 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 9:00 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 to a product of the westward movement of Europe to the end of the Confederation Period. The second term will continue through the Reconstruction period. The third term will complete the study to the present.

AUTOMOTIVE COURSE FOR CONSUMERS
Mon., 6:30 p.m. to 8:30 p.m.
Fee—$2
Length of Course—8 weeks
This course is designed to:
1. Familiarize the owner with his car
2. Show how the various units function
3. Show how to cut down the cost of owning and operating a car
4. Show how to do small maintenance jobs
   a. Change a tire safely
   b. Clean and fill batteries
   c. Care for interior and exterior body parts, etc.
5. Explain the cost of repairs
6. Explain what is meant by winterizing and summerizing a car
7. Explain the cost of new and used car purchase and depreciation

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

All Classes run for 24 weeks unless indicated otherwise.
Where classes have been filled to capacity persons wishing to do so may place their names on “waiting lists” to be notified as soon as there is available room in the class they desire.

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.

JEWELRY
Tues., 7:00 p.m. to 9:00 p.m.
Thurs., 5:00 p.m. to 7:00 p.m. and 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, repousse, chasing, coating, enameling, stone setting and finishing.
Students pay for materials used.
For the layman.

STONE CUTTING (LAPIDARY)
Monday, 7:00 p.m. to 9:00 p.m.
Laboratory Fee—$3
Recognition and classification of semi-precious stones. The processes used on the lapidary machine include sawing, grinding, sanding and polishing stones suitable for costume jewelry.
Students pay for materials used.

STUDIO PAINTING
Mon. and Wed, 7:00 p.m. to 9:00 p.m.
Laboratory Fee—$3
Basic training in painting techniques with provisions for individual interests and abilities.
Design and composition; color and texture; special processes and formulas; discussions and evaluations of exhibits are important aspects of the course.
Medium are oil, watercolor, tempera.

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. Pencil drawing and anatomy of the head and figure from models. Emphasis on individ.
eral 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.

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, element and composition. Media: pencil, charcoal, conté crayon, water color and oil.

Students pay for materials used.

CERAMICS
Mon., 7:00 p.m. to 9:00 p.m.
Wed., 7:00 p.m. to 9:00 p.m.
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 chip molds, two and three-part molds, casting, firing and glazing are included in the course.

Students pay for materials used.

"It is later than you think"—Have you an avocation?

POTTERY
Tues., 7:00 p.m. to 9:00 p.m.
Thurs., 7:00 p.m. to 9:00 p.m.
Laboratory Fee $1.50

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

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—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 are taken and individual home problems are discussed.

GENERAL CRAFTS
Mon. and Wed., 7:00 p.m. to 8:00 p.m.
Laboratory Fee—$3

Planned to meet the demands of the adult homemaker, youth leader, and hobbyist.

Instruction given in leather craft (tooling and carving), rosemaling (painted decoration), block printing, textile painting.

LEATHER GLOVE MAKING
Tues., 7:00 p.m. to 9:00 p.m.
Length of Term—8 weeks
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; adopting 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.
Laboratory Fee—$1

Size, shape, color and design arrangement stressed. Processes include braiding with three strands, splicing, padding and lacing. Discarded materials recommended.

Students furnish own materials.

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

No refunds of laboratory fees will be made after a student has been enrolled in a class for two or more weeks.
GENERAL MUSIC ACTIVITIES

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

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

MOZART CLUB
Wed., 8:00 p.m. to 9:30 p.m.
Adult singers who must qualify. Standard male choruses and a cappella. Concerts in Madison and tours.

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

MADISON CIVIC DANCE GUILD
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.

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

PIANO
Mon., 7:00 to 8:00 p.m. and 8:00 to 9:00 p.m.
Wed., 8:00 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., 6 to 7 p.m. and 7 to 8 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.

VIOLIN (Beginner)
Mon., 7 to 9 or 8 to 9

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 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, dissolution, accounting for purchases, sales, negotiable instruments, taxes, amortization of tangible assets, etc., are studied.

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 set used to supplement work in the text.

INCOME TAX ACCOUNTING
Prerequisite: Accounting III
Tues. and Thurs., 7:00 p.m. to 9:30 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 8:00 p.m.
The fundamentals of bookkeeping procedure including all entries required during a complete bookkeeping cycle, journals, ledgers, work sheets, statements, adjusting and closing entries, practice in using modern records and forms. High school credit is given for successful completion of this course.

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

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 8:00 p.m.
Equipment Fee—$1
The student first completes a textbook of 60 les-
sons 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 techniques 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*
Mon. and Wed. 7:00 p.m. to 9:00 p.m.
Friden, Marchant, Monroe

Equipment Fee—$1

This course covers addition and various methods of multiplication, subtraction, and division, followed by their application to problems in business arithmetic. Upon the completion of the course, a student should have a thorough training in the fundamental processes as they apply in business and sufficient knowledge to operate the machine in any business office. The course consists of thirty assignments.

**MACHINE CALCULATOR**

*Printing Calculator*
Remington Rand
Mon. and Wed. 7:00 p.m. to 9:00 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 of 8 weeks

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 9:00 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—$3 per term of 16 weeks

Prerequisite: Ability to type 40 words per minute.

Instruction and practice in the operation of the IBM numerical and alphabetic key punches. Accuracy and speed in punching cards, plus a thorough knowledge of the machine are attained prior to placement.

**SECRETARIAL**

**FUNDAMENTALS OF BUSINESS ENGLISH**

Mon. and Wed. 7:00 p.m. to 8:00 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, diction, spelling, vocabulary, and the use of the dictionary.

**FILING**

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

This is a study of shorthand only and is intended for students who are skilled typists, but who have had little or no previous training in shorthand. The beginning principles are thoroughly covered in this 24 week course. Instruction is also given in the development of the ability to write easy, unfamiliar material from dictation at 80 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

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 80 words per minute.
AUTOMATIC REVIEW AND DICTATION II

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

Equipment Fee—$1

A continuation for students who have completed the shorthand theory, or a refresher course for those who have had some previous work in shorthand. The course consists of an automatic review of principles through advanced reading, dictation and transcription. The dictation range is between 70 and 80 words per minute.

INTERMEDIATE DICTATION

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

Equipment Fee—$1

For students who have fulfilled the requirements of the 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

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

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 carving procedure, typing of different size envelopes, folding of letters, and production tests on minimum office requirements.

SECRETARIAL MACHINES

Transcribing Machines (Dictaphone, Ediphone and Gray Audograph)

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

Equipment Fee—$1 per term of 4 weeks

Prerequisite: Ability to type 50 w. p. m.

This course is 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 shoving machines.

SECRETARIAL MACHINES

Mimeograph and Spirit Duplicating

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

Equipment Fee—$1 per term of 4 weeks

(Course will be offered the second term to begin on December 2, 1957)

Prerequisite: Ability to type 40 w. p. m.

The mimeograph and spirit duplicating machines course is designed to give the student training in both types of machines. The instruction on the mimeograph includes preparing and cutting of stencils; the use of the mimeoscope, various styles, writing plates, lettering; various methods of making corrections and patching; the use of colored inks; operation and care of the machine; the running of copies; and the filing of stencils for future use. The instruction for the spirit duplicating machine includes preparation of master copies; the use of carbons; and the running of copies on the liquid process machine.

TYPEWRITING I

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

Equipment Fee—$1

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

TYPEWRITING II

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

Equipment Fee—$1

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

TYPEWRITING III

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

Equipment Fee—$1

Typewriting III includes special forms, special skills in typewriting, stencilling, tabulation and preparation for civil service tests. Instruction is given on various makes of manual and electric typewriters.
DISTRIBUTIVE EDUCATION

(Training for Sales People)

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

ADVERTISING
LENGTH OF COURSE—24 weeks
Thurs., 7:00 p.m. to 9:00 p.m.
Advertising in relation to distribution of merchandise and services; physical structure of advertisements; layouts printing; photo engraving; relative value of various media: newspaper, 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' 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 store 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 meat; poultry, fish, frozen meats; meat display; prepackaging 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, legal aspects, mortgages and titles, real estate licenses, and preparation for examination.

PRINCIPLES OF LIFE UNDERWRITING
(A Sales Course)
LENGTH OF COURSE—12 weeks
Daily to be selected by group.
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.

RETAIL AND SALES INSTITUTE
(SPECIAL TWO-YEAR PROGRAM)
LENGTH OF COURSE—Four 10-week terms
Mon. and Wed. 7:00 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. Subject 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
Wed., 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 restau
Homemaking

Family Development
Foods and Nutrition
Clothing and Textiles
FAMILY DEVELOPMENT

CHILD DEVELOPMENT
(For Pre-school Level)
Tues., 7:30 p.m. to 9:00 p.m.
Designed for all parents interested in children under six. Topics to be covered: children's growth, social behavior, emotional needs, mental development and cultural influences. Lectures are supplemented by questions, films, and discussion of individual problems.

PERSONALITY AND CHARM
Wed., 7:30 p.m. to 9:00 p.m.
Many phases of personality are studied in this course. Some of the highlights of the course are: development of a philosophy of life; naturalness of manner and relaxation; importance of personality in career life and in home life; gaining self-assurance and poise; relation of dress and grooming to personality; leisure time activities; types of personalities; development of individuality; desirable personality traits and how to cultivate them; how to get along with people.

HOSPITALITY AND TABLE DECORATION
Mon., 7:30 p.m. to 9:00 p.m.
Fee--$1 per term
Planned for anyone who is interested in learning more about the art of entertaining and being a successful gracious hostess. It will include table setting for all occasions; arrangement of the table for teas and buffet meals; flower arrangement; selection of china, linen, and crystal. One tea will be given sometime during the course. Correct table service for formal and informal occasions is given.

FAMILY ECONOMICS
Tues., 7:30 to 9:00 p.m.
First term, 8 weeks, October 1 to November 26
Second term, 8 weeks, February 18 to April 1
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; the food dollar, the clothing dollar, the health dollar, the home furnishing dollar and the recreation dollar. This is a lecture and discussion course.

FOODS AND NUTRITION

FOODS I (Meals for Moderns)
Tues. and Thurs., 7:00 p.m. to 9:00 p.m.
First term, October 1 through January 9 — 12 weeks

FOODS II (Baking, Meat Cookery)
Vegetable Cookery
Tues. and Thurs., 7:00 p.m. to 9:00 p.m.
First term, October 2 through January 9 — 12 weeks
Second term, January 14 through April 3 — 12 weeks
Fee--$5 per term
Meals in the modern way suggest new methods in cookery; streamlining cooking processes; pressure-pan cookery; use of frozen foods; comparison of commercial mixes with home mixes; cooking to retain vitamins and minerals; planning of balanced meals. This is a practical course planned around the family meals—lunch, breakfast and dinner. It will include something in quick breads, vegetables, salads, casseroles, meatballs, salads, etc. Desserts and simple dishes. This is an excellent course for brides and brides-to-be, business girls or any one desiring help in practical cookery.

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, casseroles 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, tea, 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 — September 30 through January 10
Mon., second term — January 13 through April 2
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., offered January 13 through April 2—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. 16, 7:00 p.m. to 9:00 p.m.
Wed., Dec. 4, 7:00 p.m. to 9:00 p.m.
Wed., Feb. 12, 7:00 p.m. to 9:00 p.m.
A series of Cookery Demonstrations will be presented in Scanlan Hall on the dates indicated above. "Buffet Meals" suggest menus for the popular buffet type service. Chatting dishes, salads, and desserts will be featured. "Festive Fare for the Holidays" will be the subject of the December demonstration. Cakes, cookies, confections for gifts and for family eating will be featured as well as suggestions for holiday menus. "Snacks Around the Clock" will introduce ideas for easy, unusual snacks suitable for the in-between occasions, mid-morning coffee, after school snacks, as well as late evening refreshments. 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 to 9:30 p.m.
FEE-$1 per year
First lessons in sewing include the construction of simple garments such as blouses, cotton dresses and skirts. Streamlined methods of clothing construction are taught, and the Bishop Method of sewing 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. — Advanced — 7:00 p.m. to 9:00 p.m.
Tues. — Beginners—7:00 p.m. to 9:00 p.m.
FEE-$1 per year
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 and machine made buttonholes; placemats and sippers; fagoting and smocking. Both new and makeover 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., Wed., 7:00 p.m. to 9:00 p.m.
FRI. 7:00 p.m. to 9:30 p.m.
FEE-$1 per year
This is an elementary dressmaking course which follows Clothing I and is 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 patterns will be given the first evening.

CLOTHING V
(That Made-to-Order Look)
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
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
Mon. or Tues., 6:30 p.m. to 9:00 p.m.
FEE-$1 per year
This course is planned for the experienced sewer, one who has worked on wool. Suits and coats for adults are to be made. Instruction is given in tailoring principles such as: use of interfacing, taping of collars, pad stitch for collars, fitting problems, use of pressing board for shaping garment to the figure, lining and interlining for coats and suits. Also selection of fabrics, linings, interlinings and interfacing for coats and suits is given. Types of suit or coat to be made will be in keeping with current styles.

CLOTHING VIII
Thurs., 6:30 p.m. to 9:30 p.m.
FEE-$1 per year
This course is for students who have completed Clothing VI. Costs and suits for women and sport jackets for men are the garments to be tailored in
this class. More emphasis will be given to mold-
ing, sleeve construction, hand-felled collars and pocket construction.

MILLINERY I
Mon., Wed., or Thurs., 7:00 p.m. to 9:00 p.m.
FEE-$2 per year
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. Redblocking 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 per year
This course is planned for the student who has had Millinery I, and is ready for more advanced problems. More difficult problems employing a wider variety of millinery processes are given. The student has an opportunity to gain more knowledge regarding feather, flower, and ribbon trimmings, and the uses of these trimmings, as well as the various uses and ways of applying to each type of hat. New hats, as well as remodeled hats, are made.

FUR REMODELING
Wed., 7:00 p.m. to 9:00 p.m.
Fri., 7:00 p.m. to 9:30 p.m.
FEE-$1 per year
Mending 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

DRAPEYES AND LAMPSHADES
Thurs., 7:00 p.m. to 9:00 p.m.
FEE-$1 per year
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 house. Lampshades—Suggestions for planning a color scheme are given as well as choosing appropriate shades (formal or informal). Emphasis is placed upon construction techniques in the making of the panel shade, winding, lining, placing outside and inside panels, trimming and finishing.

SLIPCOVERS
Thurs., 7:00 p.m. to 9:30 p.m.
FEE-$1.50 per year
A study of sofa, its line and construction is made in so far as it is related to advisability of slip covering. Suggestions are given on color schemes, choice of fabrics, estimation of yardage, and placing the pattern. Definite instruction is given upon the techniques of cutting, fitting, cutting, stitching and the application of fasteners. Both slip covers and slip upholstery covers are made in class under supervision.

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

UPHOLSTERY II
Mon., Wed., or Thurs., 7:00 p.m. to 9:00 p.m.
FEE-$2 per year
A thorough review of Upholstery I will be given. Emphasis will be placed on stitched edges, padding, channelling, tufting, planning and cutting of covers, and trimmings. More complicated projects will be undertaken, such as overstuffed chairs and Cogswell chairs. Only simple processes of wood finishing will be undertaken. It is necessary to complete Upholstery I before enrolling in Upholstery II.

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

KNITTING II
Thurs., 7:00 p.m. to 9:00 p.m.
This is for the advanced student and will include planning, styling, and charting of garments to measurements. Types of garments which may be made are sweaters, blouses, skirts, suits, gloves and socks. Tools needed for first meeting are: two number three knitting needles (ten or twelve inch bone or aluminum), a small ball of yarn, note-book and pencil.
NEEDLEWORK
Tues., 7:00 p.m. to 9:00 p.m.
FEE—$1 per year.
This course is for all people interested in fine
needlework. It includes all decorative stitches, some
of which are satin stitch, needlepoint, outline stitch,
crewel stitch, tatting, smocking, Italian hemstitch-
ing, applique, and Swedish weaving. The instructor
of this course has many rare patterns which are
available to the class.

CROCHETING
Wed., or Thurs., 7:00 p.m. to 9:00 p.m.
This class is for beginners or for those people
who have done some crocheting and wish help in
more advanced problems. The meaning of terms
used in crocheting and how to read directions will
be given. There are a variety of articles which
may be made, such as holders, edgings, scarfs,
draghans, dollies, place mats, hats, bags, tablecloths,
bedspreads and of course many other things. Bring
crochet cotton and number 7 hook.

FLOWER ARRANGEMENT
Tues. 7:00 p.m. to 9:00 p.m.
FEE—$4 per term of 8 weeks
Principles of design and technique in the art
of flower arrangement will be given. Although
the principles of Japanese flower arrangement
will be given, the course content will not be con-
fined to this. Use of materials which one has at
hand will be stressed. Textures, shapes, color,
wood, bark, branches and stones will be con-
sidered. Types of containers will be stressed.

CLASSES AT OTHER CENTERS
Clothing I—Tues. 7:30 to 9:30 p.m.—West High
Clothing II—Tues. 7:30 to 9:30 p.m.—West High
Clothing V—Tues. 7:30 to 9:30 p.m.—West High
Fur Remodeling—Tues. 7:30 to 9:30 p.m.—West
High
Clothing I—Tues. 7:30 to 9:30 p.m.—Midvale
Clothing V—Thurs. 7:30 to 9:30 p.m.—Schenk
Cake Decorating—Thurs. 7:30 to 9:30 p.m.—Cherokee
Heights
Knitting—Thurs. 7:30 to 9:30 p.m.—Midvale
Clothing I—Tues. 7:30 to 9:30 p.m.—Sherman
Knitting—Tues. 7:30 to 9:30 p.m.—Sherman
General Clothing—Thurs. 7:30 to 9:30 p.m.—Cherokee
Heights
Cake Decorating—Tues. 7:30 to 9:30 p.m.—Cherokee
Heights
Knitting—Tues. 7:30 to 9:30 p.m.—Cherokee
Heights
Draperies & Lampshades—Tues. 7:30 to 9:30
Cherokee Heights

FEES: $1 for Clothing, Fur Remodeling, Draperies
and Lampshades; $3 per term of 12 weeks for Cake
Decorating
AUTOMOTIVE

All classes held at the Automotive Center, 2125 Commercial Avenue

AUTOMOTIVE COURSE FOR CONSUMERS

Mon. 6:30 p.m. to 9:30 p.m.
FEE--$2

LENGTH OF COURSE—8 weeks
To be repeated second and third term.
This course is designed to:
1. Familiarize the owner with his car.
2. Show how the various units function.
3. Show how to cut down the cost of owning and operating a car.
4. Show how to do small maintenance jobs.
a. Change a tire safely.
b. Clean and fill batteries.
c. Care for interior and exterior body parts.
5. Explain the cost of repairs.
6. Explain what is meant by winterizing and summerizing a car.
7. Explain the cost of new and used 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
Mon. 6:30 p.m. to 9:30 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, frame straightening and power steering.

AUTO MECHANICS III

Trade Preparatory

Electrical Systems and Carburetion
Tues. 6:30 p.m. to 8:30 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 fundamentals and servicing of automotive electrical units and the fundamentals and servicing of carburetors.

AUTO MECHANICS IV

Trade Extension

Advanced Carburetion and Tune-up
Wed., 6:30 p.m. to 9:30 p.m.
FEE—$3

LENGTH OF COURSE—24 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 V

Trade Extension

Automatic Transmission
Wed., 6:30 p.m. to 9:30 p.m.
FEE—$3

LENGTH OF COURSE—21 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. Three 3-hour sessions will be spent on each transmission. It is possible for the student to enroll in any one or more of the following units:
1. Hydramatic 1948 through 1955
2. Hydramatic 1956 and 1957
4. Dynaflo
5. Fordomatic
6. Power Flite 1953 through 1956
7. Torque Flite 1956 and 1957

AUTO BODY

Trade Preparatory

Mon. 6:30 p.m. to 9:30 p.m.
FEE—$3

LENGTH OF COURSE—24 weeks
This is a practical course designed for those who would like to prepare themselves to be Auto Body Mechanics. It covers welding light gauge metals in all positions, metal finishing and repair, alignment, bumping, dinging, filling and soldering, as well as refinishing, preparing of undercoats, and spray painting of lacquer and enamel.

AUTO BODY

Repair Estimating
Thurs. 7:00 p.m. to 9:00 p.m.
FEE—$3

LENGTH OF COURSE—10 meetings
To be repeated second term.
This covers an analysis of the processes and the used in arriving at the estimates of the costs of repairing and refinishing damaged automobile bodies. How to use parts books, a study of mate-
BLUEPRINT READING—MACHINE TRADES
Tues. and Thurs., 7:00 p.m. to 9:00 p.m.
LENGTH OF COURSE—24 weeks
FEE—$2
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.

DRAFTING (Architectural)
Tues. and Thurs., 7:00 p.m. to 9:00 p.m.
LENGTH OF COURSE—24 weeks
FEE—$2
Texts to be purchased by students.
Covers vocabulary, construction details, pictorial drawing, isometric, oblique and perspective drawing, layout of roofs, 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.
LENGTH OF COURSE—24 weeks
FEE—$2
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 to 9:30 p.m.
LENGTH OF COURSE—12 weeks
FEE—$3

This class in pattern drafting for sheet metal workers consists mainly of apprentices and journeymen fitters 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

Fundamentals

Mon., 6:00 p.m. to 9:00 p.m.
LENGTH OF COURSE—24 weeks
FEE—$3.00 per hour

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.
WELDING II
Trade Extension
Prerequisite—Welding experience of one or more years.
Thurs., 6:00 p.m. to 9:00 p.m.
FEE—$3.30 per hour
LENGTH OF COURSE—24 weeks
Arc Welding—This course is designed to further develop skill in the art of welding. Welding in all positions on 3/16" to 3/4" pipe. Preparations for the Wisconsin Industrial Commission Certification tests and the Army and Navy test. Also, alloy welding and finish welding of stainless steels.

WELDING III
Industrial Pipe Welding
Wed., 6:00 p.m. to 9:00 p.m.
FEE—$3.30 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 operators to become qualified pipe welders according to Section IX of the American Society of Mechanical Engineers Boiler Code.

TECHNICAL MATHEMATICS
Mon. and Wed., 7:00 p.m. to 9:00 p.m.
Tues. and Thurs., 7:00 p.m. to 9:00 p.m.
FEE—$3.30
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 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 trigonometry where a half unit of credit may be given.
Covers basic television theory, elementary television mathematics, the TV high and low voltage power supplies, vertical and horizontal deflection circuits, the picture second detector, the video amplifier, the DC restorer, synchronizing circuits, the kinescope tube; use of television test equipment in the location of defects.

TELEVISION II—THEORY AND SERVICE OF TV RECEIVERS

Tues. and Thurs., 6:30 p.m. to 9:30 p.m.
LENGTH OF COURSE—16 weeks, starting February 17, 1958
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 L.F., the FM sound channels for inter-carrier and conventional television, discriminators and radio detectors, service procedures for above and complete alignment, color television.

TELEVISION III—ADVANCED TV RECEIVER SERVICING

(RETMA Approved Course)

Mon. and Wed., 8:30 p.m. to 8:30 p.m.
Alternate weeks for 8 meetings.
FEE—$13

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 shop, customer relations.

REFRIGERATION

Tues. and Thurs., 7:00 p.m. to 9:00 p.m.
LENGTH OF COURSE—18 weeks
FEE—$2
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 pages, ink composition, presswork and layout.
Men who are experienced in the named fields will be guest speakers.

PHOTOGRAPHY

Tues. or Thurs., 6:30 p.m. to 9:30 p.m.
LENGTH OF COURSE—18 weeks
FEE—$5
TEXT book to be purchased by student.
Study and use of cameras, exposure meters, flash, etc. Cameras will be used in class and assignments made for work with students' own cameras. Small groups will be sent out to make night shots during class periods. Participants will be required to develop and print or enlarge their own negatives. Special emphasis will be placed on the use of the students' own camera. The course includes basic photographic chemistry, developing negatives, contact prints and enlargements, reduction and intensification of negatives, toning, spotting, mounting prints, etc.

COLOR PHOTOGRAPHY

Wed., 6:30 p.m. to 9:30 p.m.
LENGTH OF COURSE—8 weeks
FEE—$3
To be repeated second and third terms
Text books to be purchased by student.
Designed for those interested in making color transparencies and color negatives. All available color materials will be discussed and assignments given. Ektachrome and Anscochrome will be processed and color prints will be made from transparencies. Kodachrome and color negatives will not be processed but if sufficient interest is shown in making color prints from color negatives, we will make them. Processing chemicals and color print materials will be purchased by the instructor and the students will be charged for the amount they use. (Estimate would be around $5 per student.)
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 service. These services can be had by appointment during school hours.

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 classwork.

Vocational School students who wish to be considered for employment should inform the Placement Office of this fact. The Placement Department has contacts with the various industries and business organizations in the city. Employers place calls with the Vocational School when they need help.

WOMAN'S SERVICE EXCHANGE

In addition to regular school placement, for women in the Madison area who are interested in 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
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 start with very easy and simple exercises and lead to more difficult exercises to be used at home.
2. Relaxation.
3. Exercises designed primarily to encourage good posture. These 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—5 two-hour periods.
TEXTBOOKS—Federal Civil Defense Administration, booklets, state and local publications.
A course designed to help everyone understand the modern dangers of widespread disaster, the nuclear weapons, what they do and cannot do, and most important, what the individual should do to protect himself and family. Saving of life and property under disaster conditions calls for careful planning in advance by each and every family. This course is essential for all persons desiring to enroll in special and more essential technical classes, such as warden, rescue training and others. Enrollment herein, however, does not obligate a person to further assignment or training. Teaching will be done with the aid of movies, charts, diagrams, etc. Civil Defense courses are the counterpart for civilians of that required of all military personnel in their basic training.

TEXTS:
"Survival Under Atomic Attack" (FCDA)
"This Is Civil Defense" (FCDA)
"What To Do Now About Emergency Salvation at Home"

Handouts: Connel, City-County CD Organization, Air Raid Instructions, "Fire Fighting for Householders", and "Emergency Action to Save Lives."

GROUND OBSERVER CORPS (GOC)

Time to be announced.
LENGTH OF COURSE—1 two-hour period (twice each month)
TEXTBOOK—"Ground Observers 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 tech-
niques applicable in or about their home. Class meets at a city fire station, learns ropes and knotting, 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.
1957-58
Day
School
Catalog

Madison
Vocational
and Adult
School
Madison Vocational and Adult School

DAY SCHOOL CATALOG 1957-58

Madison Board of Vocational and Adult Education

E. J. Frantschi, 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
COMPOSED AND PRINTED BY THE GRAPHIC ARTS DEPARTMENT OF THE MADISON VOCATIONAL AND ADULT SCHOOL

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GENERAL INFORMATION

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

A registration fee of $1 is charged each person who registers, except those under 18 years of age. 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. 844. 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 the attendance of all students including the adults. This is necessary because of the great demand for the use of the school's equipment and the need to eliminate any who are not serious about their work. Those who must be absent are requested to call 5-4541 so that they will not be withdrawn from class.

STUDENT FINANCIAL AIDS

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

GUIDANCE AND PLACEMENT

The Guidance Office is located in Room 136. This department is at the service of all students who have health, welfare, placement or 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
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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.
- 75 cents per one-half day—12:00 noon to 4:00 p.m.
- 75 cents per one-half day—4:00 p.m. to 8:00 p.m.

For those who pay their own tuition, tuition is payable in advance for each nine week period. Tuition may be charged for any 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 19 and closes August 30, 1957. Registration blanks may be obtained at the registration office or in the newspaper ad on August 18, 1957.

ADVANCE REGISTRATION BY PERSON will be Thursday and Friday, September 5 and 6, 1957, from 9:30 to 11:30 a.m. and from 1:30 to 3:30 p.m.

REGISTRATION DURING THE SCHOOL YEAR from September 9, 1957 to June 13, 1958 will be Monday through Friday from 9:30 to 11:30 a.m. and from 1:30 to 3:30 p.m.

MADISON VOCATIONAL AND ADULT SCHOOL

Calendar for the School Year 1957-58

Monday to Thursday, August 19 to 29—Mail registration for day school.
Tuesday and Wednesday, September 3 and 4, 1957—Workshop for supervisors.
Thursday and Friday, September 5 and 6, 1957—Day school registration.
Saturday, September 7, 1957—Meetings of staff and supervisors.
Monday through Thursday, September 9 through 12, 1957—Mail registration for evening school.
Tuesday and Wednesday, September 24 and 25, 1957—Registration for evening school (9 to 10 p.m.)
Thursday, September 26, 1957—Meeting of evening school staff.
Monday, September 30, 1957—First term of evening school begins.
Thursday and Friday, November 7 and 8, 1957—Day and evening school close for Milwaukee meeting of the Wisconsin Education Association and the Wisconsin Federation of Teachers.
Wednesday, November 27, 1957—End of first term of evening school.
Thursday and Friday, November 28 and 29, 1957—Day and evening school close for Thanksgiving vacation.
Monday, December 2, 1957—Second term of evening school begins.
Friday, December 13, 1957—Evening school closes for Christmas vacation.
Monday, January 6, 1958—Day and evening school reopen.
Friday, January 31, 1958—End of first semester of day school.
Monday, February 3, 1958—Beginning of second semester of day school.
Friday, February 14, 1958—Day school closes for meeting of Southern Wisconsin Education Association.
Friday, February 14, 1958—End of second term of evening school.
Monday, February 17, 1958—Third term of evening school begins.
Thursday, April 3, 1958—Evening school closes.
Friday, April 4, 1958, through Sunday, April 13, 1958—Day school closes for spring vacation.
(Good Friday, April 4; Easter Sunday, April 6)
Monday, April 14, 1958—Day school reopens.
Friday, May 2, 1958—Day school closes for meeting of Wisconsin Association of Vocational and Adult Education.
Friday, May 30, 1958—Day school closes for Memorial Day observance.
Friday, June 13, 1958—End of school year.

GENERAL EDUCATION

Academic
Art
Music
ACADEMIC
MATHMATICS

Regular class attendance is required in order to receive high school credit.

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 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—185 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 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 W. W. Hart
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—1136, 2136
TYPE OF STUDENT—Adult, Apprentice, Junior
fee—None
length of course—90 fifty minute periods
PREREQUISITE—Arithmetic I
Text—College Business Arithmetic by Hanson 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—1137, 2137, 3137
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—1102
TYPE OF STUDENT—Junior
fee—None
length of course—90 fifty minute periods
Texts—Everyday Speech by Smith, Kreising 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.
ENGLISH FOR FULL TIME STUDENTS

COURSE NUMBER—1100
TYPE OF STUDENT—Junior
FEE—None

LENGTH OF COURSE—180 fifty minute periods
TEXTS—Practical English, Literary Cavalcade, As Others Like You—Etiquette for Young People

COURSE CONTENT—Letter perfect unit which includes writing telegrams, filling in forms for savings accounts and checking accounts. Unit on how to "sell yourself" to an employer. This includes a personality rating chart, interest inventory, personal data guide sheet, practice in filling out employment application forms and sample exercises from typical tests. Also, unit on practice in language skills which includes stumbling blocks in grammar, punctuation and spelling, outlining, speed tests, and comprehension quizzes.

ENGLISH FOR THE FOREIGN BORN

Time: 12:58 P. M. to 2:48 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 become American citizens, for those who have never had any English training and who need basic English for purposes of communication, and for those who need to improve their knowledge of English in order to qualify for advanced training or to improve their professional competence.

ELEMENTARY GRAMMAR

COURSE NUMBER—1105
TYPE OF STUDENT—Junior and Adult
FEE—None

LENGTH OF COURSE—74 fifty minute periods
TEXT—"See What You Say", Findley

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 similar 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 punctuation 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 tastes in reading and to give him an appreciation of good writing; themes to teach the student to write a good paper. Through such an approach, the student is given guidance not only in self-expression but also in personal growth and happiness.

ENGLISH FOR PRINTERS

COURSE NUMBERS—1107, 3107
TYPE OF STUDENT—Apprentices
FEE—None

LENGTH OF COURSE—74 fifty minute periods
TEXT—English for Printers, International Typographical Union; Proof-reading and Copy-Preparation, Joseph Losky; Style Book, University of Chicago Press.

COURSE CONTENT—This is a course designed for students interested in becoming printers. It provides a review of grammar with special emphasis on punctuation and some attention to spelling. An attempt is made to slant the material toward the kinds of situations which printers may meet in their job responsibilities as well as toward the more general needs of communications.

CULINARY LANGUAGE

COURSE NUMBER 2108, 3108
TYPE OF STUDENT—Apprentice, Adult
FEE—None

LENGTH OF COURSE—75 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 particularly to French, German, Italian, or other foreign expressions which have great acceptance and use in our restaurants and eating establishments.

COMMUNICATION SKILLS (Speaking)

COURSE NUMBER—6110
TYPE OF STUDENT—High School Graduate or Adult Student enrolled in technical courses
FEE—None

LENGTH OF COURSE—36 fifty minute periods
TEXT—How to Become a Successful Speaker, by Harold P. Zeko. 30 Days to a More Powerful Vocabulary, by Funk & Wagnalls

COURSE CONTENT—Emphasis will be placed on the exact usage of words in order to convey precise meaning. There will be practice in delivering clear instructions and reports and in preparing and delivering speeches such as those required in a conference or business meeting.
COMMUNICATION SKILLS (Writing)
COURSE NUMBER—6109
TYPE OF STUDENT—High School Graduate or Adult
FEE—None
LENGTH OF COURSE—One semester, 54 fifty minute periods
TEXT—Basic Composition by Saberman and Rosenberg
COURSE CONTENT—A study of report writing designed to help students solve their individual problems in communication. The content will include: a review of grammar, usage and punctuation; techniques and aids in writing technical reports; practice in writing friendly and business letters.

BASIC READING AND COMPREHENSION
COURSE NUMBER—1109
TYPE OF STUDENT—Junior
FEE—None
LENGTH OF COURSE—90 fifty minute periods
COURSE CONTENT—The objective of the course will be to increase reading speed and comprehension.

BASIC READING AND COMPREHENSION
COURSE NUMBER—2109
TYPE OF STUDENT—Adult
FEE—None
LENGTH OF COURSE—20 fifty minute periods.

(Speech)
ELEMENTARY SPEECH
COURSE NUMBER—1110
TYPE OF STUDENT—Junior
FEE—None
LENGTH OF COURSE—180 fifty minute periods.
TEXTS—Practical English, Literary Cyclopedia, An Others Like You, Etiquette for Young People.
COURSE CONTENT—The course aims to get a complete picture of each student's development to date, to spot his special aptitudes or weaknesses, and to help him develop or correct them. Stories, spot articles, crossword puzzles, tests that are interesting and pleasurable to the student are used.

EFFECTIVE SPEECH
COURSE NUMBER—2111
TYPE OF STUDENT—Adult
FEE—$1 per semester
LENGTH OF COURSE—180 fifty minute periods
TEXTS—Principles and Styles of Speech, Monroe: 30 Days to a More Powerful Vocabulary
COURSE CONTENT—For the beginner or the more advanced student this course will teach how public speaking can be simplified. It teaches the student what to say and how to say it, the effectiveness of using exact words to convey meaning, how to conduct a meeting properly, to carry on a informative conversation, and to give various types of speeches, such as courtesy and introduction.

SOCIAL STUDIES
UNITED STATES HISTORY
COURSE NUMBERS—1117, 2117
TYPE OF STUDENT—Full-time, Junior, Adult
FEE—None
LENGTH OF COURSE—180 fifty minute periods
COURSE CONTENT—This course is designed to teach an understanding and appreciation of our American heritage by tracing the development of our people and institutions through successive stages. There are nine units of work and students are permitted to proceed through the course at their own speed. An examination is given at the end of each unit and also at the end of the course. The material covered is equivalent to two semesters of work.

YOU AND YOUR WORLD FOR JUNIOR STUDENTS
COURSE NUMBER—1115
TYPE OF STUDENT—Full-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.

YOU AND YOUR WORLD FOR JUNIOR STUDENTS (Social Studies)
COURSE NUMBER—1116
TYPE OF STUDENT—Full-time Junior
FEE—None
LENGTH OF COURSE—180 fifty minute periods
TEXT—Building Our World—Moore, Carpenter, Lewis and Paister
COURSE CONTENT—A study of the contributions of other peoples and cultures to our American way of life. The purpose is to develop appreciation for our ideals and institutions by showing their roots and growth through the ages.
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 day enrolled.
Material to be furnished by students.
LENGTH OF COURSE—54 to 204 fifty minute periods per semester
Mon., Tues., Wed., Thurs. 9:24 to 12:00
COURSE CONTENT—A fundamental course in structural relationship of form, mass, line, color, value, and perspective from still-life and landscape. Mediums: pencil, 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 day enrolled
LENGTH OF COURSE—108 fifty minute periods per semester
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.

PAINTING
Elementary and Advanced
COURSE NUMBER—2204, 2205
TYPE OF STUDENT—Adult, Apprentice
FEE—$1 per semester for each class 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; under painting and critical analysis. Painting mediums: oil, casein, water color, wax. Materials to be furnished by the student.

FIGURE DRAWING
COURSE NUMBER—2205
TYPE OF STUDENT—Advanced Adult, Apprentice
FEE—$2.50 per semester
LENGTH OF COURSE—54 fifty minute periods each semester.
Fri. 9:24 to 12:00
COURSE CONTENT—Analysis of structure, proportion, action, rhythm and balance. Long and short poses from the model. Medium: charcoal pencil and wash.

TEXTILE DESIGN AND PRINTING
COURSE NUMBER—2274
TYPE OF STUDENT—Adult
FEE—$1 per semester. Students pay for materials used
LENGTH OF COURSE—54 fifty minute period per semester
Fri. 12:52 to 3:30
COURSE CONTENT—Creating and planning designs for textiles and printing same by block print—stencil and silk screen methods. Especially of interest to homemakers and crafters.
JEWELRY
COURSE NUMBER—2262
TYPE OF STUDENT—Adult
FEE—$1 per semester
LENGTH OF COURSE—54 to 162 fifty minute periods per semester
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, carving, setting and finishing.

STONE CUTTING (Lapidary)
COURSE NUMBER—2263
TYPE OF STUDENT—Adult
FEE—$1 per semester
LENGTH OF COURSE—54 fifty minute periods per semester
COURSE CONTENT—Bring your own stones. Processes involved on the lapidary machine are: cutting, grinding, sawing, saw 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, 4231, 5231
TYPE OF STUDENT—Apprentice, Full-time, Part-time, Adult, High School
FEE—$1 per semester
LENGTH OF COURSE—72 thirty minute periods per semester
COURSE CONTENT—Prepares students for careers in commercial art and related fields such as printing, problems in design of advertising layouts, lettering, type analysis, copy interpretation—color theory and advertising trends are included.

SHOW CARD WRITING AND SIGN PAINTING
COURSE NUMBERS—1232, 2232, 5232
TYPE OF STUDENT—Full-time, Part-time Adult, High School, Apprentice
LENGTH OF COURSE—50 thirty minute periods per semester
FEE—$3 per semester
COURSE CONTENT—Fundamentals of show card writing, care and use of materials, pen and brush lettering, show card and sign alphabets, layout, color combinations, production methods.

LAYOUT AND ADVERTISING DESIGN
COURSE NUMBER—2277 - 3277 - 5277
TYPE OF STUDENT—Adult, Apprentice, High School
FEE—$1 per semester for each class day enrolled

GENERAL CRAFTS
COURSE NUMBER—2241
TYPE OF STUDENT—Adult
FEE—$1 per semester for each class day enrolled. Materials to be purchased by the student.
LENGTH OF COURSE—215 fifty minute periods per semester
COURSE CONTENT—A fundamental course especially for those training for careers in commercial art and related fields such as printing, problems in design of advertising layouts, lettering, type analysis, copy interpretation—color theory and advertising trends are included.

CHAIR CANING
COURSE NUMBER—2242
TYPE OF STUDENT—Adult
LENGTH OF COURSE—50 thirty minute periods per semester
LABORATORY FEE—$1 per semester
COURSE CONTENT—Instruction in replacing caning in 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.

GENERAL EDUCATION PAGE 14
COURSE CONTENT—An elementary course which includes processes in the making of pottery. Pinch method, slab method, free form building, low-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 day enrolled. Materials to be purchased by the student.
LENGTH OF COURSE—108 periods per semester
Tues. & Thurs. 1:00-4:00
COURSE CONTENT—A more advanced course than Ceramics (elementary methods are taught as a refresher course). Designing and building free form pottery. Throwing on electric potters wheel; surface enrichment; preparation and application of low fired and high fired glazes; placing and firing the kiln.

WEAVING (Elementary)
COURSE NUMBER—2272
TYPE OF STUDENT—Adult
FEE—$1.50 per semester for each class day enrolled. Material to be purchased by student
LENGTH OF COURSE—108 sixty minute periods per semester
Tues., Thurs. 9:00-12:00
COURSE CONTENT—Weaving as a medium for self expression; its possibilities: the loom; loom accessories; threads and color; making warp; threading; study of basic weaves; finishing of woven articles.

ADVANCED WEAVING
COURSE NUMBER—2273
TYPE OF STUDENT—Adult
FEE—$1.50 per semester each class day enrolled. Materials to be purchased by students
LENGTH OF COURSE—180 fifty minute periods per semester
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.

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

RESTAURANT INTERIOR DECORATION
COURSE NUMBER—2763
TYPE OF STUDENT—Adult
FEE—None
LENGTH OF COURSE—36 fifty minute periods
Second semester
COURSE CONTENT—Color as applied to walls, floor, and hangings for dining and service rooms; furniture arrangement; flower arrangements; food and table setting for special occasions.
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 classical music students, since it provides reading short cuts and helps create a technique usually ignored by other methods. A practical course, students learning to do their own arranging.
BUSINESS ADMINISTRATION

ACCOUNTING I
COURSE NUMBER—2401
TYPE OF STUDENT—Adult
FEE—None
LENGTH OF COURSE—90 to 180 fifty minute periods
I. 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 Trainee
FEE—None
LENGTH OF COURSE—18 to 36 fifty minute periods
TEXT—College Accounting, Sixth Edition, Sherwood, Carson & Boling and workbook, Part II
COURSE CONTENT—For veterans who are working and attending school four hours each week. The complete bookkeeping cycle is covered including journalizing, posting, trial balance, work sheet, business statements and adjusting and closing the ledger.

ACCOUNTING III
COURSE NUMBERS—2403, 4403
TYPE OF STUDENT—Adult, On-the-job
LENGTH OF COURSE—18 to 180 fifty minute periods
TEXT—Principles of Cost Accounting by Sherwood-Chace
COURSE CONTENT—Consideration is given to the corporate form of business organization with emphasis on the industrial or manufacturing type of enterprise. Accounts and accounting procedures with cost implications for a manufacturer or concern are presented. Subjects covered include legal organization and records of a corporation, classes and values of capital stock, surplus and dividends, reserves and funds, the voucher system of accounting, manufacturing accounts, annual reports and closing the books of a manufacturer.

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

INCOME TAX ACCOUNTING
COURSE NUMBER—2405
TYPE OF STUDENT—Adult
FEE—None
LENGTH OF COURSE—90 to 180 fifty minute periods
TEXT—Income Tax Procedure by Sherwood & Newman
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.
BOOKKEEPING
COURSE NUMBERS—2401-A, 4401-A
TYPE OF STUDENT—Adult, Junior, On-the-Job
FEE—None
LENGTH OF COURSE—18 to 180 fifty minute periods
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—4440, 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 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 day-by-day 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 I. Marshall Hanna
COURSE CONTENT—Especially intended to serve the needs of people in business. The student intending to study accounting or calculating machines but who is not strong in arithmetic will do well to elect this as a preparatory course. Cashiers, clerks and general office workers will find this course very helpful. The course embraces the following: intensive review of the fundamentals, percentage, practical short methods, bank discounts, trade and cash discounts, profit and loss, and payrolls.

ADVANCED BUSINESS MATHEMATICS AND PROJECTS
COURSE NUMBERS—2435, 4435
TYPE OF STUDENT—Adult, On-the-Job
FEE—None
LENGTH OF COURSE—18 to 90 fifty minute periods
TEXT—Problems and Projects by J. Marshall Hanna
COURSE CONTENT—This course is only for students who have satisfactorily completed the basic business arithmetic course. The student will be required to spend some time each day on calculation 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.

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 training 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, 4456
TYPE OF STUDENT—Adult, On-The-Job
FEE—None
LENGTH OF COURSE—90 fifty minute periods
TEXT—Everyday Problems in Economics by Dr. May Wood-simons, 2nd edition (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 traditions mining and agriculture; capital and labor; money and banking; foreign exchange and tariffs".
OFFICE MACHINES

BURROUGHS SENSIMATIC BOOKKEEPING - Machine Series 100
COURSE NUMBERS—2446-A, 4446-A
TYPE OF STUDENT—Adult, On-the-job
EQUIPMENT FEE—$1
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.

NATIONAL CASH REGISTER BOOKKEEPING MACHINE CLASS 31
COURSE NUMBERS—2446-B, 4446-B
TYPE OF STUDENT—Adult, On-the-job
EQUIPMENT FEE—$1
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
LENGTH OF COURSE—15 fifty minutes periods
TEXT—Supplementary materials
COURSE CONTENT—The primary purpose of this course is to instruct the student in posting, entering, balancing, and totaling on bills, ledgers and journals by machine. A practice set is completed to carry out the complete cycle.

KEY-PUNCH MACHINE
COURSE NUMBERS—2405, 4405
TYPE OF STUDENT—Adult, On-the-job
FEE—$4 lor materials and supplies
LENGTH OF COURSE—Long enough to develop speed; varies with the individual
TEXT—Supplementary materials
PREREQUISITE—Typewriting 40 words per minute
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 alphabetic and numeric keyboard is the ultimate aim of this course. Opportunity is offered, through field trips, for observation of key-punching and its relationship to sorting, tabulating and accounting as performed on IBM equipment.

MACHINE CALCULATION
(Comptometer and Burroughs)
COURSE NUMBERS—2431, 4431
TYPE OF STUDENT—Adult, On-the-job
EQUIPMENT FEE—$1
LENGTH OF COURSE—45 to 90 fifty minute periods per day
TEXT—Key-driven Calculator Course by Good fellow and Agnew
COURSE CONTENT—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. Satisfactory completion of the advanced course qualifies the student as a calculator operator.

MACHINE CALCULATION
COURSE NUMBER—1432
TYPE OF STUDENT—Junior, Part-time
FEE—None
LENGTH OF COURSE—90 fifty minute periods
TEXT—Supplied to the students
COURSE CONTENT—Instruction is given in the operation of both rotary and key-driven calculators and the adding machines, both ten-key and full keyboards. The four processes (addition, subtraction, multiplication, and division) will be stressed with their application to business problems.

AUTOMATIC ELECTRIC CALCULATORS
(Friden, Marchant, Monroe)
COURSE NUMBERS—2433, 4433
TYPE OF STUDENT—Adult, On-the-job
EQUIPMENT FEE—$1
LENGTH OF COURSE—25 fifty minute periods
TEXT—Text for instruction will be supplied in the classroom
COURSE CONTENT—Covers addition and the various methods of multiplying, subtracting and dividing, followed by their application to problems in business arithmetic. Upon the completion of the course, a student should have a thorough training in the fundamental processes as they apply in business, and sufficient knowledge to operate the machine in any business office.

REMINIGTON RAND AUTOMATIC PRINTING CALCULATOR
COURSE NUMBER—2434, 4434
TYPE OF STUDENT—Adult, On-the-job
EQUIPMENT FEE—$1
LENGTH OF COURSE—10 fifty minute periods
COURSE CONTENT—Instruction is given on the new Automatic Printing Calculator. This machine prints as it divides automatically, as it adds and subtracts. All factors for each calculation are recorded with totals automatically delivered and printed. It has the speed of a ten-key board and the combined features of a calculator and the printing adding machine tape.
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—The development of the skill of writing effective business letters and human relations letters is the basic purpose of this course. The study includes the review of the mechanical make-up of a letter, and the composition of the standard types of business letters, order letters, acknowledgments, inquiry letters, credit and collection letters, adjustments, letters of application, and data sheets. The following human relations letters are stressed: invitations, letters of introduction, making reservations, and letters of condolence and sympathy. NOMA spelling lists supplement the words included in the text.

BUSINESS ENGLISH
(Advanced Grammar)
(First Semester)

COURSE NUMBERS—4427, 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—The purpose of this course is to review the basic principles of grammar, sentence structure, parts of speech, and punctuation. It includes a study of correct usage, diction, vocabulary, and use of the dictionary. Special emphasis is placed upon spelling. NOMA spelling lists supplement the words in the text.

Attention is given to both spoken and written English. Students are alerted to the English used in current newspapers and magazines, and on radio and television broadcasts.

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 Filing by Gilbert Kahn and Theodore Yerian

COURSE CONTENT—Simplified rules of indexing, coding, and filing are applied in the alphabetizing of cards and miniature letters. Alphabetic, varidex, numeric, geographic, subject, triple check automatic, decimal subject, and soundex systems of filing are studied. Records management problems of cross referencing, charging out, follow-up, transferring, storage, retention periods, microfilming, equipment and supplies are included. Demonstrations, films, and field trips to local plants and offices supplement the class work.

GENERAL OFFICE TRAINING

COURSE NUMBER—2465
TYPE OF STUDENT—Adult
LENGTH OF COURSE—45 fifty minute periods
COURSE CONTENT—This course is open to any student in the Business Education Department. The purpose of this highly specialized course is to develop knowledge and appreciation of business procedures and 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, of 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 background)
FEE—None
LENGTH OF COURSE—37 to 180 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—semester—90 fifty minute periods
COURSE CONTENT—For beginner in Shorthand.

INTERMEDIATE DICTATION
COURSE NUMBER—2413
TYPE OF STUDENT—Adult
EQUIPMENT FEE—$1
LENGTH OF COURSE—90 fifty minute periods
COURSE CONTENT—For students who have fulfilled the requirements of the beginning 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
EQUIPMENT FEE—$1 per semester
LENGTH OF COURSE—50 fifty minute periods
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 80 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 the advanced dictation course is open to advanced students who wish to obtain a 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 study 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 spacing 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, manuscript 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, invoices, 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 1957-1958

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

Second Semester (Two terms)
Store mathematics
Store record keeping
Credits and collections
Problems of cashing
Business correspondence
Establishing a retail store
Personal 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
FEES—None
LENGTH OF COURSE—19 fifty minute periods
TEXT—The Retail Salesperson At Work
Manual: Workbook For The Retail Salespersons At Work

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—2503, 3503, 4503
TYPE OF STUDENT—Adult, Apprentice
FEES—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—2504, 3504, 4504
TYPE OF STUDENT—Adult, Apprentice
FEES—None
LENGTH OF COURSE—38 fifty minute periods
TEXT—Know Your Merchandise by Wingate, Gillespie and Addison; Materials of Industry by Mersereau, Reen and Holdeman

COURSE CONTENT—Determine guides to customer satisfaction; what merchandise is in stock; sources that contribute to the salesperson's knowledge; how to get the most out of merchandise; what services are offered; what the 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—2505, 3505, 4505
TYPE OF STUDENT—Apprentice, Adult
FEES—None
LENGTH OF COURSE—38 fifty minute periods
TEXT—Retailing by A. Bresco

COURSE CONTENT—Scope of retailing; location, layout, equipment; store organization and function of management; market contacts; buying; receiving and marketing of merchandise; invoice procedure, mark-on of merchandise; the merchandise plan; employment problems; legal aspects of merchandising.

ADVERTISING*
COURSE NUMBERS—2506, 3506
TYPE OF STUDENT—Adult, Apprentice
FEES—None
LENGTH OF COURSE—19 fifty minute periods or one semester

MANAGEMENT*
COURSE NUMBER—2507, 3507, 4507
TYPE OF STUDENT—Apprentice, Adult
FEES—None
LENGTH OF COURSE—38 fifty minute periods
TEXT—Retailing by A. Bresco

COURSE CONTENT—Scope of retailing; location, layout, equipment; store organization and function of management; market contacts; buying; receiving and marketing of merchandise; invoice procedure, mark-on of merchandise; the merchandise plan; employment problems; legal aspects of merchandising.

ADVERTISING*
COURSE NUMBERS—2506, 3506
TYPE OF STUDENT—Adult, Apprentice
FEES—None
LENGTH OF COURSE—19 fifty minute periods or one semester

MANAGEMENT*
COURSE NUMBER—2507, 3507, 4507
TYPE OF STUDENT—Apprentice, Adult
FEES—None
LENGTH OF COURSE—38 fifty minute periods
TEXT—Retailing by A. Bresco

COURSE CONTENT—Scope of retailing; location, layout, equipment; store organization and function of management; market contacts; buying; receiving and marketing of merchandise; invoice procedure, mark-on of merchandise; the merchandise plan; employment problems; legal aspects of merchandising.
TEXT—Fundamentals of Advertising by Rowe 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—2507, 3507
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—2508, 3508
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

* Course offered first semester
** Course offered second semester

HUMAN RELATIONS
COURSE NUMBER—2510
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.

BUSINESS AND INDUSTRIAL ORGANIZATIONS
COURSE NUMBER—2511
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.

WAITRESS TRAINING COURSE
COURSE NUMBERS—2512, 3512, 4512
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

CERTIFIED LIFE UNDERWRITERS
COURSE—C. L. U., Part 3
COURSE NUMBER—2514
TYPE OF STUDENT—Adult
FEE—
LENGTH OF COURSE-74 hours
  Monday (time to be arranged)
COURSE CONTENT-Contracts, Wills, Trusts, Estates and Taxation.

CERTIFIED LIFE UNDERWRITERS
COURSE-C. L. U., PART 4
COURSE NUMBERS-2515
TYPE OF STUDENT-Adult
FEE:
LENGTH OF COURSE-74 hours
  Monday (time to be arranged)
COURSE CONTENT-Economics, Personal Finance, Corporate Finance.

HOMEMAKING

Family Development
Foods and Nutrition
Clothing and Textiles
FAMILY DEVELOPMENT

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

HOSPITALITY AND TABLE DECORATION
COURSE NUMBER—1804
TYPE OF STUDENT—Junior
FEE—None
LENGTH OF COURSE—18 fifty minute periods
COURSE CONTENT—Hospitality through simple guest meals, invitations, conversations, selection of guests, responsibilities of hostess and of the guest are some of the features of this course. Selection of silver, china, glassware and linen as well as flower arrangement and table decorations are included.

WORK SIMPLIFICATION
COURSE NUMBER—1805
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; forming good work habits. The Homemaking Apartment and the Heart Kitchen will be used for demonstrations and class activities.

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; spend-


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—1822
TYPE OF STUDENT—Junior
FEE—None
LENGTH OF COURSE—108 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 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.

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 homemade 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, dishes, meats, sandwiches, and simple desserts. Several lessons will be devoted to distinctive cookery 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 streamlined methods of mixing casseroles are stressed. Types of so-called butter cakes and sponge cakes are included, giving a variety of new, unusual cakes. Various types of icings and frostings are a part of 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 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, merengues, 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

FOODS V—HOSPITALITY COOKERY
(3rd and 4th Quarters)
COURSE NUMBER—2615
TYPE OF STUDENT—Adult
FEE—$4 per semester
LENGTH OF COURSE—19 three period sessions
COURSE CONTENT—How to prepare and serve attractive, unusual guest meals is a part of this course. The art of being a gracious hostess is stressed. Some of the types of entertaining given are: teas, buffet meals, wedding receptions, after-theater snacks, bridge desserts, 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-cairs and mints. Various types of cakes will be made and frozen. In later lessons, these will be decorated.

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

NUTRITION
COURSE NUMBER—2618
TYPE OF STUDENT—Practical Nurse
FEE—None
LENGTH OF COURSE—20 hours
COURSE CONTENT—This will be a practical course of benefit 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; utilisation 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 linens; laundering procedures; flower arrangements; safety in the home.

CLOTHING AND TEXTILES

JUNIOR CLOTHING I
COURSE NUMBER—1622
TYPE OF STUDENT—Junior
FEE—None
LENGTH OF COURSE—37 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 are included.

JUNIOR CLOTHING II
COURSE NUMBER—1633
TYPE OF STUDENT—Junior
FEE—None
LENGTH OF COURSE—37 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—$1 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 the 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—$1 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 fringing and smocking will be applied on cotton or silk dresses.

CLOTHING III (Family Sewing)
COURSE NUMBER—2622
TYPE OF STUDENT—Adult
FEE—$1 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: pajamas for men or women; bathrobes; 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
CLOTHING IV (Casual Clothes)
COURSE NUMBER—2623
TYPE OF STUDENT—Adult
FEE—$1 per semester
LENGTH OF COURSE—18 four period sessions
COURSE CONTENT—This is an elementary dressmaking course and follows Clothing I or its equivalent. Types of garments to be made in this class are blouses with set-in sleeves, woolen skirts, cotton and rayon dresses. The dresses may be morning dresses, sport dresses, or simple casual dresses made from cotton or rayon. Problems found in this type of construction will be used as a basis for the lessons. Concise explanations with the detailed illustrative material will be used to simplify each step of construction. The Bishop method of sewing will be used throughout the course.

CLOTHING V
(That Made-to-Order Look)
COURSE NUMBER—2624
TYPE OF STUDENT—Adult
FEE—$1 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, evening 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—$1 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, rayon 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, line and interfacing for coats and suits, types of pads most suitable, selection of fabrics for coats, suit linings, interfirings, and interfacing. Garments to be made are suits and coats from new material as well as make-over problems in suits and coats.

Homemaking

CLOTHING VII (Challenge of Make-over)
COURSE NUMBER—2626
TYPE OF STUDENT—Adult
FEE—$1 per semester
LENGTH OF COURSE—18 three or four period sessions
COURSE CONTENT—This course is planned for people who have had some experience in making garments. 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 corrected construction techniques are stressed. Almost any garment may be remodeled.

CLOTHING VIII (Tailoring II)
COURSE NUMBER—2627
TYPE OF STUDENT—Adult
FEE—$1 per semester
LENGTH OF COURSE—18 four period sessions
COURSE CONTENT—This course is for students who have completed Tailoring I. The problems to be emphasized are: moulding of garments with the iron, bound and welt pockets, cording and worked buttonholes, study of sleeve and other fitting problems. Suits and coats will be made.

CLOTHING IX (Workshop)
COURSE NUMBER—2628
TYPE OF STUDENT—Adult
FEE—$1 per semester
LENGTH OF COURSE—18 four period sessions
COURSE CONTENT—This is only for students who have completed Clothing V satisfactorily. Because of the nature of the course it is essential that all class members have a thorough understanding of both the elementary and advanced courses. Any type of garment may be made in this class, 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 felts and straw over simple blocks, familiarizing the student with blocks and steamers, as well as re-blocking of good quality used felts is included. Various types of hats are made.
MILLINERY II
COURSE NUMBER—2631
TYPE OF STUDENT—Adult
FEE—$1.50 per semester
LENGTH OF COURSE—18 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 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—2641
TYPE OF STUDENT—Adult
FEE—$1 per semester
LENGTH OF COURSE—18 four period sessions.
COURSE CONTENT—Making over fur coats, restyling and modernizing fur garments are two features of this course. Putting fur collars on coats and suits, and mending rips are also included. The actual work is done in class under the instruction of an expert in fur work.

FUR REMODELING II
COURSE NUMBER—2642
TYPE OF STUDENT—Adult
FEE—$1 per semester
LENGTH OF COURSE—18 four period sessions.
PREREQUISITE OF COURSE—Completion of Fur Remodeling I
COURSE CONTENT—This is an advanced course in fur remodeling for the people who have had Fur Remodeling I for two semesters. All types of fur garments may be made in this class. Also scarfs and stoles may be made. Drafting of patterns is included.

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

UPHOLSTERY I
COURSE NUMBER—2635
TYPE OF STUDENT—Adult
FEE—$2 per semester of 18 lessons and $4 for 36 lessons
LENGTH OF COURSE—18 or 36 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 fabric. It is recommended that simple projects be selected such as foot-stools, pull-up chairs or bed room 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, tufting, and various trims as used on lounge chairs, easy chairs, bergere 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—$1 per semester
LENGTH OF COURSE—18 three period sessions.
COURSE CONTENT—This is primarily a course in construction techniques applied to lined or unlined traverse drapery.
LAMPSHADES
COURSE NUMBER—2639
TYPE OF STUDENT—Adult
FEE—$1 per semester
LENGTH OF COURSE—18 three period sessions
COURSE CONTENT—Construction technique 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; dollies; holders; afghans; benefits 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. Typical of what might be knit are: toms, 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—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
Fur Remodeling—Tuesday afternoon
Fee—$1 per semester

MIDVALE SCHOOL
Clothing I—Tuesday afternoon
Clothing II—Thursday morning
Clothing IV and V—Thursday afternoon
Fee—$1 per semester

EHENK SCHOOL
General Clothing—Tuesday afternoon
Fee—$1 per semester

FRANKLIN SCHOOL
General Clothing—Tuesday afternoon
Fee—$1 per semester

The Homemaker's 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—25 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
TYP E OF
LENGTH
TEXT—De lco-Remy Manual 324

I. COURSE NUMBER—2701
COURSE CONTENT—Sportsmanlike Driving by the American Automobile Association
LENGTH
TEXT—Principles of Wheel Alignment by Bear.

COURSE CONTENT—Automotive Body Reconstruction by Theodore Wohlfeil, Erick Frisk, A. R. Saxon
TYPE OF STUDENT—Apprentice
LENGTH
TEXT—Automotive Body and Wheel Alignment by Bear

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 12:52 to 2:30 p.m.
2. Behind-the-wheel training.
Classes run from 10:45 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—2703
TYPE OF STUDENT—Apprentice
LENGTH OF COURSE—400 hours
TEXT—Delco-Remy Manual 324

COURSE CONTENT—Automotive Electrical Equipment by Crouse

AUTOMOTIVE ELECTRICAL ENGINEERING
COURSE NUMBER—2704
TYPE OF STUDENT—Apprentice
LENGTH OF COURSE—500 hours
TEXT—Automotive Electric Equipment by Crouse
COURSE CONTENT—General electricity and storage 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

COURSES
TYP E OF
LENGTH
TEXT—Automotive Mechanics by Crouse

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

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

COURSE NUMBER—3705
TYPE OF STUDENT—Apprentice
LENGTH OF COURSE—400 hours
TEXT—Automotive Electrical Equipment by Crouse

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

AUTOMOTIVE WHEEL ALIGNMENT
COURSE NUMBER—3707
TYPE OF STUDENT—Apprentice
LENGTH OF COURSE—400 hours
TEXT—Principles of Wheel Alignment by Bear

COURSE CONTENT—Wheel balancing, checking wheel alignment with Bear equipment, correcting or adjusting wheel alignment, checking frames, straightening frames and axles—steering, checking, adjusting, and overhaul—welding, oxy-acetylene and arc.

BUILDING AND ALLIED TRADES
BLUEPRINT READING
COURSE NUMBER—2710
FEE—$1.50 per semester—one period
LENGTH OF COURSE—90 fifty minute periods
TEXT—Blueprint Reading by Learning (2 volumes)

COURSE CONTENT—This course covers basic blueprint reading, essential to anyone seeking success in the building trades. This course is built around several practical sets of blue prints which take the student from the elementary on through specifications of masonry buildings.
BRICKLAYING
COURSE NUMBER—2712
TYPE OF COURSE—480 hours
TEXTS—Brick Masonry—Structural Clay Products Institute; Practical Bricklaying by Briggs and Carver
COURSE CONTENT—Types and use of mortar, materials of bricklaying and stonelaying, laying straight wall in brick, corner and chimney work; blueprint reading, plan reading, estimating arch construction, practical stonemasonry, fireplace construction, brick and stone veneer, setting cut stone, laying glass block, glazed tile, transit practice.

WOODWORKING AND CABINETMAKING
COURSE NUMBER—1713
TYPE OF STUDENT—Junior, Part-time
LENGTH OF COURSE—1480 fifty minute periods
FEE—$1 per quarter for 2 periods
TEXTS—Principles of Woodwork by Herman Hjorth, Machine Woodworking by Herman Hjorth, General Woodworking by Johnson and Newkirk
COURSE CONTENT—Knowing the woods we use, selecting the woods suitable for the job, stock sizes of lumber, drying and storing of lumber, matching wood for its beauty of grain, working the wood to achieve the desired results. The care, use, and sharpening of tools; project making, machine woodworking, allling of stock on power machines, jolts and join' 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
LENGTH OF COURSE—405 hours
TEXTS—Fundamentals of Carpentry, Volumes I and II by Durbohm
Roof Framing by Wilson and Werner
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 framings; floor construction; walls and partitions rough stairs; gable roof framing; equal pitch hip roof; intersecting roof; unequal pitch intersecting roof; shingled roof; finish carpentry; interior trim; hardware; stairways; power machines;
safety construction; building codes; blueprint reading (house and masonry construction); blueprint reading (reinforced concrete plans); transit operations; general reference reading.

DRAFTING, ARCHITECTURAL
COURSE NUMBER—2715
TYPE OF STUDENT—Adult, Full-time
LENGTH OF COURSE—1480 fifty minute periods
FEE—$150 per semester—one period
TEXTS—Strength of Materials by Brunei
COURSE CONTENT—Vocabulary; construction details, pictorial drawing, isometries, 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
LENGTH OF COURSE—100 fifty minute periods
TEXTS—Strength of Materials by Brunei
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 angles and planes; cross-sectioning and symbols; dimensioning; pictorial drawing; screw threads; pattern drawing.

STRENGTH OF MATERIALS
COURSE NUMBER—2717
LENGTH OF COURSE—36 fifty minute periods
TEXT—Strength of Materials by Brunei
COURSE CONTENT—Simple stresses; shear, application of stresses to shear problems; riveted joints; riveted joints and their design; stresses in thin-walled cylinders, hydraulic pressure and retaining vessels; welded joints; torsion, torque and strength of shafts; beams, shear and moment diagrams, to study the design of beams; stresses in beams; beam deflections, to study the theory of bending; combined axial and bending stresses, advanced theory and design of loaded members; columns, to study the theory of columns.
APPLIED SCIENCE FOR APPRENTICES
COURSE NUMBER—3750
TYPE OF STUDENT—Apprentice
FEE—None
COURSE CONTENT—A course consisting of lecture and demonstration of basic principles of physics, chemistry and science as applied to everyday trade practice.

JOB RELATIONS
COURSE NUMBER—2780
TYPE OF STUDENT—Adult
FEE—None
LENGTH OF COURSE—45 fifty minute periods
COURSE CONTENT—Purpose: To impress the student with the importance of know-ledge 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. Sample 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—3718
TYPE OF STUDENT—Apprentice
FEE—None
LENGTH OF COURSE—400 hours
TEXTS—Industrial Electricity by Nation & Clemine
Electricity by Skirrid
Related Information—Electricity I, II, III, IV
Electric Code Text Book by Hiller
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 I, Part 2; A.C. powers; A.C. 8-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 Craftsmen’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; graining; 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 Mathias
Mathematics for Plumbing Trade by Delmar
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 Law, the Wisconsin State Plumbing Code, and local plumbing ordinances; plumbing mathematics, use and apply formulas; plumbing drawing, ventilation design and layout, to make isometric layouts; blueprint reading; lead work, layout and design, joint making, 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—15 cents per day of four periods
LENGTH OF COURSE—740 fifty minute periods
TEXTS—Sheet Metal Pattern Drafting and Shop Problems by Daugherty
COURSE NUMBER—3721
TYPE OF STUDENT—Apprentice
FEE—None
LENGTH OF COURSE—600 hours
TEXTS—Sheet Metal Pattern Drafting and Shop Problems by Daugherty
Short Patterns, Kinks and Quick Methods for Sheet Metal Workers by Neabecker
Tracitation Short-cuts Layout by Koberlein
Air Conditioning Metal Layout by Koberlein
Round Layouts by Koberlein
COURSE CONTENT—Basic operations and processes, basic blueprint reading; shop tools and machines; parallel line, radial line, and tracitation pattern development. Short cut methods of
lay out, basic heat loss calculations; advanced shop practice to supplement shop work on the job. Oxyacetylene welding, oxyacetylene cutting, and electric arc welding to develop basic skills necessary to the trade. Related mathematics.

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

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

METAL INDUSTRIES
BLUE PRINT READING
(MACHINE TRADES)
COURSE NUMBER—2730
TYPE OF STUDENT—Full-time
LENGTH OF COURSE—90 fifty minute periods
FEE—$1.50 per semester, one period
TEXT—Blueprint Reading by Nichols & 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

TEXTS—Elementary Foundry Technology by Hartly Metal Castings by Campbell Advanced Blueprint Reading by Delmar Publishers Mechanical Drawing by French and Svensen Mathematics by Slade and Margolis Handbook of Cupola Operation by American Foundrymen’s Association Recommended Practices for the Sand Casting of Non-Ferrous Alloys by American Foundrymen’s Association

THE BASIC LAWS OF FLUIDS, PRESSURE AND BUOYANCY, PIPING, VALVES, AND PUMPS. THE MAJOR PART OF THE WORK RELATES TO PUMPS AND HYDRAULIC CIRCUITS.

WELDING—ELECTRIC ARC
COURSE NUMBER—3738
TYPE OF STUDENT—Adult, Full-time
LENGTH OF COURSE—1160 fifty minute periods
FEE—None

COURSE CONTENT—Introduction. To give apprentice an over-view of the foundry and patternmaking industry; molding practices, core practices; related patterncasting theory; elements of arithmetic; calculation of areas and volumes; weights of castings; calculation of metal mixtures; algebraic practice; principles of projection; sketching practice; use of instruments and equipment; blueprint reading.

WELDING—OXY-ACETYLENE
COURSE NUMBER—3739
TYPE OF STUDENT—Adult, Full-time
LENGTH OF COURSE—680 fifty minute periods
FEE—None

COURSE CONTENT—Industrial application of arc welding, arc welding machines; accessories, classification of welding electrodes, jolts 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. Reloading welding of stainless steels and alloys.

HYDRAULICS
COURSE NUMBER—3733
TYPE OF STUDENT—Apprentice
LENGTH OF COURSE—9 fifty minute periods
TEXT—Hydraulics as Applied to Machines by American Foundrymen’s Association

COURSE CONTENT—The basic laws of fluids, pressure and buoyancy, piping, valves, and pumps. The major part of the work relates to pumps and hydraulic circuits.
METALLURGY
COURSE NUMBER—3734
TYPE OF STUDENT—Apprentice
FEE—None
LENGTH OF COURSE—32 fifty minute periods
TEXT—Elementary Metallurgy by Frier
COURSE CONTENT—Iron smelting; iron refining; cast and wrought iron; molding and metal forming; iron carbon diagram; physical structure; hardening of steel; grain structure; steel alloys.

APPLIED MATHEMATICS
COURSE NUMBER—3735
TYPE OF STUDENT—Students Majoring in a Trade
FEE—None
LENGTH OF COURSE—180 fifty minute periods
COURSE CONTENT—Varying according to the trade in which the student may be majoring such as machine shop, drafting, printing, carpentering, 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 Svenson
Advanced Blueprint Reading by Delmar Publishers
Pattern Design by Hall and Kiley
Mathematics by Slade and Morgulis
Metal Castings by Campbell
Wood Patternmaking by McCollum
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, pyramids, boxes, plates, ribs, pads, webs, etc.; irregular and composite solids; weights of castings, density of metals, estimation of casting weight by practical computation; geometry and layout; rule-foul practice; principles of projection; sketching practice; use of instruments and equipment; blueprint reading.

MACHINE SHOP
COURSE NUMBER—3732
TYPE OF STUDENT—Junior, Part-time
FEE—None
LENGTH OF COURSE—146 fifty minute periods
COURSE NUMBER—2732
TYPE OF STUDENT—Adult, Full-time
FEE—10 cents per day of two periods
LENGTH OF COURSE—1400 fifty minute periods
COURSE NUMBER—3732
TYPE OF STUDENT—Apprentice
LENGTH OF COURSE—400 hours
FEE—None
TEXTS—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, grinder, 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 handtools. 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—3760, 2760
TYPE OF STUDENT—Apprentice, Adult
COST—Tuition is charged for non-resident students
LENGTH OF COURSE—8 nine week quarters
TEXT—Profitable Food and Beverage Operation, Harris, Kerr and Foster
COURSE CONTENT—Practical instruction in food procurement, preparation and service. Selective menus or daily bills of fare are prepared, prepared, served and discussed by the students under the supervision of the food director and his assistants. This work is supplemented by demonstrations and lectures on allied subjects by specialists from various fields of sanitation, personal hygiene, nutrition, restaurant accounting, and food control. Uniforms are supplied and one meal a day is included.
ADVANCED COOKING
COURSE NUMBER—2741, 2742
TYPE OF STUDENT—Adult, Full-time
COST—Tuition is charged for non-resident students
LENGTH OF COURSE—2 nine week quarters
TEXT—Profitable Food and Beverage Operation, Harris, Kerr and Foster; Book of Sauces
COURSE CONTENT—Preparation of quality food on a quantity basis to prepare students for positions on 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
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 service, pathology, bacteriology, sanitation, scalp treatments, pharmacology.

COSMETOLOGY
COURSE NUMBER—3741
TYPE OF STUDENT—Apprentice
FEE—None
LENGTH OF COURSE—288 hours
TEXT—Home Study Course 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 conditions and their treatment; 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—20 cents per day for four periods
LENGTH OF COURSE—1,480 fifty minute periods
TEXT—Elements of Radio by Marcus and Marcus
LABORATORY MANUALS
Basic Electricity

Basic Electronics
Radio Servicing
COURSE CONTENT—Electrical theory, vacuum tubes, amplifiers, power supplies, signal tracing, detection, oscillators, mixer circuits, public address systems, localizing defects, radio mathematics, mechanical precision, use of tools and test equipment, printed circuits. Also the theory of transistors and the serving of transistor receivers.

TELEVISION
COURSE NUMBER—2743
TYPE OF STUDENT—Full-time
FEE—30 cents per day for six periods
LENGTH OF COURSE—3330 fifty minute periods
PREREQUISITE—Ability to pass entrance examination
TEXT—Basic Television by Grob
RETMA laboratory Manual
COURSE CONTENT—Covers basic television theory, elementary television mathematics, the TV high and low voltage supplies, vertical and horizontal deflection circuits, the picture serving detector, the video amplifier, the D, C. restorer, synchronizing circuits, use of television test equipment, color television RF amplifiers, mixer and oscillator stages, video IF stages, the sound channel, detectors, 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. 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 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—1745
TYPE OF STUDENT—Adult, Full-time
FEE—None
LENGTH OF COURSE—2072 fifty minute periods
TEXTS—The Practice of Printing by Folk
General Printing by Cleeton and Fitkin
Elementary Flat Pan Presswork
Linotype Keyboard Operation
Linotype Machine Principles
Graphic Arts Procedures and Study Guide by Karch

COURSE CONTENT—Hand composition—
This unit covers elementary composition: the layout of the type cases, use of equipment, setting and distributing of type, recognition and identification of type faces, use of borders and ornaments, makeup of job work, makeup of newspapers, setting of heads, breaking forms for color work, and imposition of type forms.

Linotype—Keyboard, sentence composition, straight composition, job composition, job composition, machine principles (includes learning names of linotype parts), how to take apart and reassemble distributor box, spaceband box, ensemble elevator and clutch. Work also includes cleaning and changing magazines and mats and setting the machine for many changes.

Presswork—Lock up, stone work, oiling and cleaning of presses, changing tympan and packing, makeready, feeding, and automatic press operation.

Bindery—Paper estimating, cutting, folding, gathering, scoring, stapling, sewing, padding and trimming.

RELATED PRINTING
COURSE NUMBER—3746
TYPE OF STUDENT—Apprentice
FEE—None

LENGTH OF COURSE—400 Hours
TEXT—I.T.U. Lessons in Printing
The practice of Printing by Folk
General Printing by Cleeton and Fitkin
Elementary Flat Pan Presswork
Linotype Keyboard Operation
Linotype Machine Principles
Graphic Arts Procedures and Study Guide by Karch

COURSE CONTENT—Related Information dealing with all phases of the Graphic Arts fields, such as science of paper, science of ink, offset printing, other methods of reproduction, economics in printing, printing English and typing.

LITHOGRAPHY
COURSE NUMBER—1747
TYPE OF STUDENT—Adult, Full-time
FEE—None

COURSE CONTENT—
LITHOGRAPHY—An overview of the field of various lithographic processes and a study of its breakdown into skills and crafts.

PHOTOGRAPHY—Fundamentals of cameras, exposure meters, flash and electronic equipment, picture composition, photographic chemistry, developing negatives, making contact prints and enlargements, reduction and intensification of negatives, toning, spotting, etc.

LITHOGRAPHIC PHOTOGRAPHY—As it applies to the making of plates for the lithographic press. The care of the camera, its adjustment and maintenance. Theory and practice of photography in the field of lithography. Negative making, Halftones.

THEORY AND PRACTICE OF OFFSET PRESS OPERATION—Types of offset presses, potentials of such for multiple color work, study of characteristics, function, care and operation. Also the study of lamps, lamp colors, papers, etc.

PLATE MAKING—Chemicals and materials and their proper use for different types of plate making. Formulas and preparations for etching, counter etching, coating solutions and the formulation of developing inks. Care and filling of plates.

LAYOUT AND ADVERTISING DESIGN—A fundamental course especially for those training for careers in commercial art and related fields such as printing, problems in design of advertising layouts, lettering, type, color, and advertising trends are included.

PHOTOGRAPHY
COURSE NUMBER—2748
TYPE OF STUDENT—Adult, Full-time
FEE—$15 per quarter

LENGTH OF COURSE—1480 fifty minute periods
TEXTS—This is Photography by Thomas H. Miller and Wyatt Summitt; Commercial Photography by Kenneth McCombs

COURSE CONTENT—Light meters, different types of film, processing by time and temperature, versus gamma. Contact printing, print control, enlargements 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 may receive help from the guidance counselors in planning his course of study. The guidance counselors also will arrange for any desired testing. This may include aptitude, interest and personality tests and the interpretation of results in relation to the individual. During the school year students are always welcome to consult the guidance counselors in Room 136.

The vocational and educational counseling and testing services of the school are available also to non-student adult residents of the city of Madison.

JOB PLACEMENT

Employers in the Madison area have available the services of our placement office in their effort to obtain the best qualified workers for jobs which become vacant. It will be the purpose of this office to recommend to employers only those who appear to be well qualified. Students in the school may register with the placement office for prospective jobs for which they would like to receive consideration. Supervisors and teachers will report to the placement office all inquiries and requests from employers as well as students recommended.

WOMAN'S SERVICE EXCHANGE

In addition to regular school placement, for women in the Madison area who are interested in and available for part time, full time and temporary employment, the Woman's Service Exchange is maintained in the Placement Department. Calls from applicants and prospective employers are received during each school day. Interviewing and counseling of applicants may be arranged by appointment.

HEALTH GUIDANCE

The health of the students in the school is of first importance and will receive the special consideration of the guidance office. Any student may obtain emergency health service as well as counseling on health problems in room 136 during all hours of the school day.

MOTHERCRAFT

TYPE OF STUDENT—Expectant Mothers

LENGTH OF COURSE—12 two period classes, repeated every five weeks.

Mon.-Thurs., 10-11:30

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

NATURAL CHILDBIRTH

TYPE OF STUDENT—Expectant Mothers

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 17¼ years. Good physical and mental health. High school education preferred. 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 chronically ill, mothers and babies, and the aged. A stipend is received by the student at end of this training. In addition to the 13 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 (4:00-5:00 P.M.)
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 will 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 will include a discussion of arteriosclerosis, diabetes, peripheral vascular disorders—new drugs for emotional and mental disorders.
7. Continuation of Number 5—Discussion of emotions, hearing, blood pressure.
9. Social Security—a discussion including a question and answer period.
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>Semester</th>
<th>Credit</th>
<th>Hours</th>
<th>Credit</th>
<th>Hours</th>
</tr>
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<tbody>
<tr>
<td>Accounting I</td>
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<td>5</td>
<td>Accounting II</td>
<td>5</td>
</tr>
<tr>
<td>Business Mathematics</td>
<td>3</td>
<td>3</td>
<td>Psychology of Human Relations</td>
<td>3</td>
</tr>
<tr>
<td>Communications Arts and Skills</td>
<td>3</td>
<td>3</td>
<td>Business Correspondence</td>
<td>3</td>
</tr>
<tr>
<td>Machine Calculation</td>
<td>2</td>
<td>2</td>
<td>Typewriting I</td>
<td>3</td>
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<tr>
<td>Orientation</td>
<td>3</td>
<td>3</td>
<td>American Institutions</td>
<td>3</td>
</tr>
<tr>
<td>Elective</td>
<td>2</td>
<td>2</td>
<td>Typewriting II</td>
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</table>

Second Year

<table>
<thead>
<tr>
<th>Semester</th>
<th>Credit</th>
<th>Hours</th>
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<th>Hours</th>
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</thead>
<tbody>
<tr>
<td>Accounting III</td>
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<td>Accounting IV</td>
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<td>Accounting Systems</td>
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<td>Income Tax Accounting</td>
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</tr>
<tr>
<td>Business Law</td>
<td>3</td>
<td>3</td>
<td>Credit Procedures</td>
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<tr>
<td>Economics</td>
<td>3</td>
<td>3</td>
<td>Office and Personal Management</td>
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<tr>
<td>Elective</td>
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<td>2</td>
<td>Internal Auditing</td>
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</tr>
<tr>
<td>Elective</td>
<td>2</td>
<td>2</td>
<td>Business Organization and Administration</td>
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</table>

Electives

<table>
<thead>
<tr>
<th>Credit</th>
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<tbody>
<tr>
<td>Money and Banking</td>
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</tr>
<tr>
<td>Salesmanship</td>
<td>3</td>
</tr>
<tr>
<td>Business Statistics</td>
<td>2</td>
</tr>
<tr>
<td>Filing</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>Semester</th>
<th>Credit</th>
<th>Hours</th>
<th>Credit</th>
<th>Hours</th>
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<tbody>
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<td>Secretarial Science I</td>
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<td>Secretarial Science II</td>
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<td>(Shorthand)</td>
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<td>4</td>
<td>(Stenography II)</td>
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<tr>
<td>Typewriting I</td>
<td>3</td>
<td>3</td>
<td>Business Correspondence</td>
<td>3</td>
</tr>
<tr>
<td>Communications Arts and Skills</td>
<td>3</td>
<td>3</td>
<td>Secretarial Correspondence</td>
<td>3</td>
</tr>
<tr>
<td>Psychology of Human Relations</td>
<td>3</td>
<td>3</td>
<td>Typewriting II</td>
<td>3</td>
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<tr>
<td>Business Mathematics</td>
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<td>3</td>
<td>Elective</td>
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<tr>
<td>Orientation</td>
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Second Year

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

<table>
<thead>
<tr>
<th>Credit</th>
<th>Hours</th>
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</thead>
<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>
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</tr>
<tr>
<td>Income Tax Accounting</td>
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<tr>
<td>Secretarial Machines</td>
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<tr>
<td>Feminanship</td>
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<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>3</td>
</tr>
<tr>
<td>American Courts</td>
<td>2</td>
</tr>
<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 SYSTEMS

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, state, county or federal civil service. A ministerial 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 statement, statements from incomplete data, errors and their correction, statement analysis and application of funds.

ACCOUNTING SYSTEMS
Divided into two parts. The first part includes a review of cost accounting covered in Accounting II and a continuation of the study of process accounting and standard cost accounting systems. The second part is devoted to specific practice by means of practice sets of different types of businesses.

ADVERTISING
The basic principles of advertising. The course includes the purposes and functions of advertising and advertising media; also, a general study of how to make it work for the distributing division of a business.

BUSINESS CORRESPONDENCE
A study of essential qualities of effective business letters, proper layout, and the development of good tone. This course stresses the importance of using natural phraseology, proofreading and correcting letters. A study of the various types of business letters from routine inquiries to more complicated forms of adjustment, collection and sales letters, and preparation of letters of application and data sheets are included.

BUSINESS LAW
A basic one-semester course offered to those interested in accounting or legal secretarial work. Classification of law, contracts, negotiable instruments and business functions is a part of this course. Torts and crimes, insolvency and bankruptcy, sales and bailments are included.

BUSINESS MATHEMATICS
Arithmetical background for students in accounting, machine calculation and machine bookkeeping courses. Subjects which involve accounting drills are stressed. The course also includes a review of fundamental operations, shortcuts, payrolls, percentages, trade and cash discounts, profit and loss, commissions and brokerage, compound interest, depreciation, taxes, financial statements and drills in analyzing mathematical problems.

BUSINESS ORGANIZATION AND ADMINISTRATION
A study of business ownerships: sole proprietorship, partnership, corporations, cooperatives, 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 communications 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 systems: 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 filing out of the various returns is a part of the course.

INTERNAL AUDITING
A lecture and laboratory course in auditing procedure. Class instruction is 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, percentage, 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 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.

SALESMSHP
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. 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, 80 words per minute.

SECRETARIAL SCIENCE II
A course for students who have completed Theory of shorthand and who desire to attain a dictation speed of 80 to 90 words a minute on new material. Attainment of established goal is based upon mailable transcripts. Testing procedure for credit: 5 minute tests, unfamiliar material, 80 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 20 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 (cursive and modified block), carbon, oratures, simple tabulation, syllabication are also included in this course. Testing procedure for credit: 5 minute tests, new material, 30 to 50 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
- 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
- Business Arithmetic
- English (Grammar)
- Filing (One Quarter)

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

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

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
- Business Correspondence
- Office Training

ELECTIVES
- Accounting
- Business Law
- Business Correspondence
- Filing
- Elective

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 (One Quarter)
- Machine Calculation (One Quarter)
- Office Training

ELECTIVES
- Economics
- Business Law
- Transcribing Machines
1957-58
Evening School Catalog

Madison Vocational and Adult School
Madison Vocational
and Adult
School

EVENING SCHOOL
CATALOG
1957-58

Madison Board of
Vocational and
Adult Education

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

R. W. Bardwell, Director
211 North Carroll Street
Madison 3, 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 $2 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 payable 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 expense, 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, or 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 terms: September 30 to November 27 being the first term; December 2 to February 14 (with Christmas vacation of three weeks), the second term; and February 17 to April 3, 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 Alpine 5-4541 so that they will not be withdrawn from class.
ADULT EDUCATION SPECIAL SERVICES

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

REFUNDS

The $2 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 Thursday, September 9 through 12, 1957—Mail registration for evening school.

Mail registration closes September 13.

Advance Registration in Person at the Vocational School:
Tuesday and Wednesday, September 24 and 25, (5 to 8:30 p.m.)

Registration During Evening School Term:
Monday, Tuesday, Wednesday and Thursday evenings, 6:30 to 7:30 p.m.

EVENING SCHOOL CALENDAR

1957-58

Monday through Thursday, September 9 through 12, 1957—Mail registration for evening school.

Tuesday and Wednesday, September 24 and 25, 1957—Registration for evening school (5 to 8:30 p.m.).

Thursday, September 26, 1957—Meeting of evening school staff.

Monday, September 30, 1957—First term of evening school begins.

Thursday and Friday, November 7 and 8, 1957—
Evening school closes for Milwaukee meeting of the Wisconsin Education Association and the Wisconsin Federation of Teachers.

Wednesday, November 27, 1957—End of first term of evening school.

Thursday and Friday, November 28 and 29, 1957—Thanksgiving vacation.

Monday, December 2, 1957—Second term of evening school begins.

Friday, December 13, 1957—Evening school closes for Christmas vacation.

Monday, January 5, 1958—Evening school reopens.

Friday, February 14, 1958—End of second term of evening school.

Monday, February 17, 1958—Third term of evening school begins.

Thursday, April 3, 1958—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. 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 logical geometric proof. There are six assignment sheets covering the course. Tests are given when a unit is completed as well as a final test. One high school credit is given for successful completion of this course.

TRIGONOMETRY
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
Thursday, 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 spelling, vocabulary building, punctuation, capitalization, dictionary study, correct use of the parts of speech, 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.
This is an advanced writing course for those interested in expressing their thoughts and feelings in such forms as articles, plays, poems, short stories. Members of the group bring their manuscripts as a basis for discussion and for help in their individual writing problems.

GREAT BOOKS
Thursday 7:00 p.m. to 8:00 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.
Second 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 our present generation as he was to audiences so many years ago.

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

EFFECTIVE SPEECH
Thursday, 7:00 p.m. to 9:00 p.m.
A course for business men and women as approved by The American Institute of Banking. Designed for better speech in business contacts, training in public speaking, with practice in excerpts from masterpieces of English and American literature.

PUBLIC SPEAKING
Tuesday and Thursday, 7:00 p.m. to 9:00 p.m.
Laboratory Fee—$1
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 participation in group discussion.

YOUR SPEECH
Monday, 7:00 p.m. to 8:00 p.m.
Laboratory Fee—$1
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.

SPEECH READING
Tues. and Thurs., 7:00 p.m. to 9:00 p.m.
A beginning course in speech reading (lip reading) for the hard of hearing and deafened adult. The lessons cover the various movements of speech and help the students 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 9:00 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 the westward movement of Europe to the end of the Confederation period. The second term continues through the Reconstruction period. The third term will complete the study to the present.

AUTOMOTIVE COURSE FOR CONSUMERS
Mon., 6:30 p.m. to 8:30 p.m.
Fee—$2
Length of Course—8 weeks
This course is designed to:
1. Familiarize the owner with his car
2. Show how the various units function
3. Show how to cut down the cost of owning and operating a car
4. Show how to do small maintenance jobs
   a. Change a tire safely
   b. Clean and fill batteries
   c. Care for interior and exterior body parts, etc.
5. Explain the cost of repairs
6. Explain what is meant by winterizing and summerizing a car
7. Explain the cost of new and used car purchase and depreciation

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

All classes run for 24 weeks unless indicated otherwise.
Where classes have been filled to capacity persons wishing to do so may place their names on "waiting lists" to be notified as soon as there is available room in the class they desire.

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.

JEWELRY
Wed., 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, repousse, chasing, casting, enameling, stone setting and finishing.
Students pay for materials used.
For the layman.

STONE CUTTING (LAPIDARY)
Monday, 7:00 p.m. to 9:00 p.m.
Laboratory Fee—$3
Recognition and classification of semi-precious stones. The processes used on the lapidary machine include sawing, grinding, sanding and polishing stones suitable for costume jewelry.
Students pay for materials used.

STUDIO PAINTING
Mon. and Wed. 7:00 p.m. to 9:00 p.m.
Laboratory Fee $3
Basic training in painting techniques with provisions for individual interests and abilities.
Design and composition; color and texture; special processes and formulas; discussions and evaluations of exhibits are important aspects of the course.
Materials are oil, watercolor, tempera.

DRAWING
Tues. and Thurs., 7:00 p.m. to 9:00 p.m.
Laboratory Fee—$3
Basic training in structural relationships of form—line, values and perspective from still life and imagination. Perspective and anatomy of the head and figure from models. Emphasis on individ-
ual 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.

**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, element and composition. Mediums: pencil, charcoal, conté crayon, watercolor and oil.  
Students pay for materials used.

**CERAMICS**
- Mon., 7:00 p.m. to 9:00 p.m.
- Wed., 7:00 p.m. to 9:00 p.m.
- 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 chip molds, two and three-part molds, casting, firing and glazing are included in the course.  
Students pay for materials used.

"It is later than you think"—Have you an avocation?

**POTTERY**
- Tues., 7:00 p.m. to 9:00 p.m.
- Thurs., 7:00 p.m. to 9:00 p.m.
- Laboratory Fee $1.50

Methods of building pottery include: pinch, coil, slab, throwing on potter's wheel, mold making and casting. Surface enrichment, glazing, placing and firing the kiln are taught.  
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—Sherman
- Thurs., 7:30—Cherokee Heights

Lectures on backgrounds, floor and wall treatment, color, fabrics, window treatment, furniture arrangement and combinations of furniture styles, accessories, pictures and illumination. Field trips are taken 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 craft (tooling and carving), rosemaling (painted decoration), block printing, textile painting.

**LEATHER ROSEMALING**
- Tues., 7:00 p.m. to 9:00 p.m.
- Laboratory Fee—$3

Instruction in making gloves for men and women.  
This course includes preparation of leather for cutting terms used in glove making; stitches; decoration details; adopting 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.
- Laboratory Fee—$3

Size, shape, color and design arrangement stressed. Processes include braiding with three strands, splicing, padding and lacing. Discarded materials recommended.  
Students furnish own materials.

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

**ROSEMALING**
- Thurs., 7:30-9:30—Cherokee Heights
- Thurs., 7:30-9:30—Sherman

No refunds of laboratory fees will be made after a student has been enrolled in a class for two or more weeks.
GENERAL MUSIC ACTIVITIES

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

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

MOZART CLUB
Wed., 8:00 p.m. to 9:30 p.m.
Adult singers who must qualify. Standard male choruses and a cappella. Concerts in Madison and tours.

MADISON CIVIC SYMPHONY ORCHESTRA
Tues., 7:30 p.m. to 9:30 p.m.
Made up of adults who must qualify. Standard symphonic repertoire. Five 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 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 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., 6 to 7 p.m. and 7 to 8 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 readable 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.

VIOLIN (Beginner)
Monday, 7 to 8 or 8 to 9

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 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 fixed asset 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 set used to supplement work in the text.

INCOME TAX ACCOUNTING
Prerequisite: Accounting III
Tues. and Thurs., 7:00 p.m. to 9:30 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 8:00 p.m.
The fundamentals of bookkeeping procedure including all entries required during a complete bookkeeping cycle; journals, ledgers, worksheets, statements, adjusting and closing entries; practice in using modern records and forms. High school credit is given for successful completion of this course.

BUSINESS ARITHMETIC
Tues. and Thurs., 7:30 p.m. to 8:30 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 8:00 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, inquiring and marking goods, miscellaneous application problems, insurance sinking fund and amortization schedules.

OFFICE MACHINES

MACHINE CALCULATION
Key-driven Calculators
Comptometer and Burroughs
Mon. and Wed., 7:00 p.m. to 8:00 p.m., and 9:00 p.m. to 11:00 p.m.; Tues. and Thurs., 7:00 p.m. to 9:00 p.m., and 10:00 p.m. to 11:00 p.m.; Fri. 7:00 p.m. to 9:00 p.m.
Equipment Fee—$3.
The student first completes a textbook of 60 les-
sons which gives him a complete knowledge of
the machine 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 en-
tirely 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 funda-
mentals 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
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 fundamen-
tal processes as they apply in business and suffi-
cient knowledge to operate the machine in any
business office. The course consists of thirty assign-
ments.

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 8:00 p.m.
Equipment Fee—$1 per term of 8 weeks
This machine prints as it divides automatically,
as it multiplies electrically, as it adds and sub-
tracts. All factors of each calculation are recorded
with totals automatically delivered and printed.
It has the speed, ten-key keyboard, and the com-
bined features of a calculator and the printing
adding machine tape.

KEY PUNCH
Mon. and Wed. 7:00 p.m. to 8:00 p.m., and
8:00 p.m. to 9:00 p.m.; Tues. and Thurs. 7:00 p.m.
to 8:00 p.m., and 8:00 p.m. to 9:00 p.m.; Fri. 7:00 p.m.
to 8:00 p.m.
Equipment Fee—$3 per term of 16 weeks
Prerequisite: Ability to type 40 words per minute.
Instruction and practice in the operation of the
IBM numerical and alphabetic key punches. Ac-
curacy and speed in punching cards, plus a thor-
ough knowledge of the machine are attained prior
to placement.

SECRETARIAL

FUNDAMENTALS OF BUSINESS ENGLISH
Mon. and Wed. 7:00 p.m. to 8:00 p.m.
This course covers a review of the basic prin-
ciples of grammar, sentence structure, parts of
speech, and punctuation. It includes a study of
correct usage, diction, spelling, vocabulary, and
the use of the dictionary.

FILING
Mon. and Wed. 7:00 p.m. to 9:00 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, geo-
graphic, subject, triple check and soundex. Stud-
ants study new filing equipment and supplies,
methods of cross referencing, charge methods,
transfer methods, follow-ups, and microfilming.
Films and demonstrations of equipment supplement
close work.

SHORTHAND I

Beginning Theory (Gregg)
Tues. and Thurs. 7:00 p.m. to 8:00 p.m.
This is a study of shorthand only and is intended
for students who are skilled typists, but who have
had little or no previous training in shorthand. The
beginning principles are thoroughly covered in this
24 week course. Instruction is also given in the
development of the ability to write easy, unfami-
lilar material from dictation at 80 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 begin-
ning shorthand.

AUTOMATIC REVIEW AND BEGINNING
DICTATION I
Tues. and Thurs. 7:00 p.m. to 8:30 p.m.
Equipment Fee—$1
A continuation for students who have completed
the shorthand theory, or a refresher course for
those who have had some previous work in shor-
thand. The course consists of an automatic review
of principles through advanced reading, dictation
and transcription. The dictation range is between
40 and 80 words per minute.
AUTOMATIC REVIEW AND DICTATION II
Tues. and Thurs., 7:00 p.m. to 8:30 p.m.
Equipment Fee—$1
A continuation for students who have completed the shorthand theory, or a refresher course for those who have had some previous work in shorthand. The course consists of an automatic review of principles through advanced reading, dictation and transcription. The dictation range is between 70 and 80 words per minute.

INTERMEDIATE DICTATION
Tues. and Thurs., 7:00 p.m. to 8:30 p.m.
Equipment Fee—$1
For students who have fulfilled the requirements of the 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
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
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 spacing procedure, typing of different size envelopes, folding of letters, and production tests on minimum office.

SECRETARIAL MACHINES
Transcribing Machines (Dictaphone, Ediphone and Gray Audograph)
Mon. and Wed., 7:00 p.m. to 9:00 p.m.
Equipment Fee—$1 per term of 4 weeks
Prerequisite: Ability to type 50 W.P.M.
This course is 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 shaving machines.

SECRETARIAL MACHINES
Mimeograph and Spirit Duplicating
Mon. and Wed., 7:00 p.m. to 9:00 p.m.
Equipment Fee—$1 per term of 4 weeks
(Course will be offered the second term to begin on December 2, 1957)
Prerequisite: Ability to type 40 W.P.M.
The mimeograph and spirit duplicating machines course is designed to give the student training on both types of machines. The instruction on the mimeograph includes preparing and cutting of stencils; the use of the mimeoscope, various styles, writing plates, lettering; various methods of making corrections and patching; the use of colored inks; operation and care of the machine; the running of copies; and the filling of stencils for future use. The instruction for the spirit duplicating machine includes preparation of master copies; the use of carbons; and the running of copies on the liquid process machine.

TYPEWRITING I
Mon. and Wed., 8:00 p.m. to 7:00 p.m.; 7:00 p.m. to 8:00 p.m. and 8:00 p.m. to 9:00 p.m.; Tues. and Thurs., 6:00 p.m. to 7:00 p.m. and 7:00 p.m. to 8:00 p.m.
Equipment Fee—$1
For those who wish to learn the touch system of typewriting. It includes the study of the parts of the machine, mastery of the keyboard, drills for rhythm and accuracy, correct typing habits, simple letter 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.; Tues. and Thurs., 7:00 p.m. to 8:00 p.m.
Equipment Fee—$1
Typewriting II is a continuation of Typewriting I. It consists of typewriting practice, letter setup and placement, use of carbon paper, and office typing problems. Instruction is given on various makes of manual and electric typewriters.

TYPEWRITING III
Mon. and Wed., 7:00 p.m. to 8:00 p.m.; Tues. and Thurs., 7:00 p.m. to 8:00 p.m.
Equipment Fee—$1
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

SALMSMANKSHIP
LENGTH OF COURSE—24 weeks
Tues., 7:00 to 9:00 p.m.
Selling fundamentals; study of the customer; applied selling techniques; sales presentation; making the sale story convincing; helping the customer to buy; building for greater sales volume; building permanent business.

ADVERTISING
LENGTH OF COURSE—24 weeks
Thurs., 7:30 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 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 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 to 9:30 p.m.
Basic merchandising objective: turnover, markup, margin, gross and net profit; merchandising techniques; pricing for profit and markup; special services; special store 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 to 9:30 p.m.
Importance of the meat industry; composition of meat; meat grading (field trip); meat inspection; breaking and cutting of beef, veal, pork and lamb; use of power saw; boning of meat; poultry, fish, frozen meats; meat display; prepackaging meats; self-service demonstration (field trip); cured and processed meats; meat cookery.

SUPERVISOR TRAINING
LENGTH OF COURSE—First 16 weeks
Tues., 7:00 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 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, real estate licenses, and preparation for examination.

PRINCIPLES OF LIFE UNDERWRITING
LENGTH OF COURSE—12 weeks
Thurs., 7:00 to 9:00 p.m.
Daily to be selected by group.
Life Underwriting on an elementary level. Discussion of effective sales procedure.

GENERAL LINES INSURANCE
LENGTH OF COURSE—Second 12 weeks
Mon., 7:00 to 9:00 p.m.
Course takes up the study of different types of policies on fire, automobile, comprehensive, personal liability, residence burglary, suicide theft, and other non-life types of insurance.

RETAIL AND SALES INSTITUTE
LENGTH OF COURSE—Four 10-week terms
Mon. and Wed., 7:00 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 merchandising 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
Wed., 7:00 to 9:00 p.m.
Knowing about the industry; personnel development; types of menus; characteristics of food; equipment and its care; observation in a restau-
rant: 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; cleaning; service before and after dinner drinks.
FAMILY DEVELOPMENT

CHILD DEVELOPMENT  
(For Pre-school Level)  
Tues., 7:30 p.m. to 9:00 p.m.  
Designed for all persons interested in children under six. Topics to be covered: children's growth; social behavior; emotional needs; mental development and cultural influences. Lectures are supplemented by questions, films, and discussion of individual problems.

PERSONALITY AND CHARM  
Wed., 7:30 p.m. to 9:00 p.m.  
Many phases of personality are studied in this course. Some of the highlights of the course are: development of a philosophy of life; naturalness of manner and relaxation; importance of personality in career life and in home life; gaining self-assurance and poise; relation of dress and grooming to personality; leisure time activities; types of personalities; development of individuality; desirable personality traits and how to cultivate them; how to get along with people.

HOSPITALITY AND TABLE DECORATION  
Mon., 7:30 p.m. to 9:00 p.m.  
FEE—$1 per term of 12 sessions  
Planned for anyone who is interested in learning more about the art of entertaining and being a successful, gracious hostess. It will include table setting for all occasions; arrangement of the table for teas and buffet meals; flower arrangement; selection of china, linen, and crystal. One tea will be given sometime during the course. Correct table service for formal and informal occasions is given.

FAMILY ECONOMICS  
Tues., 7:30 to 9:00 p.m.  
First term, 8 weeks, October 1 to November 26  
Second term, 8 weeks, February 15 to April 1  
This course is planned for anyone who is interested in planning 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; the food dollar, the clothes dollar, the health dollar, the home furnishing dollar and the recreation dollar. This is a lecture and discussion course.

FOODS AND NUTRITION

FOODS I (Meals for Moderns)  
Tues. and Thurs., 7:00 p.m. to 8:00 p.m.  
First term, October 1 through January 9 — 12 weeks

FOODS II (Baking, Meat Cookery, Vegetable Cookery)  
Tues. and Thurs., 7:00 p.m. to 9:00 p.m.  
First term, October 1 through January 9 — 12 weeks

FOODS III (Salads, Casseroles, Desserts and Hospitality Cookery)  
Mon. or Wed., 7:00 to 9:00 p.m.  
FEE—$1 per term  
The baking unit includes quick breads, yeast breads, cakes, cookies and pastry. Selection and cooking of poultry, stuffing and dressing a fowl for roasting are given prior to the holiday season. Selection of meats is stressed. Both tender and less tender cuts of meat are prepared as well as meat extenders. Sea food and fresh water fish cooking is a part of the course. Retention of vitamins and minerals in vegetable cooking is stressed. Unusual ways of preparing vegetables are given, as well as vegetable plates and casseroles.

CAKE DECORATING I  
Mon. or Wed., 7:00 p.m. to 9:00 p.m. first term — September 30 through January 10  
Mon. second term — January 13 through April 2  
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., offered January 13 through April 2—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. 18, 7:00 p.m. to 9:00 p.m.
Wed., Dec. 4, 7:00 p.m. to 9:00 p.m.
Wed., Feb. 12, 7:00 p.m. to 9:00 p.m.
A series of Cookery Demonstrations will be presented in Scanlan Hall on the dates indicated above. "Buffet Meals" suggest menus for the popular buffet type service. Chaifing dishes, salads and desserts will be featured. "Festive Fare for the Holidays" will be the subject of the December demonstration. Cakes, cookies, confections for gifts and for family eating will be featured as well as suggestions for holiday menus. "Snacks Around the Clock" will introduce ideas for easy, unusual snacks suitable for the in-between occasions, mid-morning coffee, after school snacks, as well as late evening refreshments. No advanced registration is required, and no fee is charged.

CLOTHING AND TEXTILES

CLOTHING I (Firsts in Sewing)
Mon. or 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 and skirts. Streamlined methods of clothing construction are taught, and the Bishop Method of sewing taught. Emphasis is given on the care and use of the sewing machine; selection and care of basic patterns; basic principles in construction of simple garments. This is a foundation for more advanced classes.

CLOTHING II
(Children's Garments)
Mon. — Advanced — 7:00 p.m. to 9:00 p.m.
Tues. — Beginners—7:00 p.m. to 9:00 p.m.
FEE—$1 per month
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 and machine made buttonholes; plackets and zippers; facings and smocking. Both new and make-up 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.
FEE—$1 per year
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)
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
How to secure that much desired made-to-order look 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. 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
Mon. or Tues., 6:30 p.m. to 9:30 p.m.
FEE—$1 per year
This course is planned for the experienced sewer, one who has worked on wool. Suits and coats for adults are to be made. Instruction is given in tailoring principles such as: use of interfacing, taping of collars, patch stitch for collars, fitting problems, use of pressing board for shaping garment to the figure, lining and interlining for coats and suits. Also selection of fabrics, linings, interlinings and interfacing for coats and suits is given. Type of suit or coat to be made will be in keeping with current styles.

CLOTHING VIII
Thurs., 6:30 p.m. to 9:30 p.m.
FEE—$1 per year
This course is for students who have completed Clothing VI. Coats and suits for women and sport jackets for men are the garments to be tailored in
this class. More emphasis will be given to molding, sleeve construction, hand-felled collars and pocket construction.

MILLINERY I
Mon., Wed., or Thurs., 7:00 p.m. to 9:00 p.m.
FEE—$2 per year
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. Reblocking 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 per year
This course is planned for the student who has had Millinery I, and is ready for more advanced problems. More difficult problems employing a wider variety of millinery processes are given. The student has an opportunity to gain more knowledge regarding feather, flower, and ribbon trimmings, and the uses of these trimmings, as well as the various uses and ways of applying to each type of hat. New hats, as well as remodeled hats, are made.

FUR REMODELING
Wed., 7:00 p.m. to 9:00 p.m.
Fri., 7:00 p.m. to 9:30 p.m.
FEE—$1 per year
Mucking over fur coats, restyling and modernizing the fur garment area 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 per year
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.

SLIPCOVERS
Thurs., 7:00 p.m. to 9:30 p.m.
FEE—$1.50 per year
A study of furniture, its line and construction is made in so far as it is related to advisability of slip covering. Suggestions are given on color schemes, choice of fabrics, estimation of yardage and placing the pattern. Definite instruction is given upon the techniques of cutting, fitting, hemming, stitching and the application of fasteners. Both slip covers and slip upholstery covers are made in class under supervision.

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

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

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

KNITTING II
Thurs., 7:00 p.m. to 9:00 p.m.
This is for the advanced student and will include planning, styling, and charting of garments to measurements. Types of garments which may be made are sweaters, blouses, skirts, suits, gloves and socks. Tools needed for first meeting are: two number three knitting needles (ten or twelve-inch bone or aluminum), a small ball of yarn, note-book and pencil.
NEEDLEWORK
Tues., 7:00 p.m. to 9:00 p.m.
FEE—$1 per year
This course is for all people interested in fine
needlework. It includes all decorative stitches, some
of which are satin stitch, needlepoint, outline stitch,
crewel stitch, tatting, smocking, Italian hemstitching,
applique, and Swedish weaving. The instructor
of this course has many rare patterns which are
available to the class.

CROCHETING
Wed., or Thurs., 7:00 p.m. to 9:00 p.m.
This class is for beginners or for those people
who have done some crocheting and wish help in
more advanced problems. The meaning of terms
used in crocheting and how to read directions will
be given. There are a variety of articles which
may be made, such as holders, edgings, ornaments,
afghans, dollies, place mats, hats, bags, tablecloths,
bedspreads and of course many other things. Bring
crochet cotton and number 7 hook.

FLOWER ARRANGEMENT
Tues. 7:00 p.m. to 9:00 p.m.
FEE—$4 per term of 8 weeks
Principles of design and technique in the art
of flower arrangement will be given. Although
the principles of Japanese flower arrangement
will be given, the course content will not be con-
fined to this. Use of materials which one has at
hand will be stressed. Textures, shapes, color,
wood, bark, branches and stones will be con-
sidered. Types of containers will be stressed.

CLASSES AT OTHER CENTERS
Clothing 1—Tues. 7:30 to 9:30 p.m.—West High
Clothing II—Tues. 7:30 to 9:30 p.m.—West High
Clothing V—Tues. 7:30 to 9:30 p.m.—West High
Fur Remodeling—Tues. 7:30 to 9:30 p.m.—West
High
Clothing I—Tues., 7:30 to 9:30 p.m.—Midvale
Clothing V—Thurs. 7:30 to 9:30 p.m.—Midvale
Cake Decorating—Thurs. 7:30 to 9:30 p.m.—Mid-
vale
Knitting—Thurs. 7:30 to 9:30 p.m.—Midvale
Clothing I—Tues., 7:30 to 9:30 p.m.—Sherman
Knitting—Tues. 7:30 to 9:30 p.m.—Sherman
General Clothing—Thurs. 7:30 to 9:30 p.m.—Schenk
Clothing I—Tues. 7:30 to 9:30 p.m.—Cherokee
Heights
Cake Decorating—Tues. 7:30 to 9:30 p.m.—Cher-
okee Heights
Knitting—Tues. 7:30 to 9:30 p.m.—Cherokee
Heights
Draperies & Lampshades—Tues. 7:30 to 9:30.
Cherokee Heights

FEES: $1 for Clothing, Fur Remodeling, Draperies
and Lampshades; $2 per term of 12 weeks for Cake
Decorating
AUTOMOTIVE

All classes held at the Automotive Center, 2125 Commercial Avenue

AUTOMOTIVE COURSE FOR CONSUMERS

Mon., 6:30 p.m. to 9:30 p.m.
FEE-$2

LENGTH OF COURSE—8 weeks
To be repeated second and third terms
This course is designed to:
1. Familiarize the owner with his car
2. Show how the various units function
3. Show how to cut down the cost of owning and operating a car
4. Show how to do small maintenance jobs
   a. Change a tire safely
   b. Clean and fill batteries
   c. Care for interior and exterior body parts
5. Explain the cost of repairs
6. Explain what is meant by winterizing and summerizing a car
7. Explain the cost of new and used 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
Mon., 6:30 p.m. to 9:30 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. Frame straightening and power steering.

AUTO MECHANICS III
Trade Preparatory

Electrical Systems and Carburetion
Tues., 6:30 p.m. to 8:30 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 fundamentals and servicing of automotive electrical units and the fundamentals and servicing of carburetors.

AUTO MECHANICS IV
Trade Extension

Advanced Carburetion and Tune-up
Wed., 6:30 p.m. to 9:30 p.m.
FEE—$3

LENGTH OF COURSE—24 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 V
Trade Extension

Automatic Transmission
Wed., 6:30 p.m. to 9:30 p.m.
FEE—$3

LENGTH OF COURSE—21 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. Three 3-hour sessions will be spent on each transmission. It is possible for the student to enroll in any one or more of the following units:
1. Hydramatic 1948 through 1955
2. Hydramatic 1956 and 1957
4. Dynaflow
5. Fordomatic
6. Power Flite 1953 through 1956
7. Torque Flite 1956 and 1957

AUTO BODY
Trade Preparatory

Mon., 6:30 p.m. to 9:30 p.m.
FEE—$2

LENGTH OF COURSE—24 weeks

This is a practical course designed for those who would like to prepare themselves to be Auto Body Mechanics. It covers welding light gauge metals in all positions, metal finishing and repair, alignment, bumping, denting, filling and soldering, as well as refinishing, preparing of undercoats and spray painting of lacquer and enamel.

AUTO BODY

Repair Estimating
Thurs., 7:00 p.m. to 9:00 p.m.
FEE—$2

LENGTH OF COURSE—10 meetings
To be repeated second term.
This covers an analysis of the processes and costs used in arriving at the estimates of the costs of repairing and refinishing damaged auto bodies. How to use parts books, a study of mate-
rician and estimating labor are covered by lectures, illustrations, and films. This material is compiled for men employed in auto body work or in positions requiring estimating of auto body repairs.

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.

BUILDING AND ALLIED TRADES

WOODWORK AND CABINETMAKING
Mon. and Tues., 5:00 to 7:00 p.m.; Wed. and Thurs., 7:00 p.m. to 9:00 p.m.
FEE-$3
LENGTH OF COURSE—24 weeks
This course is designed for carpenters who wish to increase or review their trade knowledge. The phases covered may include job estimating, layout, framing, first and finish carpentry, toilet, stair, and general building. Instruction may be selected according to the student's needs. Special problems with which the students are confronted may be brought up for discussion.

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, stair building, use of builders transit, and materials, instruction may be selected according to the student's need. 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-$1
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 development: Framing the home, building material, electrical wiring problems, plumbing, heating and air conditioning plans, painting, decorating, landscaping, and remodeling problems.

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

DRAFTING (Architectural)
Tues. and Thurs., 7:00 p.m. to 9:00 p.m.
LENGTH OF COURSE—24 weeks
FEE—$2
Texts to be purchased by students
Covers vocabulary, construction details, pictorial drawing, isometric, oblique and perspective drawing, layout of drafts, 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.
LENGTH OF COURSE—24 weeks
FEE—$2
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 instructions 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 to 9:30 p.m.
LENGTH OF COURSE—24 weeks
FEE—$2
PREREQUISITE—Electronics
This course includes fundamentals 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.

ELECTRONICS I
Wed., 6:30 p.m. to 9:30 p.m.
LENGTH OF COURSE—24 weeks
FEE—$1
TEXT—Elements of Electronics by Hickey and Villines (To be purchased by student.)
PREREQUISITE—Must be a journeyman electrician and presently earning livelihood in that field.
This course includes fundamentals of electricity; vacuum tubes simple, parallel and combination circuits; magnetism, electrical measuring instruments, alternating current fundamentals, inductance and capacitance; parallel and series resonant circuits. Basic mathematics applicable to the above circuits; magnetism, electrical measuring instruments and precision instruments such as micrometers, veler 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.

ELECTRONICS II
Wed., 6:30 p.m. to 9:30 p.m.
LENGTH OF COURSE—24 weeks
FEE—$2
TEXT—Elements of Electronics by Hickey and Villines
PREREQUISITE—Electronics I
This course includes AC generators, power transformers, power supplies, voltage doublers, regulators, amplifiers, oscillators, radio receiver circuits, transistors. In the latter part of this course some of the meetings will be devoted to laboratory work.

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, veler 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.

SHEET METAL PATTERN DRAFTING—Trade Extension
(For journeymen and apprentice sheet metal workers)
Wed., 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 trainees 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., 6:00 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 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 9:00 p.m.
FEE—$3.30 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 3/16” to 3/4” plate. Preparations for the Wisconsin Industrial Commission Certification tests and the Army and Navy test. Also, alloy welding and heliarc welding of stainless steels.
Oxy-acetylene Welding—This phase of the course is designed to give instruction in specialized types of oxy-acetylene welding such as sheet metal, stainless steel, aluminum, hard surfacing, cast iron, brazing. Also, radiograph and hand cutting of metals.

WELDING III
Industrial Pipe Welding
Wed., 6:00 p.m. to 9:00 p.m.
FEE—$3.30 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 operators to become qualified pipe welders according to Section IX of the American Society of Mechanical Engineers Boiler Code.

TECHNICAL MATHEMATICS
Mon. and Wed., 7:00 p.m. to 9:00 p.m.
Tues. and Thurs., 7:00 p.m. to 9:00 p.m.
FEE—$1
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 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 trigonometry where a half unit of credit may be given.

FOREMANSHIP TRAINING
Tues., 7:00 p.m. to 9:00 p.m.
FEE—$1
LENGTH OF COURSE—12 weeks
Course covers job instructor training, supervisory training, personnel relations, job relations and safety.

SERVICE OCCUPATIONS
CATERING SPECIALTIES
Mon. and Wed., 7:30 p.m. to 9:00 p.m.
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.
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., 7:30 p.m. to 9:00 p.m.
LENGTH OF COURSE—12 weeks
To be repeated second term
Prerequisite: Radio I
Text book to be purchased by student.
FEE—$1

RADIO II—CONSTRUCTION AND SERVICE OF RECEIVERS
Tues., 6:30 p.m. to 9:30 p.m.
LENGTH OF COURSE—24 weeks
FEE—$6
Text book to be purchased by student.
Prerequisite: Radio I
Covers laboratory work in mechanical practice and use of hand tools, soldering, construction and operation of radio receivers, service methods, use of service instruments, signal tracing, and alignment of receivers.

TELEVISION I—THEORY AND SERVICE OF TV RECEIVERS
Tues. and Thurs., 6:30 p.m. to 9:30 p.m.
LENGTH OF COURSE—16 weeks
FEE—$5
Text book to be purchased by student.
Prerequisite: Radio I and Radio II or equivalent; ability to pass entrance examination.
Covers basic television theory, elementary television mathematics, the TV high and low voltage power supplies, vertical and horizontal deflection circuits, the picture second detector, the video amplifier, the DC restorer, synchronizing circuits, the kinescope tube; use of television test equipment in the location of defects.

TELEVISION II—THEORY AND SERVICE OF TV RECEIVERS
Tues. and Thurs., 6:30 p.m. to 9:30 p.m.
LENGTH OF COURSE-16 weeks, starting February 17, 1958
FEE-$8
Text book to be purchased by student
Prerequisite: Television I
Covers the radio frequency unit, oscillator, and converter stages for both V.H.F. and U.H.F. television; the picture L.F., the FM sound channels for inter-carrier and conventional television, discriminators and radio detectors, service procedures for above and complete alignment, color television.

TELEVISION III—ADVANCED TV RECEIVER SERVICING
(REMTA Approved Course)
Mon. and Wed., 8:30 p.m. to 9:30 p.m.
Alternate weeks for 8 meetings.
FEE-$13
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-18 weeks
FEE-$2
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-$11
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 inks, composition, presswork and layout. Men who are experienced in the named fields will be guest speakers.

PHOTOGRAPHY
Tues. or Thurs., 6:30 p.m. to 9:30 p.m.
LENGTH OF COURSE—16 weeks
FEE-$15
TEXT book to be purchased by student.
Study and use of cameras, exposure meters, flash, etc. Cameras will be used in class and assignments made for work with students' own cameras. Small groups will be sent out to make night shots during class periods. Participants will be required to develop and print or enlarge their own negatives. Special emphasis will be placed on the use of the students' own cameras. The course includes basic photographic chemistry, developing negatives, contact prints and enlargements, reduction and intensification of negatives, toning, spotting, mounting prints, etc.

COLOR PHOTOGRAPHY
Wed., 6:30 p.m. to 9:30 p.m.
LENGTH OF COURSE—8 weeks
FEE-$3
To be repeated second and third terms
Text books to be purchased by student.
Designed for those interested in making color transparencies and color negatives. All available color materials will be discussed and assignments given. Ektachrome and Anscochrome will be processed and color prints will be made from transparencies. Kodachrome and color negatives will not be processed but if sufficient interest is shown in making color prints from color negatives, we will make them. Processing chemicals and color print materials will be purchased by the instructor and the students will be charged for the amount they use. (Estimate would be around $5 per student.)
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. These services can be had by appointment during day school hours.

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 classwork.

Vocational School students who wish to be considered for employment should inform the Placement Office of this fact. The Placement Department has contacts with the various industries and business organizations in the city. Employers place calls with the Vocational School when they need help.

WOMAN'S SERVICE EXCHANGE

In addition to regular school placement, for women in the Madison area who are interested in 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
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 start with very easy and simple exercises and lead to more difficult exercises to be used at home.
2. Relaxation.
3. Exercises designed primarily to encourage good posture. These 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—5 two-hour periods.
TEXTBOOKS—Federal Civil Defense Administration bulletins, 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 warden, rescue training and others. Enrollment herein, however, does not obligate a person to further assignment or training. Teaching will be done with the aid of movies, charts, diagrams, etc. Civil Defense courses are the counterpart for civilians of that required of all military personnel in their basic training.

TEXTS:
“Survival Under Atomic Attack” (FCDA)
“This Is Civil Defense” (FCDA)
“What To Do Now About Emergency Sanitation at Home”

Handouts: Conelrad, City-County CD Organization, Air Raid Instructions, “Fire Fighting for Householders”, and “Emergency Action to Save Lives.”

GROUND OBSERVER CORPS (GOC)

Time to be announced.
LENGTH OF COURSE—1 two-hour period (twice each month)
TEXTBOOK—“Ground Observers 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 techn-
niques applicable in or about their home. Class meets at a city fire station, learns ropes and knot-tieing, 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, breeching 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.
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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. A registration fee of $1 is charged each person who registers, except those under 18 years of age. 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 completed 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. 844. 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 136. This department is at the service of all students who have health, welfare, placement or 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:

75 cents per one-half day—8:30 a.m. to 12:30 p.m.
75 cents per one-half day—12:30 p.m. to 4:30 p.m.

For those who pay their own tuition, 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 Monday, August 19 and closes August 30, 1957. Registration blanks may be obtained at the Registration Office or in the newspaper ad on August 18, 1957.

ADVANCE REGISTRATION BY PERSON will be Thursday and Friday, September 5 and 6, 1957, from 9:30 to 11:30 a.m. and from 1:30 to 3:30 p.m.

REGISTRATION DURING THE SCHOOL YEAR from September 9, 1957 to June 13, 1958 will be Monday through Friday from 9:30 to 11:30 a.m. and from 1:30 to 3:30 p.m.

**MADISON VOCATIONAL AND ADULT SCHOOL**

**Calendar for the School Year 1957-58**

- **Monday to Thursday, August 19 to 29**—Mail registration for day school.
- **Tuesday and Wednesday, September 3 and 4, 1957**—Workshop for supervisors.
- **Thursday and Friday, September 5 and 6, 1957**—Day school registration.
- **Saturday, September 7, 1957**—Meetings of staff and supervisors.
- **Monday, September 9, 1957**—Day school opens.
- **Monday through Thursday, September 9 through 12, 1957**—Mail registration for evening school.
- **Tuesday and Wednesday, September 24 and 25, 1957**—Registration for evening school (5 to 8:30 p.m.)
- **Thursday, September 26, 1957**—Meeting of evening school staff.
- **Monday, September 30, 1957**—First term of evening school begins.
- **Thursday and Friday, November 7 and 8, 1957**—Day and evening school close for Milwaukee meeting of the Wisconsin Education Association and the Wisconsin Federation of Teachers.
- **Wednesday, November 27, 1957**—End of first term of evening school.
- **Thursday and Friday, November 28 and 29, 1957**—Day and evening school close for Thanksgiving vacation.
- **Monday, December 2, 1957**—Second term of evening school begins.
- **Friday, December 13, 1957**—Evening school closes for Christmas vacation.
- **Saturday, December 21, 1957, through Sunday, January 5, 1958**—Day school closes for Christmas vacation.
- **Monday, January 6, 1958**—Day and evening school reopen.
- **Friday, January 31, 1958**—End of first semester of day school.
- **Monday, February 1, 1958**—Beginning of second semester of day school.
- **Friday, February 14, 1958**—Day school closes for meeting of Southern Wisconsin Education Association.
Friday, February 14, 1958—End of second term of evening school.
Monday, February 17, 1958—Third term of evening school begins.
Thursday, April 3, 1958—Evening school closes.
Friday, April 4, 1958, through Sunday, April 13, 1958—Day school closes for spring vacation. (Good Friday, April 4; Easter Sunday, April 6)
Monday, April 14, 1958—Day school reopens.
Friday, May 2, 1958—Day school closes for meeting of Wisconsin Association of Vocational and Adult Education.
Friday, May 30, 1958—Day school closes for Memorial Day observance
Friday, June 13, 1958—End of school year.
ACADEMIC

MATHEMATICS

Regular class attendance is required in order to receive high school credit.

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—Reviews 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—185 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 elective. There are seventeen assignment sheets and a final test is given when the course is completed.

GENERAL EDUCATION

MATHEMATICS

TRIGONOMETRY

COURSE NUMBERS—1135, 2135

TYPE OF STUDENT—Adult, Junior

FEE—None

LENGTH OF COURSE—90 fifty minute periods

TEXT—Plane Trigonometry by Rosenbach, Whitman, Moskovitz

PREREQUISITE—Algebra, Geometry

COURSE CONTENT—High school course in trigonometry. Emphasis is placed on problem solving after the trigonometric relations are mastered. Twenty assignment sheets with a final examination after satisfactory completion of the assignment sheets constitute the course. One-half high school unit is given.

BUSINESS MATHEMATICS

COURSE NUMBERS—1137, 2137, 3137

TYPE OF STUDENT—Adult, Apprentice, Junior

FEE—None

LENGTH OF COURSE—90 fifty minute periods

PREREQUISITE—Arithmetic I

TEXT—College Business Arithmetic by Hanna and Walker

COURSE CONTENT—Consists of mastering arithmetic fundamentals and then applying them to situations in business. A book which enables the student to progress at his own speed is used. One-half high school unit is earned when course is completed.

REFRESHER IN MATHEMATICS

COURSE NUMBER—1138, 2138

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—1102

TYPE OF STUDENT—Junior

FEE—None

LENGTH OF COURSE—37 fifty minute periods

TEXTS—Everyday Speech by Smith, Kretling 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.
ENGLISH FOR FULL TIME STUDENTS

COURSE NUMBER—1100
TYPE OF STUDENT—Junior
FEE—None
LENGTH OF COURSE—160 fifty minute periods
TEXTS—Practical English, Literary Cavalcade, As Others Like You—Etiquette for Young People
COURSE CONTENT—Letter perfect unit which includes writing telegrams, filling in forms for savings accounts and checking accounts. Unit on how to "sell yourself" to an employer. This includes a personality rating chart, interest inventory, personal data guide sheet, practice in filling out employment application forms and sample exercises from typical tests. Also, unit on practice in language skills which includes stumbling blocks in grammar, punctuation and spelling, outlining, speed tests, and comprehension quizzes.

ENGLISH FOR THE FOREIGN BORN

Time: 12:53 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 become American citizens, for those who have never had any English training and who need basic English for purposes of communication, and for those who need to improve their knowledge of English in order to qualify for advanced training or to improve their professional competence.

ELEMENTARY GRAMMAR

COURSE NUMBER—1105
TYPE OF STUDENT—Junior and Adult
FEE—None
LENGTH OF COURSE—74 fifty minute periods
TEXT—"See What You Say", Findley
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 similar 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 punctuation 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 tastes in reading and to give him an appreciation of good writing; themes to teach the student to write a good paper. Through such an approach, the student is given guidance not only in self-expression but also in personal growth and happiness.

ENGLISH FOR PRINTERS

COURSE NUMBER—1107, 3107
TYPE OF STUDENT—Apprentice
FEE—None
LENGTH OF COURSE—74 fifty minute periods
TEXT—English for Printers, International Typographical Union; Proofreading and Copy-Preparation, Joseph Lasky; Style Book, University of Chicago Press.
COURSE CONTENT—This is a course designed for students interested in becoming printers. It provides a review of grammar with special emphasis on punctuation and some attention to spelling. An attempt is made to slant the material toward the kinds of situations which printers may meet in their job responsibilities as well as toward the more general needs of communications.

CULINARY LANGUAGE

COURSE NUMBER—2108, 3108
TYPE OF STUDENT—Apprentice, Adult
FEE—None
LENGTH OF COURSE—57 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 particularly to French, German, Italian, or other foreign expressions which have great acceptance and use in our restaurants and eating establishments.

COMMUNICATION SKILLS (Speaking)

COURSE NUMBER—6110
TYPE OF STUDENT—High School Graduate or Adult Student enrolled in technical courses
FEE—None
LENGTH OF COURSE—38 fifty minute periods
TEXTS—How to Become a Successful Speaker, by Harold P. Zeke; 30 Days to a More Powerful Vocabulary, by Funk &; Wagnalls
COURSE CONTENT—Emphasis will be placed on the exact usage of words in order to convey precise meaning. There will be practice in delivering clear instructions and reports and in preparing and delivering speeches such as those required in a conference or business meeting.
COMMUNICATION SKILLS (Writing)
COURSE NUMBER-6109
TYPE OF STUDENT—High School Graduate or Adult
Student enrolled in technical courses
FEE—None
LENGTH OF COURSE—One semester, 54 fifty minute periods
TEXT—Basic Composition by Saberman and Rosenberg
COURSE CONTENT—A study of report writing designed to help students solve their individual problems in communication. The content will include: a review of grammar, usage and punctuation; techniques and aids in writing technical reports; practice in writing friendly and business letters.

BASIC READING AND COMPREHENSION
COURSE NUMBER-1109
TYPE OF STUDENT—Junior
FEE—None
LENGTH OF COURSE—90 fifty minute periods
COURSE CONTENT—The objective of the course will be to increase reading speed and comprehension.

BASIC READING AND COMPREHENSION
COURSE NUMBER-2109
TYPE OF STUDENT—Adult
FEE—None
LENGTH OF COURSE—20 fifty minute periods
COURSE CONTENT—Reading is a skill which is learned by constant practice and evaluation of comprehension. To be able to read more rapidly and to better understand what has been read are necessary tools for gaining success in any field as well as everyday living. In this course a careful analysis is made of present reading methods and training will be given in rapid reading, increased comprehension of reading, skimming, and eliminating faulty reading habits.

SPEECH
ELEMENTARY SPEECH
COURSE NUMBER—1110
TYPE OF STUDENT—Junior
FEE—None
LENGTH OF COURSE—180 fifty minute periods
TEXTS—Practical English, Literary Cyclopedia, An Others Like You, Etiquette for Young People
COURSE CONTENT—The course aims to get a complete picture of each student's development to date, to spot his special aptitudes or weaknesses and to help him develop or correct them. Stories, spot articles, crossword puzzles, tests that are interesting and pleasurable to the student are used.

GENERAL EDUCATION

EFFECTIVE SPEECH
COURSE NUMBER—2111
TYPE OF STUDENT—Adult
FEE—$1 per semester
LENGTH OF COURSE—185 fifty minute periods
TEXTS—Principles and Practice of Speech, Alice H. Monroe: 30 Days to a More Powerful Vocabulary
COURSE CONTENT—For the beginner or the more advanced student this course will teach how public speaking can be simplified. It teaches the student what to say and how to say it, the effectiveness of using exact words to convey meaning, how to conduct a meeting properly, to carry on an informative conversation, and to give various types of speeches, such as courtesy and introduction.

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.

YOU AND YOUR WORLD FOR JUNIOR STUDENTS (Social Studies)
COURSE NUMBER—1116
TYPE OF STUDENT—Full-time Junior
FEE—None
LENGTH OF COURSE—185 fifty minute periods
TEXT—Building Our World—Moore, Carpenter, Lewis and Painter
COURSE CONTENT—A study of the contributions of other peoples and cultures to our American way of life. The purpose is to develop appreciation for our ideals and institutions by showing their roots and growth through the ages.
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 day enrolled.
Material to be furnished by students.
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 landscape. Mediums—pencil, 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 day enrolled
LENGTH OF COURSE—108 fifty minute periods per semester
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.

PAINTING
Elementary and Advanced
COURSE NUMBER—2204, 2209
TYPE OF STUDENT—Adult, Apprentice
FEE—$1 per semester for each class 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; under painting and critical analysis. Painting mediums: oil, casein, water color, wax. Materials to be furnished by the student.

FIGURE DRAWING
COURSE NUMBER—2226
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—1200
TYPE OF STUDENT—Junior Boys and Girls
FEE—None. Materials to be purchased by student.
LENGTH OF COURSE—50 fifty minute periods per semester
Mon. and Wed. 10:18 and 11:12 A. M.
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 enrolled.
Materials to be purchased by the student.
LENGTH OF COURSE—54 fifty minute periods per semester.
Mon. 12:50 P. M. to 3:30 P. M.
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, candlesticks, dish-sets, enameled ash-trays. Processes involved are cutting-down, sawing, soldering, finishing, etching and enameling. Come and bring your ideas.

TEXTILE DESIGN AND PRINTING
COURSE NUMBER—2276
TYPE OF STUDENT—Adult
FEE—$1 per semester. Students pay for materials used.
LENGTH OF COURSE—54 fifty minute periods per semester.
Fri. 12:52 to 3:30
COURSE CONTENT—Creating and planning designs for textiles and printing same by block print—stencil and silk screen methods. Especially of interest to homemakers and craftman.
JEWELRY
COURSE NUMBER—2262
TYPE OF STUDENT—Adult
FEE—$1 per semester
LENGTH OF COURSE—54 to 162 fifty minute periods per semester
Tues., or Thurs. 12:52-3:30
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, stonesetting and finishing.

STONE CUTTING (Lapidary)
COURSE NUMBER—2263
TYPE OF STUDENT—Adult
FEE—$1 per semester
LENGTH OF COURSE—54 fifty minute periods per semester
Wed. 12:52—3:30
COURSE CONTENT—Bring your own stones. Processes involved in the lapidary machine are: cutting, grinding, sanding, cab 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
LENGTH OF COURSE—108 fifty minute periods per semester
Mon., Wed., Fri. 8:30 A.M.-10:14 A.M.
COURSE CONTENT—Freehand and mechanical perspective, techniques for advertising art, lettering for reproduction, job analysis and preparation.

SHOW CARD WRITING AND SIGN PAINTING
COURSE NUMBERS—1232, 2232, 5232
TYPE OF STUDENT—Full Time, Part Time Adult, High School, Apprentice
LENGTH OF COURSE—72 fifty minute periods per semester
FEE—$3 per semester
Tues., and Thurs. 8:30 a.m. to 10:14 a.m.
COURSE CONTENT—Fundamentals of show card writing, care and use of materials, pen and brush lettering, show card and sign alphabets, layout, color combinations, production methods.

LAYOUT AND ADVERTISING DESIGN
COURSE NUMBER—2277 - 3277 - 5277
TYPE OF STUDENT—Adult, Apprentice, High School
FEE—$1 per semester for each class day enrolled

GENERAL CRAFTS
COURSE NUMBER—2241
TYPE OF STUDENT—Adult
FEE—$1 per semester for each class day enrolled. Materials to be purchased by the student.
LENGTH OF COURSE—215 fifty minute periods per semester
Mon., Tues., Wed., Thurs. 12:52—3:30
COURSE CONTENT—Leather craft (tooling and carving) enameling (painted decoration of wooden ware) block printing, textile painting.

CHAIR CANING
COURSE NUMBER—2242
TYPE OF STUDENT—Adult
LENGTH OF COURSE—36 to 108 fifty minute periods per semester
LABORATORY FEE—$1 per semester for each class 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 material used.

OCCUPATIONAL DIVERSION
COURSE NUMBER—5251
TYPE OF STUDENT—Practical nurse
FEE—None
LENGTH OF COURSE—24 fifty minute periods
Mon., Wed. and Fri. 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. 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 includes demonstrations and workshop supplemented by instruction sheets, source material, addresses of supply firms and reference books. These projects and a note book are required.

CERAMICS
COURSE NUMBER—2233
TYPE OF STUDENT—Adult
FEE—$1 per semester for each class 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. Pinch method, slab method, free form building, bow 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 day enrolled. Materials to be purchased by the student.
LENGTH OF COURSE—108 periods per semester
Tues. & Thurs., 1:00-4:00
COURSE CONTENT—A more advanced course than Ceramics (elementary methods are taught as a refresher course). Designing and building free form pottery. Throwing on electric potters wheel; surface enrichment; preparation and application of low fired and high fired glazes; placing and firing the kiln.

WEAVING (Elementary)
COURSE NUMBER—2272
TYPE OF STUDENT—Adult
FEE—$1.50 per semester for each class day enrolled. Material to be purchased by student.
LENGTH OF COURSE—108 sixty minute periods per semester
Tues. & Thurs.—6:00-9:00
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—$2.50 per semester each class day enrolled. Materials to be purchased by students.
LENGTH OF COURSE—180 fifty minute periods per semester
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.

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

RESTAURANT INTERIOR DECORATION
COURSE NUMBER—2763
TYPE OF STUDENT—Adult
FEE—None
LENGTH OF COURSE—36 fifty minute periods
Second semester.
COURSE CONTENT—Color as applied to walls, floor, and hangings for dining and service rooms; furniture arrangement; flower arrangements; food and table setting for special occasions.
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 ADMINISTRATION

ACCOUNTING I
COURSE NUMBER--2401
TYPE OF STUDENT--Adult
FEE--None
LENGTH OF COURSE--36 to 180 fifty minute periods
J. C. Allen, personal service practice set.
COURSE CONTENT--This elementary principles of accounting and the procedures of double entry bookkeeping are thoroughly covered in this course. A complete study is made of both the cash and accrual basis of bookkeeping. Work covered includes journalizing, posting, trial balance, preparing financial reports, adjusting and closing the books at the close of the business period.

ACCOUNTING II
COURSE NUMBERS--2402, 4402
TYPE OF STUDENT--Adult, On-the-job Trainee
FEE--None
LENGTH OF COURSE--18 to 36 fifty minute periods
TEXT--College Accounting, Sixth Edition, Sherwood, Carson & Boling and Workbook, Part II
W. L. Mann, mercantile practice set.
COURSE CONTENT--This course continues for veterans who are working and attending school four hours each week. The complete bookkeeping cycle is covered including journalizing, posting, trial balance, work sheet, business statements and adjusting and closing the ledger.

ACCOUNTING III
COURSE NUMBERS--2403, 4403
TYPE OF STUDENT--Adult, On-the-job
LENGTH OF COURSE--18 to 90 fifty minute periods
TEXT--College Accounting, Sixth Edition Sherwood, Carson & Boling and Workbook, Part III
B. C. Allen, personal service practice set.
COURSE CONTENT--This course is a continuation of Accounting I entailing 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

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--This course presents a continuation of the 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 overheads are given to the student knowledge basic in the field of cost accounting.

INCOME TAX ACCOUNTING
COURSE NUMBER--2405
TYPE OF STUDENT--Adult
FEE--None
LENGTH OF COURSE--18 to 90 fifty minute periods
TEXT--Income Tax Procedure by Sherwood & Newmann
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, the joint return, individual income tax returns, partnership returns, and supplementary tax work are studied.
The actual filling out of the various forms and reports will be an important part of the course.

**PREREQUISITE:** Completion of Accounting 3

**BOOKKEEPING**

**COURSE NUMBERS:** 2401-A, 4401-A  
**TYPE OF STUDENT:** Adult, Junior, On-the-Job  
**FEE:** None  
**LENGTH OF COURSE:** 18 to 24 fifty minute periods  
**TEXT:** 20th Century Bookkeeping and Accounting, Twentieth Edition, Carman, Forkner, Pickehl, 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 48 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 job 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 24 fifty minute periods  
**TEXT:** College Business Arithmetic by I. Marshall Hanna  
**COURSE CONTENT:** Especially intended to serve the needs of people in business. The student intending to study accounting or calculating machines but who is not strong in arithmetic will do well to elect this as a preparatory course. Cashiers, clerks and general office workers will find this course very helpful. The course embraces the following: intensive review of the fundamentals, percentages, practical short methods, bank discounts, trade and cash discounts, profit and loss, and payrolls.

**ADVANCED BUSINESS MATHEMATICS AND PROJECTS**

**COURSE NUMBERS:** 2435, 4435  
**TYPE OF STUDENT:** Adult, On-the-job  
**FEE:** None  
**LENGTH OF COURSE:** 18 to 24 fifty minute periods  
**TEXT:** Problems and Projects by J. Marshall Hanna  
**COURSE CONTENT:** This course is only for students who have satisfactorily completed the basic business arithmetic course. The student will be required to spend some time each day on calculations, but most of the work is to be done outside of class. 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, checks, 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:** 30 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 to 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, 4456  
**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-simons, 2nd edition (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 trading; mining and agriculture; capital and labor; money and banking; foreign exchange and tariffs".
OFFICE MACHINES

BURROUGHS SENSIMATIC BOOKKEEPING - Machine Series 100
COURSE NUMBERS - 2445-A, 4445-A
TYPE OF STUDENT - Adult, On-the-Job
EQUIPMENT FEE - $1
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.

NATIONAL CASH REGISTER BOOKKEEPING MACHINE CLASS 31
COURSE NUMBERS - 2446-B, 4446-B
TYPE OF STUDENT - Adult, On-the-Job
EQUIPMENT FEE - $1
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 - 2443, 4443
LENGTH OF COURSE - 15 fifty minute periods
TEXT - Supplementary materials
COURSE CONTENT - The primary purpose of this course is to instruct the student in posting, entering, balancing, and totaling on bills, ledgers, and journals by machine. A practice set is completed to carry out the complete cycle.

KEY-PUNCH MACHINE
COURSE NUMBERS - 2405, 4405
TYPE OF STUDENT - Adult, On-the-Job
FEE - $4 for materials and supplies
LENGTH OF COURSE - Long enough to develop speed; varies with the individual
TEXT - Supplementary material
PREREQUISITE - Typewriting 40 words per minute
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 alphabetic and numeric keyboard is the ultimate aim of this course. Opportunity is offered, through field trips, for observation of key-punching and its relationship to sorting, tabulating and accounting as performed on IBM equipment.

MACHINE CALCULATION
(Comptometer and Burroughs)
COURSE NUMBERS - 2431-4431
TYPE OF STUDENT - Adult, On-the-Job
EQUIPMENT FEE - $1
LENGTH OF COURSE - 45 to 90 fifty minute periods per day
TEXT - Key-driven Calculator Course by Goodfellow and Agnew
COURSE CONTENT - Covers all phases of machine calculation such as addition, subtraction, multiplication and division. The advanced work includes the application of fundamentals to business problems, percentage, discounts, interest, and reciprocals with emphasis on speed. Satisfactory completion of the advanced course qualifies the student as a calculator operator.

MACHINE CALCULATION
COURSE NUMBER - 1432
TYPE OF STUDENT - Junior, Part-time
FEE - None
LENGTH OF COURSE - 90 fifty minute periods
TEXT - Supplied to the students
COURSE CONTENT - Instruction is given in the operation of both rotary and key-driven calculators and the adding machines, both ten-key and full keyboards. The four processes (addition, subtraction, multiplication, and division) will be stressed with their application to business problems.

AUTOMATIC ELECTRIC CALCULATORS
(Friden, Marchant, Monroe)
COURSE NUMBERS - 2433, 4433
TYPE OF STUDENT - Adult, On-the-Job
EQUIPMENT FEE - $1
LENGTH OF COURSE - 25 fifty minute periods
TEXT - Text for instruction will be supplied in the classroom
COURSE CONTENT - Covers addition and the various methods of multiplying, subtracting and dividing, followed by their application to problems in business arithmetic. Upon the completion of the course, a student should have a thorough training in the fundamental processes as they apply in business, and sufficient knowledge to operate the machine in any business office.

REMININGTON RAND AUTOMATIC PRINTING CALCULATOR
COURSE NUMBER - 2434-4434
TYPE OF STUDENT - Adult, On-the-Job
EQUIPMENT FEE - $1
LENGTH OF COURSE - 10 fifty minute periods
COURSE CONTENT - Instruction is given on the new Automatic Printing Calculator. This machine prints as it divides automatically, as it adds and subtracts. All factors for each calculation are recorded with totals automatically delivered and printed. It has the speedy ten-key board and the combined features of a calculator and the printing adding machine tape.
TRANSCRIPTION MACHINES  
(Dictaphone, Edison and Gray Audograph)  
COURSE NUMBER—2467  
TYPE OF STUDENT—Adult  
FEE—None  
LENGTH OF COURSE—16 fifty minute periods  
COURSE CONTENT—Pre requisite: Ability to type 50 gross w. p. m. Designed to train students to become experienced operators on the Dictaphone, Edison and Gray Audograph. Each operator transcribes a prescribed set of permanent practice records on all machines. Instruction is also given on the dictating and stenograph 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—The development of the skill of writing effective business letters and human relations letters is the basic purpose of this course. The study includes the review of the mechanical make-up of a letter, and the composition of the standard types of business letters, order letters, acknowledgments, inquiry letters, credit and collection letters, adjustments, letters of application, and data sheets. The following human relations letters are stressed: invitations, letters of introduction, making reservations, and letters ofCondolence and sympathy. NOMA spelling lists supplement the words included in the text.

BUSINESS ENGLISH  
(Advanced Grammar)  
(First Semester)  
COURSE NUMBERS—4427, 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—The purpose of this course is to review the basic principles of grammar, sentence structure, parts of speech, and punctuation. It includes a study of correct usage, diction, vocabulary, and use of the dictionary. Special emphasis is placed upon spelling. NOMA spelling lists supplement the words in the text.

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 Filing by Gilbert Kahn and Theodore Yerian  
COURSE CONTENT—Simplified rules of indexing, coding, and filing are applied in the alphabetizing of cards and miniature letters. Alphabetic, varidex, numeric, geographic, subject, triple check automatic, decimal subject, and soundex systems of filing are studied. Records management problems of cross referencing, charging out, follow-up, transferring, storage, retention periods, microfilming, equipment and supplies are included. Demonstrations, films, and field trips to local plants and offices supplement the class work.

GENERAL OFFICE TRAINING  
COURSE NUMBER—2465  
TYPE OF STUDENT—Adult  
LENGTH OF COURSE—45 fifty minute periods  
COURSE CONTENT—This course is open to any student in the Business Education Department. The purpose of this highly specialized course is to develop knowledge and appreciation of business procedures and practice as well as to develop a better understanding of good public relations through training in (1) Performance ofclerical duties; (2) Instruction in the operation of transcribing machines, duplicating machines, the operation of a switchboard; (3) Discussion of the methods of finding employment, of correct dress, of relations with other employees, of 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 background)  
FEE—None  
LENGTH OF COURSE—37 to 180 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 a 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.

Attention is given to both spoken and written English. Students are alerted to the English used in current newspapers and magazines, and on radio and television broadcasts.
SHORTHAND I
(Beginning)
COURSE NUMBER—2410
TYPE OF STUDENT—Adult
LENGTH OF COURSE—semester—90 fifty minute periods
TEXT—Gregg Shorthand Simplified for Colleges
COURSE CONTENT—For beginner in shorthand.
The Gregg Shorthand Simplified for Colleges is the basic text. Mastery of the basic text is accomplished in the first nine weeks. This is to be followed by an automatic review in Volume II, and beginning dictation and transcription on the typewriter the second nine weeks. The dictation range is between 60 and 80 words per minute.

INTERMEDIATE DICTATION
COURSE NUMBER—2413
TYPE OF STUDENT—Adult
LENGTH OF COURSE—50 fifty minute periods
COURSE CONTENT—For students who have fulfilled the requirements of the beginning 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
LENGTH OF COURSE—50 fifty minute periods
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
LENGTH OF COURSE—90 fifty minute periods
COURSE CONTENT—A continuation of the advanced dictation course is open to advanced students who wish to obtain a 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 completion 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
LENGTH OF COURSE—90 fifty minute periods
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
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
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, forms, 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 1957-1958

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 cashing
- 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 SALESMArSHIP*
COURSE NUMBER—2502, 3502, 4502
TYPE OF STUDENT—Adult, Apprentice
FEE—None
LENGTH OF COURSE—19 fifty minute periods
TEXT—The Retail Salesperson At Work
Manual: Workbook For The Retail Salespersons At Work

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 SALESMArSHIP**
COURSE NUMBER—2503, 3503, 4503
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 chiseler; how to build your sales talk; how to use advertising; how to dramatize your selling; how to close the sale; how to avoid competition complexes; how to sell quality products; how to make more sales.

MERCHANDISE INFORMATION**
COURSE NUMBER—2504, 3504, 4504
TYPE OF STUDENT—Adult, Apprentice
FEE—None
LENGTH OF COURSE—30 fifty minute periods
TEXT—Know Your Merchandise by Wingate, Gillespie and Addison; Materials of Industry by Mersereau, Reen and Holdeman

COURSE CONTENT—Determine guides to customer satisfaction; what merchandise is in stock; sources that contribute to the salesperson's knowledge; how to get the most out of merchandise; what services are offered; what to 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—2505, 3505, 4505
TYPE OF STUDENT—Apprentice, Adult
FEE—None
LENGTH OF COURSE—38 fifty minute periods
TEXT—Retailing by A. Brisco
Manual: Student Study Guide In Store Organization and Management

COURSE CONTENT—Scope of retailing; location, layout, equipment; store organization and function of management; buying; receiving and marketing of merchandise; invoice procedure; mark-on of merchandise; the merchandise plan; employment problems; legal aspects of merchandising.

ADVERTISING*
COURSE NUMBERS—2506, 3506
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—2507, 3507
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—2508, 3508
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

* Course offered first semester
** Course offered second semester

HUMAN RELATIONS
COURSE NUMBER—2510
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.

BUSINESS AND INDUSTRIAL ORGANIZATIONS
COURSE NUMBER—2511
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.

WAITRESS TRAINING COURSE
COURSE NUMBERS—2512, 3512, 4512
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—2513
TYPE OF STUDENT—Adult
FEE—None
LENGTH OF COURSE—74 hours
(Day and time to be arranged)

CERTIFIED LIFE UNDERWRITERS
COURSE—C. L. U. PART 3
COURSE NUMBER—2514
TYPE OF STUDENT—Adult
FEE—None
LENGTH OF COURSE-74 hours
Monday (time to be arranged)
COURSE CONTENT-Contracts, Wills, Trusts, Estates and Taxation.

CERTIFIED LIFE UNDERWRITERS
COURSE-C. L. U., PART 4
COURSE NUMBERS—2315
TYPE OF STUDENT-Adult
FEE:
LENGTH OF COURSE-74 hours
Monday (time to be arranged)
COURSE CONTENT-Economics, Personal Finance, Corporate Finance.

Family Development
Foods and Nutrition
Clothing and Textiles
FAMILY DEVELOPMENT

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

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

WORK SIMPLIFICATION
COURSE NUMBER—1605
TYPE OF STUDENT—Junior
FEE—None
LENGTH OF COURSE—9 fifty minute periods
COURSE CONTENT—How teen-age girls make use of short-cuts in planning housekeeping jobs. Emphasis in this course is placed on modern methods for use of teen-age girls in their homes.

FAMILY ECONOMICS
COURSE NUMBER—2602
TYPE OF STUDENT—Adult
FEE—None
LENGTH OF COURSE—8 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: extending income; deciding on kind of spending plan; gaining cooperation and interest of all family members; planning for necessities and emergencies; planning for retirement; record keeping; children’s spending; saving money, the food dollar, the clothing dollar, the health dollar, the home furnishing dollar and the recreation dollar. This is a lecture and discussion course.

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 studied 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—1872
TYPE OF STUDENT—Junior
FEE—None
LENGTH OF COURSE—108 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 social occasions and holiday cooking are included. Table setting, table service, and table etiquette are features of this 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—16 three period sessions
COURSE CONTENT—Meals in the modern way suggest new methods in cooking; streamlining cooking processes; pressure-pot 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 meal—breakfast, lunch, and dinner. It will include something in quick breads, vegetables, salads, casseroles, dishes, meals, sandwiches and simple desserts. Several lessons will be devoted to distinctive cookery 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 casseroles are stressed. Types of so-called butter cakes and sponge cakes are included, giving a variety of new, unusual cakes. Various types of icings and frostings are a part of 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 shortening 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

FOODS V—HOSPITALITY COOKERY  
(3rd and 4th Quarters)  
COURSE NUMBER—2615  
TYPE OF STUDENT—Adult  
FEE—$4 per semester  
LENGTH OF COURSE—19 three period sessions  
COURSE CONTENT—How to prepare and serve attractive, unusual guest meals is a part of this course. The art of being a gracious hostess is stressed. Some of the types of entertaining given are: teas, buffet meals, wedding receptions, after-theater snacks, bridge dinners, guest dinners. Table setting for these special occasions is included in the course.

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

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

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

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

CLOTHING AND TEXTILES
JUNIOR CLOTHING I
COURSE NUMBER—1632
TYPE OF STUDENT—Junior
FEE—None
LENGTH OF COURSE—37 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 are included.

JUNIOR CLOTHING II
COURSE NUMBER—1633
TYPE OF STUDENT—Junior
FEE—None
LENGTH OF COURSE—37 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 (First in Sewing)
COURSE NUMBER—2620
TYPE OF STUDENT—Adult
FEE—$1 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—$1 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 festooning and smocking will be applied on cotton or silk dresses.

CLOTHING III (Family Sewing)
COURSE NUMBER—2622
TYPE OF STUDENT—Adult
FEE—$1 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: pajamas for men or women; bathrobes; 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.
CLOTHING IV (Casual Clothes)
COURSE NUMBER—2623
TYPE OF STUDENT—Adult
FEE—$1 per semester
LENGTH OF COURSE—18 four period sessions
COURSE CONTENT—This is an elementary dressmaking course and follows Clothing I or its equivalent. Types of garments to be made in this class are blouses with set-in sleeves, woolen shirts, cotton and rayon dresses. The dresses may be morning dresses, sport dresses, or simple casual dresses made from cotton or rayon. Problems found in this type of garment will be used as a basis for the lessons. Concise explanations with the detailed illustrative material will be used to simplify each step of construction. The Bishop method of sewing will be used throughout the course.

CLOTHING V
(That Made-to-Order Look)
COURSE NUMBER—2624
TYPE OF STUDENT—Adult
FEE—$1 per semester
LENGTH OF COURSE—18 three or four period sessions
COURSE CONTENT—How to achieve that de- 
sired custom-made effect will be one of the pur- poses of this course. Selection of materials and patterns will be stressed, with emphasis on color, texture and becoming design for each individual. Fabric study will include silk, wool, rayon, nylon, dacron, oshan 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—$1 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 fac- ing, fitting problems, use of pressing boards for shaping garment to the figure, bound and patch pockets, taping and interfacing for coats and suits, types of pads most suitable, selection of fabrics for coats, suit linings, interlinings, and interfacing. Garments to be made are suits and coats from new material as well as make-over problems in suits and coats.

CLOTHING VII (Challenge of Make-over)
COURSE NUMBER—2626
TYPE OF STUDENT—Adult
FEE—$1 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—$1 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—$1 per semester
LENGTH OF COURSE—18 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, trimming, the different basic hat styles, and the choosing of becoming hats in proportion to face and figure. The blocking of felts and straw over simple blocks, familiarizing the student with blocks and steaming, as well as re-blocking of good quality used felts is included. Various types of hats are made.

MILLINERY I
COURSE NUMBER—2629
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, trimming, the different basic hat styles, and the choosing of becoming hats in proportion to face and figure. The blocking of felts and straw over simple blocks, familiarizing the student with blocks and steaming, as well as re-blocking of good quality used felts is included. Various types of hats are made.
MILLINERY II
COURSE NUMBER—2631
TYPE OF STUDENT—Adult
FEE—$1.50 per semester
LENGTH OF COURSE—18 three or four period sessions.
COURSE CONTENT—This course is planned for the student who has had Millinery I, and is ready for more advanced problems. More difficult problems 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 ways and ways of applying veiling to each type of hat. New hats, as well as remodeled hats, are made.

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

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

FUR REMODELING II
COURSE NUMBER—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 plate sewing
COURSE CONTENT—A study of slipcovers—their advantages and disadvantages, choice of fabric, adaptation to style of furniture and setting are included. Explicit instruction will be given in estimation of yardage, placing of design, techniques of cutting, fitting, pinning and stitching. Special emphasis is laid on the re-making of cushions which are in need of repair before slipcovering. All projects are completed under supervision.

UPHOLSTERY I
COURSE NUMBER—2635
TYPE OF STUDENT—Adult
FEE—$2 per semester 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, such as webbing, spring tying, rolled edges, padding, choice of covering and careful estimation of fabric. It is recommended that simple projects be selected such as foot-stools, pull-up chairs or bedroom chairs.

UPHOLSTERY II
COURSE NUMBER—2636
TYPE OF STUDENT—Adult
FEE—$2 per semester 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, tufting, and various trims as used on lounge chairs, easy chairs, dog-well 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—$1 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—$1 per semester
LENGTH OF COURSE—18 three period sessions
COURSE CONTENT—Construction technique 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 this course are: kinds and types of materials with which to work; how to read and understand directions and patterns; where do we use crocheting. Suggested articles for class work are: place mats; doilies; holders; afghans; berets and other types of hats; table cloths; bedspreads; lace edging and insertion.

KNITTING I
COURSE NUMBER—2641
TYPE OF STUDENT—Adult
FEE—None
LENGTH OF COURSE—18 three period sessions
COURSE CONTENT—This is for the beginners or those who have had very little experience in knitting. Typical of what might be knit are: togs, 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—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
Fur Remodeling—Tuesday afternoon
Fee—$1 per semester

MIDVALE SCHOOL
Clothing I—Tuesday afternoon
Clothing II—Thursday morning
Clothing IV and V—Thursday afternoon
Fee—$1 per semester

SCHENK SCHOOL
General Clothing—Tuesday afternoon
Fee—$1 per semester

FRANKLIN SCHOOL
General Clothing—Tuesday afternoon
Fee—$1 per semester

The Homemaker's 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—25 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—450 hours
TEXT—Automotive Body Reconditioning by Theodore Wohlfeil, Erick Frisk, A. B. Saxman
COURSE CONTENT—Welding, to weld light gauge metal and other metals of the auto body including aluminum and white metal. Metal work to perform minor and major body repairs with the analysis of estimating and rebuilding wrecked bodies. Painting, spray painting, matching and blending of colors and the performance of 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 12:54 to 2:30 p.m.
2. Behind-the-wheel training.

Classes run from 8:45 a.m. to 11:45 a.m. and from 12:54 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 a good judgment in live situations.

After having completed the course, a driver's test is given by the Motor Vehicle Department of the State of Wisconsin. A satisfactory test entitles the student to his permanent driver's license.

AUTOMOTIVE ELECTRICIAN
COURSE NUMBER—2703
TYPE OF STUDENT—Apprentice
LENGTH OF COURSE—450 hours
TEXT—Delco-Remy Manual 324
COURSE CONTENT—General electricity and storage battery, testing, checking and charging of battery; ignition system, check and repair; starter, check and repair; 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 Electric Equipment by Crouse
Bear Wheel Alignment, Axel and Frame Straightening Service
COURSE CONTENT—Washing, polishing, lubrication, accessories, brakes, electrical systems, engines, engine tune-up, clutches, transmissions, drive shafts, fuel systems, rear axles, care of tools and equipment, engine rebuilding, front wheel alignment, frame straightening, wheel balancing.

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

AUTOMOTIVE 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, Axel and Frame Straightening Service
COURSE CONTENT—Wheel balancing, checking wheel alignment with Bear equipment, correcting or adjusting wheel alignment, checking frames, straightening frames and axles—steering, checking, adjusting, and overhauling—welding, oxy-acetylene and arc.

BUILDING AND ALLIED TRADES

BLUE PRINT READING
COURSE NUMBER—2710
FEE—$1.50 per semester—one period
LENGTH OF COURSE—90 fifty minute periods
TEXT—Building Trades Blueprint Reading by Vanwill (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 blue prints which take the student from the elementary on through specifications of masonry buildings.
BRICKLAYING
COURSE NUMBER—2712
TYPE OF COURSE—400 hours
TEXTS—Brick Masonry—Structural Clay Products Institute; Practical Bricklaying by Briggs and Carver
COURSE CONTENT—Types and use of mortar, materials of bricklaying and stonemasonry, laying straight wall in brick, concrete 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 Woodworking by Herman Hjorth, General Woodworking by Johnson and Newkirk
COURSE CONTENT—Knowing the woods we use, selecting the woods suitable for the job, stock sizes of lumber, drying and storing of lumber, matching wood for its beauty of grain, working the wood to achieve the desired results. The care, use, and sharpening of tools; project making, machine woodworking, alluring of stock on power machines, joints and joining 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—450 hours
TEXTS—Fundamentals of Carpentry, Volumes I and II by Durbohn
Building Trades Blueprint Reading by Dalell
Cyclopedia of Building Terms of American Lumbermen. Mathematics for Carpenters by Delmar
COURSE CONTENT—Wood and its properties; carpentry tools; fasteners; layout for basement; basement form construction; construction, types of framing; floor construction, walls and partitions rough stairs; gable roof framing; equal pitch hip roof; intersecting roof; unequal pitch intersecting roof; shingled roof; finish carpentry; interior trim; hardware; mule stairs; power machines;
safety construction; building codes; blueprint reading (house and masonry construction); blueprint reading (reinforced concrete plans); transit operations; general reference reading.

DRAFTING, ARCHITECTURAL
COURSE NUMBER—2715
TYPE OF STUDENT—Adult, Full-time
FEE—$1.50 per semester—one period
LENGTH OF COURSE—1480 fifty minute periods
COURSE CONTENT—Vocabulary; construction details, pictorial drawing, isometrics, 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—2715
TYPE OF STUDENT—Adult, Full-time
FEE—$1.50 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 angles and planes; cross-sectioning and symbols; dimensioning; pictorial drawing; screw threads; pattern drawing.

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

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

## JOB RELATIONS

**COURSE NUMBER:** 2789  
**TYPE OF STUDENT:** Adult  
**LENGTH OF COURSE:** 45 fifty minute periods  
**TEXTS:** Industrial Electricity by Nados & Clemens  
**COURSE CONTENT:** Purpose: To impress the student with the importance of know how 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. Sample 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:** 3718  
**TYPE OF STUDENT:** Apprentice  
**LENGTH OF COURSE:** 400 hours  
**TEXTS:** Industrial Electricity by Nados & Clemens  
**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. 8-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  
**LENGTH OF COURSE:** 400 hours  
**TEXT:** Painting and Decorating Craftsmen’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:** 3729  
**TYPE OF STUDENT:** Apprentice  
**LENGTH OF COURSE:** 400 hours  
**TEXTS:** How to Design and Install Plumbing by Matthias  
**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 Law, the Wisconsin State Plumbing Code, and local plumbing ordinances; plumbing mathematics, use and apply formulas; plumbing drawing, ventilation design and layout, to make isometric layouts; blueprint reading; lead work, layout and design, joint welding, 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  
**LENGTH OF COURSE:** 148 fifty minute periods  
**TEXTS:** Sheet Metal Pattern Drafting and Shop Problems by Daugherty  
**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. Oxygen acetylene welding, oxygen 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 steamfitting trade, the underlying scientific principles of pressure, weight, density and type of heat; related drawing, blueprint reading, fundamentals of isometric drawing, and heating plant layout; heating, design and installation procedures; heat transfer, calculating heat losses; review of mathematics; process piping, pipe standards, accessories, and pipe fittings; pipe welding, the use of acetylene and arc welding equipment; controls, application and regulation of all automatic controls used in heating and ventilating; automatic heating units including oil and gas burners and stoker controls; refrigeration, fundamentals of refrigeration and the handling of refrigerants; air conditioning, the theory of air conditioning.

METAL INDUSTRIES

BLUE PRINT READING
(MACHINE TRADES)
COURSE NUMBER—2730
TYPE OF STUDENT—Full-time
LENGTH OF COURSE—58 fifty minute periods
FEE—$1.50 per semester, one period
TEXT—Blueprint Reading by Nicholson & Jones

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

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

TEXTS—Elementary Foundry Technology by Hartly; Metal Castings by Campbell; Advanced Blueprint Reading, Delmar Publishers; Mechanical Drawing by French and Svenson; Mathematics by Slade and Margolis; Handbook of Cupola Operation, American Foundryman's Association; Recommended Practices for the Sand Casting of Non-Ferrous Alloys, American Foundryman's Association

TRADING AND INDUSTRY


COURSE CONTENT—Introduction, to give apprentices an overview of the foundry and patternmaking industry; molding practices, core practices; related patternmaking theory; elements of mathematics; 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—2739
TYPE OF STUDENT—Adult, Full-time
LENGTH OF COURSE—1150 fifty minute periods
FEE—None

WELDING—OXY-ACETYLENE
COURSE NUMBER—2739
TYPE OF STUDENT—Adult, Full-time
LENGTH OF COURSE—680 fifty minute periods
FEE—None

WELDING—HYDRAULICS
COURSE NUMBER—2739
TYPE OF STUDENT—Adult, Full-time
LENGTH OF COURSE—1160 fifty minute periods
FEE—None

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

COURSE CONTENT—The basic laws of fluids, pressure and buoyancy, piping, valves, and pumps. The major part of the work relates to pumps and hydraulic circuits.
METALLURGY
COURSE NUMBER—3734
TYPE OF STUDENT—Apprentice
FEE—None
LENGTH OF COURSE—32 fifty minute periods
TEXT—Elementary Metallurgy by Frier
COURSE CONTENT—Iron smelting, iron refining; cast and wrought iron, molding and metal forming; iron carbon diagram; physical structure; hardening of steel; grain structure; steel alloys.

APPLIED MATHEMATICS
COURSE NUMBER—3735
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, Machinist’s mate, 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 Svenonius
Advanced Blueprint Reading by Delmar Publishers
Pattern Design by Haid and Kiley
Mathematics by Slade and Margolies
Metal Castings by Campbell
Wood Patternmaking by McCoull
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, layout 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, cones, boxes, planes, tubes, pads, webs, etc.; irregular and composite solids; weights of castings, density of metals, estimation of casting weight by practical computation; geometry and layout; slide-rule practice; principles of projection; sketching practice; use of instruments and equipment; blueprint reading.

MACHINE SHOP
COURSE NUMBER—1732
TYPE OF STUDENT—Junior, Part-time
FEE—None
LENGTH OF COURSE—148 fifty minute periods
COURSE NUMBER—2732
TYPE OF STUDENT—Adult, Full-time
FEE—10 cents per day of two periods
LENGTH OF COURSE—1460 fifty minute periods
COURSE NUMBER—3732
TYPE OF STUDENT—Apprentice
LENGTH OF COURSE—400 hours
FEE—None
TEXTS—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, grinder, 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—3750, 2760
TYPE OF STUDENT—Apprentice, Adult
COST—Tuition is charged for non-resident students
LENGTH OF COURSE—8 nine week quarters
TEXT—Profitable Food and Beverage Operation, Harris, Kerr and Foster
COURSE CONTENT—Practical instruction in food procurement, preparation and service. Selection of 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 related subjects by specialists from various fields of sanitation, personal hygiene, nutrition, restaurant accounting, and food control.
Uniforms are supplied and one meal a day is included.
### Advanced Cooking
- **Course Number:** 2761, 2762
- **Type of Student:** Apprentice, Adult
- **Cost:** Tuition is charged for non-resident students
- **Length of Course:** 2 nine week quarters
- **Text:** Profitable Food and Beverage Operation, Harris, Kerr and Foster; Book of Recipes
- **Course Content:** Preparation of quality food on a quantity basis to prepare students for positions as first and second cooks. Students are given practical increase in responsibility in the preparation and service of larger 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
- **Fee:** None
- **Length of Course:** 288 hours
- **Text:** Theory Course Revised, Wisconsin Schools of Vocational Education
- **Course Content:** Introduction to apprenticeship, anatomy and physiology, diseases, shop problems, facials and packs, barber law, therapeutic lights, hair, art of shaving, selling standard service, pathology, bacteriology, sanitation, scalp treatments, pharmacology.

### Cosmetology
- **Course Number:** 3741
- **Type of Student:** Apprentice
- **Fee:** None
- **Length of Course:** 288 hours
- **Text:** First Study Course Revised, Wisconsin Schools of Vocational Education
- **Course Content:** Wisconsin laws of cosmetology; familiarize student with location, function of bones, nerves, muscles and blood supply of head, face, hands and neck; hair and scalp diseases; care and care of hair; recognize scalp diseases and their treatment; 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:** 20 cents per day for four periods
- **Length of Course:** 1,480 fifty minute periods
- **Text:** Elements of Radio by Marcus and Marcus
- **Laboratory Manuals:** Basic Electricity
- **Course Content:** Basic Electronics, Radio Servicing
  - Electrical theory, vacuum tubes, amplifiers, power supplies, signal tracing, detection, oscillators, meter circuits, public address systems, localizing defects, radio mathematics, mechanical practice, use of tools and test equipment, printed circuits. Also the theory of transistors and the serving of transistor receivers.

### Printing
- **Course Number:** 2746
- **Type of Student:** Junior Part-Time
- **Fee:** None
- **Length of Course:** 144 fifty minute periods
- **Course Content:** Basic Television by Grob
- **Laboratory Manual:** RETMA Laboratory Manual
- **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 C. C. restorer, synchronizing circuits, use of television test equipment, television RF amplifiers, mixer and oscillator stages, video II stages, the sound channel, limiters, discriminators, ratio detectors, antennas, alignment and service procedures for complete television receiver.

### Graphic Arts
LENGTH OF COURSE—2072 fifty minute periods

TEXTS—The Practice of Printing by Folk
Elementary Flaten Presswork
Linotype Model 111 Operation
Linotype Machine Principles
Graphic Arts Procedures and Study Guide by Karch

COURSE CONTENT—Hand composition—
This unit covers elementary composition: the layout of the type cases, use of equipment, setting and distributing of type, recognition and identification of type faces, use of borders and ornaments, makeup of job work, makeup of newspapers, setting of heads, breaking forms for color work, and imposition of type forms.

Linotype—Keyboard, sentence composition, straight composition, job composition, machine principles (includes learning names of linotype parts), how to take apart and reassemble distributor box, spaceband box, assembler elevator and clutch. Work also includes cleaning and changing magazines and mats and setting the machine for many changes.

Presswork—Lock up, stone work, oiling and cleaning of presses, changing tympan and packing, makedown, feeding, and automatic press operation.

Bindery—Paper estimating, cutting, folding, gathering, scoring, stapling, sewing, padding and trimming.

RELATED PRINTING

COURSE NUMBER—3746

TYPE OF STUDENT—Apprentice

FEE—None

LENGTH OF COURSE—400 Hours

TEXT—I.T.U. Lessons in Printing
The practice of Printing by Folk
Elementary Flaten Presswork
Linotype Model 111 Operation
Linotype Machine Principles
Graphic Arts Procedures and Study Guide by Karch

COURSE CONTENT—Related information dealing with all phases of the Graphic Arts field, such as science of paper, science of ink, offset printing, other methods of reproduction, economics in printing, printing English and typing.

LITHOGRAPHY

COURSE NUMBER—1747

TYPE OF STUDENT—Adult, Full-time

FEE—None

COURSE CONTENT—

LITHOGRAPHY—An overview of the field of various lithographic processes and a study of its breakdown into skills and crafts.

posure meters, flash and electronic equipment, picture composition, photographic chemistry, developing negatives, making contact prints and enlargements, reduction and intensification of negatives, toning, spotting, etc.


THEORY AND PRACTICE OF OFFSET PRESS OPERATION—Types of offset presses, potentialities of such for multiple color work, study of characteristics, function, care and operation. Also the study of inks, ink colors, papers, etc.

PLATE MAKING—Chemicals and materials and their proper use for different types of plate making. Formulas and preparations for etching, counter etching, coating solutions and the formulation of developing inks. Care and filing of plates.

LAYOUT AND ADVERTISING DESIGN—A fundamental course especially for those training for careers in commercial art and related fields such as printing, problems in design of advertising layouts, lettering, type analysis, copy interpretation. Color theory and advertising trends are included.

PHOTOGRAPHY

COURSE NUMBER—2748

TYPE OF STUDENT—Adult, Full-time

FEE—15 cents per day of three periods—minimum charge $2 per quarter

LENGTH OF COURSE—1480 fifty minute periods

TEXTS—This is Photography by Thomas H. Miller and Wyatt Summitt; Commercial Photography by Kenneth Moomba

COURSE CONTENT—Light meters, different types of film, processing by time and temperature, versus gamma. Contact printing, print control, enlargements on different types of paper, lightning problems, light control, photometers, 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 may receive help from the guidance counselors in planning his course of study. The guidance counselors also will arrange for any desired testing. This may include aptitude, interest and personality tests and the interpretation of results in relation to the individual. During the school year students are always welcome to consult the guidance counselors in Room 136.

The vocational and educational counseling and testing services of the school are available also to non-student adult residents of the city of Madison.

JOB PLACEMENT

Employers in the Madison area have available the services of our placement office in their effort to obtain the best qualified workers for jobs which become vacant. It will be the purpose of this office to recommend to employers only those who appear to be well qualified. Students in the school may register with the placement office for prospective jobs for which they would like to receive consideration. Supervisors and teachers will report to the placement office all inquiries and requests from employers as well as students recommended.

WOMAN'S SERVICE EXCHANGE

In addition to regular school placement, for women in the Madison area who are interested in and available for part time, full time and temporary employment, the Woman's Service Exchange is maintained in the Placement Department. Calls from applicants and prospective employers are received during each school day. Interviewing and counseling of applicants may be arranged by appointment.

HEALTH GUIDANCE

The health of the students in the school is of first importance and will receive the special consideration of the guidance office. Any student may obtain emergency health service as well as counseling on health problems in room 136 during all hours of the school day.

MOTHERCRAFT

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

NATURAL CHILDBIRTH

TYPE OF STUDENT—Expectant Mothers
PEN—None
LENGTH OF COURSE—five weeks
Tues., Weds. 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 17½ years. Good physical and mental health. High school education preferred. 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-administrative 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 Division—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 care of patients in hospitals and homes.
Part II—forty weeks
Supervised practice in local hospitals and health agencies. 38 hours each week are spent in practicing procedures as applied to the chronically ill, mothers and babies, and the aged. A stipend is received by the student at the end of this training. In addition to the 38 hours per week, four hours weekly are spent in classroom study 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 (4:00-5:00 P.M.)
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 will 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 will include a discussion of arteriosclerosis, diabetes, peripheral vascular disorders—new drugs for emotional and mental disorders.
7. Continuation of Number Five—Discussion of emotions, hearing, blood pressure.
9. Social Security—a discussion including a question and answer period.

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

<table>
<thead>
<tr>
<th>First Semester</th>
<th>Credit Hours</th>
<th>Second Semester</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>Accounting I</td>
<td>5</td>
<td>Accounting II</td>
<td>5</td>
</tr>
<tr>
<td>Business Math.</td>
<td>3</td>
<td>Psychology of Human Relations</td>
<td>3</td>
</tr>
<tr>
<td>Communications Arts and Skills</td>
<td>3</td>
<td>Business Correspondence</td>
<td>3</td>
</tr>
<tr>
<td>Machine Calculation</td>
<td>2</td>
<td>Typewriting I</td>
<td>3</td>
</tr>
<tr>
<td>Orientation</td>
<td>3</td>
<td>American Institutions</td>
<td>3</td>
</tr>
<tr>
<td>Typewriting II</td>
<td>2</td>
<td>Secretarial Science I (Shorthand)</td>
<td>4</td>
</tr>
</tbody>
</table>

Second Year

<table>
<thead>
<tr>
<th>First Semester</th>
<th>Credit Hours</th>
<th>Second Semester</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>Accounting III</td>
<td>5</td>
<td>Accounting IV</td>
<td>5</td>
</tr>
<tr>
<td>Accounting Systems</td>
<td>3</td>
<td>Income Tax Accounting</td>
<td>3</td>
</tr>
<tr>
<td>Business Law</td>
<td>3</td>
<td>Management</td>
<td>3</td>
</tr>
<tr>
<td>Economics</td>
<td>3</td>
<td>Internal Auditing</td>
<td>3</td>
</tr>
<tr>
<td>Elective</td>
<td>2</td>
<td>Elective</td>
<td>1</td>
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</tbody>
</table>

Electives

<table>
<thead>
<tr>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>Money and Banking</td>
</tr>
<tr>
<td>Salesmanship</td>
</tr>
<tr>
<td>Business Statistics</td>
</tr>
<tr>
<td>Filing</td>
</tr>
<tr>
<td>Marketing</td>
</tr>
<tr>
<td>Advertising</td>
</tr>
<tr>
<td>Machine Bookkeeping</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>First Semester</th>
<th>Credit Hours</th>
<th>Second Semester</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>Secretarial Science I (Shorthand)</td>
<td>4</td>
<td>Secretarial Science II</td>
<td>4</td>
</tr>
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<td>3</td>
<td>Business Correspondence</td>
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<td>Secretarial Accounting</td>
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<td>Typewriting II</td>
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<tr>
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<td>3</td>
<td>Elective</td>
<td>2</td>
</tr>
<tr>
<td>Orientation</td>
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</tbody>
</table>

Second Year

<table>
<thead>
<tr>
<th>First Semester</th>
<th>Credit Hours</th>
<th>Second Semester</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>Secretarial Science III (Gen. or Tech.)</td>
<td>4</td>
<td>Secretarial Science IV (Gen. or Tech.)</td>
<td>4</td>
</tr>
<tr>
<td>Secretarial Typewriting</td>
<td>3</td>
<td>Machine Calculation</td>
<td>1</td>
</tr>
<tr>
<td>Business Law</td>
<td>3</td>
<td>Filing (one quarter)</td>
<td>1</td>
</tr>
<tr>
<td>Economics</td>
<td>3</td>
<td>Secretarial Typewriting</td>
<td>3</td>
</tr>
<tr>
<td>Elective</td>
<td>3</td>
<td>American Institutions</td>
<td>3</td>
</tr>
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Electives

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</tr>
<tr>
<td>Public Speaking</td>
</tr>
<tr>
<td>Physical Education</td>
</tr>
<tr>
<td>Income Tax Accounting</td>
</tr>
<tr>
<td>Secretarial Machines</td>
</tr>
<tr>
<td>Femmanship</td>
</tr>
<tr>
<td>Medical Secretary</td>
</tr>
<tr>
<td>Physiology and Anatomy</td>
</tr>
<tr>
<td>Medical Office Practice</td>
</tr>
<tr>
<td>Legal Secretary</td>
</tr>
<tr>
<td>American Courts</td>
</tr>
<tr>
<td>Legal Office Practice</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.
ACCOUNTING SYSTEMS

ACCOUNTING

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 on 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, state, county or federal civil service. A modern 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 statement, statements from incomplete data, errors and their correction, statement analysis and application of funds.

ACCOUNTING SYSTEMS
Divided into two parts. The first part includes a review of cost accounting covered in Accounting II and a continuation of the study of process accounting and standard cost accounting systems. The second is devoted to specific practice by means of practice sets of different types of businesses.
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 systems: 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 is 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, percentage, 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 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.

SALESMSNASHIP
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 salesmen, 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. 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
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, 80 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 machine transcription. Testing procedure for credit: 5 minute tests, unfamiliar material, 80 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 (Capital and modified 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 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  
Business Law

**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 takes additional time and is given only to those who have attained the necessary standards for the advanced training.

**FIRST SEMESTER**  
Shorthand I  
Typewriting  
Business Arithmetic  
English (Grammar)  
Office Training (One Quarter)

**SECOND SEMESTER**  
Stenography II  
Business Correspondence  
Business Law  
Office Training  
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 a background for business.

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

**SECOND SEMESTER**  
Office Machines  
Typewriting  
Business Mathematics  
Office Training  
Elective

**ELECTIVES**  
Accounting  
Business Law  
Economics

**BOOKKEEPING**  
Burroughs Sensimatic  
National Cash Register  
Monroe

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

**DUPLECTING**  
Mimeograph  
Ditto  
Key Punch (IBM)  
Alphabetic  
Numeric

**TRANSCRIBING**  
Dictaphone  
Ediphone  
Gray Audigraph

**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  
English (Grammar)  
Office Training (One Quarter)  
Electives

**SECOND SEMESTER**  
Typewriting  
Business Mathematics  
Accounting I  
Machine Calculation  
Office Training

**ELECTIVES**  
Economics  
Business Law  
Transcribing Machines