Day School Catalog

1958 1959

Madison Vocational and Adult School

Madison, Wisconsin
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DAY SCHOOL CATALOG 1958-1959

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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. 894. Further information on veterans' training may be obtained in Room 148.

HIGH SCHOOL CREDIT

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

RECORDS

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

CLASS ATTENDANCE

The Madison Vocational and Adult School seeks to give Madison citizens the best possible service at a reasonable cost to the community. To this end the following rules have been adopted for the operation of adult classes:

1. A student who has registered for a class must start within one week from the date assigned. If he fails to appear, the assignment will be void.

2. An adult student will be withdrawn from class if he is absent more than three consecutive times without notifying the attendance office.

3. When a student has been withdrawn from class, he reports to Room 138 to secure permission to re-enter class.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 make arrangements 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 during school. 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 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.

SCHOOL STORE

The school store is located on the first floor in room 151. Here students can buy the necessary books and supplies.

TELEPHONE

The public telephone booth is located on the first floor near room 148.

LOST AND FOUND

Any article that is found should be turned in at room 138. Any student who has lost any article should report it at room 138. This room is open during school hours.

LOCKERS

Each student may have a locker for his use. He may secure the locker from his supervisor. It is necessary for him to provide his own padlock.

CAFETERIA SERVICE

A cafeteria is provided for the use of the students of the Madison Vocational and Adult School. It is located in room 38 on the ground floor, and is open from 11:30 a.m. to 12:30 p.m.

ELEVATOR

The large elevator near the Dayton Street entrance to the school is for the use of students, and is operated between 7:45 a.m. and 4:30 p.m.

REGISTRATION

Mail Registration for day school starts August 18 and closes August 30, 1958. Registration blanks may be obtained at the registration office or in the newspaper ad on Sunday, August 17, 1958. Advance Registration by Person will be Thursday and Friday, September 4 and 5, 1958, from 8:30 to 11:30 a.m. and from 1:30 to 3:30 p.m. Registration During the School Year from September 6, 1958, to June 12, 1959, will be Monday through Friday from 8:30 to 11:30 a.m. and from 1:30 to 3:30 p.m.
MADISON VOCATIONAL AND ADULT SCHOOL

Calendar for the School Year 1958-59

MAIL REGISTRATION FOR DAY SCHOOL
Monday, August 18 to Thursday, August 28

WORKSHOP FOR SUPERVISORS
Tuesday, Sept. 2 and Wednesday, Sept. 3

DAY SCHOOL REGISTRATION
Thursday, Sept. 4 and Friday, Sept. 5

MEETINGS OF STAFF AND SUPERVISORS
Saturday, September 6

DAY SCHOOL OPENS
Monday, September 8

MAIL REGISTRATION FOR EVENING SCHOOL
Monday, Sept. 8 to Friday, Sept. 12

REGISTRATION FOR EVENING SCHOOL
(5 to 8:30 p.m.)
Tuesday, Sept. 23 and Wednesday, Sept. 24

MEETING OF EVENING SCHOOL STAFF
Thursday, September 25

EVENING SCHOOL BEGINS
Monday, September 29

DAY AND EVENING SCHOOL CLOSE
(Milwaukee Meeting of Wisconsin Education Association and Wisconsin Federation of Teachers)
Thursday, Nov. 6 and Friday, Nov. 7

DAY AND EVENING SCHOOL CLOSE
(Thanksgiving Vacation)
Thursday, November 27 and Friday, Nov. 28

DAY AND EVENING SCHOOL CLOSE
(Christmas Vacation)
Saturday, Dec. 20 through Sunday, Jan. 4

DAY AND EVENING SCHOOL REOPENS
Monday, January 5

END OF FIRST SEMESTER OF DAY SCHOOL
Friday, January 30

BEGINNING OF SECOND SEMESTER OF DAY SCHOOL
Monday, February 2

DAY SCHOOL CLOSURES
(Meeting of Southern Wisconsin Education Association)
Friday, February 13

EVENING SCHOOL CLOSURES
Thursday, March 26

DAY SCHOOL CLOSURES FOR SPRING VACATION
Friday, March 27, through Sunday, April 5
(Good Friday, March 27; Easter Sunday, March 29)

DAY SCHOOL REOPENS
Monday, April 6

DAY SCHOOL CLOSURES
(Meeting of Wisconsin Association of Vocational and Adult Education)
Friday, May 1

END OF SCHOOL YEAR
Friday, June 12
GENERAL EDUCATION

Academic
Art
Music
ACADEMIC

MATHEMATICS

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

ALGEBRA I (Beginning)

TYPE OF STUDENT—Adult, Junior

FEE—None

LENGTH OF COURSE—185 fifty minute periods

TEXT—Progressive First Algebra by W. W. Hart

COURSE CONTENT—Covers beginning algebra for which one high school unit is given. Consists of nine assignment sheets. Unit tests are given when each assignment sheet is completed. A final test is given.

ALGEBRA II

(Advanced High School Algebra)

TYPE OF STUDENT—Adult, Junior

FEE—None

PREREQUISITE—Algebra I

LENGTH OF COURSE—90 fifty minute periods

TEXT—Progressive Second Algebra by W. W. Hart

COURSE CONTENT—Reviews the principles learned in Algebra I. Advanced topics in factoring and quadratics are included. Progressions and the binomial theorem are introduced at the end of the course. There are twenty short assignments. A final test is given and upon completion a one-half high school unit is given.

GEOMETRY

TYPE OF STUDENT—Adult, Junior

FEE—None

PREREQUISITE—Algebra I

LENGTH OF COURSE—185 fifty minute periods

TEXT—Progressive Geometry by W. W. Hart

COURSE CONTENT—Emphasis in this course is to develop in the individual the ability to form a logical geometric proof. There are six assignment sheets covering the course. Tests are given when a unit is completed as well as a final test. One high school unit is given for the successful completion of this course.

APPLIED MATHEMATICS

TYPE OF STUDENT—Adult, Apprentice, Junior

FEE—None

LENGTH OF COURSE—185 fifty minute periods

TEXT—Applied Mathematics by James F. Johnson

COURSE CONTENT—Arithmetic fundamentals are studied and applied to practical problems. One-half high school unit is given. The course can be used only as an elective. There are seventeen assignment sheets and a final test is given when the course is completed.

TRIGONOMETRY

TYPE OF STUDENT—Adult, Junior

FEE—None

LENGTH OF COURSE—90 fifty minute periods

TEXT—Plane Trigonometry by Rosenbach, Whitman, Moskovits

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

TYPE OF STUDENT—Adult, Apprentice, Junior

FEE—None

LENGTH OF COURSE—90 fifty minute periods

PREREQUISITE—Arithmetic

TEXT—College Business Arithmetic by Hanna and Walker

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

REFRESHER IN MATHEMATICS

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

TYPE OF STUDENT—Junior

FEE—None

LENGTH OF COURSE—37 fifty minute periods

TEXTS—Practical English. As Others Like You.

COURSE CONTENT—A practical course with emphasis on the fundamentals of good conversation, reading of short stories, and everyday written English, such as: filling out personal data sheets, employment application forms, and telegrams.

ENGLISH FOR FULL TIME STUDENTS

TYPE OF STUDENT—Junior

FEE—None

LENGTH OF COURSE—185 fifty minute periods

TEXTS—Practical English. As Others Like You.

COURSE CONTENT—A basic course in English which includes grammar essentials, speaking, and literature.
ENGLISH FOR THE FOREIGN BORN

Time: 12:52 p.m. to 2:40 p.m.
Beginning: Monday, Wednesday, and Friday
Advanced: Tuesday and Thursday

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

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

ADVANCED GRAMMAR

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

TYPE OF STUDENT—Adult
FEE—None
LENGTH OF COURSE—185 fifty minute periods
COURSE CONTENT—A study of report writing designed to help students solve their individual problems in written 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.

ENGLISH FOR PRINTERS

TYPE OF STUDENT—Apprentices
FEE—None
LENGTH OF COURSE—185 fifty minute periods
TEXTS—English for Printers, International Typographical Union; Proofreading and Copy-Preparation, Joseph Lorsky; 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 spell-

GENERAL EDUCATION

ING. An attempt is made to adapt 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 I

TYPE OF STUDENT—Adult
FEE—None
LENGTH OF COURSE—37 fifty minute periods
TEXT—Food and Menu Dictionary—J. O. Dahl
COURSE CONTENT—See course description under Restaurant Trades, page 57.

CULINARY LANGUAGE II

TYPE OF STUDENT—Adult
FEE—None
LENGTH OF COURSE—37, fifty minute periods,
COURSE CONTENT—See course description under Restaurant Trades, page 57.

COMMUNICATION SKILLS (Speaking)

TYPE OF STUDENT—High School Graduate or Adult student enrolled in technical courses
FEE—None
LENGTH OF COURSE—18 fifty minute periods
TEXTS—How to Become a Successful Speaker, by Harold P. Zeko; GO Days to a More Powerful Vocabulary by Funk & Lewis
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)

TYPE OF STUDENT—High School Graduate or Adult student enrolled in technical courses
FEE—None
LENGTH OF COURSE—36 fifty minute periods
TEXT—Report Writing by Gans, Graves, Hoffman
COURSE CONTENT—A study of report writing designed to help students solve their individual problems in written 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

TYPE OF STUDENT—Junior
FEE—None
LENGTH OF COURSE—80 fifty minute periods
COURSE CONTENT—The objective of the course will be to increase reading speed and comprehension.
BASIC READING AND COMPREHENSION

TYPE OF STUDENT—Adult
LENGTH OF COURSE—20 fifty minute periods.
(Course is advisable to attend 2 or 3 days per week.
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.

EFFECTIVE SPEECH

TYPE OF STUDENT—Adult
LENGTH OF COURSE—185 fifty minute periods
TEXTS—Principles and Types of Speech, Alan H. Monroe; 30 Days to a More Powerful Vocabulary
COURSE CONTENT—For the beginner or more advanced student who desires help in his speech problems. The course is divided into the following units: how public speaking can be simplified; how to gain self-confidence in public speaking; how to make people remember what you say; how to plan, open, and close a speech; how to give courtesy speeches of introduction, welcome, presentation, and appreciation; how to conduct a conference; parliamentary procedure.

UNITED STATES HISTORY

TYPE OF STUDENT—Full-time, Junior, Adult
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 units. Text is covered progressively and all students are permitted to proceed through the course at their own pace. The material covered is equivalent to two semesters of work.

YOU AND YOUR WORLD FOR JUNIOR STUDENTS

TYPE OF STUDENT—Part-time Junior
LENGTH OF COURSE—37 fifty minute periods
COURSE CONTENT—The first purpose of this course is to help the students to be better informed by understanding the issues and problems of today. The second purpose is to create a continuing interest in current affairs and to emphasize the responsibility that each has as a citizen.

ART METAL

WHO SAID YOU CAN'T DRAW?

AUTO DRIVER TRAINING

TYPE OF STUDENT—Adult
LENGTH OF COURSE—6 weeks
TEXT—How to Drive by American Automobile Association
COURSE CONTENT—
1. Lecture and Discussion, Mondays from 1:00 p.m. to 3:00 p.m.
2. Behind-the-wheel-training—Classes run from 8:00 a.m. to 10:00 a.m., 10:00 a.m. to 12:00 noon, and from 1:00 p.m. to 3:00 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.

ART
CERAMICS
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
Monday, Wednesday, Friday, 10:18 a.m. to 12:06 p.m.
COURSE CONTENT—Instruction in replacing cone chair seats either woven or machine cone, or artificial rush, and flat splint weaving of chair seats. Students furnish own chairs and pay for materials used.

COMMERCIAL ART
TYPE OF STUDENT—Apprentice, Full-time, Part-time, Adult, High School
FEE—$3 per semester
LENGTH OF COURSE—36 to 108 fifty minute periods per semester
Monday, Wednesday, Friday, 8:30 a.m. to 10:14 a.m.
COURSE CONTENT—Instruction in freehand and mechanical perspective, techniques for advertising art, lettering for reproduction, job analysis and preparation.

DESIGN
Basic for all art experience
TYPE OF STUDENT—Adult
FEE—$1 per semester for each class day enrolled
LENGTH OF COURSE—108 fifty minute periods per semester
Tuesday—Thursday—12:56 p.m. to 3:30 p.m.
COURSE CONTENT—Instruction in freehand perspective, techniques for advertising art, lettering for reproduction, job analysis and preparation.

DRAWING
Elementary and Advanced
TYPE OF STUDENT—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
Monday, Tuesday, Wednesday, Thursday, 9:24 a.m. to 12:06 p.m.
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.

FIGURE DRAWING
TYPE OF STUDENT—Advanced Adult
FEE—$2.50 per semester
LENGTH OF COURSE—54 fifty minute periods per semester
Friday, 9:24 a.m. to 12:06 p.m.
COURSE CONTENT—Analysis of structure, proportion, action, rhythm and balance. Long and short poses from the model. Medium: charcoal pencil and wash.

GENERAL CRAFTS
TYPE OF STUDENT—Adult
FEE—$1 per semester for each class day enrolled. Materials to be purchased by the student.
LENGTH OF COURSE—54 to 216 fifty minute periods per semester.
Monday, Wednesday, Thursday—12:56 p.m. to 3:30 p.m.
COURSE CONTENT—Leather Craft (tooling and caning), Rosemaling (painting decoration of woodenware), Block Printing, Textile Printing (stencil and silk screen method).

INTERIOR DESIGN
TYPE OF STUDENT—Adult
FEE—None
LENGTH OF COURSE—36 sixty minute periods per semester
Friday, 1:00 p.m. to 3:00 p.m.
COURSE CONTENT—Constructional elements for more beautiful and functional homes. Study of backgrounds—floors, walls, ceilings; window treatment; color; fabrics; furniture selection and arrangement; accessories and illumination. Includes lectures, discussions of individual home problems, and field trips.

JEWELRY
TYPE OF STUDENT—Adult
FEE—$1 per semester
LENGTH OF COURSE—54, 108 periods per semester
Tuesday and/or Thursday—12:56 p.m. to 3:30 p.m.
COURSE CONTENT—Making and creating designs for pins, bracelets, rings, cuff links, necklaces, and pendants. Materials used are copper, brass, silver, wires, and enamel. Processes involved are sawing, soldering, enameling, casting, stone setting and finishing.

LAYOUT AND ADVERTISING DESIGN
TYPE OF STUDENT—Adult, Apprentice, High School
FEE—$1 per semester for each class day enrolled
LENGTH OF COURSE—72 fifty minute periods per semester
semester
Tuesday, Thursday, 10:15 a.m. to 12:06 p.m.
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.

POTTERY
TYPE OF STUDENT—Adult
FEE—$1 per semester for each class day enrolled. Materials to be purchased by the student.
LENGTH OF COURSE—54 to 168 periods per semester
Tuesday and/or Thursday—12:55 p.m. to 3:30 p.m.
COURSE CONTENT—A more advanced course than Ceramics (elementary methods are taught as a refresher course). Designing and building free form pottery. Throwing on electric potter's wheel; surface enrichment: preparation and application of low fired and high fired glazes; placing and firing the kiln.

PAINTING
Elementary and Advanced
TYPE OF STUDENT—Adult
FEE—$1 per semester for each class day enrolled
LENGTH OF COURSE—54 to 168 fifty minute periods per semester
Monday and/or Wednesday—12:55 p.m. to 3:30 p.m.
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.

PORTRAIT PAINTING
TYPE OF STUDENT—Advanced Adult
PREREQUISITE—Still-life and Figure Drawing
FEE—$2.50 per semester: materials to be furnished by the student.
LENGTH OF COURSE—54 fifty minute periods per semester
Friday, 12:55 p.m. to 3:30 p.m.
COURSE CONTENT—Study of the head in light and shade; the anatomy; structure for solidity; expression; design element and composition. Mediums: pencil, charcoal, conte crayon, water color and oil.

SHOW CARD WRITING AND SIGN PAINTING
TYPE OF STUDENT—Full Time, Part Time Adult, High School, Apprentice
FEE—$3 per semester
LENGTH OF COURSE—72 fifty minute periods per semester
Tuesday, Thursday, 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.

STONE CUTTING (Lapidary)
TYPE OF STUDENT—Adult
FEE—$1 per semester
LENGTH OF COURSE—54 fifty minute periods per semester
Wednesday, 12:55 p.m. to 3:30 p.m.
COURSE CONTENT—Bring your own stones. Processes involved on the lapidary machine are: cutting, grinding, sanding, and polishing. You will want to set these stones in costume jewelry. The course includes recognition and classification of semiprecious stones.

WEAVING (Advanced)
TYPE OF STUDENT—Adult
FEE—$3 per semester. Materials to be purchased by students
LENGTH OF COURSE—180 fifty minute periods per semester
Monday and Friday—9:00 a.m. to 12:00
COURSE CONTENT—Design methods in advanced weaving techniques; use of multiple harness looms; designing textiles for home and personal use.

WEAVING (Elementary)
TYPE OF STUDENT—Adult
FEE—$1.50 per semester for each class day enrolled. Materials to be purchased by student
LENGTH OF COURSE—72 sixty minute periods per semester
Tuesday and Thursday—9:00 a.m. to 12:00
Monday, 1:56 to 3:30 p.m.
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.

CREATIVE WEAVING AND DRAFT WRITING
TYPE OF STUDENT—Adult
FEE—$1 per semester
LENGTH OF COURSE—54 sixty minute periods per semester
Wednesday, 9:00 a.m. to 12:00 noon
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.
INTERIOR DESIGN
For Second Year students enrolled in the Restaurant Institute.
See courses under Restaurant Institute offerings in this catalog, page 60.

DISPLAY MODELS
For First Year students enrolled in the Restaurant Institute.
See courses under Restaurant Institute offerings in this catalog, page 60.

MUSIC

PIANO I
TYPE OF STUDENT—Junior, Adult
FEE—$1 per lesson, payable 8 weeks in advance
LENGTH OF COURSE—37 fifty minute periods

PIANO II
TYPE OF STUDENT—Junior, Adult
FEE—$1 per lesson, payable 9 weeks in advance
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—$1 per lesson, payable 9 weeks in advance
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 EDUCATION

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

ACCOUNTING I

TYPE OF STUDENT—Adult
LENGTH OF COURSE—45 fifty minute periods
W. L. Mann, mercantile practice set.
COURSE CONTENT—This course covers the elementary principles of accounting and the procedures of double entry bookkeeping. No previous knowledge of bookkeeping or accounting is required. Work covered includes journalizing, posting, trial balance, preparation of financial reports, adjusting and closing the books at the close of the business period. Successful completion of the prescribed work will provide the student with a general knowledge of accounting useful in business or professional fields.

ACCOUNTING II

TYPE OF STUDENT—Adult
LENGTH OF COURSE—45 fifty minute periods
COURSE CONTENT—A continuation of Accounting I enlarging upon the theories and practices in use today in partnership and corporate types of organizations. Classification of accounts, admission of new partners, partnership dissolution, negotiable instruments, taxes, and the acquisition and disposal of fixed assets will be a part of this course. It is considered basic for students planning to major in accounting or for work as a bookkeeper or junior accountant.

ACCOUNTING III

TYPE OF STUDENT—Adult
LENGTH OF COURSE—45 fifty minute periods
The King Manufacturing Company, practice set.
COURSE CONTENT—Consideration is given to the corporation with emphasis on the industrial or manufacturing type of enterprise. 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 are subjects covered.

ACCOUNTING IV

TYPE OF STUDENT—Adult
LENGTH OF COURSE—90 fifty minute periods
COURSE CONTENT—The work is developed to meet the requirements of the student in interpreting and using accounting statements, in measuring the position of the business and its periodic progress, preparation of statements from incomplete data, errors and their correction, and statement analysis.
Prerequisite, Accounting III or its equivalent.

ACCOUNTING V

TYPE OF STUDENT—Adult
LENGTH OF COURSE—50 fifty minute periods
COURSE CONTENT—Advanced accounting is for the student who is majoring in accounting and who expects to specialize in accounting work. The subject matter is designed to round out the accounting student’s knowledge in preparation for the C. P. A. examination. With this training the student is prepared for public, private, or governmental accounting practice.
Prerequisite, Accounting IV or its equivalent.

ACCOUNTING VI—Cost

TYPE OF STUDENT—Adult
LENGTH OF COURSE—45 fifty minute periods
COURSE CONTENT—The job cost or production order 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.
Prerequisite, Accounting III or its equivalent.

ACCOUNTING VII—Income Tax

TYPE OF STUDENT—Adult
LENGTH OF COURSE—45 fifty minute periods
COURSE CONTENT—A study of the principles of Federal and State income tax laws. Withholding tax, declaration of estimated tax by individuals, individual tax returns, partnership returns and supplementary practice work makes up the course content. The actual completion of the various forms, as class projects, will be an important part of the course.
Prerequisites, Accounting III, or its equivalent.

BOOKKEEPING

TYPE OF STUDENT—Adult, Junior
LENGTH OF COURSE—30 to 180 fifty minute periods
COURSE CONTENT—The fundamental procedures
of double entry bookkeeping necessary in the complete bookkeeping cycle: journals, ledgers, financial statements, adjusting and closing entries, post-closing trial balance. Present methods are incorporated in the two practice sets. High school credit is given for successful completion of this course.

BUSINESS ARITHMETIC

TYPE OF STUDENT—Adult
LENGTH OF COURSE—90 fifty minute periods

COURSE CONTENT—Especially intended to serve the needs of the 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

TYPE OF STUDENT—Adult
LENGTH OF COURSE—90 fifty minute periods
TEXT—Problems and Projects by J. Marshall Hanna.

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

BUSINESS LAW (Second Semester)

TYPE OF STUDENT—Adult
LENGTH OF COURSE—90 fifty minute periods
TEXT—Principles of Business Law by Dillavou and Howard.

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

GENERAL ECONOMICS (First Semester)

TYPE OF STUDENT—Adult
LENGTH OF COURSE—90 fifty minute periods
TEXT—To be selected

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.

EMPLOYMENT PRACTICES

TYPE OF STUDENT—Adult
LENGTH OF COURSE—90 fifty minute periods
TEXT—To be selected

COURSE CONTENT—This course includes a study of Human Relations in Business: the selection of suitable employment and methods of obtaining advancement on your job.

OFFICE MANAGEMENT & CONTROL

TYPE OF STUDENT—Adult
LENGTH OF COURSE—90 fifty minute periods
TEXT—Office Management and Control, Terry

COURSE CONTENT—A course designed for the career office worker, emphasizing the office manager's responsibilities, duties and knowledge. Topics covered include principles of office organization, physical facilities, communications, personnel management, analysis of office jobs, selection of office personnel and control of office output.

BUSINESS ECONOMICS AND LAW

TYPE OF STUDENT—Adult—Restaurant Institute
LENGTH OF COURSE—90 fifty minute periods
TEXT—Every Day Problems in Economics by Wood-Simons

COURSE CONTENT—See course description under Restaurant Trades, page 57.

BUSINESS MANAGEMENT

TYPE OF STUDENT—Adult—Restaurant Institute
LENGTH OF COURSE—72 fifty minute periods
TEXT—Profitable Food and Beverage Operation, Bradner, Carlson, Marshall College Accounting, Sherwood, Carson, Boling

COURSE CONTENT—See course description under Restaurant Trades, page 57.

MATHEMATICS FOR BUSINESS

TYPE OF STUDENT—Adult, 1st year Restaurant Institute
LENGTH OF COURSE—90 fifty minute periods
TEXT—College Business Arithmetic, Hanna and Walker

COURSE CONTENT—See course description under Restaurant Trades, page 57.
RELATED BUSINESS TRAINING

TYPE OF STUDENT—Adult, Trade and Technical Department

LENGTH OF COURSE—54 fifty minute periods

TEXT—Purchase of text required

COURSE CONTENT—This course is designed to give the trade and technical student training in various phases of business necessary to run a successful shop. Business forms and their application, bookkeeping, financial statements, filing, office machines, typewriting, organization and management will provide a foundation for the future tradesman, technician, manager, or proprietor.

OFFICE MACHINES

BURROUGHS SENSIMATIC

BOOKKEEPING—Machine Series 100

TYPE OF STUDENT—Adult

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

TYPE OF STUDENT—Adult

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

TYPE OF STUDENT—Adult

EQUIPMENT FEE—$1

LENGTH OF COURSE—15 fifty minute periods

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

IBM KEY-PUNCH MACHINE

TYPE OF STUDENT—Adult

EQUIPMENT FEE—$4 for materials and supplies

LENGTH OF COURSE—24 fifty minute periods

Prerequisite—Typewriting minimum 40 words per minute.

COURSE CONTENT—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)

TYPE OF STUDENT—Adult

EQUIPMENT FEE—$1

LENGTH OF COURSE—60 to 90 fifty minute periods

TEXT—Key-driven Calculator Course by Goodfellow and Agnew

COURSE CONTENT—This course covers the four basic operations, addition, subtraction, multiplication and division. Advanced work may be taken which will include the application of fundamentals to business problems with emphasis on speed.

MACHINE CALCULATION (Rotary Calculators) Friden, Marchant Monroe

TYPE OF STUDENT—Adult

EQUIPMENT FEE—$1

LENGTH OF COURSE—35 fifty minute periods

COURSE CONTENT—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 thorough training in the fundamental processes as they apply in business and sufficient knowledge to operate the machine in any business office.

MACHINE CALCULATION—Burroughs and Remington Rand Printing Calculators

TYPE OF STUDENT—Adult

EQUIPMENT FEE—$1

LENGTH OF COURSE—20 fifty minute periods

COURSE CONTENT—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.

MACHINE CALCULATION—Burroughs and Remington Rand Printing Calculators

TYPE OF STUDENT—Junior

LENGTH OF COURSE—90 fifty minute periods

TEXT—Supplied to 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.

TRANSCRIBING MACHINES

Dictaphone, Ediphone and Gray Audograph

TYPE OF STUDENT—Adult

LENGTH OF COURSE—10 fifty minute periods
BUSINESS EDUCATION

COURSE CONTENT—Prerequisite: Ability to type 50 gross w. p. m. Designed to train students to become experienced operators on the Dictaphone, Ediphone and Gray Autograph. Each operator transcribes a prescribed set of permanent practice records on all machines. Instruction is also given on the dictating and shaving machines.

SECRETARIAL

BUSINESS CORRESPONDENCE

(Second Semester)

TYPE OF STUDENT—Adult

LENGTH OF COURSE—45 fifty minute periods

TEXT—College Business Correspondence by Charles G. Reiliger

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, acknowledgements, 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 condolences and sympathy. Spelling lists supplement the words included in the text.

BUSINESS ENGLISH

Advanced Grammar (First Semester)

TYPE OF STUDENT—Adult

LENGTH OF COURSE—90 fifty minute periods

TEXT—College English for Business by Charles G. Reiliger

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. Spelling lists supplement the words in the text.

FILING

TYPE OF STUDENT—Junior, Adult

LENGTH OF COURSE—45 fifty minute periods

TEXT—Progressive Filing by Gilbert Kahn and Theodore Varian

COURSE CONTENT—Simplified rules of indexing, coding, and filing are applied in the alphabetizing of cards and manuscript letters. Alphabetics, variax, 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.

MATHEMATICS

INTERMEDIATE DICTATION

TYPE OF STUDENT—Adult

EQUIPMENT FEE—$1 per semester

LENGTH OF COURSE—37 to 180 fifty minute periods

TEXTS—Gregg Advanced Dictation

OFFICE TRAINING AND PROCEDURES

TYPE OF STUDENT—Adult

LENGTH OF COURSE—45 fifty minute periods

COURSE CONTENT—This course is open to any adult 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) presentation in the operation of transcribing machines and duplicating machines. (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 SHORTHAND I (Beginning)

TYPE OF STUDENT—Junior and Adults who have less than a full high school background

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 mental picture, properly placed figures in uniform size; emphasis on business forms, neatness and ease of interpretation of work methods of proof; also practical application of common business forms.
COURSE CONTENT—For students who have fulfilled the requirements of the beginning dictation and transcription course. Dictation is given at rates ranging from 75 to 90 words a minute. Emphasis is placed on letter setup, spelling and typewriting. A carbon copy of each letter transcribed is required.

ADVANCED DICTATION

TYPE OF STUDENT—Adult
EQUIPMENT FEE—$1 per semester
LENGTH OF COURSE—90 fifty minute periods
COURSE CONTENT—For advanced dictation students 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. The objective is the development of shorthand.

TYPEWRITING I

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

TYPEWRITING II

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—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.

TECHNICAL DICTATION

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.

TYPEWRITING III

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, thesis, title pages and legal forms. Typing short cuts and special problems which may infrequently confront a typist are also presented.

IN-SERVICE TRAINING

1. A refresher course in advanced typewriting will be offered for State and University Civil Service employees the second semester. The class will meet twice a week for one hour, for ten weeks.

2. A refresher course in intermediate and advanced stenography and transcription will be offered the second semester for State and University Civil Service employees. Each group will meet twice a week for one and one-half hours. The length of the course will be ten weeks.

3. New employees from the Accounting Department of the First National Bank will receive instruction during the year on the Burroughs full-keyboard adding machines, for two hours each day at intervals of two weeks each.
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 1958-1959

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 cashiering
- Business correspondence
- Establishing a retail store
- Personnel problems
- Study of trade journals

Successful candidates will receive a diploma, which indicates proficiency in the essentials of store retailing.

REGULAR PROGRAM

RETAIL SALESMANSHIP*

TYPE OF STUDENT—Adult, Apprentice
FEE—None
LENGTH OF COURSE—19 fifty minute periods or one semester
TEXT—The Retail Salesperson 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**

TYPE OF STUDENT—Adult, Apprentice
FEE—None
LENGTH OF COURSE—19 fifty minute periods or one semester
TEXT—Successful Selling for the New Day by Simons
COURSE CONTENT—No ceiling on selling; 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**

TYPE OF STUDENT—Adult, Apprentice
FEE—None
LENGTH OF COURSE—38 fifty minute periods
TEXT—Know Your Merchandise by Wingate, Gillespie and Addison; Materials of Industry by Mersean, Reen and Holland
COURSE CONTENT—Determine guides to customer satisfaction; what merchandise is in stock; sources that contribute to the salesperson's knowledge; how to get the most out of merchandise; what services are offered; what use merchandise is put; what possible objections; what to know about 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*

TYPE OF STUDENT—Apprentice, Adult
FEE—None
LENGTH OF COURSE—38 fifty minute periods
TEXT—Retailing by A. Bisso
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*

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 dis-
DISTRIBUTIVE EDUCATION

COURSE CONTENT—A practical presentation of
the field of industrial psychology. It deals with
human relations problems, handling of complaints
and grievances and establishing good relations
among employees, unions and other organiza·
tions. Stresses satisfactory employer-employee
relationships.

BUSINESS AND INDUSTRIAL
ORGANIZATIONS

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.

AMERICAN INSTITUTIONS
(Special Course)

COURSE CONTENT—Study of economic (and polit·
cial) institutions, financial and industrial prob­
tions as to production, distribution and consump·
tion of goods.

HUMAN RELATIONS—PSYCHOLOGY
(Special Course)

COURSE CONTENT—Study centers around the
meeting and solving
...
LENGTH OF COURSE—63 hours
COURSE CONTENT—Study of fundamental uses of life insurance sales techniques as used by field underwriters.

L. U. T. C.—Part II
TYPE OF STUDENT—Adult
FEE—None
LENGTH OF COURSE—63 hours
COURSE CONTENT—Advanced underwriting problems, problems of business ownership, estate creation, conservation and distribution.

Certified Life Underwriters Courses
C. L. U.—Part II
TYPE OF STUDENT—Adult
FEE—None
LENGTH OF COURSE—74 hours
DAY—Monday
COURSE CONTENT—Business insurance, social insurance, health and accident, group insurance, pensions, trusts.

C. L. U.—Part III
TYPE OF STUDENT—Adult
FEE—None
LENGTH OF COURSE—74 hours
DAY—Monday
COURSE CONTENT—Contact law, wills, trusts, estates, taxation.

* Course offered first semester
** Course offered second semester
FAMILY DEVELOPMENT

The series of classes in Family Life Education is designed to be practical, with subject matter hand-tailored to meet the specific needs and interests of each group. All material used will be

exclusively based on research of each group. All material is designed to be practical, whose adjustments to difficult situations and personal problems provide opportunities for increasing our understanding of human behavior and needs. Members of such a group may hope to find new methods of dealing more effectively with personal relationships and to discover additional means by which they may help increase personal satisfaction for themselves and the members of their families. Courses are listed below.

FAMILY LIFE EDUCATION I

TYPE OF STUDENT—Adult
FEE—None
LENGTH OF COURSES—19 double periods
COURSE CONTENT—Unit 1. Understanding ourselves and others—This includes a discussion of basic human needs and how those needs influence behavior: the "cause" nature of behavior and the means by which behavior may be modified: how to help children "behave." This is a foundation for unit 2.

Unit 2. Off To a Good Start—Ways of helping each child toward optimum realization of his own potentialities, through understanding his needs as an individual and through deeper insight into the significance of parent-child relationships in the achievement of such realization. Ways by which we may help a child become more vitally "alive."

FAMILY LIFE EDUCATION II

TYPE OF STUDENT—Adult
FEE—None
LENGTH OF COURSES—18 double periods (2nd Semester)
COURSE CONTENT—Unit 1. Living With Children—This course is for adults who live with or work with young children. Emphasis on means by which we may increase the satisfactions and reduce the irritations of family living. Other points stressed are: goals in discipline, what to do about undesirable behavior, how to help a child toward sound social and emotional development.

UNIT 2. Constructive Discipline—This includes a study of goals to be achieved, characteristics of a good authority in a democratic society, specific means by which those goals may be achieved and results which may be expected when such means are used.

HOSPITALITY AND TABLE ACCESSORIES

TYPE OF STUDENT—Adult
FEE—$1 per semester

FOODS III—BREADS AND ROLLS, PASTRY AND UNUSUAL DESSERTS

(2nd Semester)

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—MEAT COOKERY, CREATIVE COOKERY

(1st Semester)

TYPE OF STUDENT—Adult
FEE—$3.00 per semester
LENGTH OF COURSE—19 three period sessions
COURSE CONTENT—How to buy, store, and serve the many kinds and cuts of meat available in our modern markets, are the topics emphasized. Plain and fancy ways to cook beef, veal, lamb, pork and poultry—especially for the holidays—are included. Selection and preparation of seafood and fish are also introduced. Attractive service, garnishes, the choice of vegetables and accompaniments for the meat or fish are suggested. Methods of preparation to make the most of the nutritive value of the meat, fish and vegetables, as well as budget stretching, uses of meat extenders and leftovers will be stressed. Maximum use is made of the home freezer for storage of meats, vegetables, and prepared dishes for convenience, efficiency and economy. The last nine weeks of the semester are devoted to Creative Cookery designed for the discriminating and experimental cook. The use of unusual seasonings and herbs for variety, will be stressed. Regional dishes and foreign foods will be included. An opportunity for the imaginative cook to try new and unusual combinations of foods and to create dishes of gourmet quality, will be a feature of the course.
UNIT II—COUNT YOUR CALORIES AND LIKE IT AND SLIMMING SUMMER MEALS
(2nd Semester)

FEE—$3 per semester

LENGTH OF COURSE—18 three period sessions

COURSE CONTENT—Emphasis will be placed on calorie-shy cookery for those interested in obtaining and maintaining ideal weight. Included will be easily followed menu patterns for three meals a day with suggestions for variety and interest to meet the needs and preferences of various members of a family group. Typical menus will be planned and prepared by the class to demonstrate variations and calorie values of serving portions of various foods. Eating for body needs is stressed. Attractive menus for summer time meals which help to control the waistline and keep cool in the kitchen will be featured. Salad plates, summer time desserts and easily prepared summer dinners are highlights of the course.

FOODS V—HOSPITALITY COOKERY
(2nd Semester)

TYPE OF STUDENT—Adult

FEE—$4 per semester

LENGTH OF COURSE—18 three period sessions

COURSE CONTENT—How to prepare and serve attractive, unusual guest meals is a part of this course. The art of being a gracious hostess is stressed. Some of the types of entertaining given are: teas, buffet meals, wedding receptions, after-theater snacks, bridge dinners, guest dinners. Table setting for these special occasions is included in the course.

FOODS VI—CAKE DECORATING FOR SPECIAL OCCASIONS (1st and 2nd semester)

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 petits-fours and mints. Various types of cakes will be made and frozen. In later lessons, these will be decorated.

FOODS VII—CAKE DECORATING II
(2nd Semester)

TYPE OF STUDENT—Adult

FEE—$4.00 per semester

LENGTH OF COURSE—10 two period sessions

COURSE CONTENT—This course includes work in advanced problems such as:

Various cake designs, sugar molding, gum paste, royal icing for wedding cakes, (thread work), etc. the using of cream cheese in hors d'oeuvres, fancy sandwiches and loaves. Valentine day, Easter Sunday and other special occasions provide an opportunity for interesting projects. Cakes may be brought from home and decorated in class.

FOODS

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. See course description under Practical Nursing, page 72.

NUTRITION

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. See course description under Practical Nursing, page 72.

HEART KITCHEN—LOW SODIUM DIET COOKERY COURSE

TYPE OF STUDENT—Any homemaker referred by the doctor

FEE—None

LENGTH OF COURSE—6 one and one-half hour sessions

COURSE CONTENT—Fundamentals of low sodium diets include: menu-planning; preparation of low sodium foods—casseroles, breads, milk dishes, desserts; use of herbs and spices; individual conferences as desired.

HEART KITCHEN—WORK SIMPLIFICATION COURSE

TYPE OF STUDENT—Heart patients, handicapped homemakers, and all homemakers interested in simplifying their work

FEE—None, regardless of residence

LENGTH OF COURSE—5 one and one-half hour sessions

COURSE CONTENT—Demonstrations and principles of methods of saving time and energy including: principles of good kitchen arrangement; establishment of good consumer buying habits; choice, use and care of good tools; principles of good storage used throughout house; house cleaning methods with less bending, reaching and stooping; correct posture; new techniques for bedding, ironing and laundry; time planning.

REGISTRATION—In Heart Kitchen
HEART KITCHEN COURSE AT WISCONSIN NEUROLOGICAL FOUNDATION
TYPE OF STUDENT—Handicapped homemakers
FEE—None
LENGTH OF COURSE—8 one hour sessions
COURSE CONTENT—Principles and demonstrations of methods of saving time and energy as applied to the handicapped homemaker including: principles of good kitchen arrangement with emphasis on wheel chair kitchen planning; time planning; consumer buying habits; choice, use and care of good tools; special helping or holding devices; principles of good storage; house cleaning methods; new techniques for bedmaking, ironing, and laundry.

HOME MANAGEMENT
TYPE OF STUDENT—Practical Nurse
FEE—None
LENGTH OF COURSE—48 hours
COURSE CONTENT—See course description under Practical Nursing, page 72.

CLOTHING AND TEXTILES
JUNIOR CLOTHING I
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
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; 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)
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)
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 lined buttonholes, plackets and zippers, making and applying collars, patch and slot pockets. Decorative stitches such as fagoting and smocking will be applied on cotton or silk dresses.

CLOTHING III (Refresher Course for Clothing Teachers)
TYPE OF STUDENT—Adult
FEE—$1 per semester
LENGTH OF COURSE—19 two-period sessions
COURSE CONTENT—Recent laboratory procedures, new construction techniques, and the Bishop Method of Clothing Construction as applied to adult classes are reviewed to help bring prospective teachers up to date in clothing methods. A survey of fabric developments and techniques suitable for the man-made fibers is included.

CLOTHING IV (Casual Clothes)
TYPE OF STUDENT—Adult
FEE—$1 per semester
LENGTH OF COURSE—18 four period sessions
COURSE CONTENT—This is an elementary dress-making course and follows Clothing I or its equivalent. Types of garments to be made are: 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)
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, orlon and the blended fabrics. This is an advanced course and will include the construction of one-piece or two-piece dresses, formal, dinner dresses, and robes of various types. The
Bishop method of construction will be used. Identification of fabrics, short cuts in construction processes, interpretation and application of pattern principles, and coordinating of the wardrobe will be included. This course is for the advanced student.

CLOTHING VI (Tailoring I)
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 facing, fitting problems, use of pressing boards for shaping garments to the figure, bound and patch pockets, lining and interlining for coats and suits, types of pads most suitable, selection of fabrics for coats, suit linings, interlinings, and interfarcings. Garments to be made are suits and coats from new material as well as make-over problems in suits and coats.

CLOTHING VII (Challenge of Make-over)
TYPE OF STUDENT—Adult
FEE—$1 per semester
LENGTH OF COURSE—18 three or four period sessions
COURSE CONTENT—This course is planned for those people who have completed Tailoring I satisfactorily. The problems to be emphasized are: moulding of garments with the iron, bound and welt pockets, cording and worked buttonholes, study of sleeves and other fitting problems. Suits and coats will be made.

CLOTHING VIII (Tailoring II)
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 sleeves and other fitting problems. Suits and coats will be made.

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

MILLINERY II
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, flowers, and ribbon trimmings, and the use of these trimmings, as well as the various uses and ways of applying veiling to each type of hat. New hats, as well as remodeled hats, are made.

MILLINERY III
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
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 the 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
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 remolding 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.

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

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

UPHOLSTERY II
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, coagwell chairs, platform rockers, etc. Greater emphasis will be placed upon art pieces as applied to furniture. Students will be encouraged to undertake projects at home.

DRAPERIES
TYPE OF STUDENT—Adult
FEE—$1 per semester
LENGTH OF COURSE—18 three period sessions
COURSE CONTENT—Draperies are studied from the standpoint of fabric, styles, and colors. Emphasis is placed upon the techniques in construction of draperies for both stationary and traverse rods. Other highlights of the course are: estimation of yardage, importance of proper measuring, application of lining, tailoring techniques used in drapery making. Calculation of size and spacing of pleats is stressed. Various kinds of pleats are taught. Actual construction of draperies is carried on in class under the supervision of the instructor; spreads and pillows are also made.

LAMPSHADES
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
TYPE OF STUDENT—Adult
FEE—None
LENGTH OF COURSE—18 three period sessions
COURSE CONTENT—Both the beginner and the more advanced student may enter this course. Some of the points included in the course are: kinds and types of materials with which to work; how to read and understand directions and patterns; where do we use crocheting. Suggested articles for class work are: place mats; doilies; holders; afghans; boots and other types of hats; table cloths; bedspreads; lace edging and insertion.

KNITTING I
TYPE OF STUDENT—Adult
FEE—None
LENGTH OF COURSE—18 three period sessions
COURSE CONTENT—This is for the beginners or those who have had very little experience in knitting, and will include fundamentals of knitting. Typical of what might be knit are: patterns, 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

TYPE OF STUDENT—Adult
FEE—None
LENGTH OF COURSE—18 three period sessions
FEE—None

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.

HOMEMAKER’S CLUB

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.

CLOTHING OR FUR REMODELING CLASSES ARE OFFERED AT THE FOLLOWING CENTERS:

LOWELL SCHOOL
Fur Remodeling—Tuesday p.m.
Fee—$1 per semester

MIDVALE SCHOOL
Clothing I—Tuesday p.m.
Clothing V—Thursday p.m.
Fee—$1 per semester

SCHENK SCHOOL
General Clothing—Tuesday p.m.
Fee—$1 per semester

FRANKLIN SCHOOL
General Clothing—Tuesday p.m.
Fee—$1 per semester

TRADE AND INDUSTRY

Trade Preparatory and Preapprentice Courses
Apprenticeship Courses
Technical Courses
TRADE PREPARATORY AND PRE-APPRENTICESHIP COURSES

Trade preparatory courses are designed to train persons to become occupationally proficient in a specific trade area. Knowledge and skills of the trade are stressed in the light of the job requirements. Most trade preparatory courses are two years in length and upon completion of the course a diploma is awarded.

Pre-apprenticeship courses are courses paralleling trade preparatory courses to some extent, designed to give the aspiring apprentice applicant the general knowledge and skills necessary to gain entrance into one of the apprenticeship trades. The length of these courses varies according to the entrance requirements of each individual trade.

AUTO BODY

TYPE OF STUDENT—Full-time
FEE—15 cents per day of four periods
LENGTH OF COURSE—1,840 fifty minute periods
TEXT—Automotive Body Reconditioning by Theodore Wohlfl, Erick Friek, A. B. Saxmon
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 MECHANICS

TYPE OF STUDENT—Adult, Full-time
TYPE OF TRAINING—Trade Preparatory and Pre-apprentice
FEE—15 cents for 4 periods
LENGTH OF COURSE—1,840 fifty minute periods
TEXT—Automotive Body Reconditioning by Theodore Wohlfl, Erick Friek, A. B. Saxmon
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.

BLUEPRINT READING

(BUILDING AND ALLIED Trades)

TYPE OF STUDENT—Full-time, Part-time
FEE—$1.50 per semester, one period per day
LENGTH OF COURSE—80 fifty minute periods
TEXT—Building Trades Blueprint Reading by Dalzell (2 volumes)
COURSE CONTENT—This course covers basic blueprint reading, essential to anyone seeking success in the building trades. The course is built around several practical sets of blueprints which take the student from the elementary through specificaTions of masonry buildings.

BLUEPRINT READING

(MACHINE TRADES)

TYPE OF STUDENT—Full-time
LENGTH OF COURSE—80 fifty minute periods
FEE—$1.50 per semester, one period per day
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.

CABINETMAKING

TYPE OF STUDENT—Full-time
FEE—$1.50 per quarter for 4 periods
LENGTH OF COURSE—1,400 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, stilling of stock on power machines, joints and joint making, 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.

DRAFTING, ARCHITECTURAL

TYPE OF STUDENT—Full-time
LENGTH OF COURSE—1,400 fifty minute periods
ARCHITECTURAL DRAWING IA—This is a basic course designed for beginners in mechanical drawing as well as in architectural drawing. The course content includes geometric constructions, elements of orthographic projection as applied to working drawings. Dimensioning, acquiring skill in making letters and numbers, and solving drawing problems by projection techniques. Freehand sketching of simple objects using pictorial methods, isometric, oblique, cabinet and perspective is included.

ARCHITECTURAL DRAWING IIA—The student develops a house plan of his own choosing. The outline of the course is as follows: preliminary sketch, plot plan, floor plans, elevations, details, perspective, specifications and an estimate of materials.

ARCHITECTURAL DRAWING IIIA—In this course the student draws the plans for a commercial building such as a store, garage, or apartment. Masonry construction, wood framing and finishing and structural members are incorporated.
ARCHITECTURAL DRAWING IV—This course is an extension of IIIA, but the emphasis is on structures using fabricated structural steel and reinforced concrete.

DRAFTING, MECHANICAL

TYPE OF STUDENT—Full-time

FEE—$1.50 per semester, one period per day

LENGTH OF COURSE—1480 fifty minute periods

DRAWING I, ELEMENTARY

COURSE CONTENT—This is a basic and introductory course beginning with instruction in the use of drawing equipment. The course content includes geometric constructions, elements of orthographic projection as applied to working drawings, dimensioning, acquiring skill in making letters and numbers, and solving drawing problems by projection techniques.

DRAWING II, ELEMENTARY

COURSE CONTENT—This is a continuation of Drawing I and includes more advanced problems for which working drawings are required. Also included is a study of cross sections, scale drawing auxiliary views, elementary pattern layouts with true length line determination, construction of curves, intersections, triangulation, pictorial drawing in isometric, oblique, and cabinet projections, screw threads, the helix, and thread conventions.

DRAWING III, INTERMEDIATE

COURSE CONTENT—This course offers both a review of previous drawing experience and an advance into new areas of drawing. It is a workbook course and includes elementary projection problems, completion problems, freehand sketching, visualization exercises, single and double auxiliary views, revolutions, sections and conventions, dimensioning, pictorial drawing, screw threads, intersection, and developments.

DRAWING IV, MACHINE DRAWING

COURSE CONTENT—This course is basically machine drawing including both detailing and assembly of parts drawings. Arrangement of views, dimensioning, limiting fits, tolerances and allowances, cross sections and machining practices on a wide variety of machine parts gives the student a good chance to develop skill in this type of drawing.

DRAWING V, MECHANISMS

COURSE CONTENT—This is principally a course in gearing and cams. Spiral gears, worm and worm wheel construction and bevel gears are presented in both the theoretical and practical aspects. Mathematical calculations are followed by the drawing of the project in both the gear work and the design of cams. At the option of the student the course can be expanded to include a study of linkages and velocity diagrams.

STRENGTH OF MATERIALS

TYPE OF STUDENT—Full-time

FEE—None

LENGTH OF COURSE—56 fifty minute periods

TEXT—Strength of Materials by Breneman

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

GENERAL GRAPHIC ARTS

(First Year Course)

LENGTH OF COURSE—740 class hours (4 hours daily, 37 weeks)

COURSE CONTENT—A general shop course providing broad knowledge and skills in a number of areas of the graphic arts for those employment situations requiring this and/or basis for selection of specialization in the advanced year of study.

Major areas and hours of work in each are:

THE GRAPHIC ARTS INDUSTRY—20 hours

Basic processes of reproduction, history, place of the industry today.

HAND AND COLD TYPESETTING—160 hours

Simple composition procedures, tools, processes and techniques, type faces, borders, ornamentation, make-up of newspaper, job, book, and display forms. Introduction to cold composition, paste-up, proofing, utilization of product.

ELEMENTARY MACHINE TYPESETTING—120 hours

Principles of the line casting machine, practice keyboarding, keyboard operation with straight and display composition, change over, basic maintenance procedures.

HAND PRESSWORK AND IMPOSITION—120 hours

Care and maintenance of presses, lock-up, make-ready of platen and cylinder presses, feeding hand presses, inks, papers.

AUTOMATIC PRESSES—120 hours

Set-up, make-ready, and operation of automatic platen and cylinder presses, feeding hand presses, inks, papers.

BINDERY—120 hours

Estimating stock, cutting, folding, gathering, scoring, stapling and stitching, sewing, drilling, punching, trimming, jogging, etc.
PRINT SHOP THEORY
(First Year Course)
LENGTH OF COURSE—148 class hours (2 hours, 2 days weekly, 37 weeks)
FEE—None
COURSE CONTENT—Study of inks, paper, estimating, planning, production scheduling, quality control, safety, related films, job relations, type metals, copy preparation, proofing and line engravings, mark-ups, etc.

DESIGN AND LAYOUT FOR GRAPHIC ARTS (First Year Course)
LENGTH OF COURSE—148 class hours (2 hours, 2 days weekly, 37 weeks)
FEE—None
COURSE CONTENT—Basic principles of design, balance, harmony, proportion, display, type faces, legibility of types, color principles, and their usage, art techniques, copy preparation, simple to complex layouts, book and brochure layout.

PRINTERS' ENGLISH
(First Year Course)
LENGTH OF COURSE—111 hours (1 hour, 3 days weekly, 37 weeks)
FEE—None
COURSE CONTENT—Punctuation, capitalization, spelling, the dictionary, word division, proof reading, trade journals, preparation of copy, style manuals.

MATHEMATICS FOR THE PRINTING TRADES
LENGTH OF COURSE—74 hours (1 hour, 2 days, 37 weeks)
FEE—None
TEXT—Practical Problems in Mathematics for Printing Trades
COURSE CONTENT—Individual review in mathematics as necessary. Mathematics problems peculiar to the trades.

PHOTOGRAPHY, STRIPPING, AND PLATEMAKING FOR LITHOGRAPHY
LENGTH OF COURSE—74 class hours (2 hours, 1 day, 37 weeks)
TEXTS—LTF Manuals

ADVANCED GRAPHIC ARTS
(Second Year Course)
TYPE OF STUDENT—Full-time
LENGTH OF COURSE—740 class hours (4 hours daily, 37 weeks)
FEE—None
COURSE CONTENT—Advanced study and work in areas of specialization as selected by the student based upon his interests and aptitudes. Selection is made from the areas listed with 370 or 185 hour units for a total of 740 hours, that is a student may spend 1/2 or 1/4 of his time in one area.

ADVANCED HAND TYPESETTING, MAKE-UP, COLD COMPOSITION
Continuation of first year course into advanced materials and processes.

ADVANCED MACHINE TYPESETTING
Continued practice toward skilled and accurate operation of the machine. Greater emphasis on maintenance and repair.

LETTERPRESS PRESS WORK
Continued practice and study in set-up and operation of platen and cylinder presses. imposition and color work.

LITHOGRAPHIC PRESS WORK
Care and operation of the press. Basic principles in review, plate preparation, application, presentation, component parts of the press, chemicals, paper, inks, auxiliary equipment.

PHOTOGRAPHY
Exposure and development techniques, fundamentals of cameras, exposure meters, flash and electronic equipment, composition, chemistry, contact prints, enlarging, reducing, sensitization, toning, etc.

BINDERY
Continuation of first year course with work in a number of bindery operations, emphasis on planning.

ADVANCED DESIGN AND LAYOUT FOR GRAPHIC ARTS
(Second Year Course)
LENGTH OF COURSE—148 class hours (2 hrs., 2 days, 37 weeks)
FEE—$2 per semester
COURSE CONTENT—Book and brochure design, preparation of rough and final layouts, masking, dummies, etc. A continuation course.

PHOTOGRAPHY, STRIPPING, AND PLATEMAKING FOR LITHOGRAPHY
(Second Year Course)
LENGTH OF COURSE—148 class hours (2 hrs., 2 days, 37 weeks)
FEE—None
COURSE CONTENT—A continuation of first year course devoted to photography as applicable to lithography. Color separation, negative retouching, use of the densitometer, advanced work in stripping and plate-making.

ADVANCED PRINTERS' ENGLISH
(Second Year Course)
LENGTH OF COURSE—37 class hours (1 hour weekly)
FEE—None
COURSE CONTENT—Continuation of first year course, preparation of copy, the journalistic style, style manuals, proof-reading practice, business letter and report writing, trade journals, supply and equipment catalogs and ordering, reference sources.

PRINT SHOP THEORY, II
LENGTH OF COURSE—37 class hours (1 hour weekly)
FEE—None
COURSE CONTENT—Individually guided study to fill needs of student according to areas of specialization.

JOB RELATIONS
TYPE OF STUDENT—Adult
FEE—None
LENGTH OF COURSE—18 fifty minute periods
COURSE CONTENT—Purpose: To impress the student with the importance of knowing and applying the basic principles of good Human Relations to Self, to the Job, and to the Customer. Method of presentation: Conference and lecture, using training aids and class participation. 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.

MACHINE SHOP
TYPE OF STUDENT—Adult, Full-time
FEE—10 cents per day of two periods
LENGTH OF COURSE—1480 fifty minute periods
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, grinders and drill press, and the basic operating principles of these machines. Also, layout procedures, the use of precision instruments and gauges, machine shop trade standards and data including care and use of hand tools. Any materials other than those used by the student for class exercises must be paid for by the student.

PHOTOGRAPHY
TYPE OF STUDENT—Adult, Full-time
FEE—20 cents per day of four periods—minimum charge $2 per quarter
LENGTH OF COURSE—1480 fifty minute periods
TEXTS—This is Photography by Thomas H. Miller and Wyatt Burnitt; 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.

RADIO
TYPE OF STUDENT—Adult, Full-time
FEE—20 cents per day for four periods—minimum charge $2 per quarter
LENGTH OF COURSE—1480 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 practice, use of tools and test equipment, printed circuits. Also theory of transistors and the servicing of transistor receivers.

RESTAURANT TRADES, BASIC AND ADVANCED
TYPE OF STUDENT—Adult
COST—Tuition is charged for non-resident students over 21 years of age
LENGTH OF COURSE—8 nine week quarters
TEXT—Profitable Food and Beverage Operation, Harris, Kerr and Foster

COURSE CONTENT—Practical instruction in quantity food preparation, quantity food service, and food management. The work is supplemented by demonstrations, films and lectures on allied subjects by specialists from various fields. Uniforms are supplied and the noon meal is included. Related courses are:

BASIC:

1. Culinary Language—Review of basic grammar and introduction to new vocabulary, including French, German, Italian, Scandinavian, and Spanish words and phrases used in restaurant menus.

2. Color and Design in Food—Selection and service; natural and artificial materials that may be combined and used in food display.

3. Hygiene and Sanitation—Study of bacterial action for the basis of understanding the need for sanitation in food handling. Kinds of bacteria and the effects; means of preventing growth of bacteria. Other causes of food poisoning and prevention. Through this study the reasons for frequent hand washing, proper care of work tables, safe procedures in dishwashing, proper refrigeration, and other such public health requirements are understood.

4. Mathematics for Business—Covers four fundamental operations as well as decimals and percentages. The material covered gives the foundation necessary in figuring food costs. Business forms and their application are included in this course.

5. Nutrition—Centered around the basic seven foods applied to restaurant menu-making. It includes basic seven foods, food nutrients and functions in the body, body requirements, food deficiencies, and menu-planning.

ADVANCED:

1. Business Management—Review of basic mathematics; food costs, meal costs, weights and measures; inventory control; business machines and their operation; restaurant accounting; receiving procedures; issuing supplies; budgeting for food and beverage operation; pre-cost, pre-control procedures; payroll analysis and control.

2. Culinary Language—Continued study of menu and other culinary terms associated with the preparation and serving of foods. In addition, a short course in Business English designed to aid the prospective chef in writing effective letters and reports.
WELDING—ELECTRIC ARC
TYPE OF STUDENT—Full-time
FEE—21 cents per period
LENGTH OF COURSE—1160 fifty minute periods
TEXT—Theory and Practice for Arc Welding by Sack
COURSE CONTENT—Industrial application of arc welding, arc welding machines; accessories, classification of welding electrodes, joint and weld characteristics; basic training in arc welding of mild steel in the flat, horizontal, vertical and overhead positions. Army and navy qualification tests, pipe welding. Pressure vessel welding. Helio arc welding of stainless steels and alloys.

WELDING—OXY-ACETYLENE
TYPE OF STUDENT—Full-time
FEE—21 cents per period
LENGTH OF COURSE—680 fifty minute periods
TYPE OF STUDENT—Apprentice
FEE—None
LENGTH OF COURSE—400 hours
COURSE CONTENT—Basic training in welding mild steel in flat, horizontal, vertical, and overhead positions, care of equipment, pipe welding, bronze welding, steel and cast iron welding, oxy-acetylene cutting of metals, white metal welding, aluminum welding, and lead burning.

APPRENTICESHIP COURSES

Apprenticeship courses are designed for young workers who are employed on a learner's basis and who have been indentured by means of an apprenticeship contract with the apprenticeship division of the Industrial Commission of the State of Wisconsin. The apprenticeship course covers the stipulated schooling requirements included in the apprenticeship contract and is to be given concurrently with the learning on the job. This schooling is referred to as related instruction and covers the theory and technology the apprentice is not likely to learn on the job.

AUTO BODY
TYPE OF STUDENT—Apprentice
LENGTH OF COURSE—400 hours
TEXT—Automotive Body Reconditioning by Theodore Wolillow, 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.
International Textbook Library on Foundry and Pattermaking Foundry Work by Wenz

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

HYDRAULICS

TYPE OF STUDENT—Apprentice

FEE—None

LENGTH OF COURSE—9 fifty minute periods

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

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

MACHINE SHOP

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

FOUNDRY PRACTICE

TYPE OF STUDENT—Apprentice

LENGTH OF COURSE—400 hours

FEE—None

TEXTS—Elementary Foundry Technology by Hartly

COMPLIANCE

TYPE OF STUDENT—Apprentice

LENGTH OF COURSE—288 hours

TEXT—Home Study Course Revised, Wisconsin Schools of Vocational Education

ELECTRICITY

TYPE OF STUDENT—Apprentice

LENGTH OF COURSE—400 hours

FEE—None

TEXTS—Industrial Electricity by Nicola & Gleimme

SOME RELATED MATERIAL

Electric Code Test Book by Hiller

Related Information—Electricity I, II, III, IV

METALS LABORATORY

TYPE OF STUDENT—Apprentice

LENGTH OF COURSE—37 fifty minute periods

FEE—None

TEXT—Elementary Metallurgy by Frier

COURSE CONTENT—Iron smelting; iron refining; cast and wrought iron, mordant and metal forming; iron carbon diagram; physical structure; grain structure; steel alloys, tempering of steel, hardness testing procedures and precision measurement practices.
PAINTING AND DECORATING

TYPE OF STUDENT—Apprentice

FEE—None

LENGTH OF COURSE—400 hours

TEXT—Principles of Painting and Decorating by French and Svenningsen

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

PATTERNMAKING

TYPE OF STUDENT—Apprentice

FEE—None

LENGTH OF COURSE—400 hours

TEXTS—Advanced Blueprint Reading, Delmar Publishers

Mathematics for Plumbers and Pipefitters, Delmar

Elementary Foundry Technology by Hartley

COURSE CONTENT—Introduction to Foundry Practice and Patternmaking, 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, coreprint and coreboxes; staved, stepped and segment work; related pattern casting theory, design, engineering, new methods; elements of arithmetic; areas of volume, cylinders, prisms, fillets, bosses, plates, ribs, pads, webs, etc.; irregular and composite solids; weights of castings, density of metals, estimation of casting weight by practical computation; geometry and layout; slide-rule practice; principles of projection sketching practice; use of instruments and equipment; blueprint reading.

PLUMBING

TYPE OF STUDENT—Apprentice

FEE—None

LENGTH OF COURSE—400 hours

TEXTS—How to Design and Install Plumbing by Nathan

Blueprint Reading and Sketching, Delmar

Mathematics for Plumbers and Pipefitters, Delmar

Wisconsin State Plumbing Code, State Board of Health

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

Chapter 149, Wisconsin Statutes, State Plumbing

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

PRINTING

TYPE OF STUDENT—Apprentice

FEE—None

TEXTS—Practice of Printing, Polk

General Printing, Cleaton and Pitkin

ITU Lessons in Printing

Elementary Platen Presswork, Polk

Linotype Keyboard Operation

Linotype Machine Principles

Graphic Arts Procedures and Study Guide, Karch

Practical Problems in Mathematics for Printing Trades

COURSE CONTENT—Related information dealing with all phases of the graphic arts. Areas covered vary according to the needs of the individual area of apprenticeship and is planned accordingly. Major areas are papermill, ink, petroleum, press, paper, paper manufacturing, color printing, gravure, flexography, letterpress, lithography, typography, photography, and related chemical and technological developments.
STEAMFITTING

TYPE OF STUDENT—Apprentice
FEES—None
LENGTH OF COURSE—400 hours
TEXT—Instructional Manual for Steamfitter Apprentice

COURSE CONTENT—Science related to the steamfitter trade, the underlying scientific principles of pressure, weight, density and type of heat; related drawing, blueprint reading, fundamentals of isometric drawing, and heating plant layout; 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 ventilation; 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.

WELDING—ELECTRIC ARC

TYPE OF STUDENT—Apprentice
FEES—None
LENGTH OF COURSE—400 hours
TEXT—Theory and Practice for Arc Welding by Stock

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

WELDING—OXY-ACETYLENE

TYPE OF STUDENT—Apprentice
FEES—None
LENGTH OF COURSE—400 hours

COURSE CONTENT—Basic training in welding mild steel in flat, horizontal, vertical, and overhead positions, care of equipment, pipe welding, bronze welding, steel and cast iron welding, oxy-acetylene cutting of metals, white metal welding, aluminum welding, and lead burning.

MATHEMATICS FOR APPRENTICES

TYPE OF STUDENT—Apprentice
FEES—None

COURSE CONTENT—Applied courses in mathematics for apprentices are designed to meet the specific needs of each individual trade and taught in such a way that they apply to the everyday practices.

APPLIED SCIENCE FOR APPRENTICES

COURSE CONTENT—Basic composition and resolution of forces, and how forces can be analysed; 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.
INDUSTRIAL MECHANICAL TECHNOLOGY

TYPE OF STUDENT—Full-time

FEE—$12 per semester

LENGTH OF COURSE—2410 fifty minute periods, from 6 to 7 periods daily for two school years.

TEXTS—Cost of text material approximately $20 per year.

PREREQUISITE—High School Graduate—Entrance Examination

OBJECTIVE—The mechanical curriculum is basically concerned with manufacturing and its various aspects. It is designed for students who are interested in preparation for work in the development and design of mechanical products or the machines, tools, and equipment used in their fabrication or assembly. The increased use of automation in all industries has raised the demand for trained men in this field and this demand will continue to increase. The curriculum provides basic training in the application of fundamental principles to machine design, tool design, production planning, heat and power equipment, materials testing, and industrial instruments. The instruction is planned to enable graduates to take positions at the assistant or technician level.

COURSE SUBJECTS—Communication skills, technical mathematics, techniques of welding, basic technical drawing, psychology of human relations, inspection processes, metals laboratory, industrial safety, machine shop, technical science, sketching, manufacturing processes, foundry practice, mechanics and strength of materials, sheet metal, American institutions, tool design theory, industrial electronics, business and industrial relations, theory of mechanisms, design of machine elements.

RADIO AND TELEVISION TECHNICIAN

TYPE OF STUDENT—Full-time

FEE—$20 per semester

LENGTH OF COURSE—2560 fifty minute periods, 6 to 7 periods per day for 74 weeks (2 school years).

TEXTS—Cost of texts and laboratory materials approximately $25 per school year.

PREREQUISITE—High School Graduate—Entrance Examination

OBJECTIVE—This course is designed to prepare young men to enter employment as (1) radio and television servicemen, and (2) engineering technicians in the electronics field.

COURSE SUBJECTS—DC and AC fundamentals; use of test equipment, basic electricity and basic electronics, radio and television service, technical mathematics, communication skills, human relations, American institutions, drafting, technical science and color television.

This is a two year course and should make the graduate employable as an assistant to electronic engineer or as a radio and television technician.
COUNSELING

Any new registrant 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

The services of the placement office are available to employers in the Madison area 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 the school day.
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-administration relationships.
3. Foods—study of normal needs, preparation of variations to meet specific health requirements. 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.
4. Nutrition—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.
5. Housekeeping—efficient application of cleanliness and safety principles as needed in homes and institutions. 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.
6. Occupational Diversion—demonstration and practice in crafts which may be used for various age groups of patients.
7. Nursing procedures—demonstration and practice of procedures used in care of patients in hospitals and homes.

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

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

First Semester
- Accounting I
- Business Mathematics
- Communications Arts
- Skills
- Typewriting I
- Orientation

Second Semester
- Accounting II
- Psychology of Human Relations
- Machine Calculation
- Typewriting II
- Business Correspondence
- American Institutions

Second Year

First Semester
- Accounting III
- Accounting Systems
- Business Law
- Economics
- Elective

Second Semester
- Accounting IV
- Credit Procedures
- Office and Personnel Management
- Internal Auditing
- Elective

Electives

Money and Banking
Salesmanship
Business Statistics
Filing
Marketing
Advertising
Machine Bookkeeping

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

First Semester
- Secretarial Science I
- Accounting I
- Psycholgy of Human Relations
- Business Mathematics
- Orientation

Second Semester
- Secretarial Science II
- Accounting II
- Psychology of Human Relations
- Typewriting II
- Business Correspondence

Second Year

First Semester
- Secretarial Science III
- Accounting III
- Business Law
- Economics
- Elective

Second Semester
- Secretarial Science IV
- Accounting IV
- Business Law
- Economics
- Elective

Electives

Business Organization and Administration
Public Speaking
Physical Education
Income Tax Accounting
Secretarial Machines
Penmanship
Medical Secretary
Phyiology and Anatomy
Medical Office Practice
Legal Secretary
American Courts
Legal Office Practice

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

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 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 change, follow-up, and transfer methods, along with a study of filing equipment and supplies.

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

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

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

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

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

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

MEDICAL OFFICE PRACTICE
Medical secretarial students are granted the privilege of attending lectures in Medical and Surgical Nursing given in the Department of Nursing Education. Students take the lectures going 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, models, 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.

SALESMSHIPS

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, 60 words per minute.

SECRETARIAL SCIENCE II

A course for students who have completed the theory of shorthand and who desire to attain a dictation speed of 60 to 80 words a minute. Attainment of established goal is based upon mailable transcriptions. Testing procedure for credit: 8 minute tests, unfamiliar material, 60 to 80 words per minute, transcribed at the rate of 25 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 125 words per minute, transcribed at the rate of 30 words per minute.

SECRETARIAL TYPEWRITING

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

TYPEWRITING I

Course for beginners in typewriting. Includes history and the importance of the typewriter, care of typewriter, parts of the machine, position of the typewriter and individual, mastery of keyboard, letters, numbers, symbols and characters on the keyboard, Letters (semi and modified 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.

BUSINESS EDUCATION
One Year Intensive Courses

Accounting
Stenographic
Office Machines
General Clerical
### ONE-YEAR — ACCOUNTING

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

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

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

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

### ONE-YEAR — STENOGRAPHY

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

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

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

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

### ONE-YEAR — OFFICE MACHINES

A one-year course for students who wish to become operators of the various business machines used in offices. In addition to the training gives students basic training in office procedures and subjects are offered to give students background for business.

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

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

#### ELECTIVES
- Accounting
- Business Law
- Business Correspondence
- Filing
- Economics
- BOOKKEEPING
- Burroughs Sensimatic
- National Cash Register
- Monroe
- DUPLICATING
- Mimeograph
- Dito
- KEY PUNCH (IBM)
- Alphabetic
- Numeric

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

#### TRANSCRIBING
- Dictaphone
- Ediphone
- Gray Audograph

### ONE-YEAR — GENERAL CLERICAL

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

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

**SECOND SEMESTER**
- Typewriting
- Business Mathematics
- Accounting I
- Machine Calculation (One Quarter)
- Elective

#### ELECTIVES
- Economics
- Business Law
- Transcribing Machines
Evening School Catalog

1958 1959

Madison
Vocational and Adult School
Madison, Wisconsin
EVENING SCHOOL
CATALOG
1958-1959

E. J. Frautschi, President
F. M. Mason, Vice-President
P. H. Falk, Secretary
F. G. Collester
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211 North Carroll Street
Madison, Wisconsin
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GENERAL INFORMATION
The Madison Vocational and Adult School is a public school. There is a general registration fee of $2 for the entire year. For non-residents there also is a tuition charge of 50 cents per evening. This is paid in two payments, the first at the time of registration and the second by January 5, 1959.

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.

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 Alpino 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 8 through 11, 1958
Mail registration closes September 12.
Advance Registration in Person at the Vocational School
Tuesday and Wednesday, September 23 and 24, 1958, from 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
1958-59
Mail registration for evening school
September 8 to 12—Monday to Friday
Registration for evening school (5 to 8:30 p.m.)
September 23 and 24—Tuesday and Wednesday
Meeting of evening school staff
September 25—Thursday
Evening school begins
September 29—Monday
Evening school closes
(Milwaukee meeting of Wisconsin Education Association and Wisconsin Federation of Teachers)
November 6 and 7—Thursday and Friday
Evening school closes
(Thanksgiving vacation)
November 27 and 28—Thursday and Friday
Evening school closes
(Christmas vacation)
December 20 through January—Saturday through Sunday
Evening school reopens
January 5—Monday
Evening school closes
March 26—Thursday
GENERAL EDUCATION

Academic
Art
Music
ACADEMIC

ALGEBRA I
Monday and Wednesday, 7:00 p.m. to 9:00 p.m.
Tuesday and Thursday, 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
Monday and Wednesday, 7:00 p.m. to 9:00 p.m.
Tuesday and Thursday, 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 in 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
Tuesday and Thursday, 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
Tuesday and Thursday, 7:00 p.m. to 9:00 p.m.
Introduction to 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
Tuesday and Thursday, 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
Monday and Wednesday, 7:00 p.m. to 9:00 p.m.
Tuesday and Thursday, 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
Monday and Wednesday, 7:00 p.m. to 9:00 p.m.
Tuesday and Thursday, 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 twelve lessons presenting 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, needed to become an effective citizen of the United States.

ENGLISH I
Monday and Wednesday, 7:00 p.m. to 9:00 p.m.
Tuesday and Thursday, 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
Tuesday and Thursday, 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
Monday and Wednesday, 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, parapgraphing, 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 a 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 9:00 p.m.
Great Books contain the knowledge and wisdom of the ages. These are yours for the asking. Read great books, discuss them with others, a fascinating way in which to learn.

SHAKESPEARE
Wednesday, 7:00 p.m. to 9:00 p.m.
Shakespeare: the greatest poet, playwright, humorist, philosopher, genius the world has ever known. Get acquainted with him—enrich your life by that contact. Have fun doing it.

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

GERMAN I
Monday and Wednesday, 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.
**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**

Wednesday, 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.

**BRAIDED RUGS**

Monday and Wednesday, 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.

**CERAMICS**

Monday, 7:00 p.m. to 9:00 p.m.
Wednesday, 7:00 p.m. to 9:00 p.m.
Friday, 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?

**DRAWING**

Tuesday and Thursday, 7:00 p.m. to 9:00 p.m.
Laboratory Fee—$3
Basic training in structural relationship of form—mass, line, value and perspective from still life and imagination. Foreshortening and anatomy of the head and figure from models. Emphasis on individual interpretation. Mediums: pencil, charcoal, pen and ink, crayon and wash. Students pay for materials used.

For those who have always longed to draw and paint, and for those advanced students who wish to improve their techniques and further their abilities.

**GENERAL CRAFTS**

Monday and Wednesday, 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.

**CHAIR CANING**

Tuesday and Thursday, 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.

**INTERIOR DESIGN**

(Interior Decoration)

Monday, 7:00 p.m. to 9:00 p.m. or Wednesday, 7:00 p.m. to 9:00 p.m.
Tuesday, 7:30 p.m. to 9:30 p.m. Cherokee Heights School
Thursday, 7:30 p.m. to 9:30 p.m., Midvale School
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.

**JEWELRY**

Tuesday, 7:00 p.m. to 9:00 p.m.
Thursday, 5:00 p.m. to 7:00 p.m. and 7:00 p.m. to 9:00 p.m.
Tuesday, 7:30 p.m. to 9:30 p.m. — Cherokee School
Thursday, 7:30 p.m. to 9:30 p.m. — Midvale School
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.

**LETTERING and SHOW CARD WRITING**

Tuesday and Thursday, 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.

**PORTRAIT PAINTING**

Thursday, 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, conti crayon, water color and oil. Students pay for materials used.
POTTERY
Tuesday, 7:00 p.m. to 9:00 p.m.
Thursday, 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.

ROSEMALING (Decorative Painting)
Monday and Wednesday, 7:00 p.m. to 9:00 p.m.
Tuesday, 7:30 p.m. to 9:30 p.m.
Cherokee Heights School and Sherman School
Thursday, 7:30 p.m. to 9:30 p.m.
Midvale School and Schenk School
This is the Norwegian folk art of painting on woodenware. Instruction covers brush handling, basic strokes and method of painting, correct painting procedure, design and color problems.

STONE CUTTING (Lapidary)
Monday, 5:00 p.m. to 7:00 p.m. and 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
Monday and Wednesday, 7:00 p.m. to 9:00 p.m.
Laboratory Fee $0
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.
 mediums are oil, watercolor, tempera.

WEAVING
Tuesday and Thursday, 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
CHEROKEE HEIGHTS SCHOOL
Interior Design
Jewelry
Rosemaling
Tuesday, 7:30 p.m. to 9:30 p.m.

MIDVALE SCHOOL
Interior Design
Jewelry
Rosemaling
Thursday, 7:30 p.m. to 9:30 p.m.

SHERMAN SCHOOL
Interior Design
Rosemaling
Tuesday, 7:30 p.m. to 9:30 p.m.

SCHENK SCHOOL
Rosemaling
Thursday 7:30 p.m. to 9:30 p.m.

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

MAENNERCHOR
Thursday, 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
Wednesday, 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
Tuesday, 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
Tuesday, 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
Tuesday, 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
Wednesday, 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
Monday, 7:00 p.m. to 8:00 p.m. and 8:00 p.m. to 9:00 p.m.
Wednesday, 7:00 p.m. to 9:00 p.m.
FEE—$1 per lesson payable 6 weeks in advance. For adult beginners—basic principles. Easy solo pieces to suit individuals.
BUSINESS
EDUCATION

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

ACCOUNTING I
Monday and Wednesday 7:00 p.m. to 9:00 p.m.
This course covers the elementary principles of accounting and the procedures of double entry bookkeeping. No previous knowledge of bookkeeping or accounting is required. Work covered includes journalizing, posting, trial balance, preparation of financial reports, adjusting and closing the books at the close of the business period. Successful completion of the prescribed work will provide the student with a general knowledge of accounting useful in business or professional fields.
Text and supplies are required.

ACCOUNTING II
Tuesday and Thursday 7:00 p.m. to 9:00 p.m.
A continuation of Accounting I enlarging upon the theories and practices in use today in partnership and corporate types of organizations. Classification of accounts, admission of new partners, partnership dissolution, negotiable instruments, taxes, and the acquisition and disposal of fixed assets will be a part of this course. It is considered basic for students planning to major in accounting or for work as a bookkeeper or junior accountant.
Text and supplies are required.

ACCOUNTING III
Tuesday and Thursday 7:00 p.m. to 9:00 p.m.
The work is developed to meet the requirements of the student in interpreting and using accounting statements, in measuring the position of the business and its periodic progress, preparation of statements from incomplete data, errors and their correction, and statement analysis.
Pre-requisite, Accounting III or its equivalent.
Text and supplies are required.

ACCOUNTING IV
Tuesday and Thursday 7:00 p.m. to 9:00 p.m.
The work is developed to meet the requirements of the student in interpreting and using accounting statements, in measuring the position of the business and its periodic progress, preparation of statements from incomplete data, errors and their correction, and statement analysis.
Pre-requisite, Accounting III or its equivalent.
Text and supplies are required.

ACCOUNTING V
Tuesday and Thursday 7:00 p.m. to 9:00 p.m.
Advanced accounting is for the student who is majoring in accounting and who expects to specialize in accounting work. The subject matter is designed to round out the accounting student's knowledge in preparation for the C.P.A. examination.

ACCOUNTING VI — Cost
Tuesday and Thursday 7:00 p.m. to 9:00 p.m.
The course deals with the principles and methods of cost accounting. Emphasis is given to the calculation of material, labor, and overhead costs, and to the control and analysis of these costs. The student will be taught how to set up and operate a cost accounting system.
Pre-requisite, Accounting IV or its equivalent.
Text and supplies are required.

ACCOUNTING VII — Income Tax
Tuesday and Thursday 7:00 p.m. to 9:00 p.m.
A study of the principles of Federal and State income tax laws. Withholding tax, declaration of estimated tax by individuals, individual tax returns, partnership returns, and supplementary practice work make up the course content. The actual completion of the various forms as close projects, will be an important part of the course.
Pre-requisite, Accounting III or its equivalent.
Text and supplies are required.

BUSINESS ARITHMETIC
Tuesday and Thursday 7:00 p.m. to 9:00 p.m.
Especially intended to serve the needs of people in business. The student intending to study accounting or calculating machines, but who is not strong in arithmetic will do well to elect this as a preparatory course. Cashiers, clerks, and 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 payroll.
Text and supplies are required.

ADVANCED BUSINESS MATHEMATICS AND PROJECTS
Tuesday and Thursday 7:00 p.m. to 9:00 p.m.
This course is for students who have satisfactorily completed the basic business arithmetic course. The units covered include horiztonal 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, payroll, using sales data, invoicing and marking goods, miscellaneous application problems, insurance sinking funds, and amortization schedules.
Text and supplies are required.

BUSINESS LAW
Tuesday and Thursday 7:00 p.m. to 9:00 p.m.
Length of course 12 weeks
The purpose of this course is to acquaint the student with the general principles of law which are
followed in business and train him to apply these principles to typical business situations. The text material is supplemented with selected cases which demonstrate the application of legal principles to concrete cases.

Text is required.

OFFICE MACHINES
MACHINE CALCULATION
Key-driven Calculators
Comptometer and Burroughs
Monday and Wednesday 7:00 p.m. to 8:00 p.m. and 8:00 p.m. to 9:00 p.m.; Tuesday and Thursday 7:00 p.m. to 8:00 p.m. and 8:00 p.m. to 9:00 p.m.; Friday 7:00 p.m. to 9:00 p.m.
Equipment Fee—$1 per year
This course covers the four basic operations: addition, subtraction, multiplication and division. Advanced work may be taken which will include the application of fundamentals to business problems with emphasis on speed.

Text is required.

MACHINE CALCULATION
Rotary Calculators
Friden, Marchant, Monroe
Monday and Wednesday 7:00 p.m. to 8:00 p.m. and 8:00 p.m. to 9:00 p.m.; Tuesday and Thursday 7:00 p.m. to 8:00 p.m. and 8:00 p.m. to 9:00 p.m.; Friday 7:00 p.m. to 8:00 p.m.
Equipment Fee—$1 per year
This course covers addition and various methods of multiplication, subtraction, and division followed by their application to problems in business arithmetic. Upon completion of the course a student should have a thorough training in the fundamental processes as they apply to business and sufficient knowledge to operate the machine in any business office.

MACHINE CALCULATION
Burroughs and Remington Rand Printing Calculators
Monday and Wednesday 7:00 p.m. to 8:00 p.m. and 8:00 p.m. to 9:00 p.m.; Tuesday and Thursday 7:00 p.m. to 8:00 p.m. and 8:00 p.m. to 9:00 p.m.; Friday 7:00 p.m. to 9:00 p.m.
Equipment Fee—$1 per year
The aim of this course is to teach the techniques necessary to develop speed and accuracy on both the Burroughs full-key adding machine and the Remington Rand ten-key adding machine. It covers the four basic operations: addition, subtraction, multiplication and division.

IBM
KEY-PUNCH MACHINE
Monday and Wednesday 7:00 p.m. to 8:00 p.m. and 8:00 p.m. to 9:00 p.m.; Tuesday and Thursday 7:00 p.m. to 8:00 p.m. and 8:00 p.m. to 9:00 p.m.; Friday 7:00 p.m. to 9:00 p.m.
Equipment Fee—$3 per term of 12 weeks
Development of speed and accuracy on the alphabetic and numeric keypunching machines is the basic purpose 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.

Pre-requisites: Typewriting, minimum 40 words a minute.

SECRETARIAL
FUNDAMENTALS OF BUSINESS ENGLISH
Wednesday 6:00 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.

Texts and supplies are required.

BUSINESS CORRESPONDENCE
Tuesday and Thursday 7:00 p.m. to 9:00 p.m.
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.

Spelling lists supplement the words included in the text.

Text and supplies are required.

FILING
Monday and Wednesday 7:00 p.m. to 9:00 p.m.
Length of course 12 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. Advanced methods include subject, triple check and source. which will be taught at time permits.

Text and supplies are required.

SHORTHAND I
Tuesday and Thursday 7:00 p.m. to 9:00 p.m.
This is a study of Gregg Shorthand System used in many colleges, and is intended for students who are skilled typists, but who have had little or no previous training in shorthand. All of the theory of shorthand is covered. Dictation and transcription on the typewriter are introduced later in the course.
The speed attained at the completion of the term will be dependent upon the individual ability, but it is possible to attain a speed that can be used vocationally. Home work and regular attendance are necessary for progress in the study of beginning shorthand.

Text and supplies are required.

**SHORTHAND REVIEW**

Tuesday and Thursday 7:00 p.m. to 8:30 p.m.
Equipment Fee—$1 per year
This is a refresher course for those who have completed the shorthand theory and wish a general review of shorthand principles. Students who elect this course should be good typists and should have had training in transcription work. Dictation will be given at the rate of 50 to 80 words a minute. Students may transfer later to advanced shorthand classes.

Text and supplies are required.

**INTERMEDIATE DICTATION**

Tuesday and Thursday 7:00 p.m. to 8:30 p.m.
Equipment Fee—$1 per year
For students who have fulfilled the requirements of the shorthand theory and refresher courses. It consists of advanced vocabulary, phrase building, dictation and supervised transcription. Dictation is given at rates ranging from 75 to 90 words a minute. Emphasis is placed on letter styles, spelling and typewriting.

Text and supplies are required.

**ADVANCED DICTATION**

Tuesday and Thursday 7:30 p.m. to 9:30 p.m.
Equipment Fee—$1 per year
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 a minute on a five-minute basis.

**TYPEWRITING I**

Monday and Wednesday 6:00 p.m. to 7:00 p.m.; 7:00 p.m. to 8:00 p.m. and 8:00 p.m. to 9:00 p.m.; Tuesday and Thursday 6:00 p.m. to 7:00 p.m. and 7:00 p.m. to 8:00 p.m.
Equipment Fee—$1 per year
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.

Text and supplies are required.

**TYPEWRITING II**

Monday and Wednesday 7:00 p.m. to 8:00 p.m.; Tuesday and Thursday 7:00 p.m. to 8:00 p.m.
Equipment Fee—$1 per year
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.

Text and supplies are required.

**TYPEWRITING III**

Monday and Wednesday 7:00 p.m. to 8:00 p.m.; Tuesday and Thursday 7:00 p.m. to 8:00 p.m.
Equipment Fee—$1 per year
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.

Text and supplies are required.
DISTRIBUTIVE EDUCATION
(Training for Sales People)

RETAIL AND SALES INSTITUTE
(SPECIAL TWO-YEAR PROGRAM)
LENGTH OF COURSE—Four 12-week terms
Monday and Wednesday 7:00 p.m. to 9:00 p.m.
Course consists of instruction in business mathematics, store record keeping, business law, store organization and management, psychology of selling, advertising and merchandise display, marketing. Subjects may be included or substituted when deemed practical.
Upon completion of the two-year course a Certificate of Achievement will be granted.
Minimum enrollment necessary: 10 persons.

SALESMANSHIP
LENGTH OF COURSE—24 weeks
Tuesday 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
Thursday 7:00 p.m. to 9:00 p.m.
Advertising in relation to distribution of merchandise and services; physical structure of advertisements; layouts; printing; photo engraving; relative value of various media; newspapers, magazines, radio, television, dealer displays, outdoor advertising, car cards.

MERCHANDISE DISPLAY
LENGTH OF COURSE—First 12 weeks
Friday, 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
Tuesday, 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 inactive accounts; rehabilitating delinquent customers.

RETAIL CREDIT MANAGEMENT
LENGTH OF COURSE—Second 12 weeks
Thursday, 7:00 p.m. to 9:00 p.m.
Tasks of retail credit management; organize and administer credit department work; credit and collection policy; statistics and research. Cooperate with other credit grantees.

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

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

SUPERVISOR TRAINING
LENGTH OF COURSE—First 16 weeks
Tuesday 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.

FOUNTAIN TRAINING
LENGTH OF COURSE—8 hours
Monday 6:00 p.m. to 9:00 p.m.; Tuesday 6:00 p.m. to 9:00 p.m.; Wednesday 7:00 p.m. to 9:00 p.m.
Basic employee training for fountain service—employee regulations — demonstrate various ice cream mixes and combinations—dispenser techniques—cash register training. Making and serving short orders.

HOSTESS (WAITRESS) TRAINING
LENGTH OF COURSE—16 weeks
Tuesday 7:30 p.m. to 9:30 p.m.
Knowing about the industry; personnel development: types of menus; characteristics of food; equipment and its care; observation in a restaurant; work of the table waitress—receiving the guest and taking the order; serving and assembling orders; serving the customer breakfast, luncheon, and dinner; serving beverages; serving entrees, desserts, and common foods; children's service; clearing; service before and after dinner drinks.

REAL ESTATE COURSE
LENGTH OF COURSE—24 weeks
Thursday 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, resi-
dent appraisal, legal aspects, mortgages and titles, real estate licenses, and preparation for examination.

COMMERCIAL TELEVISION PRODUCTION

TYPE OF STUDENT—Adult

LENGTH OF COURSE—5 two-period classes, repeated every five weeks:

- Friday, 7:00 p.m. to 9:00 p.m., combined with every day on-the-job training at a commercial station from 11:00 a.m. to 1:00 p.m.
- A survey of the organization and operation of a commercial television station. Weekly lectures, plus discussion, concerning the departmental units which make up a commercial television station, i.e., continuity, traffic, sales, engineering, program and production. Specific technical training in camera technique, floor direction, film editing, and the handling of motion picture film projection and slide projection equipment.

INSURANCE COURSES

PRINCIPLES OF LIFE UNDERWRITING (A Sales Course)

LENGTH OF COURSE—12 weeks

Day to be selected by group.

Life Underwriting on an elementary or intermediate level. Discussion of effective sales procedure.

CHARTERED PROPERTY AND CASUALTY COURSES (Preliminary Courses)

COURSE — Unit A

LENGTH OF COURSE—30 hours

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

Course Content—General principles of insurance.

COURSE — Unit B

LENGTH OF COURSE—30 hours

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

Course Content—Fire, marine and allied lines.

COURSE — Unit C

LENGTH OF COURSE—30 hours

Monday or Wednesday 7:00 p.m. to 9:00 p.m.

Course Content—Casualty insurance and surety bonding.

ADVANCED COURSE

C.P.C.U.—Part I*

LENGTH OF COURSE—74 hours

Course Content—Theory of probability, rates in fire and casualty insurance, reserves, financial statement, statistics, sales, surveys, and adjustments.

*Day and time open.
FAMILY DEVELOPMENT

The series of classes in Family Life Education is designed to be practical, with subject matter broad and tailored to meet the needs of the mature individual. The course is designed to provide opportunities for increasing understanding of human behavior and needs. Members of such a group may hope to find new methods of dealing more effectively with personal relationships and to discover additional means by which they may hope to increase personal satisfactions for themselves and the members of their families. Courses are listed below.

FAMILY LIFE EDUCATION

(1st semester)
Tuesday 7:30 to 9:00 p.m.

Unit I—Helping young people to grow up well
This course is planned for those who are interested in clarifying goals and the means by which these goals may be attained for young people by the time they arrive at the middle "teens." It includes consideration of relationships of young people with their adult authorities, including parents. Other topics discussed are: dating, attitudes toward work and responsibility, developing moral values and ideals.

Unit II—Growing toward manhood and womanhood
Constructive sex education, in its broader application to our understanding of what it means to be a man or woman in our culture is given. How we help a child, from early years, prepare soundly for his part as an adult, for marriage and family living is also included.

FAMILY LIFE EDUCATION

(2nd semester)
Tuesday 7:30 to 9:00 p.m.

Unit I—Understanding ourselves and others
This course includes a discussion of basic human needs and how these needs influence behavior; the "caused" nature of behavior and the means by which behavior may be modified; how to help children "behave." This is a foundation for unit II.

Unit II—Emotional maturity and good mental health
How to grow up emotionally (affection, anger, fear) and characteristics of the mature individual are considered. Means by which to attain integration and sound mental health and the ability to meet problems in everyday life are a part of the course.

PERSONALITY AND CHARM

We., Monday 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

ACCESSORIES

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

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

FAMILY ECONOMICS

Tuesday 7:30 p.m. to 9:00 p.m.
First 12 weeks, September 20 to December 16
Second 12 weeks, January 6 to March 24

This course is planned for anyone who is interested in planning 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)

Tuesday or Thursday 7:00 to 8:00 p.m.

FEE —$5 per year

Meals in the modern way suggest new methods in cookery; streamlining cooking processes; proper use and care of kitchen equipment and appliances; comparison of commercial mixes with home mixes; cooling to retain vitamins and minerals; planning and preparation of balanced meals; buying of food. This is a practical course planned around the family meals—lunch, breakfast and dinner. In preparing these meals, quick breads, vegetables, salads, casserole dishes, meats, sandwiches and simple desserts will be included. This is an excellent course for brides and brides-to-be, business girls or anyone desiring help in actual meal planning and preparation.
FOODS II (Baking, Cakes and Pastry)

Tuesday 7:00 p.m. to 9:00 p.m.
FEE—$5 per twelve weeks (this is given the first 12 weeks of evening school and repeated the second twelve weeks).

All types of quick breads and yeast breads are given in this course. The modern streamlined method of mixing yeast breads is stressed. White, rye, and whole wheat breads are made; also banana, nut, and various fruit breads. Modern up-to-date methods of mixing cakes are featured. Types of so-called butter cakes and sponge cakes are included as well as various types of icing and frostings. Christmas cookies and fruit cakes are given prior to the holiday season. Principles underlying the making of pastry are given. Various kinds of shortenings are used. Comparison is made between prepared mixes and home mixes. One-shell, two-crust, and deep-dish pies are made.

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

Monday or Wednesday, 7:00 p.m. 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, teas, guest dinners and after-theater snacks. One should have some experience in cooking before taking this course.

FOODS IV (Meats, Fish and Poultry Cookery)

Thursday, 7:00 p.m. to 9:00 p.m.
FEE—$5 per 12 weeks; (this is given the first 12 weeks of evening school and repeated the second 12 weeks).

How to buy, store, cook and serve the many kinds and cuts of meat in a modern market are the topics emphasized. Plain and fancy ways to cook beef, veal, lamb, pork and poultry are included. Selection and preparation of seafood and fish are also introduced. Attractive services, garnishes and accompaniments for the meat or fish are suggested. Choice of vegetables to be served with the various meats as well as the proper vegetable cookery are a part of the course.

CAKE DECORATING I

Monday or Wednesday 7:00 p.m. to 9:00 p.m.
First 12 weeks
Monday 7:00 p.m. to 9:00 p.m. second 12 weeks
FEE—$3 per twelve weeks

This class is planned for those people who are 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

Wednesday 7:00 p.m. to 9:00 p.m. second 12 weeks
FEE—$3 per twelve weeks

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

Wednesday, October 15, 7:00 to 9:00 p.m.
Wednesday, December 3, 7:00 to 9:00 p.m.
Wednesday, February 18, 7:00 to 9:00 p.m.

A series of Cookery Demonstrations will be presented in Scanlan Hall on the dates indicated above. Casserole Cookery will feature new and unusual casserole dishes which can be served for family dinners, potluck suppers, and buffet meals if desired. Economics of time, effort and money will be stressed. "Bake-ol-a-Day" to accompany the main dish and desserts that come from casseroles will be included. Cooking for Christmas will suggest new cakes and cookies for the Holiday Season as well as old favorites brought up to date. Suggestions for gifts from your kitchen and ideas for what to serve when friends drop in will be included. Luncheons for Special Occasions will introduce menus for entertaining; included will be main dishes and desserts. Suggestions for family luncheons will also be featured.

CLOTHING AND TEXTILES

CLOTHING I (Firsts in Sewing)

Monday, Tuesday, Wednesday, Thursday or Friday, 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 is 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 the foundation for more advanced classes.

CLOTHING II (Children's Garments)

Monday—Advanced—7:00 p.m. to 8:00 p.m.
Wednesday—Beginners—7:00 p.m. to 8:00 p.m.
FEE—$1 per year

The Wednesday 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 materials; grain perfection; use of sewing machine and attachments; worked and bound buttonholes and machine made buttonholes; pleats
and zippers; lagoing 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)
Tuesday, 7:00 p.m. to 9:00 p.m.
Wednesday or Friday, 7:00 p.m. to 9:30 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 gar·
ments 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. Instruc·
tions for purchase of correct size of pattern will be
given the first evening.

CLOTHING V
(That Made-to-Order Look)
Tuesday 7:00 p.m. to 9:00 p.m.
Thursday or Friday, 7:00 p.m. to 8:30 p.m.
FEE—$1 per year
How to secure that much desired made-to-order
look will be one of the purpose of this course. Se·
lection of material and patterns will be stressed,
with emphasis on color, texture and becoming de·
sign 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 pat·
ttern principles, and coordinating of the wardrobe
will be included. This course is for the advanced
student.

CLOTHING VI
Monday or Wednesday, 6:30 p.m. to 8:30 p.m.
FEE—$1 per year
This course is planned for the experienced
sewer, one who has worked on wool. Suits and
costs for adults are to be made. Instruction is
given in tailoring principles such as: use of interfacing,
taping of collar, pad stitch for collars, fitting problems, use of pressing board for shaping
garment to the figure, lining and interfacing for
costs and suits. Also selection of fabrics, linings,
interlinings and interfacing for costs and suits
is given. Type of suit or coat to be made will be in
keeping with current styles.

CLOTHING VIII
Thursday, 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 molding,
sleeve construction, hand-felled collars and pocket construction.

MILLINERY I
Monday. Wednesday or Thursday, 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 neces·
sary. The course includes the fundamental prin·
ciples of millinery techniques. Its objective is to
develop an understanding of millinery methods.
materials, fronts, trimmings, the different basic hat
styles, and the choosing of becoming hats in pro·
tection to face and figure. The blocking of felts and
straws over simple blocks familiarizes the student
with blocks and steamng. Reblocking of good
quality used felts is included. Various types of hats
are made.

MILLINERY II
Tuesday, 7:00 p.m. to 9:00 p.m.
FEE—$2 per year
This course is planned for the student who has
had Millinemy 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 knowl·
edge regarding feather, flower, and ribbon trim·
ings, 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
Wednesday, 7:00 p.m. to 9:00 p.m.
Friday, 7:00 p.m. to 9:30 p.m.
FEE—$1 per year
Making over fur coats, restyling and moderniz·
ing the fur garment are two features of this course.
Putting fur collars on coats and suits, and mending
rips are also included. The actual work is done in
the class under the instruction of an expert in fur
work.

HOME IMPROVEMENT

DRAPERIES AND LAMPSHADE
Thursday 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, pat·
tterns, relation to architectural features, kinds of
windows and to the color and material of the ex·
terior. Emphasis is placed upon the techniques of
construction for both curtains and draperies suit·
able for each room in the home.
Lampsahdes—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 shades, winding, lining, placing outside and
inside panels, trimming and finishing.
SLIPCOVERS
Thursday 7:00 p.m. to 9:30 p.m.
FEE—$1.50 per year
This is for the beginners or those who have had very little experience in knitting. Typical of what might be made are scarfs, tams, sweaters, mittens, afghans, dolls, place mats, baste, bage, tablecloths, bedspreads and of course many other things. Bring crochet cotton and number 7 hook.

FLOWER ARRANGEMENT II (Second 12 weeks)
Tuesday 7:00 p.m. to 9:00 p.m.
FEE—$4 per term of 12 weeks
An advanced study in the application of principles of flower arrangement will be given. Emphasis will be placed on the contemporary and Japanese design.
TRADE AND INDUSTRY

Automotive
Building Trades
Drafting
Electronics
Graphic Arts
Photography
Service Trades
Welding
AUTOMOTIVE

AUTO BODY
Trade Preparatory
Monday or Wednesday, 6:30 p.m. to 9:30 p.m.
FEE—$8 Regular Course
$18 for those taking Auto Body Painting only
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, singling, filling, and soldering, as well as refinishing, preparing of undercoats, and spray painting of lacquer and enamel.

AUTO BODY
Repair Estimating
Thursday, 7:00 p.m. to 9:00 p.m.
FEE—$5
LENGTH OF COURSE—10 meetings
To be repeated second term.
This course covers an analysis of the processes and methods used in arriving at the estimates of the costs of repairing and refinishing damaged auto bodies. How to use parts books, a study of materials, and estimating labor are covered by lectures, illustrations, and films. This material is compiled for men employed in auto body work or in positions requiring estimating of auto body repairs.

AUTOMOTIVE COURSE FOR CONSUMERS
Monday, 8:30 p.m. to 9:30 p.m.
FEE—$3
LENGTH OF COURSE—12 weeks
To be repeated second 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
Tuesday, 6:30 p.m. to 9:30 p.m.
FEE—$5
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
Monday, 8:30 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
Tuesday, 6:30 p.m. to 9:30 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
Wednesday, 6:30 p.m. to 9:30 p.m.
FEE—$3
LENGTH OF COURSE—24 weeks
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
Wednesday, 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 1955
7. Torque Flite 1956 and 1957
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 TRADES
CABINETMAKING
Monday and Wednesday, 5:00 p.m. to 7:00 p.m.;
7:00 p.m. to 9:00 p.m.
Tuesday and Thursday, 5:00 p.m. to 7:00 p.m.;
7:00 p.m. to 9:00 p.m.
FEE—$3
LENGTH OF COURSE—24 weeks
Knowing the woods we use, selecting the woods
suitable for the job, stock sizes and actual sizes of
lumber, drying and storing of lumber, matching
wood for its beauty of grain and working the wood
to achieve the desired results. The care, use and
sharpening of tools, project making, machine wood-
working and milling of stock on power machines,
joints and joint making, glue and gluing, preparing
surfaces and applying finishes. Wood turning.
Safety practices of hand and power tools.
All materials used for personal projects must be
paid for by the student.
CARPENTRY—TRADE EXTENSION
Tuesday and Thursday, 7:00 p.m. to 9:00 p.m.
FEE—$2
Dates to be announced later.
This course is designed for carpenters who wish
to increase or review their trade knowledge. The
phases covered may include carpentry terms,
framing, framing, rafter cutting, exterior finishing,
interior finishing, stair building, use of builders
transit, and materials. Instruction may be selected
according to the students' needs. Special problems
with which the students are confronted may be
brought up for discussion.
BLUEPRINT READING—BUILDING TRADES
Monday, 7:00 p.m. to 9:00 p.m.
LENGTH OF COURSE—24 weeks
FEE—$2
Texts to be purchased by students.
This class in pattern drafting for sheet metal
workers consists mainly of apprentice and journey
men finishers and covers all phases of pattern
development. Parallel line, radial line, and triangula-
tion are studied in both the long and short cut
methods.
Practical problems are also brought in from the
field where the finished job was installed or ob-
served by the worker but neither understood nor
explained.
MATHEMATICS (Technical)
Monday and Wednesday, 7:00 p.m. to 9:00 p.m.
Tuesday and Thursday, 5:00 p.m. to 7:00 p.m.
Tuesday and Thursday 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 tech-
nical nature to prepare the student for their specia-
lized fields.
Applied Mathematics—This is a course of trade
mathematics where practical applications of math-
ematics are considered.
Algebra I. A high school course in Algebra where
a unit of high school work is credited upon com-
pletion.
Algebra II. The second course in Algebra is for
students who have had a year of elementary alge-
bra. It consists of advanced work in many of the
principles taught in the first year course. One half
high school credit given.
Geometry. A high school course in Geometry
where a unit of high school work may be credited
upon completion.
Trigonometry. An elementary course in trigon-
ometry where a half unit of credit may be given.
FOREMANSHIP TRAINING
Tuesday, 7:00 p.m. to 9:00 p.m.
FEE—$1
LENGTH OF COURSE—12 weeks
Course covers job instructor training, supervisory
training, personal relations, job relations, confer-
ence leading and safety. This series is conducted
on a conference and lecture basis using a variety
of visual and training aids.
DRAFTING
ARCHITECTURAL DRAWING I
Tuesday and Thursday, 7:00 p.m. to 9:00 p.m.
FEE—$3
LENGTH OF COURSE—24 weeks
Texts to be purchased by students.
This is a basic course designed for beginners in mechanical drawing as well as in architectural drawing. The course content includes geometric constructions, elements of orthographic projection as applied to working drawings, dimensioning, acquiring skill in making letters and numbers, and solving drawing problems by projection techniques. Freehand sketching of simple objects using pictorial methods, isometric, oblique, cabinet and perspective is included.

ARCHITECTURAL DRAWING II
Tuesday and Thursday, 7:00 p.m. to 9:00 p.m.
FEE—$2
LENGTH OF COURSE—24 weeks
Texts to be purchased by students.
The student develops a house plan of his own choosing. The outline of the course is as follows: preliminary sketch, plot plan, floor plans, elevations, details, perspective, specifications and an estimate of materials.

MECHANICAL DRAWING I
Tuesday and Thursday, 7:00 p.m. to 9:00 p.m.
FEE—$2
LENGTH OF COURSE—24 weeks
Texts to be purchased by students.
This is a basic and introductory course beginning with instruction in the use of the drawing equipment. The course content includes geometric constructions, elements of orthographic projection as applied to working drawings, dimensioning, acquiring skill in making letters and numbers, and solving drawing problems by projection techniques.

MECHANICAL DRAWING II
Tuesday and Thursday, 7:00 p.m. to 9:00 p.m.
FEE—$2
LENGTH OF COURSE—24 weeks
Texts to be purchased by students.
This is a continuation of Drawing I and includes more advanced problems for which working drawings are required. Also included is a study of cross sections, scale drawing, auxiliary views, elementary pattern layout, true length line determination, construction of curves, intersections, triangulation, pictorial drawing in isometric, oblique, cabinet and perspective drawings, screw threads, intersections, and developments.

MECHANICAL DRAWING III
Tuesday and Thursday, 7:00 p.m. to 9:00 p.m.
FEE—$2
LENGTH OF COURSE—24 weeks
Texts to be purchased by students.
This course offers both a review of previous drawing experience and an advancement in new areas of drawing. It is a workbook course and includes elementary projection problems, complex problems, freehand sketching, visualization exercises, single and double auxiliary views, revolutions, sections and conventions, dimensioning, pictorial drawing, screw threads, intersections, and developments.

MECHANICAL DRAWING IV
Tuesday and Thursday, 7:00 p.m. to 9:00 p.m.
FEE—$2
LENGTH OF COURSE—24 weeks
This course is basically machine drawing including both detailing and assembly of parts drawings. Arrangement of views, dimensioning, limiting fits, tolerances and allowances, cross sections and machine practices on a wide variety of machine parts give the student a good chance to develop skill in this type of drawing.

MECHANICAL DRAWING V
Tuesday and Thursday, 7:00 p.m.
FEE—$2
LENGTH OF COURSE—24 weeks
Texts to be purchased by students.
This is principally a course in gearing and cams. Spur gears, worm and worm wheel construction and bevel gears are presented in both the theoretical and the practical aspects. Mathematical calculations are followed by the drawing of the project in both the gear work and the design of cams. At the option of the student the course can be expanded to include a study of linkages and velocity diagrams.

ELECTRONICS

ELECTRICITY
Tuesday and Thursday, 7:00 p.m. to 9:00 p.m.
FEE—$2
LENGTH OF COURSE—12 weeks
Text to be purchased by student.
Covers basic theory, radio fundamentals, vacuum tubes, amplifiers, power supplies, detectors, oscillators, coupling, mixer circuits, control circuits, elementary radio mathematics, laws and electrical formulas.

RADIO I—THEORY OF RECEIVERS
Monday and Wednesday, 7:00 p.m. to 9:30 p.m.
FEE—$1
LENGTH OF COURSE—12 weeks
To be repeated second term
Text to be purchased by student.
Covers basic theory, radio fundamentals, vacuum tubes, amplifiers, power supplies, detectors, oscillators, coupling, mixer circuits, control circuits, elementary radio mathematics, laws and electrical formulas.

RADIO II—CONSTRUCTION AND SERVICE OF RECEIVERS
Tuesday, 6-11-1 p.m. to 8:30 p.m.
FEE—$2
LENGTH OF COURSE—24 weeks
Text book to be purchased by student.
Prerequisite: Radio I
Covers laboratory work in mechanical practice and use of hand tools, soldering, construction and operation of radio receivers, service methods, use of service instruments, signal tracing, and alignment of receivers.

TELEVISION I—THEORY AND SERVICE OF TV RECEIVERS
Tuesday and Thursday, 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
Tuesday and Thursday, 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 I.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
(E. I. A. Approved Course)
Monday and Wednesday, 6:30 p.m. to 9:30 p.m.
Alternate weeks for 24 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.

GRAPHIC ARTS

DESIGN AND LAYOUT FOR THE GRAPHIC ARTS
Monday, 7:00 to 9:00 p.m.
LENGTH OF COURSE—24 weeks
FEE—$2
Basic principles of design, types and their effective usage, color copy preparation, photo-reproduction, layouts, dummies, advertising layout, photo-techniques in art preparation, etc.

TYPESETTING (Hand, machine, and cold)
Tuesday, 6:30 to 9:30 p.m.
LENGTH OF COURSE—24 weeks
FEE—$2
Composing techniques utilized in the printing trade. Instruction will be offered in hand composition and make-up, machine composition, and cold composition. Students may select to work in any or all of these areas. Instruction is individual and the student may progress at his own rate.
Hand typesetting covers elementary through advanced use of types, the type case, spacing materials, borders, ornaments, make-up of simple to complex pages and forms and imposition of forms.
Machine typesetting includes practice keyboarding, straight and job composition, machine principles, routine maintenance and repair.
Cold typesetting includes study of various methods, hand and machine with opportunity to work with several representative methods. Utilization of product in paste-up.

RELIEF PRESS WORK
Wednesday, 6:30 to 9:30 p.m.
LENGTH OF COURSE—24 weeks
FEE—$2
Imposition of forms for various types of presses.
Care and maintenance of presses and make-up procedures. Set-up and operation of hand and automatic presses—locking of stock, ink control, register control, etc. Instruction is individual and student may progress at his own rate.

LITHOGRAPHIC PRESS WORK
Wednesday, 6:30 to 9:30 p.m.
LENGTH OF COURSE—24 weeks
FEE—$2
Care and maintenance of the press. Basic principles of lithography. The inking, dampening, feeding, and delivery systems. Plate preparation, application, care, preservation. Set up and operation of large and small offset presses. Handling and utilization of paper with the press, inks and chemicals.
PHOTOGRAPHY, STRIPPING, AND PLATEMAKING FOR LITHOGRAPHY
Tuesday, 6:30 to 9:30 p.m.
LENGTH OF COURSE—24 weeks
FEE—$2
Photography as applied to the lithographic process. Care and operation of the camera; line and halftone negatives; filters, films, chemicals. Stripping techniques, materials, processes, register devices.

SURVEY OF LITHOGRAPHY
Thursday, 7:00 to 9:00 p.m.
LENGTH OF COURSE—8 weeks (first term)
FEE—$2
A lecture course designed to acquaint and broaden understandings of the field of lithography. Lectures will cover introduction to lithography, problems of entering lithography, paper for lithography, inks, litho presses, estimation for offset, art and copy preparation, photography, platemaking, and viewing of visual materials as are available.

OVERVIEW OF THE GRAPHIC ARTS
Thursday, 7:00 to 9:00 p.m.
LENGTH OF COURSE—8 weeks (second term)
FEE—$2
Lectures on important phases of the graphic arts. Designed for broadening of knowledges for those in the field of for acquaintance of the field for those working in related activities. Lectures will cover: basic printing processes, composition, proofreading, copy and art preparation, paper, inks, color theory and use, presses, use of the printed product, and layout and design principles.

MACHINE SHOP
MACHINE SHOP I
Tuesday and Thursday, 7:00 p.m. to 9:00 p.m.
LENGTH OF COURSE—24 weeks
FEE—$2
This course covers the operation, operating principles, care and nomenclature of machine tools, (engine lathes, milling machines, grinders, drill presses, saws and shapers); the use and care of shop tools and precision instruments, and the computations and layout for basic machine operations. Machine shop trade standards and data pertinent to the machine industry will be discussed.

MACHINE SHOP II
Monday and Wednesday, 7:00 p.m. to 9:00 p.m.
LENGTH OF COURSE—24 weeks
FEE—$2
This course covers the advanced operations of machine tools (engine lathes, milling machines, grinders, drill presses, saws, and shapers); the more difficult layout and transfer methods and the computations necessary for advanced machine work.

BLUEPRINT READING—MACHINE TRADES
Tuesday 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 technical. 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.

METAL TESTING AND MEASUREMENT
Wednesday, 5:00 p.m. to 7:00 p.m.
LENGTH OF COURSE—24 weeks
FEE—$3
This course covers testing of metal hardness and precision measurement. Such measuring instruments as the Rockwell and Brinell hardness testers, microscopes, vernier calipers, vernier height gauges, plug gauges, ring gauges, go and no-go gauges, vernier protractors, blocks, sine, bars, bore gauges, dial indicators, and comparators will be used.

PHOTOGRAPHY
PHOTOGRAPHY (Black and White)
Thursday, 6:30 p.m. to 9:30 p.m.
LENGTH OF COURSE—16 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 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
Tuesday or Wednesday, 6:30 p.m. to 9:30 p.m.
LENGTH OF COURSE—12 weeks
FEE—$5
To be repeated second term.
Designed for those interested in making color transparencies. The course will start with a review of basic photography, cameras, etc., and then go into the fundamentals of color photography. All available color materials will be discussed. Participants will be expected to expose at least a roll each of Ektachrome and Anscochrome for processing in class. Several sessions will be devoted to shooting in color and color prints will be made the last week.
SERVICE TRADES

CATERING SPECIALTIES
Tuesday, 5:00 p.m. to 7:00 p.m.
FEE—$1
LENGTH OF COURSE—12 weeks
Preparation and serving of delicate food specialties for buffet and party tables. Assistance in the solution of special food problems, particularly food service for large groups.

RESTAURANT TRADE PROBLEMS
Thursday, 7:00 p.m. to 9:00 p.m.
FEE—None
LENGTH OF COURSE—12 weeks
Preparation and serving of quality foods, utilizing the more abundant food sources, and obtaining reasonable profit. Special consideration given to individual problems in the hotel and restaurant field.

REFRIGERATION
Tuesday and Thursday, 7:00 p.m. to 9:00 p.m.
LENGTH OF COURSE—12 weeks
FEE—$2
To be repealed 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.

WELDING

WELDING I
Fundamentals
Monday, 6:00 p.m. to 9:00 p.m.
FEE—$21.60 payable in two payments
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.

WELDING III
Industrial Pipe Welding
Tuesday, 6:00 p.m. to 9:00 p.m.
FEE—$21.60 payable in two payments
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.

WELDING IV
Heliarc and Stainless Steel
Wednesday, 6:00 p.m. to 9:00 p.m.
FEE—$12.60
LENGTH OF COURSE—12 weeks
Basic training in arc welding stainless steel in the flat, horizontal, and vertical positions. Welding of stainless steel with the tungsten inert gas process in all positions. Care of heliarc welding equipment.

WELDING V
Welding II
Wednesday, 6:00 p.m. to 9:00 p.m.
FEE—$21.60 payable in two payments
LENGTH OF COURSE—24 weeks
This course is designed to further develop the skill of the welder. Welding in all positions on 3/8" to 5/8" plate. Preparations for the Wisconsin Industrial Commission Certification tests and the Army and Navy test. Also, alloy welding and heliarc welding of stainless steels.

WELDING V
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.

REFRIGERATION
Tuesday and Thursday, 7:00 p.m. to 9:00 p.m.
LENGTH OF COURSE—12 weeks
FEE—$2
To be repealed 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.

WELDING

WELDING III
Industrial Pipe Welding
Tuesday, 6:00 p.m. to 9:00 p.m.
FEE—$21.60 payable in two payments
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.

WELDING IV
Heliarc and Stainless Steel
Wednesday, 6:00 p.m. to 9:00 p.m.
FEE—$12.60
LENGTH OF COURSE—12 weeks
Basic training in arc welding stainless steel in the flat, horizontal, and vertical positions. Welding of stainless steel with the tungsten inert gas process in all positions. Care of heliarc welding equipment.
GUIDANCE AND SPECIAL SERVICES

Testing and Counseling
Placement
Woman's Service Exchange
Natural Childbirth
TESTING SERVICE AND COUNSELING

The Guidance Office is located in Room 135. 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.

NATURAL CHILDBIRTH

Classes, 7:00 p.m. to 9:00 p.m. Mondays or Wednesdays. Husbands may attend the last lesson with the wives.
Day School Catalog

1958 1959

Madison Vocational and Adult School

Madison, Wisconsin
Madison Vocational and Adult School

DAY SCHOOL CATALOG 1958-1959

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

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

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

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. 894. Further information on veterans' training may be obtained in Room 148.

HIGH SCHOOL CREDIT

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

RECORDS

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

CLASS ATTENDANCE

The Madison Vocational and Adult School seeks to give Madison citizens the best possible service at a reasonable cost to the community. To this end the following rules have been adopted for the operation of adult classes:

1. A student who has registered for a class must start within one week from the date assigned. If he fails to appear, the assignment will be void.

2. An adult student will be withdrawn from class if he is absent more than three consecutive times without notifying the attendance office.

3. When a student has been withdrawn from class, he reports to Room 138 to secure permission to re-enter 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 these 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 classroom work. 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 12:06 p.m.; 75 cents per one-half day—12:52 p.m. to 4:24 p.m. For those who pay their own tuition, the school 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.

SCHOOL STORE

The school store is located on the first floor in Room 151. Here students can buy the necessary books and supplies.
MADISON VOCATIONAL AND ADULT SCHOOL

Calendar for the School Year 1958-59

MAIL REGISTRATION FOR DAY SCHOOL
Monday, August 18 to Thursday, August 28

WORKSHOP FOR SUPERVISORS
Tuesday, Sept. 2 and Wednesday, Sept. 3

DAY SCHOOL REGISTRATION
Thursday, Sept. 4 and Friday, Sept. 5

MEETINGS OF STAFF AND SUPERVISORS
Saturday, September 6

DAY SCHOOL OPENS
Monday, September 8

MAIL REGISTRATION FOR EVENING SCHOOL
Monday, Sept. 8 to Friday, Sept. 12

REGISTRATION FOR EVENING SCHOOL
(5 to 9:30 p.m.)
Tuesday, Sept. 23 and Wednesday, Sept. 24

MEETING OF EVENING SCHOOL STAFF
Thursday, September 25

EVENING SCHOOL BEGINS
Monday, September 29

DAY AND EVENING SCHOOL CLOSE
(Milwaukee Meeting of Wisconsin Education Association and Wisconsin Federation of Teachers)
Thursday, Nov. 6 and Friday, Nov. 7

DAY AND EVENING SCHOOL CLOSE
(Thanksgiving Vacation)
Thursday, November 27 and Friday, Nov. 28

DAY AND EVENING SCHOOL CLOSE
(Christmas Vacation)
Saturday, Dec. 26 through Sunday, Jan. 4

DAY AND EVENING SCHOOL REOPENS
Monday, January 5

END OF FIRST SEMESTER OF DAY SCHOOL
Friday, January 30

BEGINNING OF SECOND SEMESTER OF DAY SCHOOL
Monday, February 2

DAY SCHOOL CLOSES
(Meeting of Southern Wisconsin Education Association)
Friday, February 13

EVENING SCHOOL CLOSES
Thursday, March 26

END OF SCHOOL YEAR
Friday, June 12
GENERAL EDUCATION

Academic
Art
Music
ACADEMIC

MATHEMATICS

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

ALGEBRA I (Beginning)

TYPE OF STUDENT—Adult, Junior

FEE—None

LENGTH OF COURSE—185 fifty minute periods

TEXT—Progressive First Algebra by W. W. Hart

COURSE CONTENT—Covers beginning algebra for which one high school unit is given. Consists of nine assignment sheets. Unit tests are given when each assignment sheet is completed. A final test is given.

ALGEBRA II

(Advanced High School Algebra)

TYPE OF STUDENT—Adult, Junior

FEE—None

PREREQUISITE—Algebra I

LENGTH OF COURSE—90 fifty minute periods

TEXT—Progressive Second Algebra by W. W. Hart

COURSE CONTENT—Reviews the principles learned in Algebra I. Advanced topics in factoring and quadratics are included. Progressions and the binomial theorem are introduced at the end of the course. There are twenty short assignments. A final test is given and upon completion a one-half high school unit is given.

GEOMETRY

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

TYPE OF STUDENT—Adult, Apprentice, Junior

FEE—None

LENGTH OF COURSE—185 fifty minute periods

PREREQUISITE—Algebra I

TEXT—Applied Mathematics by James F. Johnson

COURSE CONTENT—Arithmetic fundamentals are studied and applied to practical problems. One-half high school unit is given. The course can be used only as an elective. There are seventeen assignment sheets and a final test is given when the course is completed.

TRIGONOMETRY

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

TYPE OF STUDENT—Adult, Apprentice, Junior

FEE—None

LENGTH OF COURSE—90 fifty minute periods

PREREQUISITE—Arithmetic

TEXT—College Business Arithmetic by Hanna and Walker

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

REFRESHER IN MATHEMATICS

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

TYPE OF STUDENT—Junior

FEE—None

LENGTH OF COURSE—37 fifty minute periods

TEXTS—Practical English, As Others Like You.

COURSE CONTENT—A practical course with emphasis on the fundamentals of good conversation, reading of short stories, and everyday written English, such as: filling out personal data sheets, employment application forms, and telegrams.

ENGLISH FOR FULL TIME STUDENTS

TYPE OF STUDENT—Junior

FEE—None

LENGTH OF COURSE—185 fifty minute periods

TEXTS—Practical English, As Others Like You.

COURSE CONTENT—A basic course in English which includes grammar essentials, speaking, and literature.
ENGLISH FOR THE FOREIGN BORN

TIME: 12:30 p.m. to 2:40 p.m.
BEGINNING: Monday, Wednesday, and Friday
ADVANCED: Tuesday and Thursday

TYPE OF STUDENT—Adult
FEE—None

LENGTH OF COURSE—185 fifty minute periods

COURSE CONTENT—This course is planned 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

TYPE OF STUDENT—Junior
FEE—None

LENGTH OF COURSE—74 fifty minute periods

TEXT—“See What You Say”, Findlay

COURSE CONTENT—This is designed to help the student master the fundamental skills of writing and speaking with attention directed to practical uses in letter writing, simple reports, and similar projects.

ADVANCED GRAMMAR

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

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

TYPE OF STUDENT—Apprentice
FEE—None

LENGTH OF COURSE—36 fifty minute periods

TEXTS—English for Printers, International Typographical Union; Proofreading and Copy-Preparation, Joseph Locker; 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 spell-

CULINARY LANGUAGE I

TYPE OF STUDENT—Adult
FEE—None

LENGTH OF COURSE—37 fifty minute periods

TEXT—Food and Menu Dictionary—J. O. Dahl

COURSE CONTENT—See course description under Restaurant Trades, page 57.

CULINARY LANGUAGE II

TYPE OF STUDENT—Adult
FEE—None

LENGTH OF COURSE—37, fifty minute periods.

COURSE CONTENT—See course description under Restaurant Trades, page 57.

COMMUNICATION SKILLS (Speaking)

TYPE OF STUDENT—High School Graduate or Adult student enrolled in technical course
FEE—None

LENGTH OF COURSE—18 fifty minute periods

TEXT—How to Become a Successful Speaker, by Harold P. Zeko; 30 Days to a More Powerful Vocabulary by Funk & Lewis

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)

TYPE OF STUDENT—High School Graduate or Adult student enrolled in technical course
FEE—None

LENGTH OF COURSE—36 fifty minute periods

TEXT—Report Writing by Grover, Graves, Hoffman

COURSE CONTENT—A study of report writing designed to help students solve their individual problems in written communication. The content will include a review of grammar, usage and punctuation; techniques and aids in report writing; practice in writing business letters.

BASIC READING AND COMPREHENSION

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

TYPE OF STUDENT—Adult
LENGTH OF COURSE—20 fifty minute periods.
(Course fee is advisable to attend 2 or 3 days per week.)
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.

EFFECTIVE SPEECH

TYPE OF STUDENT—Adult
LENGTH OF COURSE—185 fifty minute periods
TEXTS—Principles and Types of Speech, Alan H. Monroe; 30 Days to a More Powerful Vocabulary
COURSE CONTENT—For the beginner or more advanced student who desires help in his speech problems. The course is divided into the following units: how public speaking can be simplified; how to gain self-confidence in public speaking; how to make people remember what you say; how to plan, open, and close a speech; how to give courtesy speeches of introduction, welcome, presentation, and acceptance; how to conduct a conference; parliamentary procedure.

SOCIAL STUDIES

UNITED STATES HISTORY

TYPE OF STUDENT—Full-time Junior, Adult
LENGTH OF COURSE—185 fifty minute periods
TEXT—America’s History by Todd and Curtis
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 units. Those permitted to proceed through the course 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

TYPE OF STUDENT—Part-time Junior
LENGTH OF COURSE—37 fifty minute periods
COURSE CONTENT—The first purpose of this course is to help the students to be better informed by understanding the issues and problems of today. The second purpose is to create a continuing interest in current affairs and to emphasize the responsibility that each has as a citizen.

ART

Who said you can’t draw?

ART METAL

TYPE OF STUDENT—Adult
LENGTH OF COURSE—54 fifty minute periods per semester
TEXT—Buildings Our America by Moore, Carpenter, Lewis and Painter
COURSE CONTENT—This course is recreational and also educational. Articles for the home in copper and brass are completed. Suggested projects are plant boxes, bowls, plates, trays, candleabra, dish-sets, enamel ash-trays. Processes involved are beating-down, sawing, soldering, finishing, etching and enameling. Come and bring your ideas.
CERAMICS
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 Monday, Wednesday, 12:56 p.m. to 3:30 p.m.
COURSE CONTENT—An elementary course which includes processes in the making of pottery, pinch method, slab method, free form building, hammock pottery, coil method of building and forming on hand-potter's wheel. Application of commercial glazes. Mixing and testing glazes made in the laboratory. Placing and firing the kiln.

CHAIR CANING
TYPE OF STUDENT—Adult
FEE—$1 per semester for each class day enrolled.
LENGTH OF COURSE—36 to 108 fifty minute periods per semester Monday, Wednesday, Friday 10:18 a.m. to 12:06 p.m.
COURSE CONTENT—Instruction in replacing cane chair seats either woven or machine cane, also artificial rush, and flat splint weaving of chair seats. Students furnish own chairs and pay for material used.

COMMERCIAL ART
TYPE OF STUDENT—Apprentice, Full-time, Part-time, Adult, High School
FEE—$3 per semester
LENGTH OF COURSE—36 to 108 fifty minute periods per semester Monday, Wednesday, Friday 8:30 a.m. to 10:14 a.m.
COURSE CONTENT—Freehand and mechanical perspective, techniques for advertising art, lettering for reproduction, job analysis and preparation.

DESIGN
Basic for all art experience
TYPE OF STUDENT—Adult
FEE—$1 per semester for each class day enrolled.
LENGTH OF COURSE—108 fifty minute periods per semester Tuesday—Thursday—12:56 p.m. to 3:30 p.m.
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.

DRAWING
Elementary and Advanced
TYPE OF STUDENT—Adult
FEE—$1 per semester for each class day enrolled.
LENGTH OF COURSE—54 to 204 fifty minute periods per semester Monday, Tuesday, Wednesday, Thursday—9:30 a.m. to 12:05 p.m.
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.

FIGURE DRAWING
TYPE OF STUDENT—Advanced Adult
FEE—$2.50 per semester
LENGTH OF COURSE—54 fifty minute periods each semester Friday, 9:34 a.m. to 12:06 p.m.
COURSE CONTENT—Analysis of structure, proportion, action, rhythm and balance. Long and short poses from the model. Medium: charcoal pencil and wash.

GENERAL CRAFTS
TYPE OF STUDENT—Adult
FEE—None
LENGTH OF COURSE—36 sixty minute periods per semester Friday, 1:00 p.m. to 3:00 p.m.
COURSE CONTENT—Constructional elements for more beautiful and functional homes. Study of backgrounds—floors, walls, ceilings; window treatment; color; fabrics; furniture selec tions and arrangement; accessories and illumination. Includes lectures, discussion of individual home problems, and field trips.

JEWELRY
TYPE OF STUDENT—Adult
FEE—$1 per semester
LENGTH OF COURSE—54 to 108 periods per semester Tuesday and/or Thursday—12:52 p.m. to 3:30 p.m.
COURSE CONTENT—Make and create designs for pins, bracelets, rings, cuff links, necklaces and pendants. Materials used are copper, brass, silver, wires, and enamel. Processes involved are sawing, soldering, enameling, casting, stonesetting and finishing.

LAYOUT AND ADVERTISING DESIGN
TYPE OF STUDENT—Adult, Apprentice, High School
FEE—$1 per semester for each class day enrolled.
LENGTH OF COURSE—72 fifty minute periods per semester Friday, 9:24 a.m. to 12:05 p.m.
Tuesday, Thursday, 10:15 a.m. to 12:05 p.m.

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.

POTTERY

TYPE OF STUDENT—Adult
FEE—$1 per semester for each class day enrolled. Materials to be purchased by the student.
LENGTH OF COURSE—54 to 106 periods per semester
Tuesday and/or Thursday—12:50 p.m. to 3:30 p.m.

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.

PAINTING

Elementary and Advanced

TYPE OF STUDENT—Adult
FEE—$1 per semester for each class day enrolled
LENGTH OF COURSE—54 to 108 fifty minute periods per semester
Monday and/or Wednesday—12:50 p.m. to 3:30 p.m.

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, casel, water color, wax. Materials to be furnished by the student.

PORTRAIT PAINTING

TYPE OF STUDENT—Advanced Adult
PREREQUISITE—Still-life and Figure Drawing
FEE—$2.50 per semester; materials to be furnished by the student.
LENGTH OF COURSE—54 fifty minute periods per semester
Friday, 12:50 p.m. to 3:30 p.m.

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

SHOW CARD WRITING AND SIGN PAINTING

TYPE OF STUDENT—Full Time, Part Time Adult, High School, Apprentice
FEE—$3 per semester
LENGTH OF COURSE—72 fifty minute periods per semester
Tuesday, Thursday, 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.

OCCUPATIONAL DIVERSION

TYPE OF STUDENT—Practical Nurse  
See class description under Practical Nursing in this catalog, page 74.

STONE CUTTING (Lapidary)

TYPE OF STUDENT—Adult
FEE—$1 per semester
LENGTH OF COURSE—54 fifty minute periods per semester
Wednesday, 12:50 p.m. to 3:30 p.m.

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

WEAVING (Advanced)

TYPE OF STUDENT—Adult
FEE—$3 per semester. Materials to be purchased by students
LENGTH OF COURSE—180 fifty minute periods per semester
Monday and Friday—9:00 a.m. to 12:00 p.m.

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

WEAVING (Elementary)

TYPE OF STUDENT—Adult
FEE—$1.50 per semester for each class day enrolled. Materials to be purchased by student.
LENGTH OF COURSE—80 sixty minute periods per semester
Tuesday and Thursday—9:00 a.m. to 12:00 noon

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.

CREATIVE WEAVING AND DRAFT WRITING

TYPE OF STUDENT—Adult
FEE—$1 per semester
LENGTH OF COURSE—54 sixty minute periods per semester
Wednesday, 9:00 a.m. to 12:00 noon

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.
INTERIOR DESIGN
For Second Year students enrolled in the Restaurant Institute.
See courses under Restaurant Institute offerings in this catalog, page 60.

DISPLAY MODELS
For First Year students enrolled in the Restaurant Institute.
See courses under Restaurant Institute offerings in this catalog, page 60.

MUSIC

PIANO I
TYPE OF STUDENT—Junior, Adult
FEE—$1 per lesson, payable 8 weeks in advance
LENGTH OF COURSE—37 fifty minute periods

PIANO II
TYPE OF STUDENT—Junior, Adult
FEE—$1 per lesson, payable 8 weeks in advance
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—$1 per lesson, payable 8 weeks in advance
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 shortcuts and helps create a technique usually ignored by other methods. A practical course, students learning to do their own arranging.

BUSINESS EDUCATION

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

ACCOUNTING I

TYPE OF STUDENT—Adult
LENGTH OF COURSE—45 fifty minute periods

COURSE CONTENT—This course covers the elementary principles of accounting and the procedures of double entry bookkeeping. No previous knowledge of bookkeeping or accounting is required. Work covered includes journalizing, posting, trial balance, preparation of financial reports, adjusting and closing the books at the close of the business period. Successful completion of the prescribed work will provide the student with a general knowledge of accounting useful in business or professional fields.

ACCOUNTING II

TYPE OF STUDENT—Adult
LENGTH OF COURSE—45 fifty minute periods

COURSE CONTENT—A continuation of Accounting I enlarging upon the theories and practices in use today in partnership and corporate types of organizations. Classification of accounts, admission of new partners, partnership dissolution, negotiable instruments, taxes, and the acquisition and disposal of fixed assets will be a part of this course. It is considered basic for students planning to major in accounting or for work as a bookkeeper or junior accountant.

ACCOUNTING III

TYPE OF STUDENT—Adult
LENGTH OF COURSE—45 fifty minute periods

COURSE CONTENT—Consideration is given to the corporation with emphasis on the industrial or manufacturing type of enterprise. 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 are subjects covered.

ACCOUNTING IV

TYPE OF STUDENT—Adult
LENGTH OF COURSE—90 fifty minute periods

COURSE CONTENT—The work is developed to meet the requirements of the student in interpreting and using accounting statements, in measuring the position of the business and its periodic progress, preparation of statements from incomplete data, errors and their correction, and statement analysis. Prerequisite, Accounting III or its equivalent.

ACCOUNTING V

TYPE OF STUDENT—Adult
LENGTH OF COURSE—90 fifty minute periods

COURSE CONTENT—Advanced accounting is for the student who is majoring in accounting and who expects to specialize in accounting work. The subject matter is designed to round out the accounting student's knowledge in preparation for the C. P. A. examination. With this training the student is prepared for public, private, or governmental accounting practice. Prerequisite, Accounting IV or its equivalent.

ACCOUNTING VI—Cost

TYPE OF STUDENT—Adult
LENGTH OF COURSE—45 fifty minute periods

COURSE CONTENT—the job cost or production order 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. Prerequisite, Accounting III or its equivalent.

ACCOUNTING VII—Income Tax

TYPE OF STUDENT—Adult
LENGTH OF COURSE—45 fifty minute periods

COURSE CONTENT—A study of the principles of Federal and State income tax laws. Withholding tax, declaration of estimated tax by individuals, individual tax returns, partnership returns and supplementary practice work makes up the course content. The actual completion of the various forms, as class projects, will be an important part of the course. Prerequisites, Accounting III, or its equivalent.

BOOKKEEPING

TYPE OF STUDENT—Adult, Junior
LENGTH OF COURSE—30 to 180 fifty minute periods

COURSE CONTENT—The fundamental procedures
of double entry bookkeeping necessary in the complete bookkeeping cycle: Journals, ledgers, financial statements, adjusting and closing entries, post-closing trial balance. Present methods are incorporated in the two practice sets. High school credit is given for successful completion of this course.

BUSINESS ARITHMETIC

TYPE OF STUDENT—Adult
LENGTH OF COURSE—90 fifty minute periods

COURSE CONTENT—Especially intended to serve the needs of the 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

TYPE OF STUDENT—Adult
LENGTH OF COURSE—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 outside preparation and drill. The units covered include horizontal addition, determining averages, sales, transportation costs, depreciation, inventory sheets and stock turn, installment sales, distribution of expenses, property taxes, pricing of goods, stocks and bonds, bank discounts, bank reconciliation statements, payrolls, using sales data, invoicing and marking goods, miscellaneous application problems, insurance sinking fund and amortization schedules.

BUSINESS LAW (Second Semester)

TYPE OF STUDENT—Adult
LENGTH OF COURSE—90 fifty minute periods
TEXT—Principles of Business Law by Dillavou and Howard.

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

GENERAL ECONOMICS (First Semester)

TYPE OF STUDENT—Adult
LENGTH OF COURSE—90 fifty minute periods
TEXT—To be selected

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.

EMPLOYMENT PRACTICES

TYPE OF STUDENT—Adult
LENGTH OF COURSE—90 fifty minute periods
TEXT—To be selected

COURSE CONTENT—This course includes a study of Human Relations in Business: the selection of suitable employment and methods of obtaining advancement on your job.

OFFICE MANAGEMENT & CONTROL

TYPE OF STUDENT—Adult
LENGTH OF COURSE—90 fifty minute periods
Fee—None
TEXT—Office Management and Control, Terry

COURSE CONTENT—A course designed for the career office worker, emphasizing the office management’s responsibilities, duties and knowledge. Topics covered include principles of office organization, physical facilities, communications, personnel management, analysis of office jobs, selection of office personnel and control of office output.

BUSINESS ECONOMICS AND LAW

TYPE OF STUDENT—Adult—Restaurant Institute
LENGTH OF COURSE—90 fifty minute periods
TEXT—Every Day Problems in Economics by Wood-Simons

COURSE CONTENT—See course description under Restaurant Trades, page 57.

BUSINESS MANAGEMENT

TYPE OF STUDENT—Adult—Restaurant Institute
LENGTH OF COURSE—90 fifty minute periods
TEXT—Profitable Food and Beverage Operation, Bradner, Carlson, Marshall College Accounting, Sherwood, Carson, Boling

COURSE CONTENT—See course description under Restaurant Trades, page 57.

MATHEMATICS FOR BUSINESS

TYPE OF STUDENT—Adult—Restaurant Institute
LENGTH OF COURSE—90 fifty minute periods
TEXT—College Business Arithmetic, Hanna and Walker

COURSE CONTENT—See course description under Restaurant Trades, page 57.
RELATED BUSINESS TRAINING

TYPE OF STUDENT—Adult, Trade and Technical Department

LENGTH OF COURSE—54 fifty minute periods

TEXT—Purchase of text required

COURSE CONTENT—This course is designed to give the trade and technical student training in various phases of business necessary to run a successful shop. Business forms and their application; bookkeeping, financial statements, filing, office machines, typewriting, organization and management will provide a foundation for the future tradesman, technician, manager or proprietor.

OFFICE MACHINES

BURROUGHS SENSIMATIC

BOOKKEEPING—Machine Series 100

TYPE OF STUDENT—Adult

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 material reports, statements, and journals.

NATIONAL CASH REGISTER

BOOKKEEPING—Machine Class 31

TYPE OF STUDENT—Adult

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 material reports, statements, and journals.

MONROE BOOKKEEPING MACHINE

TYPE OF STUDENT—Adult

EQUIPMENT FEE—$1

LENGTH OF COURSE—15 fifty minute periods

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.

IBM KEY-PUNCH MACHINE

TYPE OF STUDENT—Adult

EQUIPMENT FEE—$4 for materials and supplies

LENGTH OF COURSE—24 fifty minute periods

Prerequisite—Typewriting minimum 40 words per minute.

COURSE CONTENT—Development of speed and accuracy on the alphanumeric 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)

TYPE OF STUDENT—Adult

EQUIPMENT FEE—$1

LENGTH OF COURSE—60 to 90 fifty minute periods

TEXT—Key-driven Calculator Course by Goodfellow and Agnew

COURSE CONTENT—This course covers the four basic operations, addition, subtraction, multiplication and division. Advanced work may be taken which will include the application of fundamentals to business problems with emphasis on speed.

MACHINE CALCULATION (Rotary Calculators) Friden, Marchant Monroe

TYPE OF STUDENT—Adult

EQUIPMENT FEE—$1

LENGTH OF COURSE—35 fifty minute periods

COURSE CONTENT—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.

MACHINE CALCULATION—Burroughs and Remington Rand Printing Calculators

TYPE OF STUDENT—Adult

EQUIPMENT FEE—$1

LENGTH OF COURSE—20 fifty minute periods

COURSE CONTENT—The aim of this course is to teach the techniques necessary to develop speed and accuracy on both the Burroughs full-key adding machine and the Remington Rand ten-key adding machine. It covers the four basic operations: addition, subtraction, multiplication, and division.

MACHINE CALCULATION

TYPE OF STUDENT—Junior

LENGTH OF COURSE—90 fifty minute periods

TEXT—Supplied to 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.

TRANSCRIBING MACHINES

Dictaphone, Ediphone and Gray Audograph

TYPE OF STUDENT—Adult

LENGTH OF COURSE—10 fifty minute periods
COURSE CONTENT—Prerequisite: Ability to type 50 gross w. p. m. Designed to train students to become experienced operators on the Dictaphone, Ediphone and Grey Autograph. Each operator transcribes a prescribed set of permanent practice records on all machines. Instruction is also given on the dictating and shaving machines.

SECRETARIAL

BUSINESS CORRESPONDENCE

(Second Semester)

TYPE OF STUDENT—Adult

LENGTH OF COURSE—45 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, acknowledgements, 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 condolences and sympathy. Spelling lists supplement the words included in the text.

BUSINESS ENGLISH

Advanced Grammar (First Semester)

TYPE OF STUDENT—Adult

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. Spelling lists supplement the words in the text.

FILING

TYPE OF STUDENT—Junior, Adult

LENGTH OF COURSE—45 fifty minute periods

TEXT—Progressive Filing by Gilbert Kahn and Theodore Varian

COURSE CONTENT—Simplified rules of indexing, coding, and filing are applied in the alphabetizing of cards and mail order letters. Alphabetical, variadic, 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, microfiling, equipment and supplies are included. Demonstrations, films, and field trips to local plants and offices supplement the class work.

OFFICE TRAINING AND PROCEDURES

TYPE OF STUDENT—Adult

LENGTH OF COURSE—45 fifty minute periods

COURSE CONTENT—This course is open to any adult 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 better understanding of good public relations through training in (1) performance of clerical duties; (2) instruction in the operation of transcription machines and duplicating machines. (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

TYPE OF STUDENT—Junior and Adults who have less than a full high school background

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 of 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 methods of proof; also practical application of common business forms.

SHORTHAND I (Beginning)

TYPE OF STUDENT—Adult

EQUIPMENT FEE—$1

LENGTH OF COURSE—90 fifty minute periods


COURSE CONTENT—For beginning students 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 90 words a minute.

INTERMEDIATE DICTATION

TYPE OF STUDENT—Adult

EQUIPMENT FEE—$1 per semester

LENGTH OF COURSE—60 fifty minute periods

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

ADVANCED DICTATION

TYPE OF STUDENT—Adult
EQUIPMENT FEE—$1 per semester
LENGTH OF COURSE—90 fifty minute periods

COURSE CONTENT—For advanced dictation study, speed 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. The objective is the development of shorthand power through sustained dictation at high rates of speed.

TYPEWRITING I

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

TYPEWRITING II

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—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.

TECHNICAL DICTATION

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.

TYPEWRITING III

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, thesis, title pages and legal forms. Typing short cuts and special problems which may infrequently confront a typist are also presented.

SPECIAL GROUPS

IN-SERVICE TRAINING

1. A refresher course in advanced typewriting will be offered for State and University Civil Service employees in the second semester. The class will meet twice a week for one hour, for ten weeks.

2. A refresher course in intermediate and advanced stenography and transcription will be offered the second semester for State and University Civil Service employees. Each group will meet twice a week for one and one-half hours. The length of the course will be ten weeks.

3. New employees from the Accounting Department of the First National Bank will receive instruction during the year on the Burroughs full-keyboard adding machines, for two hours each day at intervals of two weeks each.
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 1958-1959

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 cashiering
Business correspondence
Establishing a retail store
Personnel problems
Study of trade journals

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

REGULAR PROGRAM

RETAIL SALESMANSHIP*

TYPE OF STUDENT—Adult, Apprentice
FEE—None
LENGTH OF COURSE—19 fifty minute periods or one semester
TEXT—The Retail Salesperson At Work
Manual: Workbook For The Retail Salesperson 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**

TYPE OF STUDENT—Adult, Apprentice
FEE—None
LENGTH OF COURSE—19 fifty minute periods or one semester
TEXT—Successful Selling for the New Day by Simmons

COURSE CONTENT—No ceiling on selling; 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**

TYPE OF STUDENT—Adult, Apprentice
FEE—None
LENGTH OF COURSE—38 fifty minute periods
TEXT—Know Your Merchandise by Winge, Gillespie and Addison; Materials of Industry by Mersema, Reen and Haldeman

COURSE CONTENT—Determine guides to customer satisfaction; what merchandise is in stock; sources that contribute to the salesperson's knowledge; how to get the most out of merchandise; what services are offered; what use merchandise is put; what possible objections; what to know about 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*

TYPE OF STUDENT—Apprentice, Adult
FEE—None
LENGTH OF COURSE—38 fifty minute periods
TEXT—Retailing by A. Brisco

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

ADVERTISING*

TYPE OF STUDENT—Adult, Apprentice
FEE—None
LENGTH OF COURSE—19 fifty minute periods or one semester

COURSE CONTENT—Advertising in relation to dis-
ME CH AN DISE DISPLAY**

** 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*

* 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

TYPE OF STUDENT—Apprentice, Adult
FEE—None
LENGTH OF COURSE—19 fifty minute periods or one semester
TEXT—Fundamentals of Business Law, by J. P. Chisholm
Manual: Workbook in Fundamentals of Business Law by J. P. Chisholm
COURSE CONTENT—The formation of contracts, enforceable, agreements-contractual, obligations-law of agency, partnership, corporations, personal property, real property, insurance, negotiable instruments.

PSYCHOLOGY OF INDUSTRIAL RELATIONS

TYPE OF STUDENT—Adult
FEE—None
LENGTH OF COURSE—90 hours
TIME—Open

COURSE CONTENT—A practical presentation of the field of industrial psychology. It deals with human relations problems, handling of complaints and grievances and establishing good relations among employees, unions and other organizations. Stresses satisfactory employer-employee relationships.

BUSINESS AND INDUSTRIAL ORGANIZATIONS

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 employees; study of prices and competition; price levels; business cycles; taxation; labor unions; labor-management relations; labor legislation; social and private security.

AMERICAN INSTITUTIONS

(Special Course)
TYPE OF STUDENT—Adult
FEE—None
LENGTH OF COURSE—18 Sessions
TIME—Open
COURSE CONTENT—Study of economic (and political) institutions, financial and industrial problems as to production, distribution and consumption of goods.

HUMAN RELATIONS—PSYCHOLOGY

(Special Course)
TYPE OF STUDENT—Adult
FEE—None
LENGTH OF COURSE—18 Sessions
TIME—Open
COURSE CONTENT—Study centers around the meeting and solving of personnel and human relations problems as encountered on the job. It represents an approach to good personnel relationships.

HOSTESS (Waitress) TRAINING

TYPE OF STUDENT—Apprentice, Adult
FEE—None
LENGTH OF COURSE—10 two-hour sessions
COURSE CONTENT—Personal development, types of menus, equipment and its care, giving and assembling orders, serving the customer, observation in a restaurant.

LIFE UNDERWRITERS COURSES

Life Underwriters Training Courses
L. U. T. C.—Part I
TYPE OF STUDENT—Adult
FEE—Adult
LENGTH OF COURSE—63 hours
COURSE CONTENT—Study of fundamental uses of life insurance sales techniques as used by field underwriters.

L. U. T. C.—Part II
TYPE OF STUDENT—Adult
FEE—None
LENGTH OF COURSE—63 hours
COURSE CONTENT—Advanced underwriting problems, problems of business ownership, estate creation, conservation and distribution.

Certified Life Underwriters Courses
C. L. U.—Part II
TYPE OF STUDENT—Adult
FEE—None
LENGTH OF COURSE—74 hours
DAY—Monday
COURSE CONTENT—Business insurance, social insurance, health and accident, group insurance, pensions, trusts.

C. L. U.—Part III
TYPE OF STUDENT—Adult
FEE—None
LENGTH OF COURSE—74 hours
DAY—Monday
COURSE CONTENT—Contact law, wills, trusts, estates, taxation.

* Course offered first semester
** Course offered second semester

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HOMEMAKING

Family Development
Foods and Nutrition
Clothing and Textiles
FAMILY DEVELOPMENT

The series of classes in Family Life Education is designed to be practical, with subject matter hand-tailored to meet the specified needs and interests of each group. All material used will be

usually based on experience in a wide range of situations, with families and individuals of all ages.

whose adjustments to difficult situations and personal problems provide opportunities for increasing

our understanding of human behavior and needs. Members of such a group may hope to find new

methods of dealing more effectively with personal relationships and to discover additional means by

which they may hope to increase personal satisfaction for themselves and the members of their

families. Courses are listed below.

FAMILY LIFE EDUCATION I

TYPE OF STUDENT—Adult

FEE—None

LENGTH OF COURSE—18 double periods

COURSE CONTENT—Unit 1. Understanding ourselves and others—This includes a discussion of basic human needs and how those needs influence behavior; the "cause" nature of behavior and the means by which behavior may be modified; how to help children "behave." This is a foundation for unit 2.

Unit 2. Off To a Good Start—Ways of helping each child toward optimum realization of his own potentialities, through understanding his needs as an individual and through deeper insight into the significance of parent-child relationships in the achievement of such realization. Ways by which we may help a child become more vitally "alive."

FAMILY LIFE EDUCATION II

TYPE OF STUDENT—Adult

FEE—None

LENGTH OF COURSE—18 double periods (2nd Semester)

COURSE CONTENT—Unit 1. A study of goals to be achieved, characteristics of a good authority in a democratic society, specific means by which these goals may be achieved and results which may be expected when such means are used.

HOSPITALITY AND TABLE ACCESSORIES

TYPE OF STUDENT—Adult

FEE—$1 per semester

FOODS III—BREADS AND ROLLS, Pastry and Unusual Desserts

(2nd Semester)

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 nut bread, and various fruit breads are included. Various kinds 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—MEAT COOKERY, CREATIVE COOKERY

(1st Semester)

TYPE OF STUDENT—Adult

FEE—$3.00 per semester

LENGTH OF COURSE—19 three period sessions

COURSE CONTENT—How to buy, store, cook and serve the many kinds and cuts of meat available in our modern markets, are the topics emphasized. Plain and fancy ways to cook beef, veal, lamb, pork and poultry—especially for the holidays—are included. Selection and preparation of seafood and fish are also introduced. Attractive service, garnishes, the choice of vegetables and accompaniments for the meat or fish are suggested. Methods of preparation to make the most of the nutritious value of the meat, fish and vegetables, as well as budget stretching, uses of meat extenders and leftovers will be stressed. Maximum use is made of the home freezer for storage of meats, vegetables, and prepared dishes for convenience, efficiency and economy. The last nine weeks of the semester are devoted to Creative Cookery designed for the discriminating and experimental cook. The use of unusual seasonings and herbs for variety, will be stressed. Regional dishes and foreign foods will be included. An opportunity for the imaginative cook to try new and unusual combinations of foods and to create dishes of gourmet quality, will be a feature of the course.
UNIT II—COUNT YOUR CALORIES AND LIKE IT AND SLIMMING SUMMER MEALS
(2nd Semester)
FEE—$3 per semester
LENGTH OF COURSE—18 three period sessions
COURSE CONTENT—Emphasis will be placed on calorie-shy cookery for those interested in obtaining and maintaining ideal weight. Included will be easily followed menu patterns for three meals a day with suggestions for variety and interest to meet the needs and preferences of various members of a family group. Typical menus will be planned and prepared by the class to demonstrate variations and calorie values of serving portions of various foods. Eating for body needs is stressed. Attractive menus for summer time meals which help to control the waistline and keep cool in the kitchen will be featured. Salad plates, summer time desserts and easily prepared summer dinners are highlights of the course.

FOODS V—HOSPITALITY COOKERY
(2nd Semester)
TYPE OF STUDENT—Adult
FEE—$4 per semester
LENGTH OF COURSE—18 three period sessions
COURSE CONTENT—How to prepare and serve attractive, unusual guest meals is a part of this course. The art of being a gracious hostess is stressed. Some of the types of entertaining given are: teas, buffet meals, wedding receptions, after-theater snacks, bridge dinners, guest dinners. Table setting for these special occasions is included in the course.

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

FOODS VII—CAKE DECORATING II
(2nd Semester)
TYPE OF STUDENT—Adult
FEE—$4.00 per semester
LENGTH OF COURSE—10 two period sessions
COURSE CONTENT—This course includes work in advanced problems such as:

Various cake designs, sugar molding, gum paste, royal icing for wedding cakes, (thread work), etc., the using of cream cheese in hors d'oeuvres, fancy sandwiches and loaves, Valentine day, Easter Sunday and other special occasions provide an opportunity for interesting projects. Cakes may be brought from home and decorated in class.

FOODS
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. See course description under Practical Nursing, page 72.

NUTRITION
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. See course description under Practical Nursing, page 72.

HEART KITCHEN—LOW SODIUM DIET COOKERY COURSE
TYPE OF STUDENT—Any homemaker referred by the doctor
FEE—None
LENGTH OF COURSE—6 one and one-half hour sessions
COURSE CONTENT—Fundamentals of low sodium diets include: menu-planning; preparation of low sodium foods—casseroles, breads, milk dishes, desserts; use of herbs and spices; individual conferences as desired.

HEART KITCHEN—WORK SIMPLIFICATION COURSE
TYPE OF STUDENT—Heart patients, handicapped homemakers, and all homemakers interested in simplifying their work
FEE—None, regardless of residence
LENGTH OF COURSE—5 one and one-half hour sessions
COURSE CONTENT—Demonstrations and principles of methods of saving time and energy including: principles of good kitchen arrangement; establishment of good consumer buying habits; choice, use and care of good tools; principles of good storage used throughout house; house cleaning methods with less bending, reaching and stooping; correct posture; new techniques for bed-making, ironing and laundry; time planning.

REGISTRATION—In Heart Kitchen
HEART KITCHEN COURSE AT
WISCONSIN NEUROLOGICAL
FOUNDATION
TYPE OF STUDENT—Handicapped homemakers
FEE—None
LENGTH OF COURSE—8 one hour sessions
COURSE CONTENT—Principles and demonstrations of methods of saving time and energy as applied to the handicapped homemaker: including: principles of good kitchen arrangement with emphasis on wheelchair kitchen planning; time planning; consumer buying habits; choice, use and care of good tools; special helping or holding devices; principles of good storage; house cleaning methods; new techniques for bedmaking, ironing, and laundry.

HOME MANAGEMENT
TYPE OF STUDENT—Practical Nurse
FEE—None
LENGTH OF COURSE—48 hours
COURSE CONTENT—See course description under Practical Nursing, page 72.

CLOTHING AND TEXTILES

JUNIOR CLOTHING I
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
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)
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. Streamlined methods of clothing construction are taught. Emphasis is given to care and use of the sewing machine; selection and use of patterns; basic principles in construction of simple garments. This is a foundation for more advanced courses. The Bishop Method of sewing is used.

CLOTHING II (Children's Garments)
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 lined buttonholes, plackets and zippers, making and applying collars, patch and slot pockets. Decorative stitches such as fagoting and smocking will be applied on cotton or silk dresses.

CLOTHING III (Refresher Course for Clothing Teachers)
TYPE OF STUDENT—Adult
FEE—$1 per semester
LENGTH OF COURSE—19 two-period sessions
COURSE CONTENT—Recent laboratory procedures, new construction techniques, and the Bishop Method of Clothing Construction as applied to adult classes are reviewed to help bring prospective teachers up to date in clothing methods. A survey of fabric developments and techniques suitable for the man-made fibers is included.

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

CLOTHING V
(That Made-to-Order Look)
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 discussed, with emphasis on color, texture and becoming design for each individual. Fabric study will include silk, wool, rayon, nylon, dacron, orlon and the blended fabrics. This is an advanced course and will include the construction of one-piece or two-piece dresses, formal, dinner dresses, and robes of various types. The
CLOTHING VI (Tailoring I)
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. The problems to be emphasized are: pattern altering to fit the figure, use of interfacing, tape and pad stitch for collars, revers, chain stitching of collars and front facings, pinning problems, use of pressing boards for shaping garment to the figure, bound and patch pockets, lining and interfiling for coats and suits, types of pads most suitable, selection of fabrics for coats and suits, lining, 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)
TYPE OF STUDENT—Adult
FEE—$1 per semester
LENGTH OF COURSE—18 three or four period sessions
COURSE CONTENT—This 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, chain stitching of collars and front facings, pinning problems, use of pressing boards for shaping garment to the figure, bound and patch pockets, lining and interfiling for coats and suits, types of pads most suitable, selection of fabrics for coats and suits, lining, 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 VIII (Tailoring II)
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 sleeves and other fitting problems. Suits and coats will be made.

CLOTHING IX (Workshop)
TYPE OF STUDENT—Adult
FEE—$1 per semester
LENGTH OF COURSE—18 four period sessions
COURSE CONTENT—This is 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
TYPE OF STUDENT—Adult
FEE—$1.50 per semester
LENGTH OF COURSE—18 three or four period sessions
COURSE CONTENT—This is a course in millinery especially for the beginner. A basic knowledge of sewing is necessary. The course includes the fundamental principles and millinery techniques. Its objective is to develop an understanding of millinery methods, materials, frames, trimmings, the different basic hat styles, and the choosing of becoming hats in proportion to face and figure. The blocking of felts and straws over simple blocks, familiarizing the student with blocks and steaming, as well as re-blocking of good quality used felts is included. Various types of hats are made.

MILLINERY II
TYPE OF STUDENT—Adult
FEE—$1.50 per semester
LENGTH OF COURSE—18 three or four period sessions
COURSE CONTENT—This course is planned for the student who has had Millinery I, and is ready for more advanced problems. More difficult problems employing a wider variety of millinery processes are given. The student has an opportunity to gain more knowledge regarding feather, flower, and ribbon trimmings, and the use of these trimmings, as well as the various uses and ways of applying veiling to each type of hat. New hats, as well as remodeled hats, are made.

MILLINERY III
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 styles, 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
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. Setting 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
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.

HOME IMPROVEMENT
SLIPCOVERS
TYPE OF STUDENT—Adult
FEE—$1 per semester
LENGTH OF COURSE—18 four period sessions
PREREQUISITE—Ability to do plain sewing
COURSE CONTENT—A study of slipcovers—their advantages and disadvantages, choice of fabric, adaptation to style of furniture and setting are included. Explicit instruction will be given in estimation of yardage, placing of design, techniques of cutting, fitting, 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
TYPE OF STUDENT—Adult
FEE—$2 per semester of 18 lessons and $4 for 36 lessons
LENGTH OF COURSE—18 or 36 four period sessions
COURSE CONTENT—This is a beginning course in Upholstery. Emphasis is placed upon quality in construction and the value of proper techniques including webbing, spring tying, rolled edges, padding, choice of covering and careful estimation of fabrics. It is recommended that simple projects be selected such as footstools, pull-up chairs or bedroom chairs.

UPHOLSTERY II
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, cocktail chairs, platform rockers, etc. Greater emphasis will be placed upon art pieces as applied to furniture. Students will be encouraged to undertake projects at home.

DRAPERIES
TYPE OF STUDENT—Adult
FEE—$1 per semester
LENGTH OF COURSE—18 three period sessions
COURSE CONTENT—Draperies are studied from the standpoint of fabric, styles, and colors. Emphasis is placed upon the techniques in construction of draperies for both stationary and traverse rods. Other highlights of the course are: Estimation of yardage, importance of proper measuring, application of lining, tailoring techniques used in drapery making. Calculation of size and spacing of pleats is stressed. Various kinds of pleats are taught. Actual construction of draperies is carried on in class under the supervision of the instructor; spreads and pillows are also made.

LAMPSHADES
TYPE OF STUDENT—Adult
FEE—$1 per semester
LENGTH OF COURSE—18 three period sessions
COURSE CONTENT—Construction techniques as applied in making the paneled silk shade is featured in this course. Students may bring old frames to be recovered. Frames are refinished, rewound, relined, recovered and retrimmed. Effort is made to aid the student in the selection of appropriate fabric and trim for the place in which it is to be used.

CROCHETING
TYPE OF STUDENT—Adult
FEE—None
LENGTH OF COURSE—18 three period sessions
COURSE CONTENT—Both the beginner and the more advanced student may enter this course. Some of the points included in the course are: kinds and types of materials with which to work; how to read and understand directions and patterns; where do we use crocheting. Suggested articles for class work are: place mats; doilies; holders; afghans; bits and other types of hats; table cloths; bedspreads; lace edging and insertion.

KNITTING I
TYPE OF STUDENT—Adult
FEE—None
LENGTH OF COURSE—18 three period sessions
COURSE CONTENT—This is for the beginners or those who have had very little experience in knitting, and will include fundamentals of knitting. Typical of what might be knit are: patts, 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
TYPE OF STUDENT—Adult
FEE—None
LENGTH OF COURSE—18 three period sessions
FEE—None
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.

HOMEMAKER'S CLUB
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.

CLOTHING OR FUR REMODELING CLASSES ARE OFFERED AT THE FOLLOWING CENTERS:

LOWELL SCHOOL
Fur Remodeling—Tuesday p.m.
Fee—$1 per semester

MIDDLETOWN SCHOOL
Clothing I—Tuesday p.m.
Clothing V—Thursday p.m.
Fee—$1 per semester

SCHENK SCHOOL
General Clothing—Tuesday p.m.
Fee—$1 per semester

FRANKLIN SCHOOL
General Clothing—Tuesday p.m.
Fee—$1 per semester

TRADE AND INDUSTRY

Trade Preparatory and Preapprentice Courses
Apprenticeship Courses
Technical Courses
TRADE PREPARATORY AND PRE-APPRENTICESHIP COURSES

Trade preparatory courses are designed to train persons to become occupationally proficient in a specific trade area. Knowledge and skills of the trades are stressed in the light of the job requirements. Most trade preparatory courses are two years in length and upon completion of the course a diploma is awarded.

Pre-apprenticeship courses are designed to give the aspiring apprentice applicant the general knowledge and skills necessary to gain entrance into one of the apprenticeable trades. The length of these courses varies according to the entrance requirements of each individual trade.

AUTO BODY

TYPE OF STUDENT—Full-time
FEE—15 cents per day for two periods
LENGTH OF COURSE—1,840 fifty minute periods
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 MECHANICS

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

BLUEPRINT READING

(BUILDING AND ALLIED TRADES)

TYPE OF STUDENT—Full-time, Part time
FEE—$1.50 per semester, one period per day
LENGTH OF COURSE—60 fifty minute periods
TEXT—Building Trades Blueprint Reading by Dalzell (2 volumes)
COURSE CONTENT—This course covers basic blueprint reading, essential to anyone seeking success in the building trades. The course is built around several practical sets of blueprints which take the student from the elementary through specifications of masonry buildings.

BLUE PRINT READING

(MACHINE TRADES)

TYPE OF STUDENT—Full time
LENGTH OF COURSE—80 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.

CABINETMAKING

TYPE OF STUDENT—Full-time
FEE—92 per quarter for 2 periods
LENGTH OF COURSE—1,440 fifty minute periods
TEXT—Principles of Woodwork by Herman Hjorth, Machine Woodworking by Herman Hjorth, General Woodworking by Johnson and Newthirk
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, stilling of stock on power machines, joints and joint making, glue and gluing, preparing surfaces and applying finishes. Wood turning. Safety practices of hand and power tools.

All materials used for personal projects must be paid for by the student.

DRAWING, ARCHITECTURAL

TYPE OF STUDENT—Full-time
FEE—$1.50 per semester, one period per day
LENGTH OF COURSE—1,440 fifty minute periods
ARCHITECTURAL DRAWING I—This is a basic course designed for beginners in mechanical drawing as well as in architectural drawing. The course content includes geometric constructions, elements of orthographic projection as applied to working drawings, dimensioning, acquiring skill in making letters and numbers, and solving drawing problems by projection techniques. Freehand sketching of simple objects using pictorial methods, isometric, oblique, cabinet and perspective included.

ARCHITECTURAL DRAWING II—The student develops a house plan of his own choosing. The outline of the course is as follows: preliminary sketch, plot plan, floor plans, elevations, details, perspective, specifications and an estimate of materials.

ARCHITECTURAL DRAWING III—In this course the student draws the plans of a commercial building such as a store, garage, or apartment. Masonry construction, wood framing and finishing and structural members are incorporated.
ARCHITECTURAL DRAWING IV—This course is an extension of IIIA, but the emphasis is on structures using fabricated structural steel and reinforced concrete.

DRAFTING, MECHANICAL

TYPE OF STUDENT—Full-time

FEE—$150 per semester, one period per day

LENGTH OF COURSE—1460 fifty minute periods

DRAWING I, ELEMENTARY

COURSE CONTENT—This is a basic and introductory course beginning with instruction in the use of drawing equipment. The course content includes geometric constructions, elements of orthographic projection as applied to working drawings, dimensioning, acquiring skill in making letters and numbers, and solving drawing problems by projection techniques.

DRAWING II, ELEMENTARY

COURSE CONTENT—This is a continuation of Drawing I and includes more advanced problems for which working drawings are required. Also included is a study of cross sections, scale drawing auxiliary views, elementary pattern layout with true length line determination, construction of curves, intersections, triangulation, pictorial drawing in isometric, oblique, and cabinet projections, screw threads, the helix, and thread conventions.

DRAWING III, INTERMEDIATE

COURSE CONTENT—This course offers both a review of previous drawing experience and an advance into new areas of drawing. It is a workbook course and includes elementary projection problems, completion problems, freehand sketching, visualization exercises, single and double auxiliary views, revolutions, sections and conventions, dimensioning, pictorial drawing, screw threads, intersection, and development.

DRAWING IV, MACHINE DRAWING

COURSE CONTENT—This course is basically machine drawing including both detailing and assembly of parts drawings. Arrangement of views, dimensioning, limiting fits, tolerances and allowances, cross sections and machining practices on a wide variety of machine parts give the student a good chance to develop skill in this type of drawing.

DRAWING V, MECHANISMS

COURSE CONTENT—This is principally a course in gearing and cams. Spiral gears, worm and worm wheel construction and bevel gears are presented in both the theoretical and practical aspects. Mathematical calculations are followed by the drawing of the project in both the gear work and the design of cams. At the option of the student the course can be expanded to include a study of linkages and velocity diagrams.

STRENGTH OF MATERIALS

TYPE OF STUDENT—Full-time

FEE—None

LENGTH OF COURSE—56 fifty minute periods

TEXT—Strength of Materials by Breneman

COURSE CONTENT—Simple stresses; shear, application of stresses to shear problems; riveted joints; rivetted 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.

GENERAL GRAPHIC ARTS

(First Year Course)

LENGTH OF COURSE—740 class hours (4 hours daily, 37 weeks)

COURSE CONTENT—A general shop course providing broad knowledge and skills in a number of areas of the graphic arts for those employment situations requiring this and/or basis for selection of specialization in the advanced year of study.

Major areas and hours of work in each are:

THE GRAPHIC ARTS INDUSTRY—20 hours

Basic processes of reproduction, history, place of the industry today.

HAND AND COLD TYPESETTING—160 hours

Simple composition procedures, tools, processes and techniques, type faces, borders, ornamentation, make-up of newspaper, job, book, and display forms. Introduction to cold composition, paste-up, proofing, utilization of product.

ELEMENTARY MACHINE TYPESETTING—120 hours

Principles of the line casting machine, practice keyboarding, keyboard operation with straight and display composition, change over, basic maintenance procedures.

HAND PRESSWORK AND IMPOSITION—120 hours

Care and maintenance of presses, lock-up, make-ready of platen and cylinder presses, feeding hand presses, inks, papers.

AUTOMATIC PRESSES—120 hours

Set-up, make-ready, and operation of automatic platen and cylinder presses and large and small lithographic presses, as assistant first, then alone. Care and maintenance of the machines.

BINDERY—120 hours

Estimating stock, cutting, folding, gathering, scoring, stapling and stitching, sewing, drilling, punching, trimming, jogging, etc.
PRINT SHOP THEORY  
(First Year Course)  
LENGTH OF COURSE—148 class hours (2 hours, 2 days weekly, 37 weeks)  
FEE—None  
COURSE CONTENT—Study of inks, paper, estimating, production, scheduling, quality control, safety, related films, job relations, type metals, copy preparation, photograph and line engravings, mark-ups, etc.  

DESIGN AND LAYOUT FOR GRAPHIC ARTS (First Year Course)  
LENGTH OF COURSE—148 class hours (2 hours, 2 days weekly, 37 weeks)  
FEE—None  
COURSE CONTENT—Basic principles of design, balance, harmony, proportion, display, type faces, legibility of types, color principles and their usage, art techniques, copy preparation, simple to complex layouts, book and brochure layout.  

PRINTERS' ENGLISH  
(First Year Course)  
LENGTH OF COURSE—111 hours (1 hour, 3 days weekly, 37 weeks)  
FEE—None  
COURSE CONTENT—Punctuation, capitalization, spelling, the dictionary, word division, proof-reading, trade journals, preparation of copy, style manuals.  

MATHEMATICS FOR THE PRINTING TRADES  
LENGTH OF COURSE—74 hours (1 hour, 2 days, 37 weeks)  
FEE—None  
TEXT—Practical Problems in Mathematics for Printing Trades  
COURSE CONTENT—Individual review in mathematics as necessary. Mathematics problems peculiar to the trades.  

PHOTOGRAPHY, STRIPPING, AND PLATEMAKING FOR LITHOGRAPHY  
(First Year Course)  
LENGTH OF COURSE—74 class hours (2 hours, 1 day, 37 weeks)  
TEXTS—LTF Manuals  
COURSE CONTENT—Introduction to photography and operation of the camera, line and halftone shooting, positives, filters, films and chemicals. Stripping techniques, materials, processes, use of register devices and techniques, lithographic plates, preparation, usage, and storage. Chemistry of lithography.  

ADVANCED GRAPHIC ARTS  
(Second Year Course)  
TYPE OF STUDENT—Full-time  
LENGTH OF COURSE—740 class hours (4 hours daily, 37 weeks)  
FEE—None  
COURSE CONTENT—Advanced study and work in areas of specialization as selected by the student based upon his interests and aptitudes. Selection is made from the areas listed with 370 or 185 hour units for a total of 740 hours; that is a student may spend 1/2 or 1/4 of his time in one area.  

ADVANCED HAND TYPESETTING, MAKE-UP, COLD COMPOSITION—Continuation of first year course into advanced materials and processes.  

ADVANCED MACHINE TYPESETTING—Continued practice toward skilled and accurate operation of the machines. Greater emphasis on maintenance and repair.  

LETTERPRESS PRESS WORK—Continued practice and study in set-up and operation of platen and cylinder presses. imposition and color work.  

LITHOGRAPHIC PRESS WORK—Care and operation of the press. Basic principles in review, plate preparation, application, preservation, component parts of the press, chemicals, paper, inks, auxiliary equipment.  

PHOTOGRAPHY—Exposure and development techniques, fundamentals of cameras, exposure meters, flash and electronic equipment, composition, chemistry, contact prints, enlarging, reducing, intensification, toning, etc.  

BINDERY—Continuation of first year course with work in a number of bindery operations, emphasis on planning.  

ADVANCED DESIGN AND LAYOUT FOR GRAPHIC ARTS  
(Second Year Course)  
LENGTH OF COURSE—148 class hours (2 hrs. 2 days, 37 weeks)  
FEE—$2 per semester  
COURSE CONTENT—Book and brochure design, preparation of rough and final layouts, marking, dummies, etc. A continuation course.  

PHOTOGRAPHY, STRIPPING, AND PLATEMAKING FOR LITHOGRAPHY  
(Second Year Course)  
LENGTH OF COURSE—148 class hours (2 hrs. 2 days, 37 weeks)  
FEE—None
COURSE CONTENT—A continuation of first year course devoted to photography as applicable to lithography. Color separation, negative retouching, use of the densitometer, advanced work in stripping and plate-making.

ADVANCED PRINTERS' ENGLISH (Second Year Course)
LENGTH OF COURSE—37 class hours (1 hour weekly)
FEE—None
COURSE CONTENT—Continuation of first year course, preparation of copy, the journalistic style, style manuals, proof-reading practice, business letter and report writing, trade journals, supply and equipment catalogs and ordering, reference sources.

PRINT SHOP THEORY, II
LENGTH OF COURSE—37 class hours (1 hour weekly)
FEE—None
COURSE CONTENT—Individually guided study to fill needs of student according to areas of specialization.

JOB RELATIONS
TYPE OF STUDENT—Adult
LENGTH OF COURSE—18 fifty minute periods
FEE—None
COURSE CONTENT—Purpose: To impress the student with the importance of knowing and applying the basic principles of good Human Relations as applied to the job. 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 customers.
4. Advancement in Human Understanding.
5. Leadership.
6. Personal Advancement.
7. Employee's understanding of management problems.

MACHINE SHOP
TYPE OF STUDENT—Adult, Full-time
FEE—10 cents per day of two periods
LENGTH OF COURSE—1480 fifty minute periods
TEXTS—Machine Tool Operation, Part 1 and Part 2 by Henry D. Burghardt and Aaron Axelrod
COURSE CONTENT—This course covers nomenclature of the engine lathe, milling machine, shaper, grinders and drill press, and the basic operating principles of these machines. Also, layout procedures, the use of precision instruments and gauges, machine shop trade standards and data including care and use of hand tools. Any materials other than those used by the student for class exercises must be paid for by the student.

MATHEMATICS (Applied)
TYPE OF STUDENT—Students Majoring in a Trade
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, cabinetmaking, electricity, radio and television, welding, sheet metal, photography or auto mechanics. The lesson material for applied mathematics is designed for individual instruction. A diagnostic test will be given at the time the student enters the class which will determine his starting point. In most cases formal text material will be used, and the student will be required to purchase the applied math book for his particular field of work.

PHOTOGRAPHY
TYPE OF STUDENT—Adult, Full-time
LENGTH OF COURSE—1480 fifty minute periods
FEE—20 cents per day of four periods—minimum charge $2 per quarter
TEXTS—This is Photography by Thomas H. Miller and Wyatt Burnett; 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.

RADIO
TYPE OF STUDENT—Adult, Full-time
LENGTH OF COURSE—1,480 fifty minute periods
FEE—20 cents per day of four 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, oscillographs, radio circuits, public address systems, localizing defects, radio mathematics, mechanical practice, use of tools and test equipment, printed circuits. Also theory of transistors and the servicing of transistor receivers.

RESTAURANT TRADES, BASIC AND ADVANCED
TYPE OF STUDENT—Adult
LENGTH OF COURSE—8 nine week quarters
TEXT—Profitable Food and Beverage Operation, Harris, Kerr and Foster

COURSE CONTENT—Practical instruction in quantity food preparation, quantity food service, and food management. The work is supplemented by demonstrations, films and lectures on allied subjects by specialists from various fields. Uniforms are supplied and the noon meal is included. Related courses are:

BASIC:

1. Culinary Language—Review of basic grammar and introduction to new vocabulary, including French, German, Italian, Scandinavian, and Spanish words and phrases used in restaurant menus.

2. Color and Design in Food—Selection and service of foods; natural and artificial materials that may be combined and used in food display.

3. Hygiene and Sanitation—Study of bacterial action for the basis of understanding the need for sanitation in food handling. Kinds of bacteria and the effects; means of preventing growth of bacteria. Other causes of food poisoning and prevention. Through this study the reasons for frequent hand washing, proper care of work tables, safe procedures in dishwashing, proper refrigeration, and other such public health requirements are understood.

4. Mathematics for Business—Covers four fundamental operations as well as decimals and percentages. The material covered gives the foundation necessary in figuring food costs. Business forms and their application are included in this course.

5. Nutrition—Centered around the basic seven foods applied to restaurant menu-making. It includes basic seven foods, food nutrients and functions in the body, body requirements, food deficiencies, and menu-planning.

ADVANCED:

1. Business Management—Review of basic mathematics; food costs, meal costs, weights and measures; inventory control; business machines and their operation; restaurant accounting; receiving procedures; issuing supplies; budgeting for food and beverage operation; pre-cost, pre-control procedures; payroll analysis and control.

TEXT: Accounting for the Small Restaurant by Joseph O'Leary

2. Culinary Language—Continued study of menu and other culinary terms associated with the preparation and serving of foods. In addition, a short course in Business English designed to aid the prospective chef in writing effective letters and reports.

3. Art and Decoration Applied to Restaurants—Modern decorating trends in restaurants and eating places; color theory; table decoration; suitable pottery and china for use in restaurants.

4. Business Economics and Law—Food laws city, state and federal; laws of an innkeeper; laws of building construction; collecting bad debts; prosecuting “skippers” of food bills; development of economic systems; trade associations; workmen’s compensation; unemployment compensation.

5. Sanitation and Hygiene—Maintenance of health and sanitation standards among all employees; federal, state and city laws covering health and sanitation in a restaurant; sanitation inspector at work—what he looks for, how to handle and remedy bad cases, and general health and sanitation methods.

SHEET METAL

TYPE OF STUDENT—Full-time, Pre-apprentice

FEE—16 cents per day of four periods

LENGTH OF COURSE—740 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. Oxy-acetylene welding, oxy-acetylene cutting, and electric arc welding to develop basic skills necessary to the trade. Related mathematics.

TELEVISION

TYPE OF STUDENT—Full-time

FEE—30 cents per day for six periods

PREREQUISITE—Ability to pass entrance examination

TEXT—Basic Television by Grab

E. L. A. 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 D. C. restorer, synchronizing circuits, use of television test equipment. Television RF amplifiers, mixer and oscillator stages, video IF stages, the sound channel, limiters, discriminators, radio detectors, antennas, alignment and service procedures for complete television receivers.

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.
WELDING—ELECTRIC ARC
TYPE OF STUDENT—Full-time
FEE—21 cents per period
LENGTH OF COURSE—1160 fifty minute periods
TEXT—Theory and Practice for Arc Welding by Zwick
COURSE CONTENT—Industrial application of arc welding, arc welding machines; accessories, classification of welding electrodes, joint and weld characteristics; basic training in arc welding of mild steel in the flat, horizontal, vertical and overhead positions; Army and navy qualification tests, pipe welding, Pressure vessel welding. Hel arc welding of stainless steels and alloys.

WELDING—OXY-ACETYLENE
TYPE OF STUDENT—Full-time
FEE—21 cents per period
LENGTH OF COURSE—650 fifty minute periods
TYPE OF STUDENT—Apprentice
FEE—None
LENGTH OF COURSE—400 hours
COURSE CONTENT—Basic training in welding mild steel in flat, horizontal, vertical, and overhead positions, care of equipment, pipe welding, bronze welding, steel and cast iron welding, Oxy-acetylene cutting of metals, white metal welding, aluminum welding, and lead burning.

APPRENTICESHIP COURSES

Apprenticeship courses are designed for young workers who are employed on a learner’s basis and who have been indentured by means of an apprenticeship contract with the apprenticeship division of the Industrial Commission of the State of Wisconsin. The apprenticeship course covers the stipulated schooling requirements included in the apprenticeship contract and is to be given concurrently with the learning on the job. This schooling is referred to as related instruction and covers the theory and technology the apprentice is not likely to learn on the job.

AUTO BODY
TYPE OF STUDENT—Apprentice
LENGTH OF COURSE—400 hours
TEXT—Automotive Body Reconditioning by Theodore Wohlert, Erick Frisk, A. B. Saxman
COURSE CONTENT—Welding to weld light gauge metal and other metals of the auto body including aluminum and white metal. Metal work, to perform minor and major body repairs with the analysis of estimating and rebuilding wrecked bodies. Painting, spray painting, matching and blending of colors and the performance of repaint jobs.

AUTO MECHANICS
TYPE OF STUDENT—Apprentice
FEE—None
LENGTH OF COURSE—400 hours
TEXT—Automobile Mechanics by Crouse
Automotive Electrical Equipment by Crouse
Delco-Remy Manual 524
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.

BARBERING
TYPE OF STUDENT—Apprentice
FEE—None
LENGTH OF COURSE—300 hours
TEXT—3 Study Books, 3 Assignment Books in Barber Science
COURSE CONTENT—Anatomy and physiology, bacteriology, diseases, sanitation, art of shaving, hair cutting, scalp treatments, light therapy, hair cutting, scalp treatments, light therapy, facial treatments, drugs and cosmetics, Barber law, better business management, apprenticeship problems, sales and service.

BRICKLAYING
TYPE OF STUDENT—Apprentice
FEE—None
LENGTH OF COURSE—400 hours
TEXT—Masonry Simplified, Volumes I and II
Blueprint Reading, American Technical Society; Building Trades Blueprint Reading, American Technical Society, Parts 1 and 2; Mathematics Masonry Trade, Delmar
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. Also practical work with the tools in the classroom.

Carpentry
TYPE OF STUDENT—Apprentice
FEE—None
LENGTH OF COURSE—450 hours
TEXTS—Fundamentals of Carpentry, Volumes I and II by Durban
Building Trades Blueprint Reading by Dalzell
Cyclopedia of Building Terms of American lumbermen, Mathematics for Carpenters by Delmar
COURSE CONTENT—Wood and its properties; carpentry tools; fasteners; layout for basement; basement form construction; construction, types of framing; floor construction; walls and partitions; carpentry tools; rough staves; gable roof framing; equal pitch roof; intersecting roof; unequal pitch intersecting roof; finish carpentry; interior
COURSE CONTENT—Iron smelting, iron refining; elementary metallurgy; foundry sands; related patternmaking theory; elements of arithmetic; calculation of areas and volumes; weights of castings; calculation of metal mixtures; slide-rule practice; principles of projection; sketching practice; use of instruments and equipment; blueprint reading.

HYDRAULICS

TYPE OF STUDENT—Apprentice

FEE—None

LENGTH OF COURSE—9 fifty minute periods

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

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

MACHINE SHOP

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, grinders and drill press, and the basic operating principles of these machines. Also, layout procedures, the use of precision instruments and gauges, machine shop trade standards and data including care and use of hand tools.

MECHANICAL DRAFTING

TYPE OF STUDENT—Apprentice

FEE—None

LENGTH OF COURSE—400 fifty minute periods

COURSE CONTENT—Geometric problems, handling drawing equipment and study of geometric relations; elementary working drawings, elements of orthographic projection, dimensioning, skill in letters and numbers; problems in projection, advanced projection problems, layout and development; 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.

METALS LABORATORY

TYPE OF STUDENT—Apprentice

FEE—None

LENGTH OF COURSE—37 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; grain structure; steel alloys, tempering of steel, hardness testing procedures and precision measurement practices.
PAINTING AND DECORATING

TYPE OF STUDENT—Apprentice
FEE—None
LENGTH OF COURSE—400 hours
TEXT—Painting and Decorating Craftsman's Manual and Textbook
Wisconsin State Painting and Decorating Course
Painting and Decorating Safety Code, issued by the Wisconsin Council, Painting and Decorating Contractors of America

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

PATTERNMAKING

TYPE OF STUDENT—Apprentice
FEE—None
LENGTH OF COURSE—400 hours
TEXTS—Mechanical Drawing by French and Svenston
Advanced Blueprint Reading, Delmar Publishers
Pattern Design by Hall and Kiley
Mathematics by Slade and Margolis
Metal Castings by Campbell
Wood Patternmaking by McCoain
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, machines, special; pattern construction, types of patterns and their relation to molding and machine shop; pattern allowances, contraction, draft, finish, layout, andloups; 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, prisms, ribs, pads, webs, etc.; irregular and composite solids; weights of castings, density of metals, estimation of casting weight by practical computation; geometry and layout; slide-rule practice; principles of projection, sketching practice, use of instruments and equipment; blueprint reading.

PLUMBING

TYPE OF STUDENT—Apprentice
FEE—None
LENGTH OF COURSE—400 hours
TEXTS—How to Design and Install Plumbing by Malishes
Blueprint Reading and Sketching, Delmar
Mathematics for Plumbers and Pipefitters, Delmar
Wisconsin State Plumbing Code, State Board of Health
Cross Connections in Plumbing and Water Supply Systems, State Board of Health
Chapter 149, Wisconsin Statutes, State Plumbing

COURSE CONTENT—Introduction to 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, core and use of the oxy-acetylene torch in pipe cutting and welding. Also related chemistry and physics.

PRINTING

TYPE OF STUDENT—Apprentice
FEE—None
TEXTS—Practice of Printing, Polk
General Printing, Cleaton and Pickin
ITU Lessons in Printing
Elementary Platen Presswork, Polk
Linotype Keyboard Operation
Linotype Machine Principles
Graphic Arts Procedures and Study Guide, Karch
Practical Problems in Mathematics for Printing Trades

COURSE CONTENT—Related information dealing with all phases of the graphic arts. Areas covered vary according to the needs of the individual area of apprenticeship and is planned accordingly. Major areas: paper, ink, type, layout, typography, design and layout, printing, operations, economics, English, mathematics, design and layout, typography, operations, photography.

SHEET METAL

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 Neubercker
Triangulation Shortcut Layout by Kaberlein
Air Conditioning Metal Layout by Kaberlein
Round Layouts by Kaberlein

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

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

COURSE CONTENT—Science related to the steamfitter trade, the underlying scientific principles of pressure, weight, density, and type of heat; related drawing, blueprint reading, fundamentals of isometric drawing, and heating plant layout; 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.

WELDING—ELECTRIC ARC

TYPE OF STUDENT—Apprentice
FEE—None
LENGTH OF COURSE—400 hours
TEXT—Theory and Practice for Arc Welding by Sack

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

WELDING—OXY-ACETYLENE

TYPE OF STUDENT—Apprentice
FEE—None
LENGTH OF COURSE—400 hours
TEXT—Lesson Sheets

COURSE CONTENT—Basic training in welding mild steel in flat, horizontal, vertical, and overhead positions, care of equipment, pipe welding, bronze welding, steel and cast iron welding, Oxy-acetylene cutting of metals, white metal welding, aluminum welding, and lead burning.

MATHEMATICS FOR APPRENTICES

TYPE OF STUDENT—Apprentice
FEE—None
COURSE CONTENT—Applied courses in mathematics for apprentices are designed to meet the mathematical needs of each individual trade and taught in such a way that they apply to the everyday practices.

APPRENTICE PHYSICS

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.

APPLIED SCIENCE FOR APPRENTICES

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.

TECHNICAL COURSES

The purpose of technical courses is to train persons for jobs which require applied technical knowledge and applied technical skills. The work is somewhat akin to that of the engineer but the scope is narrower. The job requires some manipulative skills needed to perform technical tasks. Considerable technical knowledge of industrial processes in the specialized field and the knowledge and ability to apply the necessary principles of the physical sciences and mathematics.

ENGINEER AIDE

TYPE OF STUDENT—Full-time
FEE—Combined fees about $6 per semester
LENGTH OF COURSE—120 fifty minute classroom and field periods, from 8 to 7 periods daily for 37 weeks
TEXTS—Cost of text material approximately $30 for the year
EQUIPMENT COSTS—$20
PREREQUISITE—High School Graduate—Entrance Examination
OBJECTIVE—This course is basically concerned with highway and allied construction occupations and is designed to prepare young men to enter employment in engineering construction projects such as roads, streets, airports, building construction, and in jobs that involve surveying, mapping, field drafting, testing of construction materials and inspection.

COURSE SUBJECTS—Surveying, field problems in surveying, materials and field testing, technical mathematics, technical science, basic drafting, plan reading, highway design, communication skills, human relations, American institutions, construction laboratory. The foregoing program constitutes one full year day course and should provide adequate training for entrance into the field as an assistant. An additional equivalent to a year of full time school will be conducted on an evening basis for further upgrading.
INDUSTRIAL MECHANICAL TECHNOLOGY

TYPE OF STUDENT—Full-time
FEE—$12 per semester
LENGTH OF COURSE—2410 fifty minute periods, from 6 to 7 periods daily for two school years
TEXTS—Cost of text material approximately $20 per year
PREREQUISITE—High School Graduate—Entrance Examination

OBJECTIVE—The mechanical curriculum is basically concerned with manufacturing and its various aspects. It is designed for students who are interested in preparation for work in the development and design of mechanical products or the machines, tools, and equipment used in their fabrication or assembly. The increased use of automation in all industries has raised the demand for trained men in this field and this demand will continue to increase. The curriculum provides basic training in the application of fundamental principles to machine design, tool design, production planning, heat and power equipment, materials testing, and industrial instruments. The instruction is planned to enable graduates to take positions at the assistant or technician level.

COURSE SUBJECTS—Communication skills, technical mathematics, techniques of welding, basic technical drawing, psychology of human relations, inspection processes, metals laboratory, industrial safety, machine shop, technical science, sketching, manufacturing processes, foundry practice, mechanics and strength of materials, sheet metal, American institutions, tool design theory, industrial electronics, business and industrial relations, theory of mechanisms, design of machine elements.

RADIO AND TELEVISION TECHNICIAN

TYPE OF STUDENT—Full-time
FEE—$20 per semester
LENGTH OF COURSE—2560 fifty minute periods. 6 to 7 periods per day for 74 weeks (2 school years)
TEXTS—Cost of texts and laboratory materials approximately $25 per school year
PREREQUISITE—High School Graduate—Entrance Examination

OBJECTIVE—This course is designed to prepare young men to enter employment as (1) radio and television servicemen, and (2) engineering technicians in the electronics field.

COURSE SUBJECTS—DC and AC fundamentals, use of test equipment, basic electricity and basic electronics, radio and television service, technical mathematics, communication skills, human relations, American institutions, drafting, technical science and color television.

This is a two year course and should make the graduate employable as an assistant to electronic engineers or as a radio and television technician.
COUNSELING

Any new registrant 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

The services of the placement office are available to employers in the Madison area 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 the school day.

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 affect 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 6—Discussion of emotions, hearing, blood pressure.
9. Social Security—a discussion including a question and answer period.

MOTHERCRAFT

TYPE OF STUDENT—Expectant Mothers

FEE—None

LENGTH OF COURSE—7 two period classes, repeated every seven weeks.

Tuesday, 10:12:00

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

NATURAL CHILDBIRTH

TYPE OF STUDENT—Expectant Mothers

FEE—None

LENGTH OF COURSE—five weeks

Tuesday 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-administration relationships.
3. Foods—study of normal needs, preparation of variations to meet specific health requirements. 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.
4. Nutrition—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.
5. Housekeeping — efficient application of cleanliness and safety principles as needed in homes and institutions. 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.
6. Occupational Diversion — demonstration and practice in crafts which may be used for various age groups of patients.
7. Nursing procedures—demonstration and practice of procedures used in care of patients in hospitals and homes.
Part II—forty weeks
Supervised practice in local hospitals and health agencies. 36 hours each week are spent in practicing procedures as applied to the chronically ill, mothers and babies, and the aged. A stipend is received by the student during most of this training. In addition to the 36 hours per week, four hours weekly are spent in classroom study ing 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.
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 concepts 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. 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>Accounting I</td>
<td>5</td>
<td>Accounting II</td>
<td>5</td>
</tr>
<tr>
<td>Business Math.</td>
<td>3</td>
<td>Communications</td>
<td>3</td>
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<tr>
<td>and Skills</td>
<td>3</td>
<td>Psychology of Human Relations</td>
<td>3</td>
</tr>
<tr>
<td>Typewriting I</td>
<td>3</td>
<td>Machine Calcula-</td>
<td>3</td>
</tr>
<tr>
<td>Orientation</td>
<td>2</td>
<td>Typewriting II</td>
<td>2</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>Credit Procedures</td>
<td>2</td>
</tr>
<tr>
<td>Economics</td>
<td>3</td>
<td>Office and Personnel Management</td>
<td>3</td>
</tr>
<tr>
<td>Elective</td>
<td>2</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>
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</thead>
<tbody>
<tr>
<td>Money and Banking</td>
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<tr>
<td>Salesmanship</td>
</tr>
<tr>
<td>Business Statistics</td>
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<tr>
<td>Filing</td>
</tr>
<tr>
<td>Marketing</td>
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<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</td>
<td>4</td>
<td>(Shorthand) 4</td>
<td></td>
</tr>
<tr>
<td>Typewriting I</td>
<td>3</td>
<td>Business Correspondence</td>
<td>3</td>
</tr>
<tr>
<td>Communications Arts and Skills</td>
<td>3</td>
<td>Secretarial Accounting</td>
<td>4</td>
</tr>
<tr>
<td>Psychology of Human Relations</td>
<td>3</td>
<td>Typewriting II</td>
<td>2</td>
</tr>
<tr>
<td>Business Mathematics</td>
<td>3</td>
<td>Orientation</td>
<td></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</td>
<td>4</td>
<td>(Gen. or Tech.) 4</td>
<td></td>
</tr>
<tr>
<td>Secretarial typewriting</td>
<td>3</td>
<td>Machine Calculation</td>
<td></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>
<tr>
<td>Elective</td>
<td>2</td>
<td>Elective</td>
<td>4</td>
</tr>
</tbody>
</table>

Electives

<table>
<thead>
<tr>
<th>Credit Hours</th>
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</thead>
<tbody>
<tr>
<td>Business Organization and Administration</td>
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<tr>
<td>Public Speaking</td>
</tr>
<tr>
<td>Physical Education</td>
</tr>
<tr>
<td>Income Tax Accounting</td>
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<tr>
<td>Secretarial Machines</td>
</tr>
<tr>
<td>Penmanship</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' 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

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 accounts 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 corporate 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, inventories, current liabilities, long-term liabilities, plant and equipment, and intangible assets.

ACCOUNTING IV
A continuation of Accounting III. The study continues with the problems involved in the measurement of periodic progress and concludes with a consideration of special analytical procedures. Specifically, this includes capital stock, surplus 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 I, 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.

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, commission 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, measurement of trend and business index numbers.

COMMUNICATIONS ARTS AND SKILLS
Designed to improve the student’s speaking and writing skills and to help him grow in language power through the development of correct habits of careful, forceful expression. The course material covering the four basic skills—reading, speaking, writing, and listening—has been correlated so that the methods used in these four areas are complementary parts of the communication process. Problems in the field of oral
communication include individual speech analysis, business and social conversation, group speaking in business and industry, information talks, demonstrations, explanations, etc. Contemporary speeches, books, magazines, and newspapers are the source materials for oral and written assignments. Problems in outlining, note-taking, summarizing, and 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 method of reporting income are studied. Individual, partnership and corporation returns are completely covered for both accrual and cash bases. The actual filling out of the various returns is a part of the course.

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

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

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

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

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 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 going 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, models, 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 ditto machine and other types of voice recording machines. Training in the use of the mimeograph and ditto is designed to give the student 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 of 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 the theory of shorthand and who desire to obtain a dictation speed of 60 to 80 words a minute on new material. Attainment of established goal is based upon mailable transcriptions. 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 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 upon training the student for stenographic work on a production basis. Consideration is given to appreciation of office problems, up-to-date business procedures, and the development of initiative and independent thinking. Testing procedure for credit: 5 minute tests; unfamiliar material, 100 to 120 words per minute, transcribed at the rate of 30 words per minute.

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

TYPEWRITING I
Course for beginners in typewriting. Includes history and the importance of the typewriter, care of typewriter, parts of the machine, position of the typewriter and individual; mastery of keyboard, letters, numbers, symbols and characters on the keyboard. Letters (semi and modified block), carbon, erasures, simple tabulation, syllabification are also included. Testing procedure for credit: 5 minute tests, 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
English (Grammar)
Business Law

ELECTIVES

Machine Bookkeeping
Machine Calculation
Filing
Office Training

ONE-YEAR — STENOGRAPHY

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

FIRST SEMESTER

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

SECOND SEMESTER

Stenography I
Business Correspondence
Machine Calculation
(One Quarter)
Elective

ELECTIVES

Economics
Business Law
Accounting
Transcribing Machines
Switchboard

ONE-YEAR — OFFICE MACHINES

A one-year course for students who wish to become operators of the various business machines used in offices. In addition to the training given students basic training in office procedures and subjects are offered to give the students background for business.

FIRST SEMESTER

Office Machines
Typewriting
Business Arithmetic
English (Grammar)
Elective

SECOND SEMESTER

Office Machines
Typewriting
Business Mathematics
Office Training
Elective

ELECTIVES

Accounting
Business Law
Business Correspondence
Filing
Economics

**BOOKKEEPING**

Burroughs Sensimatic
National Cash Register
Monroe

**DUPLICATING**

Mimeograph
Ditto

**KEY PUNCH (IBM)**

Alphabetic
Numeric

**CALCULATING**

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

**TRANScribing**

Dictaphone
Ediphone
Gray Audograph

ONE-YEAR — GENERAL CLERICAL

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

FIRST SEMESTER

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

SECOND SEMESTER

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

ELECTIVES

Economics
Business Law
Transcribing Machines
Evening School Catalog

Madison
Vocational and Adult School

Madison, Wisconsin
Madison Vocational and Adult School

EVENING SCHOOL CATALOG 1958-1959

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

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

The Madison Vocational and Adult School is a public school. There is a general registration fee of $2 for the entire year. For non-residents, there is also a tuition charge of 50 cents per evening. This is paid in two payments, the first at the time of registration and the second by January 5, 1959.

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.

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 8 through 11, 1958
Mail registration closes September 12.
Advance Registration in Person at the Vocational School
Tuesday and Wednesday, September 23 and 24, 1958, from 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
1958-59
Mail registration for evening school
September 8 to 12—Monday to Friday
Registration for evening school (5 to 8:30 p.m.)
September 23 and 24—Tuesday and Wednesday
Meeting of evening school staff
September 25—Thursday
Evening school begins
September 29—Monday
Evening school closes
(Milwaukee meeting of Wisconsin Education Association and Wisconsin Federation of Teachers)
November 6 and 7—Thursday and Friday
Evening school closes
(Thanksgiving vacation)
November 27 and 28—Thursday and Friday
Evening school closes
(Christmas vacation)
December 20 through January—Saturday through Sunday
Evening school resumes
January 5—Monday
Evening school closes
March 26—Thursday
ACADEMIC

ALGEBRA I
Monday and Wednesday, 7:00 p.m. to 9:00 p.m.
Tuesday and Thursday, 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
Monday and Wednesday, 7:00 p.m. to 9:00 p.m.
Tuesday and Thursday, 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
Tuesday and Thursday, 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
Tuesday and Thursday, 7:00 p.m. to 9:00 p.m.
Introduction 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
Tuesday and Thursday, 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
Monday and Wednesday, 7:00 p.m. to 9:00 p.m.
Tuesday and Thursday, 7:00 p.m. to 9:00 p.m.
Prerequisite: Algebra I
Emphasis is to develop 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
Monday and Wednesday, 7:00 p.m. to 9:00 p.m.
Tuesday and Thursday, 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 twelve lessons presenting 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, needed to become an effective citizen of the United States.

ENGLISH I
Monday and Wednesday, 7:00 p.m. to 9:00 p.m.
Tuesday and Thursday, 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 idiom, spelling, and punctuation.

ENGLISH III
(Enjoying English by self expression)
Tuesday and Thursday, 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
Monday and Wednesday, 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 a 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 9:00 p.m.
Great Books contain the knowledge and wisdom of the ages. These are yours for the asking. Read great books, discuss them with others, a fascinating way in which to learn.

SHAKESPEARE
Wednesday, 7:00 p.m. to 9:00 p.m.
Shakespeare: the greatest poet, playwright, humorist, philosopher, genius the world has ever known. Get acquainted with him—enrich your life by that contact. Have fun doing it.

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

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

SPANISH I
Tuesday and Thursday, 7:00 p.m. to 9:00 p.m.
A class in conversational Spanish with practice in pronunciation, comprehension of the spoken language, and conversational drill. Grammatical structure of the Spanish language is given adequate consideration.

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

PUBLIC SPEAKING
Tuesday, 7:00 p.m. to 9:00 p.m.
You are called upon to address a committee meeting, union, conference, club or similar group. Can you do it successfully and without embarrassment? Learn how by doing.

YOUR SPEECH
Monday, 7:00 p.m. to 9:00 p.m.
Learn to speak well. Breathing, poise, tone, placement, vocal technique, through relaxation, articulation—these make speech a fine art. This course applies the above to good literature at each meeting. Cultivate good speech. It pays.

SPEECH READING
Tuesday and Thursday, 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
Tuesday and Thursday, 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.

THE UNITED STATES TODAY
Monday and Wednesday, 7:00 p.m. to 9:00 p.m.
Designed to give the student a broader knowledge of our nation’s place in today’s world, our problems, strengths and potentialities, this course is planned for those who desire a greater understanding of our country and for those who need advanced citizenship credit. The forty-eight meetings will emphasize history and geography, as well as certain aspects of economics, political structures, and the underlying principles of our democratic philosophy.
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 classes they desire.

ART METAL
Wednesday, 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.

BRAIDED RUGS
Monday and Wednesday, 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.

CERAMICS
Monday, 7:00 p.m. to 9:00 p.m.
Wednesday, 7:00 p.m. to 9:00 p.m.
Friday, 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?

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

GENERAL CRAFTS
Monday and Wednesday, 7:00 p.m. to 9:00 p.m.
Laboratory Fee-$3
Planned to meet the demands of the adult home-maker, youth leader, and hobbyist.
Instruction given in leather craft (tooling and carving), rosemaling (painted decoration), block printing, textile painting.

CHAIR CANING
Tuesday and Thursday, 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.

INTERIOR DESIGN
(Interior Decoration)
Monday, 7:00 p.m. to 9:00 p.m. or Wednesday, 7:00 p.m. to 9:00 p.m.
Tuesday, 7:30 p.m. to 9:30 p.m. — Sherman School
Tuesday, 7:30 p.m. to 9:30 p.m. — Cherokee Heights School
Thursday, 7:30 p.m. to 9:30 p.m. — Midvale School
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.

JEWELRY
Tuesday, 7:30 p.m. to 9:30 p.m. — Cherokee School
Thursday, 7:30 p.m. to 9:30 p.m. — Midvale School
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.

LETTERING and SHOW CARD WRITING
Tuesday and Thursday, 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.

PORTRAIT PAINTING
Thursday, 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, water color and oil.
Students pay for materials used.
POTTERY
Tuesday, 7:00 p.m. to 9:00 p.m.
Thursday, 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.

ROSEMALING (Decorative Painting)
Monday and Wednesday, 7:00 p.m. to 9:00 p.m.
Tuesday, 7:30 p.m. to 9:30 p.m.
Cherokee Heights School and Sherman School
Thursdays, 7:30 p.m. to 9:30 p.m.
Midvale School and Schenk School
This is the Norwegian folk art of painting on woodenware. Instruction covers brush handling, basic strokes and method of painting, correct painting procedure, design and color problems.

STONE CUTTING (Lapidary)
Monday, 5:00 p.m. to 7:00 p.m. and 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
Monday and Wednesday, 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.
Mediums are oil, watercolor, tempera.

WEAVING
Tuesday and Thursday, 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
CHEROKEE HEIGHTS SCHOOL
Interior Design
Jewelry
Rosemalning
Tuesday, 7:30 p.m. to 9:30 p.m.

MIDVALE SCHOOL
Interior Design
Jewelry
Rosemalning
Thursday, 7:30 p.m. to 9:30 p.m.

SHERMAN SCHOOL
Interior Design
Rosemalning
Tuesday, 7:30 p.m. to 9:30 p.m.

SCHENK SCHOOL
Rosemalning
Thursday 7:30 p.m. to 9:30 p.m.

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

MAENNERCHOR
Thursday, 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
Wednesday, 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
Tuesday, 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
Tuesday, 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
Tuesday, 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
Wednesday, 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
Monday, 7:00 p.m. to 8:00 p.m. and 8:00 p.m. to 9:00 p.m.
Wednesday, 7:00 p.m. to 9:00 p.m.
FEE—$1 per lesson payable 3 weeks in advance.
For adult beginners—basic principles.
Easy solo pieces to suit individuals.
BUSINESS EDUCATION

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

ACCOUNTING I
Monday and Wednesday 7:00 p.m. to 9:00 p.m.
This course covers the elementary principles of accounting and the procedures of double entry bookkeeping. No previous knowledge of bookkeeping or accounting is required. Work covered includes journalizing, posting, trial balance, preparation of financial reports, adjusting and closing the books at the close of the business period. Successful completion of the prescribed work will provide the student with a general knowledge of accounting useful in business or professional fields.

Text and supplies are required.

ACCOUNTING II
Tuesday and Thursday 7:00 p.m. to 9:00 p.m.
A continuation of Accounting I enlarging upon the theories and practices in use today in partnership and corporate types of organizations. Classification of accounts, admission of new partners, partnership dissolution, negotiable instruments, taxes, and the acquisition and disposal of fixed assets will be a part of this course. It is considered basic for students planning to major in accounting or for work as a bookkeeper or junior accountant.

Text and supplies are required.

ACCOUNTING III
Tuesday and Thursday 7:00 p.m. to 9:00 p.m.
A continuation of Accounting II. This course is given to the corporation with emphasis on the industrial or manufacturing type of enterprise. 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 are subjects covered.

Text and supplies are required.

ACCOUNTING IV
Tuesday and Thursday 7:00 p.m. to 9:00 p.m.
The work is developed to meet the requirements of the student in interpreting and using accounting statements, in measuring the position of the business and its periodic progress, preparation of statements from incomplete data, errors and their correction, and statement analysis.

Pre-requisite: Accounting III or its equivalent.

Text and supplies are required.

ACCOUNTING V
Tuesday and Thursday 7:00 p.m. to 9:00 p.m.
Advanced accounting is for the student who is majoring in accounting and who expects to specialize in accounting work. The subject matter is designed to round out the accounting student's knowledge in preparation for the C.P.A. examination.

With this training the student is prepared for public, private, or governmental accounting practice.

Pre-requisite: Accounting IV or its equivalent.

Text and supplies are required.

ACCOUNTING VI — Cost
Tuesday and Thursday 7:00 p.m. to 9:00 p.m.
Monday and Wednesday 7:00 p.m. to 9:00 p.m.
The work on cost provides an understanding of cost accounting systems and their utilization in business or professional fields. The course is designed for the student who is majoring in accounting or who expects to specialize in cost accounting.

Pre-requisite: Accounting V or its equivalent.

Text and supplies are required.

ACCOUNTING VII — Income Tax
Tuesday and Thursday 7:00 p.m. to 9:00 p.m.
A study of the principles of Federal and State income tax laws. Emphasis is placed on the basic requirements for the completion of tax returns.

Pre-requisite: Accounting VI or its equivalent.

Text and supplies are required.

BUSINESS LAW
Tuesday and Thursday 7:00 p.m. to 9:00 p.m.
A course in the application of law and the legal aspects of business administration.

Pre-requisite: Accounting V or its equivalent.

Text and supplies are required.
followed in business and train him to apply these principles to typical business situations. The text material is supplemented with selected cases which demonstrate the application of legal principles to concrete cases. Text is required.

OFFICE MACHINES

MACHINE CALCULATION
Key-driven Calculators
Comptometer and Burroughs
Monday and Wednesday 7:00 p.m. to 8:00 p.m. and 8:00 p.m. to 9:00 p.m.; Tuesday and Thursday 7:00 p.m. to 8:00 p.m. and 8:00 p.m. to 9:00 p.m.; Friday 7:00 p.m. to 9:00 p.m.
Equipment Fee—$1 per year
This course covers the four basic operations: addition, subtraction, multiplication and division. Advanced work may be taken which will include the application of fundamentals to business problems with emphasis on speed. Text is required.

MACHINE CALCULATION
Rotary Calculators
Friden, Marchant, Monroe
Monday and Wednesday 7:00 p.m. to 8:00 p.m. and 8:00 p.m. to 9:00 p.m.; Tuesday and Thursday 7:00 p.m. to 8:00 p.m. and 8:00 p.m. to 9:00 p.m.; Friday 7:00 p.m. to 9:00 p.m.
Equipment Fee—$1 per year.
This course covers addition and various methods of multiplication, subtraction, and division, followed by their application to problems in business arithmetic. Upon completion of the course, a student should have a thorough training in the fundamental processes as they apply in business and sufficient knowledge to operate the machine in any business office.

MACHINE CALCULATION
Burroughs and Remington Rand Printing Calculators
Monday and Wednesday 7:00 p.m. to 8:00 p.m. and 8:00 p.m. to 9:00 p.m.; Tuesday and Thursday 7:00 p.m. to 8:00 p.m. and 8:00 p.m. to 9:00 p.m.; Friday 7:00 p.m. to 9:00 p.m.
Equipment Fee—$1 per year.
The aim of this course is to teach the techniques necessary to develop speed and accuracy on both the Burroughs full-key adding machine and the Remington Rand ten-key adding machine. It covers the four basic operations: addition, subtraction, multiplication and division.

IBM
KEY-PUNCH MACHINE
Monday and Wednesday 7:00 p.m. to 8:00 p.m. and 8:00 p.m. to 9:00 p.m.; Tuesday and Thursday 7:00 p.m. to 8:00 p.m. and 8:00 p.m. to 9:00 p.m.; Friday 7:00 p.m. to 9:00 p.m.
Equipment Fee—$2 per term of 12 weeks
Development of speed and accuracy on the alphabetic and numeric keypunching machine. Opportunity is offered through field trips, for observation of keypunching and its relationship to the IBM equipment.
Pre-requisite: Typewriting, minimum 40 words a minute.

SECRETARIAL

FUNDAMENTALS OF BUSINESS
ENGLISH
Wednesday 6:00 p.m. to 9:00 p.m.
This course covers a review of the basic principles of grammar, sentence structure, parts of speech, and punctuation. It includes a study of correct usage, diction, spelling, vocabulary and the use of the dictionary. Text is required.

BUSINESS CORRESPONDENCE
Tuesday and Thursday 7:00 p.m. to 9:00 p.m.
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, 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. Spelling lists supplement the words included in the text. Text and supplies are required.

FILING
Monday and Wednesday 7:00 p.m. to 9:00 p.m.
Length of course 12 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. Advanced methods include subject, triple check and source, which will be taught if time permits. Text and supplies are required.

SHORTHAND I
Tuesday and Thursday 7:00 p.m. to 9:00 p.m.
This is a study of Gregg Shorthand Simplified. It is intended for students who are skilled typists, but who have had little or no previous training in shorthand. All of the theory of shorthand is covered. Dictation and transcription on the typewriter are introduced later in the course.
The speed attained at the completion of the term will be dependent upon the individual ability, but it is possible to attain a speed that can be used vocationally. Home work and regular attendance are necessary for progress in the study of beginning shorthand.

Text and supplies are required.

SHORTHAND REVIEW

Tuesday and Thursday 7:00 p.m. to 8:30 p.m.
Equipment Fee—$1 per year
This is a refresher course for those who have completed the shorthand theory and wish a general review of shorthand principles. Students who elect this course should be good typists and should have had training in transcription work. Dictation will be given at the rate of 50 to 80 words a minute. Students may transfer later to advanced shorthand classes.

Text and supplies are required.

INTERMEDIATE DICTATION

Tuesday and Thursday 7:00 p.m. to 8:30 p.m.
Equipment Fee—$1 per year
For students who have fulfilled the requirements of the shorthand theory and refresher courses. It consists of advanced vocabulary, phrase building, dictation and supervised transcription. Dictation is given at rates ranging from 75 to 90 words a minute. Emphasis is placed on letter styles, spelling and typewriting.

Text and supplies are required.

ADVANCED DICTATION

Tuesday and Thursday 7:30 p.m. to 9:30 p.m.
Equipment Fee—$1 per year
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 a minute on a five-minute basis.

TYPEWRITING I

Monday and Wednesday 6:00 p.m. to 7:00 p.m.; 7:00 p.m. to 8:00 p.m. and 8:00 p.m. to 9:00 p.m.; Tuesday and Thursday 6:00 p.m. to 7:00 p.m. and 7:00 p.m. to 8:00 p.m.
Equipment Fee—$1 per year

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.

Text and supplies are required.

TYPEWRITING II

Monday and Wednesday 7:00 p.m. to 8:00 p.m.; Tuesday and Thursday 7:00 p.m. to 8:00 p.m.
Equipment Fee—$1 per year

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.

Text and supplies are required.

TYPEWRITING III

Monday and Wednesday 7:00 p.m. to 8:00 p.m.; Tuesday and Thursday 7:00 p.m. to 8:00 p.m.
Equipment Fee—$1 per year

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.

Text and supplies are required.
DISTRIBUTIVE EDUCATION

(Training for Sales People)

RETAIL AND SALES INSTITUTE

(SPECIAL TWO-YEAR PROGRAM)

LENGTH OF COURSE—Four 12-week terms

Monday and Wednesday 7:00 p.m. to 9:00 p.m.

Course consists of instruction in business mathematics, store record keeping, business law, store organization and management, psychology of selling (salesmanship), advertising and merchandise display, marketing. Subjects may be included or substituted when deemed practical.

Upon completion of the two-year course a Certificate of Achievement will be granted.

Minimum enrollment necessary: 10 persons.

SALESMANSHIP

LENGTH OF COURSE—24 weeks

Tuesday 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

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

Advertising in relation to distribution of merchandise and services: physical structure of advertising; 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

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

Values of displays: physical makeup of displays; displays in the retail program; suppliers' help for display; display suggestions.

RETAIL CREDIT FUNDAMENTALS

LENGTH OF COURSE—First 12 weeks

Tuesday, 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 CREDIT MANAGEMENT

LENGTH OF COURSE—Second 12 weeks

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

Tasks of retail credit management: organize and administer credit department work; credit and collection policy, statistics and research. Cooperate with other credit grantees.

RETAIL GROCERY MERCHANDISING

LENGTH OF COURSE—24 weeks

Wednesday 7:30 p.m. to 9:30 p.m.

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

RETAIL MEAT MERCHANDISING

LENGTH OF COURSE—24 weeks

Tuesday 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

Tuesday 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.

FOUNTAIN TRAINING

LENGTH OF COURSE—8 hours

Monday 6:00 p.m. to 9:00 p.m.; Tuesday 6:00 p.m. to 9:00 p.m.; Wednesday 7:00 p.m. to 9:00 p.m.

Basic employee training for fountain service—employee regulations—demonstrate various ice cream mixes and combinations—dispenser techniques—cash register training. Making and serving short orders.

HOSTESS (WAITRESS) TRAINING

LENGTH OF COURSE—16 weeks

Knowing about the industry; personnel development; types of menus; characteristics of food; equipment and its care; observation in a restaurant; work of the table salesperson; receiving the guest and taking the order; giving and assembling orders; serving the customer breakfast, luncheon, and dinner; serving beverages; serving entrees, desserts, and common foods; children's service; clearing; service before and after dinner drinks.

REAL ESTATE COURSE

LENGTH OF COURSE—24 weeks

Thursday 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, real-
dent appraisal, legal aspects, mortgages and titles, real estate licenses, and preparation for examination.

COMMERCIAL TELEVISION

Production

Type of Student—Adult

Length of Course—5 two-period classes, repeated every five weeks.

Friday, 7:00 p.m. to 9:00 p.m., combined with every day on-the-job training at a commercial station from 11:00 a.m. to 1:00 p.m.

A survey of the organization and operation of a commercial television station. Weekly lectures, plus discussion, concerning the departmental units which make up a commercial television station; i.e., continuity, traffic, sales, engineering, program and production. Specific technical training in camera technique, floor direction, film editing, and the handling of motion picture film projection and slide projection equipment.

INSURANCE COURSES

PRINCIPLES OF LIFE UNDERWRITING

(A Sales Course)

Length of Course—12 weeks

Day to be selected by group.

Life Underwriting on an elementary or intermediate level. Discussion of effective sales procedure.

CHARTERED PROPERTY AND CASUALTY COURSES (Preliminary Courses)

COURSE—Unit A

Length of Course—30 hours

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

Course Content—General principles of insurance.

COURSE—Unit B

Length of Course—30 hours

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

Course Content—Fire, marine and allied lines.

COURSE—Unit C

Length of Course—30 hours

Monday or Wednesday 7:00 p.m. to 9:00 p.m.

Course Content—Casualty insurance and surety bonding.

ADVANCED COURSE

C.P.C.U.—Part I

Length of Course—74 hours

Course Content—Theory of probability, rates in fire and casualty insurance, reserves, financial statement, statistics, sales, surveys, and adjustments.

Day and time open.

HOMEMAKING

Family Development

Foods and Nutrition

Clothing and Textiles
FAMILY DEVELOPMENT

The series of classes in Family Life Education is designed to be practical, with subject matter hand-tailored to meet the specified needs and interests of each group. All material used will be soundly based on experience in a wide range of situations, with families and individuals of all ages, whose adjustments to difficult situations and personal problems provide opportunities for increasing our understanding of human behavior and needs. Members of such a group may hope to find new methods of dealing more effectively with personal relationships and to discover additional means by which they may hope to increase personal satisfactions for themselves and the members of their families. Courses are listed below.

FAMILY LIFE EDUCATION
(1st semester)

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

Unit I—Helping young people to grow up well

This course is planned for those people who are interested in clarifying goals and the means by which these goals may be attained for young people by the time they arrive at the middle “teens.” It includes consideration of relationships of young people with their adult authorities, including parents. Other topics discussed are: dating, attitudes toward work and responsibility, developing moral values and ideals.

Unit II—Growing toward manhood and womanhood

Constructive sex education, in its broader application to our understanding of what it means to be a man or woman in our culture is given. How we help a child, from early years, prepare soundly for his part as an adult, for marriage and family living is also included.

FAMILY LIFE EDUCATION
(2nd semester)

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

Unit I—Understanding ourselves and others

This course includes a discussion of basic human needs and how those needs influence behavior; the “caused” nature of behavior and the means by which behavior may be modified; how to help children “behave.” This is a foundation for unit II.

Unit II—Emotional maturity and good mental health

How to grow up emotionally (affection, anger, fear) and characteristics of the mature individual are considered. Means by which to attain integration and sound mental health and the ability to meet problems in everyday life are a part of the course.

PERSONALITY AND CHARM

We—Wednesday 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

ACCESSORIES

Tuesday 7:30 p.m. to 8:00 p.m.

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 tea 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

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

First 12 weeks, September 30 to December 16
Second 12 weeks, January 6 to March 24

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 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)

Tuesday or Thursday 7:00 to 9:00 p.m.

FEE—$5 per year

Meals in the modern way suggest new methods in cookery; streamlining cooking processes; proper use of kitchen equipment and appliances; comparison of commercial mixes with home mixes; cooking to retain vitamins and minerals; planning and preparation of balanced meals; buying of food. This is a practical course planned around the family meals—lunch, breakfast and dinner. In preparing these meals, quick breads, vegetables, salads, can- terole dishes, meats, sandwiches and simple desserts will be included. This is an excellent course for brides and brides-to-be, business girls or anyone desiring help in actual meal planning and preparation.
FOODS II (Baking, Cakes and Pastry)

Tuesday 7:00 p.m. to 9:00 p.m.
FEE—$5 per twelve weeks (this is given the first 12 weeks of evening school and repeated the second twelve weeks).

All types of quick breads and yeast breads are given in this course. The modern streamlined methods of making yeast breads are made; also banana, nut, and various fruit breads. Modern up-to-date methods of mixing cakes are featured. Types of so-called butter cakes and sponge cakes are included as well as various types of icing and frostings. Christmas cookies and fruit cakes are given prior to the holiday season. Principles underlying the making of pastry are given. Various kinds of shortening are used. Comparison is made between prepared mixes and homemade mixes. One-shell, two-crust, and deep-dish pies are made.

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

Monday or Wednesday, 7:00 p.m. 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, teas, guest dinners and after-theater snacks. One should have some experience in cooking before taking this course.

FOODS IV (Meats, Fish and Poultry Cookery)

Thursday, 7:00 p.m. to 9:00 p.m.
FEE—$5 per 12 weeks; (this is given the first 12 weeks of evening school and repeated the second 12 weeks).

How to buy, store, cook and serve the many kinds and cuts of meat in a modern market are the topics emphasized. Plain and fancy ways to cook beef, veal, lamb, pork and poultry are included. Selection and preparation of seafood and fish are also introduced. Attractive service, garnishes and accompaniments for the meat or fish are suggested. Choice of vegetables to be served with the various meats as well as the proper vegetable cookery are a part of the course.

CAKE DECORATING I

Monday or Wednesday 7:00 p.m. to 9:00 p.m.
first 12 weeks
Monday 7:00 p.m. to 9:00 p.m. second 12 weeks
FEE—$3 per twelve weeks

This class is planned for those people who are 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, mintes, and all types of cakes.

CAKE DECORATING II

Wednesday 7:00 p.m. to 9:00 p.m. second 12 weeks
FEE—$3 per twelve weeks

Advanced problems in the decoration of cakes will be given to those students who have completed Cake Decorating I. This will include decoration for wedding cakes.

COOKERY DEMONSTRATIONS

Wednesday, October 15, 7:00 to 9:00 p.m.
Wednesday, December 3, 7:00 to 9:00 p.m.
Wednesday, February 18, 7:00 to 9:00 p.m.

A series of Cookery Demonstrations will be presented in Scanlan Hall on the dates indicated above. Casserole Cookery will feature new and unusual casserole dishes which can be served for family dinners, potluck suppers, and buffet meals or company. Economy of time, effort and money will be stressed. "Make-a-longs" to accompany the main dish and desserts that come from casseroles will be included. Cooking for Christmas will suggest new cakes and cookies for the Holiday Season as well as old favorites brought up to date. Suggestions for gifts from your kitchen and ideas for what to serve when friends drop in will be included. Luncheons for Special Occasions will introduce menus for entertaining,faceted will be made dinners and desserts. Suggestions for family luncheons will also be featured.

CLOTHING AND TEXTILES

CLOTHING I (Firsts in Sewing)

Monday, Tuesday, Wednesday, Thursday or Friday, 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 is 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)

Monday—Advanced—7:00 p.m. to 9:00 p.m.
Wednesday—Beginners—7:00 p.m. to 9:00 p.m.
FEE—$1 per year

The Wednesday 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 materials; grain perfection; use of sewing machine and attachments; worked and bound buttonholes and machine made buttonholes; pockets.
and zippers; lagoiring 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)
Tuesday, 7:00 p.m. to 9:00 p.m.
Wednesday or Friday, 7:00 p.m. to 9:30 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 gar­
ments which may be made are: cotton, rayon or
lightweight wool dresses, wool skirts, blouses, sport
clothes. Cutting, fitting and correct construction
methods are included in class instruction. Instruc­tion
for purchase of correct size of pattern will be
given the first evening.

CLOTHING V
(That Made-to-Order Look)
Tuesday, 7:00 p.m. to 9:00 p.m.
Thursday or Friday, 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 purpose of this course. Se­
lection of material and patterns will be stressed,
with emphasis on color, texture and becoming de­
dign for each individual. Such fabrics as silk, wool
rayon, nylon and the newest fabrics on the market
will be studied. Garments to be made will be chos­
en 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 pat­
ttern principles, and coordinating of the wardrobe
will be included. This course is for the advanced
student.

CLOTHING VI
Monday or Wednesday, 6:30 p.m. to 9:30 p.m.
FEE—$1 per year
This course is planned for the experienced sewer,
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 collar, pad stitch for collars,
fitting problems, use of pressing board for shaping
the garment to the figure, lining and interfacing for
coats and suits. Also selection of fabric, 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
Thursday, 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
Monday, Wednesday or Thursday, 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 prin­
ciples of millinery techniques. Its objective is to
develop an understanding of millinery methods,
materials, trims, trimmings, the different basic hat
styles, and the choosing of becoming hats in pro­
fession for face and figure. The blocking of felts and
straws 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
Tuesday, 7:00 p.m. to 9:00 p.m.
Wednesday or Friday, 7:00 p.m. to 9:30 p.m.
FEE—$1 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 knowl­
edge regarding feather, flower, and ribbon trim­
ings, 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
Wednesday, 7:00 p.m. to 9:00 p.m.
Friday, 7:00 p.m. to 9:30 p.m.
FEE—$1 per year
Making over fur coats, restyling and moderniz­
ing the fur garment are two features of this course.
Putting fur collars on coats and suits, and mending
rips are also included. The actual work is done in
the class under the instruction of an expert in fur
work.

HOME IMPROVEMENT

DRAPERIES AND LAMPSHADES
Thursday 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, pat­
terns, relation to architectural features, kinds of
windows and to the color and material of the ex­
terior. Emphasis is placed upon the techniques of
construction for both curtains and draperies suit­
able 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
Thursday, 7:00 p.m. to 9:30 p.m.
FEE- $2.50 per year
This course is for all people interested in fine
slipcovers. It includes all decorative stitches, some
of which are satin stitch, needlepoint, outline stitch,
croset stitch, lacing, smocking, Italian hemstitching,
applique, and Swedish weaving. The instructor
of this course has many patterns which are
available to the class.

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

FLOWER ARRANGEMENT I
Tuesday 7:00 p.m. to 9:30 p.m.
FEE-$4 per term of 12 weeks
Principles of design and technique in the art
of flower arrangement will be given. Use of mate­
rials which one has at hand will be stressed. Text­
tures, shapes, color, wood, bark, branches and
stones will be considered. Types of containers will
be stressed.

FLOWER ARRANGEMENT II (Second
12 weeks)
Tuesday 7:00 p.m. to 9:00 p.m.
FEE-$1 per year
An advanced study in the application of princi­
ples of flower arrangement will be given. Emphasis
will be placed on the contemporary and Japanese
design.

CLASSES AT OTHER CENTERS
Clothing I—Tuesday 7:30 to 9:30 p.m.—West High
Clothing II—Tuesday 7:30 to 9:30 p.m.—West High
Clothing IV—Tuesday 7:30 to 9:30 p.m.—West High

UPHOLSTERY I
Tuesday, Wednesday or Friday, 8:30 p.m. to
9:30 p.m.
FEE- $2.50 per year
This is an introductory course in simple uphe­
stery 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 re­
covering of the furniture. It is required that begin­
ers choose simple projects for the first work such
as footstools, pull-up chairs, or bedroom chairs.

UPHOLSTERY II
Monday, 6:30 p.m. to 8:30 p.m.
FEE- $2.50 per year
A thorough review of Upholstery I will be given.
Emphasis will be placed on stitched edges, pad­
ing, channeling, tufting, planning and cutting of
covers, and trimmings. More complicated projects
will be undertaken, such as overstuffed chairs and
Cogswell chairs. Only simple processes of wood
finishing will be undertaken. It is necessary to com­
plete Upholstery I before enrolling in Upholstery II.

KNITTING I
Monday, Wednesday or Thursday, 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, totes, sweaters, mittens,
afghans and similar articles. Equipment needed first
lesson: two number three knitting needles (ten or
douze inch bone or aluminum), a small ball of
yarn, note-book and pencil.

KNITTING II
Thursday, 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
Monday, 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,
croset stitch, lacing, smocking, Italian hemstitching,
applique, and Swedish weaving. The instructor
of this course has many rare patterns which are
available to the class.

CLASS AT OTHER CENTERS
Clothing IV—Tuesday 7:30 to 9:30 p.m.—West High
Clothing I—Thursday 7:30 to 9:30 p.m.—West High
Clothing II—Tuesday 7:30 to 9:30 p.m.—West High
Clothing IV—Tuesday 7:30 to 9:30 p.m.—West High

CAKE DECORATING
Tuesday 7:30 to 9:30 p.m.—Cherokee Heights
Cake Decorating I—Thursday 7:30 to 9:30 p.m.
Schenk
Clothing I—Thursday 7:30 to 9:30 p.m.—Schenk
Clothing IV—Tuesday 7:30 to 9:30 p.m.—Cherokee Heights

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

FLOWER ARRANGEMENT I
Tuesday 7:00 p.m. to 9:30 p.m.
FEE-$4 per term of 12 weeks
Principles of design and technique in the art
of flower arrangement will be given. Use of mate­
rials which one has at hand will be stressed. Text­
tures, shapes, color, wood, bark, branches and
stones will be considered. Types of containers will
be stressed.

FLOWER ARRANGEMENT II (Second
12 weeks)
Tuesday 7:00 p.m. to 9:00 p.m.
FEE-$1 per year
An advanced study in the application of princi­
ples of flower arrangement will be given. Emphasis
will be placed on the contemporary and Japanese
design.

CLASSES AT OTHER CENTERS
Clothing I—Tuesday 7:30 to 9:30 p.m.—Cherokee Heights
Clothing II—Tuesday 7:30 to 9:30 p.m.—Cherokee Heights
Clothing IV—Tuesday 7:30 to 9:30 p.m.—West High

UPHOLSTERY I
Tuesday, Wednesday or Friday, 8:30 p.m. to
9:30 p.m.
FEE- $2.50 per year
This is an introductory course in simple uphe­
stery 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 re­
covering of the furniture. It is required that begin­
ers choose simple projects for the first work such
as footstools, pull-up chairs, or bedroom chairs.

UPHOLSTERY II
Monday, 6:30 p.m. to 8:30 p.m.
FEE- $2.50 per year
A thorough review of Upholstery I will be given.
Emphasis will be placed on stitched edges, pad­
ing, channeling, tufting, planning and cutting of
covers, and trimmings. More complicated projects
will be undertaken, such as overstuffed chairs and
Cogswell chairs. Only simple processes of wood
finishing will be undertaken. It is necessary to com­
plete Upholstery I before enrolling in Upholstery II.

KNITTING I
Monday, Wednesday or Thursday, 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, totes, sweaters, mittens,
afghans and similar articles. Equipment needed first
lesson: two number three knitting needles (ten or
douze inch bone or aluminum), a small ball of
yarn, note-book and pencil.

KNITTING II
Thursday, 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.
TRADE AND INDUSTRY

Automotive
Building Trades
Drafting
Electronics
Graphic Arts
Photography
Service Trades
Welding
AUTOMOTIVE

AUTO BODY
Trade Preparatory
Monday or Wednesday, 6:30 p.m. to 9:30 p.m.
FEE—$8 Regular Course
$18 for those taking Auto Body Painting only
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
Thursday, 7:00 p.m. to 9:00 p.m.
FEE—$2
LENGTH OF COURSE—10 meetings
To be repeated second term.
This course covers an analysis of the processes and methods used in arriving at the estimates of the costs of repairing and refinishing damaged auto bodies. How to use parts books, a study of materials, and estimating labor are covered by lectures, illustrations, and films. This material is compiled for men employed in auto body work or in positions requiring estimating of auto body repairs.

AUTOMOTIVE COURSE FOR CONSUMERS
Monday, 8:30 p.m. to 9:30 p.m.
FEE—$3
LENGTH OF COURSE—12 weeks
To be repeated second 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 summarizing a car
7. Explain the cost of new and used car purchase and depreciation

AUTO MECHANICS I
Trade Preparatory
Brakes and Engines
Tuesday, 6:30 p.m. to 9:30 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
Monday, 8:30 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 fundamental use of alignment and balancing equipment, frame straightening and power steering.

AUTO MECHANICS III
Trade Preparatory
Electrical Systems and Carburetion
Tuesday, 6:30 p.m. to 9:30 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
Wednesday, 6:30 p.m. to 9:30 p.m.
FEE—$3
LENGTH OF COURSE—24 weeks
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
Wednesday, 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 students 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 1955 through 1957
7. Torque Flite 1956 and 1957
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 TRADES

CABINETMAKING
Monday and Wednesday, 5:00 p.m. to 7:00 p.m.;
Tuesday and Thursday, 5:00 p.m. to 7:00 p.m.;
7:00 p.m. to 9:00 p.m.
FEE—$3
LENGTH OF COURSE—24 weeks
Knowing the woods we use, selecting the woods suitable for the job, stock sizes and actual sizes of lumber, drying and storing of lumber, matching wood for its beauty of grain and working the wood to achieve the desired results. The care, use and sharpening of tools, project making, machine woodworking and milling of stock on power machines, joints and joint making, glue and gluing, preparing surfaces and applying finishes. Wood turning. Safety practices of hand and power tools.
All materials used for personal projects must be paid for by the student.

CARPENTRY—TRADE EXTENSION
Tuesday and Thursday, 7:00 p.m. to 9:00 p.m.
FEE—$3
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, rafter cutting, exterior finishing, interior finishing, stair building, use of builders’ transit, and materials. Instruction may be selected according to the students’ needs. Special problems with which the students are confronted may be brought up for discussion.

BLUEPRINT READING—BUILDING TRADES
Monday, 7:00 p.m. to 9:00 p.m.
LENGTH OF COURSE—24 weeks
FEE—$2
Texts to be purchased by students.
This class in pattern drafting for sheet metal workers consists mainly of apprentice and journey men tinners 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.

MATHEMATICS (Technical)
Monday and Wednesday, 7:00 p.m. to 9:00 p.m.
Tuesday and Thursday, 5:00 p.m. to 7:00 p.m.
Tuesday and Thursday 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.

FOREMANSHP TRAINING
Tuesday, 7:00 p.m. to 9:00 p.m.
FEE—$1
LENGTH OF COURSE—12 weeks
Course covers job instructor training, supervisory training, personal relations, job relations, conference leading and safety. This series is conducted on a conference and lecture basis using a variety of visual and training aids.

DRAFTING
ARCHITECTURAL DRAWING I
Tuesday and Thursday, 7:00 p.m. to 9:00 p.m.
FEE—$3
LENGTH OF COURSE—24 weeks
Texts to be purchased by students.
MECHANICAL DRAWING IV
Tuesday and Thursday, 7:00 p.m. to 9:00 p.m.
FEE—$2
LENGTH OF COURSE—24 weeks
This course is basically machine drawing including both detailing and assembly of parts drawings. Arrangement of views, dimensioning, limiting fits, tolerances and allowances, cross sections and machine practices on a wide variety of machine parts give the student a good chance to develop skill in this type of drawing.

MECHANICAL DRAWING V
Tuesday and Thursday, 7:00 p.m.
FEE—$2
LENGTH OF COURSE—24 weeks
Texts to be purchased by students.
This is principally a course in gearing and cams. Spur gears, worm and worm wheel construction and bevel gears are presented in both the theoretical and the practical aspects. Mathematical calculations are followed by the drawing of the project in both the gear work and the design of cams. At the option of the student the course can be expanded to include a study of linkages and velocity diagrams.

ELECTRONICS

ELECTRICITY
Tuesday and Thursday, 7:00 p.m. to 9:00 p.m.
LENGTH OF COURSE—24 weeks
Text books to be purchased by student.
To be repeated second term
This covers basic theory, radio fundamentals, various circuits, elementary radio mathematics, electrical formulas; kinds of wires, 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.

RADIO I—THEORY OF RECEIVERS
Monday and Wednesday, 7:00 p.m. to 9:00 p.m.
LENGTH OF COURSE—12 weeks
To be repeated second term
Text book to be purchased by student.
Covers basic theory, radio fundamentals, vacuum tubes, amplifiers, power supplies, detectors, oscillators, coupling, mixer circuits, control circuits, elementary radio mathematics, and electrical formulas.

RADIO II—CONSTRUCTION AND SERVICE OF RECEIVERS
Tuesday, 7:00 p.m. to 8:00 p.m.
LENGTH OF COURSE—24 weeks
Text book to be purchased by student.
Prerequisite: Radio I
Covers laboratory work in mechanical practice and use of hand tools, soldering, construction and operation of radio receivers, service methods, use of service instruments, signal tracing, and alignment of receivers.

TELEVISION I—THEORY AND SERVICE OF TV RECEIVERS
Tuesday and Thursday, 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
Tuesday and Thursday, 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 I.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
(E. I. A. Approved Course)
Monday and Wednesday, 6:30 p.m. to 9:30 p.m.
Alternate weeks for 24 meetings
FEE—$4
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.

GRAPHIC ARTS

DESIGN AND LAYOUT FOR THE GRAPHIC ARTS
Monday, 7:00 to 9:00 p.m.
LENGTH OF COURSE—24 weeks
FEE—$2
Basic principles of design, types and their effective usage, color copy preparation, photo-reproduction, layouts, dummies, advertising layout, phototechniques in art preparation, etc.

TYPESETTING (Hand, machine, and cold)
Tuesday, 6:30 to 9:30 p.m.
LENGTH OF COURSE—24 weeks
FEE—$2
Composing techniques utilized in the printing trade. Instruction will be offered in hand composition and make-up, machine composition, and cold composition. Students may select to work in any or all of these areas. Instruction is individual and the student may progress at his own rate.
Hand typesetting covers elementary through advanced use of types, the type case, spacing materials, borders, ornaments, make-up of simple to complex pages and forms and imposition of forms.
Machine typesetting includes practice keyboarding, straight and job composition, machine principles, routine maintenance and repair.
Cold typesetting includes study of various methods, hand and machine with opportunity to work with several representative methods. Utilization of product in paste-ups.

RELIEF PRESS WORK
Wednesday, 6:30 to 9:30 p.m.
LENGTH OF COURSE—24 weeks
FEE—$2
Imposition of forms for various types of presses.
Care and maintenance of presses and make-up procedures. Set-up and operation of hand and automatic presses—binding of stock, ink control, register control, etc. Instruction is individual and student may progress at his own rate.

LITHOGRAPHIC PRESS WORK
Wednesday, 6:30 to 9:30 p.m.
LENGTH OF COURSE—24 weeks
FEE—$2
Care and maintenance of the press. Basic principles of lithography. The inking, dampening, feeding, and delivery systems. Plate preparation, application, care, preservation. Set up and operation of large and small offset presses. Handling and utilization of paper with the press. Inks and chemicals.
PHOTOGRAPHY, STRIPPING, AND PLATEMAKING FOR LITHOGRAPHY
Tuesday, 6:30 to 9:30 p.m.
LENGTH OF COURSE—24 weeks
FEE—$2
Photography as applied to the lithographic process. Care and operation of the camera; line and halftone negatives; filters, films, chemicals. Stripping techniques, materials, processes, register devices.

SURVEY OF LITHOGRAPHY
Thursday, 7:00 to 9:00 p.m.
LENGTH OF COURSE—8 weeks (first term)
FEE—$2
A lecture course designed to acquaint and broaden understandings of the field of lithography. Lectures will cover introduction to lithography, problems of entering lithography, paper for lithography, inks, litho presses, estimation for offset, art and copy preparation, photography, platemaking, and viewing of visual materials as are available.

OVERVIEW OF THE GRAPHIC ARTS
Thursday, 7:00 to 9:00 p.m.
LENGTH OF COURSE—8 weeks (second term)
FEE—$2
Lectures on important phases of the graphic arts. Designed for broadening of knowledge for those in the field or for acquaintance of the field for those working in related activities. Lectures will cover basic printing processes, composition, proofreading, copy and art preparation, papers, inks, color theory and use, presses, use of the printed product, and layout and design principles.

MACHINE SHOP
MACHINE SHOP I
Tuesday and Thursday, 7:00 p.m. to 9:00 p.m.
LENGTH OF COURSE—24 weeks
FEE—$2
This course covers the operation, operating principles, care, and nomenclature of machine tools, (engine lathes, milling machines, grinders, drill presses, saws, and shapers); the use and care of hand tools and precision instruments, and the computations and layout for basic machine operations. Machine shop trade standards and data pertinent to the machine industry will be discussed.

MACHINE SHOP II
Monday and Wednesday, 7:00 p.m. to 9:00 p.m.
LENGTH OF COURSE—24 weeks
FEE—$2
This course covers the advanced operations of machine tools (engine lathes, milling machines, grinders, drill presses, saws, and shapers); the more difficult layout and transfer methods and the computations necessary for advanced machine work.

BLUEPRINT READING—MACHINE TRADES
Tuesday and Thursday, 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 technical. 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 work.

METAL TESTING AND MEASUREMENT
Wednesday, 5:00 p.m. to 7:00 p.m.
LENGTH OF COURSE—24 weeks
FEE—$2
This course covers testing of metal hardness and precision measurement. Such measuring instruments as the Rockwell and Brinnell hardness testers, micrometers, vernier calipers, vernier height gauges, plug gauges, ring gauges, gauges, vernier protractors, blocks, sine bars, bore gauges, dial indicators, and comparators will be used.

PHOTOGRAPHY
PHOTOGRAPHY (Black and White)
Thursday, 6:30 p.m. to 9:30 p.m.
LENGTH OF COURSE—16 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 cameras. The course includes basic photographic chemistry, developing negatives, contact prints and enlargement, reduction and intensification of negatives, toning, spotting, mounting prints, etc.

COLOR PHOTOGRAPHY
Tuesday or Wednesday, 6:30 p.m. to 9:30 p.m.
LENGTH OF COURSE—12 weeks
FEE—$5
To be repeated second term.
Designed for those interested in making color transparencies. The course will start with a review of basic photography, cameras, etc., and then go into the fundamentals of color photography. All available color materials will be discussed. Participants will be expected to expose at least a roll each of Ektachrome and Anscochrome for processing in class. Several sessions will be devoted to shooting in class and color prints will be made the last week.
SERVICE TRADES

CATERING SPECIALTIES
Tuesday, 5:00 p.m. to 7:00 p.m.
FEE—$1
LENGTH OF COURSE—12 weeks
Preparation and serving of delicate food specialties for buffet and party tables. Assistance in the solution of special food problems, particularly for large groups.

RESTAURANT TRADE PROBLEMS
Thursday, 7:00 p.m. to 9:00 p.m.
FEE—None
LENGTH OF COURSE—12 weeks
Preparation and serving of quality foods, utilizing the more abundant food sources, and obtaining reasonable profit. Special consideration given to individual problems in the hotel and restaurant field.

REFRIGERATION
Tuesday and Thursday, 7:00 p.m. to 9:00 p.m.
LENGTH OF COURSE—12 weeks
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.

WELDING

WELDING I
Fundamentals
Monday, 6:00 p.m. to 9:00 p.m.
FEE—$21.60 payable in two payments
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.

WELDING III
Industrial Pipe Welding
Tuesday, 6:00 p.m. to 9:00 p.m.
FEE—$21.60 payable in two payments
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 1" to 24" 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.

WELDING IV
Heliarc and Stainless Steel
Wednesday, 6:00 p.m. to 9:00 p.m.
FEE—$12.60
LENGTH OF COURSE—12 weeks
Basic training in arc welding stainless steel in the flat, horizontal, and vertical positions. Welding of stainless steel with the tungsten inert gas process in all positions. Care of heliarc welding equipment.
GUIDANCE AND SPECIAL SERVICES

Testing and Counseling
Placement
Woman's Service Exchange
Natural Childbirth
TESTING SERVICE AND COUNSELING

The Guidance Office is located in Room 135. 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.

NATURAL CHILDBIRTH

Classes, 7:00 p.m. to 9:00 p.m.
Mondays or Wednesdays.
Husbands may attend the last lesson with the wives.