Madison Vocational
and Adult
School

DAY SCHOOL
CATALOG
1959-1960

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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.

A registration fee of $2 is charged each person who registers, except those under 18 years of age.

Laboratory fees to cover the cost of supplies used by the student 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. Please call the adult attendance desk in case of absence since students are withdrawn if they have more than three consecutive unreported absences.

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 When a student has been withdrawn from class, he reports to Room 138 to secure permission to re-enter class.

STUDENT FINANCIAL AIDS

Financial aids are available to students who are in need of them. Blanks to be filled out to apply for financial assistance are available in the Registration Office.
GUIDANCE AND PLACEMENT

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

The 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.

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 SERVICES

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.

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.

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 by 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 from 8 a.m. to 11:30 a.m. and 1 p.m. to 4 p.m.

TEXT BOOKS

All text books listed in the catalog are to be purchased by the student when requested to do so by the teacher.

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 from 8:00 a.m. to 4:30 p.m.

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.

REGISTERATION

MAIL REGISTRATION for day school starts August 14 and closes September 3, 1959. Registration blanks may be obtained at the registration office or in the newspaper ad on Sunday, August 29, 1959.

ADVANCE REGISTRATION BY PERSON will be Thursday and Friday, September 10 and 11, 1959, from 8:30 to 11:30 a.m., and from 1:30 to 3:30 p.m.

REGISTRATION DURING THE SCHOOL YEAR from September 14, 1959, to June 17, 1960, 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
1959-60

MAIL REGISTRATION FOR DAY SCHOOL
Monday to Thursday, August 24 to September 3

WORKSHOP FOR SUPERVISORS
Tuesday and Wednesday, September 8 and 9

DAY SCHOOL REGISTRATION
Thursday and Friday, September 10 and 11

MEETINGS OF STAFF AND SUPERVISORS
Saturday, September 12

DAY SCHOOL OPENS
Monday, September 14

MAIL REGISTRATION FOR EVENING SCHOOL
Tuesday, Wednesday, Thursday, September 8, 9, 10

REGISTRATION FOR EVENING SCHOOL
(5 to 8:30 p.m.)
Tuesday and Wednesday, September 22 and 23

MEETING OF EVENING SCHOOL STAFF
Thursday, September 24

EVENING SCHOOL BEGINS
Monday, September 26

DAY AND EVENING SCHOOL CLOSE
(Milwaukee meeting of Wisconsin Education Association and Wisconsin Federation of Teachers)
Thursday and Friday, November 5 and 6

DAY AND EVENING SCHOOL CLOSE
(Thanksgiving vacation)
Thursday and Friday, November 26 and 27

DAY AND EVENING SCHOOL CLOSE
(Christmas vacation)
Saturday to Monday, December 19 to January 4

DAY AND EVENING SCHOOL REOPEN
Monday, January 4

END OF FIRST SEMESTER OF DAY SCHOOL
Friday, February 5

BEGINNING OF SECOND SEMESTER OF DAY SCHOOL
Monday, February 8

DAY SCHOOL CLOSES
(Meeting of Southern Wisconsin Education Association)
Friday, February 19

EVENING SCHOOL CLOSES
Thursday, March 25

DAY SCHOOL CLOSES FOR SPRING VACATION
(Good Friday, April 15; Easter Sunday, April 17)
Friday to Monday, April 15 to 25

DAY SCHOOL REOPENS
Monday, April 25

DAY SCHOOL CLOSES
(Meeting of Wisconsin Association of Vocational and Adult Education)
Friday, April 29

DAY SCHOOL CLOSES
(Memorial Day)
Monday, May 30

END OF SCHOOL YEAR
Friday, June 17
GENERAL EDUCATION

Academic
Art
Music
ACADEMIC MATHEMATICS

ALGEBRA I
LENGTH OF COURSE—37 weeks, 5 periods per week
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
LENGTH OF COURSE—18 weeks, 5 periods per week
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
LENGTH OF COURSE—37 weeks, 5 periods per week
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.

TRIGONOMETRY
LENGTH OF COURSE—18 weeks, 5 periods per week
TEXT—Plane Trigonometry by Rosenbach, Whitman and Moskovitz
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
LENGTH OF COURSE—18 weeks, 5 periods per week
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.

ENGLISH

ENGLISH I FOR THE FOREIGN BORN
LENGTH OF COURSE—37 weeks, 6 periods per week; Monday, Wednesday and Friday from 12:52 p.m. to 2:40 p.m.
COURSE CONTENT—A course for those who need basic English for purposes of communication.

ENGLISH II FOR THE FOREIGN BORN
LENGTH OF COURSE—37 weeks, 4 periods per week; Tuesday and Thursday from 12:52 p.m. to 2:40 p.m.
COURSE CONTENT—A course for those who speak some English but who need to improve their knowledge of the language in order to qualify for advanced training or to improve their professional competence.

COMPOSITION AND LITERATURE
LENGTH OF COURSE—37 weeks, 5 periods per week
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.

EFFECTIVE SPEECH
LENGTH OF COURSE—37 weeks, 5 periods per week
TEXT—How to Make a Speech by Lawrence H. Mount and Celia Denues; 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 conduct a conference; parliamentary procedure.

HISTORY

UNITED STATES HISTORY
LENGTH OF COURSE—37 weeks, 5 periods per week
TEXT—America’s History by Todd and Curti
COURSE CONTENT—This course is designed to teach an understanding and appreciation of our American heritage by tracing the development of our people and institutions through successive stages. There are nine units of work and students are permitted to proceed through the course at their own speed. An examination is given at the end of each unit and also at the end of the course. The material covered is equivalent to two semesters of work.
DRIVER EDUCATION

DRIVER TRAINING

LENGTH OF COURSE—6 weeks

TEXT—How to Drive, American Automobile Association

FEE—(in addition to registration fee) $20.00

COURSE CONTENT—Training is given in a standard or automatic transmission automobile. 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 he completes 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.

Lecture and discussion—Mondays from 1 p.m. to 3 p.m.

Behind the Wheel training—Classes run from 8 a.m. to 10 a.m., 10 a.m. to 12 noon, and from 1 p.m. to 3 p.m. Monday through Friday.

ART

ART METAL AND ENAMELING

LENGTH OF COURSE—18 weeks, 3 hours per week

Friday—12:46 p.m. to 3:30 p.m.

FEE (in addition to registration fee) $1.50 per semester

COURSE CONTENT—Design processes and techniques as applied to copper, brass and aluminum. Project chosen for execution will give students the fundamental processes as to behavior of non-ferrous metals, piercing, soldering, etching, oxidizing and finishing. In addition bowls and similar projects can be enamel ed. Students pay for materials used.

CERAMICS

LENGTH OF COURSE—18 weeks, 4 or 8 hours per week

Monday and/or Wednesday, 12:52 p.m. to 4:24 p.m.

FEE—(in addition to registration fee) $1.50 per semester for each class day enrolled. Materials to be purchased by the student

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 throwing on hand-potter's wheel. Application of commercial glazes. Mixing and testing glazes made in the laboratory. Placing and firing the kiln.

CHAIR CANING

LENGTH OF COURSE—18 weeks, 2, 4 or 8 hours per week

Monday and/or Wednesday and/or Friday, 10:18 a.m. to 12:06 p.m.

FEE—(in addition to registration fee) $1.50 per semester for each class day enrolled. Materials to be purchased by the student

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 materials used.

COMMERCIAL ART

LENGTH OF COURSE—18 weeks, 2, 4 or 6 hours per week

Monday and/or Wednesday and/or Friday, 8:30 a.m. to 10:14 a.m.

FEE—(in addition to registration fee) $1.50 per semester for each class day enrolled

COURSE CONTENT—Freehand and mechanical perspective, techniques for advertising art, lettering for reproduction, job analysis and preparation.

DESIGN

LENGTH OF COURSE—18 weeks, 3 or 6 hours per week

Monday and/or Wednesday and/or Thursday, 12:56 p.m. to 3:30 p.m.

FEE—(in addition to registration fee) $1 per semester for each class day enrolled

COURSE CONTENT—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)

LENGTH OF COURSE—18 weeks, 3, 6, 9 or 12 hours per week

Monday, Tuesday, Wednesday and/or Thursday, 9:24 a.m. to 12:06 p.m.

FEE—(in addition to registration fee) $1.50 per semester for each class day enrolled

COURSE CONTENT—Analysis of structure, proportion, action, rhythm and balance. Long and short poses from the model. mediums: charcoal, pencil, crayon and wash in mixed techniques.

FIGURE DRAWING

LENGTH OF COURSE—18 weeks, 3 hours per week

Friday, 9:24 a.m. to 12:06 p.m.

FEE—(in addition to registration fee) $3 per semester

COURSE CONTENT—Analysis of structure, proportion, action, rhythm and balance. Long and short poses from the model. mediums: charcoal, pencil and wash.

GENERAL CRAFTS

LENGTH OF COURSE—18 weeks, 3, 6, 9 or 12 hours per week

Monday, Tuesday, Wednesday and/or Thursday

FEE—(in addition to registration fee) $1.50 per semester for each class day enrolled

COURSE CONTENT—Leather Craft (tooling and carving), Rosemaling (painted decoration of woodenware), Block Printing, Textile Printing (stencil and silk screen method).
INTERIOR DECORATION
LENGTH OF COURSE—36 weeks, 2 hours per week.
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
LENGTH OF COURSE—18 weeks, 3 or 6 hours per week. Tuesday and/or Thursday, 12:52 p.m. to 3:30 p.m.
FEE (In addition to registration fee) $1.50 per semester for each class day enrolled.
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, costing, stone-setting and finishing.

LAYOUT AND ADVERTISING DESIGN
LENGTH OF COURSE—18 weeks, 4 hours per week. Tuesday and Thursday, 10:16 a.m. to 1:00 p.m.
FEE (in addition to registration fee) $2 per semester for each class day enrolled.
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.

PAINTING
LENGTH OF COURSE—18 weeks, 3 or 5 hours per week. Monday and/or Wednesday, 12:56 p.m. to 3:30 p.m.
FEE (in addition to registration fee) $3 per semester for each class day enrolled.
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 pottery wheel; surface enrichment; preparation and application of low fired and high fired glazes; placing and firing the kiln.

PORTAIT PAINTING
LENGTH OF COURSE—18 weeks, 3 hours per week. Friday, 12:52 p.m. to 3:30 p.m.
FEE—(In addition to registration fee) $3 per semester.
COURSE CONTENT—Study of the head in light and shade; the anatomy; structure for solidity; expression; design element and composition. Mediums: pencil, charcoal, conte crayon, water color and oil.

SHOW CARD AND SIGN PAINTING
LENGTH OF COURSE—18 weeks, 2 or 4 hours per week. Tuesday and/or Thursday 9:00 a.m. to 12:00 a.m.
FEE—(in addition to registration fee) $1.50 per semester for each class day enrolled.
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.

LAPIDARY
LENGTH OF COURSE—18 weeks, 3 or 6 hours per week. Monday and/or Wednesday 12:56 p.m. to 3:30 p.m.
FEE—(In addition to registration fee) $1.50 per semester for each class day enrolled.
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)
LENGTH OF COURSE—18 weeks, 6 hours per week Monday and Friday 9:00 a.m. to 12:00 M
FEE—(In addition to registration fee) $3 per semester; materials to be purchased by students.
COURSE CONTENT—Design methods in advanced weaving techniques; use of multiple harness looms; designing textiles for home and personal use.

WEAVING
(Elementary)
LENGTH OF COURSE—18 weeks, 6 or 3 hours per week. Monday and Thursday 9:00 a.m. to 12:00 Monday 12:56 p.m. to 3:30 p.m.
FEE—(In addition to registration fee) $1.50 per semester for each class day enrolled.
COURSE CONTENT—Weaving as a medium for self expression: its possibilities; the loom: loom accessories; threads and color; casting warp; threading; study of basic weaves; finishing of woven articles.
CREATIVE WEAVING AND DRAFT WRITING
LENGTH OF COURSE—18 weeks, 3 hours per week
Wednesday 9:00 a.m. to 12:06 p.m.
FEE—(in addition to registration fee) $1 per semester
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 texture.

MUSIC
POPULAR PIANO THROUGH KEYBOARD HARMONY
LENGTH OF COURSE—37 fifty minute periods.
Tuesday 9:24 a.m. and Wednesday 2:40 p.m.
TEXT—Modern Piano by Lee Sims
FEE—(in addition to registration fee) $1 per lesson, payable nine weeks in advance
COURSE CONTENT—This course is designed for students having some knowledge of piano and consists of learning popular music, chords, creating necessary breaks, etc. Also valuable to classic music students, since it provides reading shortcuts and helps create a technique usually ignored by other methods. A practical course for students learning to do their own arranging.

PIANO I
(Beginners)
LENGTH OF COURSE—37 fifty minute periods.
Monday 8:30 a.m., and 9:24 a.m. Tuesday 12:52 p.m.; Wednesday 9:20 a.m. and 12:52 p.m.; Thursday 12:52 p.m.
FEE—(in addition to registration fee) $1 per lesson, payable 9 weeks in advance
COURSE CONTENT—Fundamentals; easy solo pieces.

PIANO IB
(Intermediate)
LENGTH OF COURSE—37 fifty minute periods.
Monday 9:24 a.m., Tuesday 10:18 a.m.; Wednesday 10:18 a.m.
FEE—(in addition to registration fee) $1 per lesson, payable nine weeks in advance
COURSE CONTENT—A refresher course for students with some previous training.

PIANO II
(Advanced)
LENGTH OF COURSE—37 fifty minute periods.
Monday 10:18 a.m. and 2:40 p.m.; Wednesday 10:18 a.m.
FEE—(in addition to registration fee) $1 per lesson, payable nine weeks in advance
COURSE CONTENT—Exercises, individual solo pieces, for students not interested in popular music.

BUSINESS EDUCATION

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

ACCOUNTING I
(Intermediate)
LENGTH OF COURSE—18 weeks, 5 days per week
TEXT—College Accounting, Sixth Edition, Sherwood, Carson and Boling, Workbook, Part I. 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
(Partnership and Corporation)
LENGTH OF COURSE—18 weeks, 5 days per week
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
(Corporation and Manufacturing)
LENGTH OF COURSE—18 weeks, 5 days per week
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
(Elementary)
LENGTH OF COURSE—10 weeks, 5 days per week
COURSE CONTENT—The work is developed to meet the requirements of the student in inter-
preting 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
(Advanced)
LENGTH OF COURSE—18 weeks, 5 days per week
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)
LENGTH OF COURSE—18 weeks, 5 days per week
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)
LENGTH OF COURSE—9 weeks, 5 days per week
TEXT—Income Tax Procedure, Sherwood and Niwonger
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.
Prerequisite, Accounting III, or its equivalent.

BOOKKEEPING
(Elementary)
LENGTH OF COURSE—18 weeks, 5 days per week
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 I
LENGTH OF COURSE—18 weeks, 5 days per week
TEXT—Arithmetic Skill Builder
COURSE CONTENT—For those who are weak in arithmetic. Aims to prepare the student for a general clerical position. Objective is to develop the ability to perform the fundamental operations in arithmetic with a high degree of accuracy; produce results with reasonable speed; establish habit of forming clear, properly placed figures in uniform size; emphasis on business forms, neatness and ease of interpretation of work methods of proof; also practical application of common business forms.

BUSINESS ARITHMETIC II
LENGTH OF COURSE—18 weeks, 5 days per week
TEXT—College Business Arithmetic by J. Marshall Hanna
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, percentages, practical short methods, bank discounts, trade and cash discounts, profit and loss and payrolls.

ADVANCED BUSINESS MATHEMATICS AND PROJECTS
LENGTH OF COURSE—18 weeks, 5 days per week
TEXT—Problems and Projects by J. Marshall Hanna
COURSE CONTENT—This course is only for students who have satisfactorily completed the basic business arithmetic courses. 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, assignment sales, distribution of expenses, property taxes, pricing of goods, stocks and bonds, bank discounts, bank reconciliation statements, payrolls, using sales data, investing and marking goods, miscellaneous application problems, insurance sinking fund and amortization schedules.

BUSINESS LAW
(Second Semester)
LENGTH OF COURSE—18 weeks, 5 days per week
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)
LENGTH OF COURSE—18 weeks, 5 days per week
TEXT—Economics—Principles and Applications by Dodd-Hasek, Third Edition
COURSE CONTENT—This course reviews the origin and development of our country's economic system. The varied financial and industrial problems studied are those of "production, distribution and consumption of economic goods; markets and trading; mining and agriculture; capital and labor; money and banking; foreign exchange and tariffs."

EMPLOYMENT PRACTICES
(Second Semester)
LENGTH OF COURSE—18 weeks, 5 days per week
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 AND CONTROL
(First Semester)
LENGTH OF COURSE—18 weeks, 5 days per week
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.

OFFICE MACHINES
BURROUGHS SENSIMATIC
(Bookkeeping Machine, Series 100)
LENGTH OF COURSE—2 weeks, 5 days per week
FEE—(in addition to registration fee) $1
COURSE CONTENT—This course involves handling customer and creditor accounts, cash receipts and disbursements, payroll, labor and material reports, statements and journals.

NATIONAL CASH REGISTER
(Bookkeeping Machine, Class 31)
LENGTH OF COURSE—2 weeks, 5 days per week
FEE—(in addition to registration fee) $1
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  
LENGTH OF COURSE—1 week, 5 days per week  
FEE—(in addition to registration fee) $1  
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 entire cycle.

IBM KEY-PUNCH MACHINE  
(Alphabetic and Numeric Keyboard)  
LENGTH OF COURSE—4 weeks, 5 days per week  
FEE—(in addition to registration fee) $3  
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)  
LENGTH OF COURSE—16 weeks, 5 days per week  
FEE—(in addition to registration fee) $1  
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)  
LENGTH OF COURSE—6 weeks, 5 days per week  
FEE—(in addition to registration fee) $1  
COURSE CONTENT—This course covers addition and various methods of multiplication, subtraction, multiplication and division. 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)  
LENGTH OF COURSE—4 weeks, 5 hours per week  
FEE—(in addition to registration fee) $1  
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.

SECRETARIAL MACHINES  
DUPLICATING MACHINES  
(Mimeograph and Ditto)  
LENGTH OF COURSE—2 weeks, 5 hours per week  
FEE—(in addition to registration fee) $1  
COURSE CONTENT—The Mimeograph and Ditto Machines course is designed to give students an adequate working knowledge of both types of machines. Mimeograph instruction includes planning and layout, the cutting of stencils; the use of the mimeoscope, various styli, screen plates, lettering guides; various methods of correcting errors and patching; the use of colored inks; the running of copies; operation and care of the machine; and the filling of stencils for future reference. Instruction for the Ditto machine includes preparation of master copies, use of carbons and the running of copies on the liquid process machine. Prerequisite: Minimum typing speed of 40 words per minute.

TRANSCRIBING MACHINES  
(Dictaphone, Ediphone and Gray Audograph)  
LENGTH OF COURSE—2 weeks, 5 hours per week  
FEE—(in addition to registration fee) $1  
COURSE CONTENT—Designed to train students to become experienced operators on the Dictaphone, Ediphone and Gray Audograph. Each operator transcribes a prescribed set of permanent practice records on all machines. Instruction is also given on the dictating and shaving machines. Prerequisite: Minimum typing speed of 50 words per minute.

SECRETARIAL BUSINESS CORRESPONDENCE  
(Second Semester)  
LENGTH OF COURSE—18 weeks, 5 days per week  
TEXT—College Business Correspondence by Charles G. Reigner  
COURSE CONTENT—The development of the skill of writing effective business letters and human relations letters is the basic purpose of this course. The study includes the review of the mechanical make-up of a letter, and the composition of the standard types of business letters, order letters, acknowledgments, inquiry letters, credit and collection letters, adjustments, letters of application, and data sheets. The following human relations letters are stressed: invitations, letters of introduction, making reservations, and letters of condolence and sympathy. Spelling lists supplement the words included in the text.

BUSINESS ENGLISH  
(Advanced Grammar) (First Semester)  
LENGTH OF COURSE—18 weeks, 5 days per week  
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
LENGTH OF COURSE—9 weeks, 5 days per week
TEXT—Progressive Filing by Gilbert Kahn and Theodore Yergan.
FEE—(in addition to registration fee) $1
COURSE CONTENT—Simplified rules of indexing, coding, and filing are applied in the alphabetizing of cards and miniature letters. Alphabetic, 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, sorting, retention periods, microfilming, equipment and supplies are included. Demonstrations, films, and field trips to local plants and offices supplement the class work.

OFFICE PRACTICE AND PROCEDURES
LENGTH OF COURSE—9 weeks, 5 days per week
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 practices as well as a better understanding of good public relations, through training in (1) performance of clerical duties; (2) 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.

SHORTHAND I
LENGTH OF COURSE—18 weeks, 5 days per week
FEE—(in addition to registration fee) $1
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 80 words a minute.

INTERMEDIATE DICTATION
LENGTH OF COURSE—18 weeks, 5 days per week
FEE—(in addition to registration fee) $1
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 a tap, spelling and typewriting. A carbon copy of each letter transcribed is required.

ADVANCED DICTATION
LENGTH OF COURSE—18 weeks, 5 days per week
FEE—(in addition to registration fee) $1
COURSE CONTENT—For advanced dictation students. The objective is the development of shorthand power through sustained dictation at high rates of speed. Emphasis is placed on the writing of advanced phrases and the building of a shorthand vocabulary of business terms. The dictation speed is between 90 and 125 words per minute on a five minute basis.

TECHNICAL DICTATION
LENGTH OF COURSE—18 weeks, 5 days per week
TEXT—To be selected
FEE—(in addition to registration fee) $1
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 I
LENGTH OF COURSE—18 weeks, 5 days per week
TEXT—Typing Simplified by Leslie and Pepe
FEE—(in addition to registration fee) $1
COURSE CONTENT—This is an elementary course which covers the mastery of the keyboard letter writing, tabulation and simple office forms.

TYPEWRITING II
LENGTH OF COURSE—18 weeks, 5 days per week
TEXT—Typing Simplified by Leslie and Pepe
FEE—(in addition to registration fee) $1
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 stenography.

TYPEWRITING III
LENGTH OF COURSE—18 weeks, 5 days per week
TEXT—Typing Employment Tests by Estas Ross Stuart and E. Dana Gibson
FEE—(in addition to registration fee) $1
COURSE CONTENT—This advanced course covers statistical typing such as reports, ruled tabulation tables, financial statements, theses, title pages and legal forms. Typing short cuts and special problems which may infrequently confront a typist are also presented.

DISTRIBUTIVE EDUCATION

(Training for Sales People)

SALESMArpSHIP

LENGTH OF COURSE—18 weeks, 5 periods per week

TEXT—Fundamentals of selling, Wuzel and Nolan

COURSE CONTENT—Functions of selling; basic knowledge needed in selling; the seller; the sales transaction; special media for selling; selling policies; selling oneself.

CONTACT SELLING

LENGTH OF COURSE—18 weeks, 5 periods per week

TEXT—Questions and answers on modern selling techniques, Charles B. Rich

COURSE CONTENT—How to develop a selling personality; how to teach yourself to sell; how to find prospects; how to forestall or handle resistance; how to get the order; how to manage your selling minutes; how to get, build, and keep customers; how to handle complainers and lick price; how to live and work with other salesmen; how to get along with your supervisors; how to underwrite your selling future.

STORE ORGANIZATION AND MANAGEMENT

LENGTH OF COURSE—18 weeks, 5 periods per week

TEXT—Retailing Principles and Practice, G. H. Richert

COURSE CONTENT—Careers in retailing; origin and development of retailing; channels of distribution; store location, structure, layout, and equipment; store organization; the retail salesperson; knowledge of merchandise; merchandise study; fashions; buying, receiving and pricing the goods; stock control; stock turnover; advertising; window and interior display; credits and collections; store finance and accounting; store services; personnel management.

ADVERTISING

LENGTH OF COURSE—18 weeks, 3 periods per week

TEXT—Fundamentals of Advertising and Workbook, Reese-Nolan

COURSE CONTENT—Advertising in relationship to distribution of merchandise and services; physical structure of advertisements; layouts; printing, photo engraving; relative values of various media for advertising; newspapers, magazines, radio, television, dealers' displays, outdoor advertising, cor sets.
HOMEMAKING

Family Development
Foods and Nutrition
Clothing and Textiles
FAMILY DEVELOPMENT

FAMILY LIFE EDUCATION I
(Constructive Discipline)
LENGTH OF COURSE—12 weeks, 2 hours a week, 1st semester.
COURSE CONTENT—The purpose of this course is to help parents develop a sound philosophy of individual and group responsibility. Methods for the guidance of children in their growth toward self-control and intelligent self-direction are given. Some of the highlights of the course are: goals of discipline in a democratic society; characteristics of good authority; specific means by which goals may be accomplished; results which may be expected.

FAMILY LIFE EDUCATION II
(Vitalizing Family Living)
LENGTH OF COURSE—12 weeks, 2 hours a week, 2nd semester.
COURSE CONTENT—This course is planned to enable parents to develop more satisfying and meaningful family relationships. Topics for discussion are: consideration of needs and desires of family members; responsibilities and contributions of each member; safeguarding rights and privileges of parents as well as of children; building a sense of family loyalty; enjoyment resulting from being part of a family.

HOSPITALITY AND TABLE ACCESSORIES
LENGTH OF COURSE—19 weeks, 2 hours, once a week.
FEE—(In addition to registration fee) $1 per semester.
COURSE CONTENT—This course is planned for anyone who is interested in learning more about the art of entertaining and being a successful, gracious hostess. It will include table setting for all occasions; arrangement of table for teas and buffet meals; flower arrangement; selection of china, silver and crystal.

FAMILY ECONOMICS
LENGTH OF COURSE—19 weeks, 2 hours, once a week.
COURSE CONTENT—This course is planned for anyone who is interested in a plan for spending or using income. It will apply to family spending and to individual spending. Highlights of the course are: estimating income; deciding on kind of spending plan; gaining cooperation and interest of all family members; planning for necessities and for emergencies; planning for retirement; record keeping; children’s spending; spending the food dollar, the clothing dollar, the health dollar, the home furnishing dollar and the recreation dollar. This is a lecture and discussion course.

WORK SIMPLIFICATION—(HEART KITCHEN)
LENGTH OF COURSE—6 weeks, 2 hours per week.
COURSE CONTENT—Demonstrations and principles of methods of saving time and energy, including: principles of good kitchen arrangements; improving storage areas in home; correct posture in household jobs; analysis of household tasks to save time and energy; new techniques for bed-making, laundry, ironing; time planning; good use of tools.
This course is planned for heart patients, handicapped homemakers, or any homemaker interested in simplifying her work.
Registration—in Heart Kitchen.

WORK SIMPLIFICATION FOR THE HANDICAPPED HOMEMAKER
(Heart Kitchen Course—To be given at the Wisconsin Neurological Foundation)
LENGTH OF COURSE—6 weeks, 1 hour a week.
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 bed-making, ironing, and laundry.

FLOWER ARRANGEMENT
LENGTH OF COURSE—18 weeks, 2 hours a week.
FEE—(In addition to registration fee) $4 per semester.
COURSE CONTENT—Principles of design and the technique of flower arrangement is offered. Emphasis will be placed on the mechanics of flower arrangements, selection of containers, care and preparation of plant material. This class attempts not only to help beginners but also to enlarge the understanding of advanced students. Fresh flowers and foliage are provided for class members so that they may practice making actual arrangements during the activity period.

FOODS AND NUTRITION
FOODS I
(Meals for Today’s Pace)
LENGTH OF COURSE—15 weeks, 3 hours per week, 1st semester only.
FEE—(In addition to registration fee) $4 per semester.
COURSE CONTENT—Meals in the modern way suggest new methods in cooking; streamlining cooking processes; pressure-pan cooking; use of frozen foods; comparison of commercial mixes with home mixes; cooking to retain vitamins and minerals; planning of balanced meals. This is a
practical course planned around the family meals—breakfast, lunch, and dinner. It will include something in quick breads, vegetables, salads, casserole dishes, meats, sandwiches and simple desserts. Several lessons will be devoted to distinctive cookery through the use of herbs.

FOODS II
(Food Fancies)
LENGTH OF COURSE—19 weeks, 3 hours per week, 1st semester only
FEE—(in addition to registration fee) $3 per semester
COURSE CONTENT—Dinner, luncheon and main course salads are included, using various combinations of vegetables, fruits, fish and meat. Many types of salad dressings are made. Emphasis is given to the use of salads in the diet. A wide variety of casseroles are made from meat, vegetables, fish, chicken and leftovers. Quick casseroles and more elaborate ones are included for buffet entertaining. Modern up-to-date methods of preparing cakes are stressed, including butter and sponge types. A variety of new, unusual cakes with various kinds of frostings and toppings are a part of this unit. Christmas baking is given prior to the holiday season.

FOODS III
(Baking, Pastry and Unusual Desserts)
LENGTH OF COURSE—18 weeks, 3 hours a week, 2nd semester
FEE—(in addition to registration fee) $3 per semester
COURSE CONTENT—Quick breads such as banana, date, nut and fruit breads are considered first. Then comes the modern, streamlined method of making yeast breads, including white, whole wheat and special breads. Varieties of dinner and sweet rolls are featured. Commercial mixes and homemade mixes are compared. The pastry unit includes principles of pastry preparation: digestibility; place in family meals and for special occasions. One shell, two-crust and individual pies are made. Party desserts are featured, such as meringues, Baked Alaska, tortes, refrigerator and frozen desserts. Attractive service is stressed.

FOODS IV
(Meat Cookery, Creative Cookery)
LENGTH OF COURSE—19 weeks, 2½ hours, once a week, 1st semester only
FEE—(in addition to registration fee) $3 per semester
COURSE CONTENT—Purchase, storage and preparation of meats, poultry and fish constitute the first half of this course. Methods of preparation to make the most of the nutritive value are basic. Budget stretching, uses of meat extenders and leftovers are stressed. Holiday cookery of poultry is given. Attractive service, garnishes, the choice of vegetables and accompaniments for the meat and fish are suggested. Maximum use is made of the home freezer for storage of meats, vegetables and prepared dishes for convenience, efficiency and economy. Creative Cookery designed for the discriminating and experimental cook, is offered the last nine weeks. The use of unusual seasonings and herbs is stressed. Regional foods and foreign cookery is included. An opportunity for the imaginative person to try new and unusual combinations of foods and to create dishes of gourmet quality is a feature of the course.

FOODS V
(Hospitality Cookery)
LENGTH OF COURSE—18 weeks, 2½ hours, once a week
FEE—(in addition to registration fee) $4 per semester
COURSE CONTENT—How to prepare and serve attractive, unusual guest meals is a part of the 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)
LENGTH OF COURSE—19 weeks, 2 hours, once a week
FEE—(in addition to registration fee) $4 per semester
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 decorated. The making of marzipan is featured prior to the holiday season.

FOODS VII
(Cake Decorating II, 2nd semester only)
LENGTH OF COURSE—18 weeks, 2 hours, once a week
FEE—(in addition to registration fee) $4 per semester
COURSE CONTENT—This course includes work in advanced problems such as various cake designs, sugar molding, gum paste, royal icing for wedding cakes, (brush 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 VII
(Count your Calories and Like It and Slimming Meals)
LENGTH OF COURSE—18 weeks, 2½ hours, once a week
FEE—(in addition to registration fee) $3 per semester
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.

LOW SODIUM DIET COOKERY COURSE
(Heart Kitchen)
LENGTH OF COURSE—6 weeks, 2 hours per week
COURSE CONTENT—Fundamentals of low sodium cooking including: explanation of diet, menu planning, preparation of low sodium meals, modifying old and new recipes, use of herbs and spices. Individual conferences as desired. Any homemaker with a diet prescription for herself or any member of her family may enroll.
Registration—In Heart Kitchen

CLOTHING AND TEXTILES

CLOTHING I
(Firsts in Sewing)
LENGTH OF COURSE—19 weeks, 1st semester, 18 weeks, 2nd semester, 4 hours once a week
FEE—(in addition to registration fee) $1 per semester
COURSE CONTENT—First lessons in sewing include the construction of a wool skirt, (fitted or gently flared), a simple blouse and a cotton dress, with a set-in sleeve and waistline seam. Streamlined methods of clothing construction are taught. Emphasis is given to care and use of the sewing machine; selection and use of patterns; preparation of fabrics for grain perfection; cutting and fitting garments; basic principles in construction of simple garments. Up-to-date information on new fabrics is made available. Material and pattern should not be purchased until after attendance at first class.

CLOTHING II
(Children's Garments)
LENGTH OF COURSE—19 weeks, 1st semester, 2½ hours once a week, 18 weeks, 2nd semester, 2½ hours once a week
FEE—(in addition to registration fee) $1 per semester
COURSE CONTENT—This course consists of a study of special problems in the selection and construction of children's garments. Selection of suitable patterns and fabrics for all types of garments will be considered with emphasis on new textiles with wash and wear characteristics. The Bishop method of construction is followed. Special attention will be given to worked and tailored buttonholes, plackets and zippers, making and applying collars, plackets. Decorative stitches, such as smocking are given. A wide variety of garments may be made—from play clothes to dressy clothes and coats.

CLOTHING III
LENGTH OF COURSE—19 2-period sessions
FEE—(in addition to registration fee) $1 a semester
COURSE CONTENT—Dependent on student's interest and needs.

CLOTHING IV
(Casual Clothes)
LENGTH OF COURSE—19 weeks, 1st semester, 4 hours a week, 18 weeks, 2nd semester, 4 hours a week
PREREQUISITE: Clothing I or its equivalent
FEE—(in addition to registration fee) $1 per semester
COURSE CONTENT—Techniques and subject matter of this course are planned to follow Clothing I or its equivalent. Types of garments to be made—morning, sport or casual dresses, men's shirts or men-tailored women's blouses, slacks, shorts or Bermudas. A wool skirt with a set-in pocket or other complex detail may be made in place of shorts or slacks. How to buy and cut plaids and stripes is introduced in this course. Concise explanations with detailed illustrative material will be used to simplify each step of construction. Fitting of garments and correct use of patterns is stressed. The latest research on new fabrics is included. Patterns and material should not be purchased until after attendance at first class.

CLOTHING V
(That Made-to-Order Look)
LENGTH OF COURSE—19 weeks, 1st semester, 4 hours once a week, 18 weeks, 2nd semester, 4 hours once a week
PREREQUISITE—Completion of Clothing IV or equivalent
FEE—(in addition to registration fee) $1 per semester
COURSE CONTENT—How to secure that much desired custom-made effect is one of the purposes of this course. Complicated fashion designs, involving more difficult sewing and cutting problems are included. Selection of materials and choice of becoming design is given emphasis. Techniques for sewing on blends and man-made fabrics are introduced in connection with the study of the new fabrics on the market. Fitting problems are a definite part of the course. Garments made are chosen from the following: one-piece or two-piece dresses, dinner dresses, formal and robes. This course is for the advanced student.

CLOTHING VI
(Tailoring I)
LENGTH OF COURSE—18 weeks 4 hours once a week
FEE—(in addition to registration fee) $1 per semester
COURSE CONTENT—This course is for the advanced student. The use of many of the techniques which tailors use in making a man's suit are applied to the construction of women's tailored garments. Emphasis is given to fabric selection for the garment and the selection and application of interfacings, interlining and linings. Particular attention is focused on the moulding and handling of the fabric. Garments to be made are suits and coats.

CLOTHING VII
(New Models from Old)
LENGTH OF COURSE—18 weeks a semester, 4 hours once a week
PREREQUISITE: Ability and experience in garment construction.
FEE—(in addition to registration fee) $1 per semester
COURSE CONTENT—Evaluation of garment to be remodeled is the first consideration. Preparation of garment for class work and selection of design or pattern to be used are a necessary part of this course. Combination of new material with old is considered.

CLOTHING VIII
(Tailoring II)
LENGTH OF COURSE—18 weeks, 4 hours once a week
PREREQUISITE: Completion of Clothing VI
FEE—(in addition to registration fee) $1
COURSE CONTENT—Review of procedures covered in Clothing VI are given. Greater emphasis is put upon detail, such as pocket types, worked buttonholes and construction details. Suits and coats are the garments to be made.

CLOTHING IX
(Workshop)
LENGTH OF COURSE—18 weeks, 4 hours once a week
PREREQUISITE: Completion of Clothing V
FEE—(in addition to registration fee) $1 per semester
COURSE CONTENT—Students in this class make the necessary adjustments on their basic pattern and construct a muslin model to be used as a guide for further work. Special emphasis is given to fitting problems. Any type of garment, with the exception of coats and suits, may be made.

MILLINERY I
LENGTH OF COURSE—19 weeks, 1st semester, 3 or 4 hours once a week 18 weeks, 2nd semester, 3 or 4 hours once a week
PREREQUISITE: Basic knowledge of Sewing
FEE—(in addition to registration fee) $1.50 per semester
COURSE CONTENT—This course, for the beginner, includes the fundamental principles and techniques basic to hat making. First project is the covering of a buckram frame. Various types of fabric, felt, flower and feather hats are made as the student progresses. Emphasis is given to construction processes, covering of frames, applying head size bands, placing, and applying trimmings and veilings. Selection of becoming hats and current styles are featured. Blocking of felts over simple hat blocks, as well as re-blocking of good quality used felts is included.

MILLINERY II
LENGTH OF COURSE—19 weeks, 1st semester, 3 or 4 hours once a week 18 weeks, 2nd semester, 3 or 4 hours once a week
PREREQUISITE: Completion of Millinery I
FEE—(in addition to registration fee) $1.50 per semester
COURSE CONTENT—This course is planned for the student who has had Millinery I, and is ready for more advanced problems. More difficult problems employing a wider variety of millinery processes are given. The student has an opportunity to gain more knowledge regarding feather, flower and ribbon trimmings, and the uses of these trimmings, as well as the various uses and ways of applying veiling to each type of hat. New hats, as well as remodeled hats are made.

MILLINERY III
LENGTH OF COURSE—19 weeks, 1st semester, 3 or 4 hours once a week 18 weeks, 2nd semester, 3 or 4 hours once a week
FEE—(in addition to registration fee) $1.50 per semester
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
LENGTH OF COURSE—19 weeks, 1st semester, 3 hours once a week. 18 weeks, 2nd semester, 3 hours once a week.
FEE—(in addition to registration fee) $1 per semester.
COURSE CONTENT—Making over fur coats, restyling and modernizing fur garments are two features of this course. Putting fur collars on coats and suits, and mending rips are also included. The actual work is done in class under the instruction of an expert in fur work.

FUR REMODELING II
LENGTH OF COURSE—19 weeks, 1st semester, 3 hours once a week. 18 weeks, 2nd semester, 2 hours once a week.
FEE—(in addition to registration fee) $1 per semester.
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
LENGTH OF COURSE—19 weeks, 1st semester, 4 hours once a week. 18 weeks, 2nd semester, 4 hours once a week.
PREREQUISITE—Ability to do plain sewing.
FEE—(in addition to registration fee) $1 per semester.
COURSE CONTENT—This includes a study of slipcovers, their advantages and disadvantages. Suggestions are given on color schemes, choice of fabrics, estimation of yardage, placing of design and weave of materials, techniques of cutting, fitting, pinning, and stitching. Emphasis on reupholstering cushions in need of repair before slipcovering is also included. All projects are completed under supervision.

UPHOLSTERY IA
LENGTH OF COURSE—18 weeks, 4 hours once a week.
PREREQUISITE—Upholstery IB.
FEE—(in addition to registration fee) $2 per semester.
COURSE CONTENT—A study of fabrics and art principles as applied to furniture will be emphasized. More difficult projects, involving separate cushions, stitched edges, restyling through use of fillings, use of various trims and finishings on lounge chairs, cogswell and platform rockers will be undertaken. Current trends in fillings, styles and fabrics are studied. All projects are under constant supervision, with emphasis on selection, estimation and application of fabric used.

UPHOLSTERY IB
LENGTH OF COURSE—18 weeks per semester, 4 hours each week; or 36 weeks, 8 hours per week.
PREREQUISITE: Upholstery IA.
FEE—(in addition to registration fee) $2 per semester twice a week.
COURSE CONTENT—Attention will be given to stitched edges, to wire frames, channeling, tuffing, small minor repairs and restyling. Supported plastics for furniture is introduced in this course. Projects with greater degree of difficulty are undertaken. Channel back chairs, chairs with tuffing and certain types of large chairs may be reupholstered. Due to limited space, items as davenports and loveseats cannot be accepted for class work. These could be projects for home work.

DRAPERIES
LENGTH OF COURSE—19 weeks 1st semester, 3 hours once a week. 18 weeks 2nd semester, 3 hours once a week.
FEE—(in addition to registration fee) $1 per semester.
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 and 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
LENGTH OF COURSE—19 weeks 1st semester, 3 hours once a week. 18 weeks 2nd semester, 3 hours once a week.
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
LENGTH OF COURSE—19 weeks 1st semester, 3 hours once a week; 18 weeks 2nd semester, 3 hours once a week
MATERIALS REQUIRED—Bring crochet cotton and No. 7 hook.
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. Suggested articles for classwork are: Place mats; dollies; holders; afghans; berets and other types of hats; table clothes; bedspreads; lace edging and insertion.

KNITTING I
LENGTH OF COURSE—19 weeks 1st semester, 3 hours once a week; 18 weeks 2nd semester, 3 hours once a week
MATERIALS REQUIRED—First day, pair of No. 3 knitting needles, 10"; small ball of yarn; notebook and pencil.
COURSE CONTENT—This course is for beginners or those who have done little knitting. It will include fundamentals of knitting. Typical of what could be made are: scarfs, stoles, simple sweaters and afghans; mittens and other similar articles.

KNITTING II
LENGTH OF COURSE—19 weeks 1st semester, 3 hours once a week; 18 weeks 2nd semester, 3 hours once a week
MATERIALS REQUIRED—First day, pair of No. 3 knitting needles, 10", small ball of yarn, notebook and pencil.
COURSE CONTENT—This is for the advanced student. It will include planning, styling, and charting of garments. The types of garments which may be made are: sweaters, socks, skirts, blouses, suits and gloves.

HOMEMAKER'S CLUB
The Homemaker's Club of our school is open to all Homemakers who are interested. Meetings are scheduled for the third Friday in the month.
TRADE AND INDUSTRY

Trade Preparatory Courses
Pre-Apprentice
Technical Courses
GRAPHIC ARTS
See Brochure

MACHINE SHOP
LENGTH OF COURSE—74 weeks, 20 fifty-minute periods per week, 2 years
TEXT—Machine Tool Operation, Part 1 and Part 2
Henry D. Burghardt and Aaron Axelrod
FEE—(in addition to registration fee) $.10 per day of two periods
COURSE CONTENT—Covers the use of and maintenance of the basic metal cutting machines; also layout procedures, the use of precision instruments, gauges, machine shop trade standards and care of hand tools.

MATHEMATICS
(Industrial)
LENGTH OF COURSE—Variable
TEXT—Depending on Subject
COURSE CONTENT—Applied Mathematics relating to the subject in which the student is majoring; individual instruction procedure followed in those cases.

PHOTOGRAPHY
LENGTH OF COURSE—74 weeks, 20 fifty-minute periods per week, 2 school years
TEXT—This is Photography by Thomas H. Miller and Wyatt Bumrett. Commercial Photography by Kenneth McCauba
FEE—(In addition to registration fee) $.20 per day of four periods—minimum charge $2 per quarter
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.

SHEET METAL
(Pre-apprentice)
LENGTH OF COURSE—37 weeks, 20 fifty-minute periods per week
TEXT—Sheet Metal Pattern Drafting and Shop Problems by Daugherty
FEE—(In addition to registration fee) $.16 per day for four periods
COURSE CONTENT—Basic operations and processes necessary for a young man to establish himself as an apprentice in the sheet metal trade.

RADIO AND TELEVISION TECHNOLOGY
See Brochure

TRADE AND INDUSTRY PAGE 49

WELDING—ELECTRIC ARC
LENGTH OF COURSE—54 weeks, 20 fifty-minute periods per week, 3 semesters
TEXT—Theory and Practice for Arc Welding by Sack
FEE—(In addition to registration fee) $.21 per period
COURSE CONTENT—Arc welding machines, accessories, electrodes, weld characteristics and welding in all positions; pipe pressure and electric welding of stainless steels and alloys.

WELDING—OXY-ACETYLENE
LENGTH OF COURSE—18 weeks, 20 fifty-minute periods per week
FEE—(In addition to registration fee) $.21 per period
COURSE CONTENT—Basic welding in all positions, care of equipment, pipe welding, alloy welding, lead burning, and oxy-acetylene cutting.

TECHNICAL COURSES

AUTOMOTIVE TECHNOLOGY
See Brochure

ELECTRONICS TECHNOLOGY
(Radio and Television)
See Brochure

HIGHWAY AND CONSTRUCTION TECHNOLOGY
See Brochure

INDUSTRIAL MECHANICAL TECHNOLOGY
See Brochure

QUANTITY FOOD PREPARATION AND SERVICE
See Brochure
HEALTH AND WELFARE
MOTHERCRAFT
LENGTH OF COURSE—3 two-hour classes repeated every month.
COURSE CONTENT—Prenatal care, diet, hospital procedures, baby care with related demonstrations and practice.

HEALTHFUL LIVING IN THE LATER YEARS
LENGTH OF COURSE—2 hour sessions, once weekly, for 6 weeks (Offered in April)
COURSE CONTENT—Course sponsored by Dane County Medical Association. Discussions follow lectures by physicians.

NATURAL CHILDBIRTH
LENGTH OF COURSE—5 weeks, 2 hours per week. Repeated every 5 weeks
COURSE CONTENT—Lectures, demonstrations and relaxation exercises which aim to give the expectant mother an understanding of childbirth, thereby eliminating fear.

PRACTICAL NURSING
See Brochure. Advance applications required.
Madison Vocational
and Adult
School

EVENING SCHOOL
CATALOG
1959-60

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. 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 4, 1960.

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 each class.

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.

All text books listed in the catalog are to be purchased by the student when requested to do so by the teacher.

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 Alpoin 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 S2 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 7:00 p.m. to 9:00 p.m. unless otherwise designated.

The doors of the building will be locked at 9:30 p.m.

REGISTRATION SCHEDULE

Advance Registration by Mail
Tuesday through Thursday, September 8 through 10, 1959. Mail registration closes September 11

Advance Registration in Person at the Vocational School
Tuesday and Wednesday, September 22 and 23, 1959, from 5:00 p.m. to 8:30 p.m.

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

TESTING SERVICE AND COUNSELING

The Guidance Office, located in Room 136, 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. 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

Teacher ratings of the student are sent to the Placement Department in Room 136 where an effort is made to place students in positions suitable to aptitudes and skills demonstrated in classroom.

Vocational School students who wish to be considered for employment should inform the Placement Office of this fact. The Placement Department has contacts with 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.

EVENING SCHOOL CALENDAR 1959-60

Mail registration for evening school
September 8, 9 and 10—Tuesday, Wednesday and Thursday

Registration for evening school
5:00 p.m. to 8:30 p.m.
September 22 and 23—Tuesday and Wednesday

Meeting of evening school staff
September 24—Thursday

Evening school begins
September 28—Monday

Evening School Closes
(Milwaukee meeting of Wisconsin Education Association and the Wisconsin Federation of Teachers)
November 5 and 6—Thursday and Friday

Evening School Closes
(Thanksgiving vacation)
November 26 and 27—Thursday and Friday

Evening School Closes
(Christmas vacation)
December 19 through January 3—Saturday through Sunday

Evening School Reopens
January 4—Monday

Evening School Closes
March 25—Friday
GENERAL EDUCATION

Academic
Art
Music
ACADEMIC

ALGEBRA I

LENGTH OF COURSE—24 weeks
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.
TEXT—Progressive First Year Algebra by W. W. Hart

COURSE CONTENT—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

LENGTH OF COURSE—24 weeks
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.
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 credit is given.

GEOMETRY

LENGTH OF COURSE—24 weeks
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.
TEXT—Progressive Geometry by W. W. Hart

COURSE CONTENT—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

LENGTH OF COURSE—24 weeks
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.
TEXT—Plane Trigonometry by Rosenbach, Whitman, Moskovitz

COURSE CONTENT—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

LENGTH OF COURSE—12 weeks
Thursday, 7:00 p.m. to 9:00 p.m.

COURSE CONTENT—PREREQUISITE: Knowledge of the English Language (written and oral)
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.

ADVANCED CITIZENSHIP
(see United States Today)

ENGLISH I

LENGTH OF COURSE—24 weeks
Monday and Wednesday, 7:00 p.m. to 9:00 p.m.
Tuesday and Thursday, 7:00 p.m. to 9:00 p.m.

COURSE CONTENT—Planned to meet the needs of those 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

LENGTH OF COURSE—24 weeks
Monday and Wednesday, 7:00 p.m. to 9:00 p.m.

COURSE CONTENT—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 drills in oral reading, English idioms, spelling, and punctuation.

ENGLISH III

LENGTH OF COURSE—24 weeks

Tuesday and Thursday, 7:00 p.m. to 9:00 p.m.

COURSE CONTENT—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

LENGTH OF COURSE—24 weeks
Monday and Wednesday, 7:00 p.m. to 9:00 p.m.

COURSE CONTENT—An advanced course in English grammar giving the student a thorough review of the principles of sentence construction, punctuation, capitalization, dictionary study, correct use of the parts of speech, and the building of good sentences. The correct grammatical usage of the parts of speech will also be included.
ENGLISH V
(Composition)
LENGTH OF COURSE—12 weeks
Monday and Wednesday, 7:00 p.m. to 9:00 p.m.
COURSE CONTENT—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)
LENGTH OF COURSE—24 weeks
Thursday, 7:00 p.m. to 9:00 p.m.
COURSE CONTENT—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
LENGTH OF COURSE—24 weeks
Thursday, 7:00 p.m. to 9:00 p.m.
COURSE CONTENT—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 to learn.

SHAKESPEARE
LENGTH OF COURSE—24 weeks
COURSE CONTENT—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
LENGTH OF COURSE—24 weeks
Tuesday and Thursday, 7:00 p.m. to 9:00 p.m.
COURSE CONTENT—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
LENGTH OF COURSE—24 weeks
Monday and Wednesday, 7:00 p.m. to 9:00 p.m.
COURSE CONTENT—This 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
LENGTH OF COURSE—24 weeks
Tuesday and Thursday, 7:00 p.m. to 9:00 p.m.
COURSE CONTENT—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.

PUBLIC SPEAKING
LENGTH OF COURSE—24 weeks
Tuesday, 7:00 p.m. to 9:00 p.m.
COURSE CONTENT—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
LENGTH OF COURSE—24 weeks
Monday, 7:00 p.m. to 9:00 p.m.
COURSE CONTENT—Learn to speak well. Breathing, voice, 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.

THE UNITED STATES TODAY
LENGTH OF COURSE—24 weeks
Monday and Wednesday, 7:00 p.m. to 9:00 p.m.
COURSE CONTENT—This course is designed to teach an understanding and appreciation of our American heritage by tracing the development of our people and institutions through successive stages. There are nine units of work and students are permitted to proceed through the course at their own speed. An examination is given at the end of each unit and also at the end of the course.

CITIZENS IN A DEMOCRATIC SOCIETY
LENGTH OF COURSE—24 weeks
Monday and Wednesday, 7:00 p.m. to 9:00 p.m.
TEXT—To be determined
COURSE CONTENT—Problems facing the American citizen in the world of varying ideologies will be studied. An excellent opportunity for advanced citizenship study, high school accreditation, or new insights into our United States.
ART

ART METAL AND ENAMELING
LENGTH OF COURSE—24 weeks
Wednesday, 7:00 p.m. to 9:00 p.m.
FEE—(in addition to registration fee) $3
COURSE CONTENT—Design processes and techniques as applied to copper, brass, and aluminum. Project chosen for execution will give students the fundamental processes as to behavior of nonferrous metals, piercing, soldering, etching, oxidizing and finishing. In addition bowls and similar projects can be enamelled. Students pay for materials used.

BRAIDED RUGS
LENGTH OF COURSE—24 weeks
Monday and Wednesday, 7:00 p.m. to 9:00 p.m.
FEE—(in addition to registration fee) $1
COURSE CONTENT—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
LENGTH OF COURSE—24 weeks
Monday, Wednesday, and/or Friday, 7:00 p.m. to 9:00 p.m.
FEE—(in addition to registration fee) $1.50 per term, for each class night enrolled
COURSE CONTENT—An elementary course executing original designs in clay. Experimentation with clays, glazes, making of chip molds, two and three-part molds, coating, firing and glazing are included in the course. Students pay for materials used.

CHAIR CANING
LENGTH OF COURSE—24 weeks
Tuesday and Thursday, 7:00 p.m. to 9:00 p.m.
FEE—(in addition to registration fee) $3
COURSE CONTENT—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.

DRAWING
LENGTH OF COURSE—24 weeks
Tuesday and Thursday, 7:00 p.m. to 9:00 p.m.
FEE—(in addition to registration fee) $3
COURSE CONTENT—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.

GENERAL CRAFT
GENERAL EDUCATION PAGE 15
LENGTH OF COURSE—24 weeks
Monday and Wednesday, 7:00 p.m. to 9:00 p.m.
FEE—(in addition to registration fee) $3
COURSE CONTENT—Planned to meet the demands of the adult homemaker, youth leader, and hobbyist. Instruction given in leather craft (tooling and curving), rosemaling (painted decoration), block printing, textile printing.

INTERIOR DECORATION
LENGTH OF COURSE—24 weeks
Monday or Wednesday, 7:00 p.m. to 9:00 p.m.
Tuesday, 7:30 p.m. to 9:30 p.m. (Cherokee or Sherman School)
Thursday, 7:30 p.m. to 9:30 p.m. (Midvale School)
COURSE CONTENT—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
LENGTH OF COURSE—24 weeks
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
FEE—(in addition to registration fee) $3
COURSE CONTENT—Flat work in copper, brass and silver. Various processes include sawing, filing, soldering, piercing, repoussé, chasing, casting, enamelling, stone setting and finishing. Students pay for materials used. For the layman.

LAPIDARY
(Stone Cutting)
LENGTH OF COURSE—24 weeks
Monday, 5:00 p.m. to 7:00 p.m. and 7:00 p.m. to 9:00 p.m.
FEE—(in addition to registration fee) $3
COURSE CONTENT—Recognition and classification of semi-precious stones. The processes on the Lapidary machine include sawing, grinding, sanding and polishing stones suitable for costume jewelry. Students pay for materials used.

LETTERING AND SHOW CARD WRITING
LENGTH OF COURSE—24 weeks
Tuesday and Thursday, 7:00 p.m. to 9:00 p.m.
FEE—(in addition to registration fee) $3
COURSE CONTENT—Fundamental alphabets. Practical training in lettering adaptable to commercial uses. Techniques include pen and ink and brush lettering. Show card layouts and color theory.
PORTAIT PAINTING
LENGTH OF COURSE—24 weeks
Thursdays, 7:00 p.m. to 9:00 p.m.
FEE—(in addition to registration fee) $3
COURSE CONTENT—Study of the head in light and
shade; the anatomy; structure of solidity; gesture,
expression; design element and composition. Medi­
ums: pencil, charcoal, conté crayon, water color
and oil. Students pay for materials used.

POTTERY
LENGTH OF COURSE—24 weeks
Tuesday and/or Thursday, 7:00 p.m. to 9:00 p.m.
FEE—(in addition to registration fee) $1.50 per term.
for each class night enrolled
COURSE CONTENT—Methods of building include:
pinch, coil, slab, throwing on potter's wheel, mold
making and casting. Surface enrichment, glazin­
g, placing and firing the kiln are taught. Students
pay for materials used.

ROSEMALING
(Decorative Painting)
LENGTH OF COURSE—24 weeks
Monday and Wednesday, 7:00 p.m. to 9:00 p.m.
Tuesday, 7:30 p.m. to 9:30 p.m. (Cherokee or
Sherman School)
Thursday, 7:30 p.m. to 9:30 p.m. (Midvale or
Schenk School)
FEE—(in addition to registration fee) $3
COURSE CONTENT—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.

STUDIO PAINTING
LENGTH OF COURSE—24 weeks
Monday and Wednesday, 7:00 p.m. to 9:00 p.m.
FEE—(in addition to registration fee) $3
COURSE CONTENT—Basic training in painting
with provisions for individual interests and
abilities. Design and composition; color and text­
ure; special processes and formulas; discussions
and evaluations of exhibits are important aspects
of the course. Mediums are oil, watercolor,
tempera.

WEAVING
LENGTH OF COURSE—24 weeks
Tuesday and Thursday, 7:00 p.m. to 9:00 p.m.
COURSE CONTENT—Planned for the homemaker,
craftsman, teacher, camp instructor or youth lead­
er. 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 Decoration
Jewelry
Rosemaling
Tuesday, 7:30 p.m. to 9:30 p.m.

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

SHERMAN SCHOOL
Interior Decoration
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.
MUSIC

MADISON CIVIC SYMPHONY ORCHESTRA
LENGTH OF COURSE—32 weeks
Tuesday, 7:30 p.m. to 9:30 p.m.
COURSE CONTENT—Standard symphonic repertoire—five concerts per season. Made up of adults who must qualify. String players report at 8:45 p.m.

MADISON CIVIC CHORUS
LENGTH OF COURSE—32 weeks
Monday, 7:30 p.m. to 9:15 p.m.
COURSE CONTENT—Standard oratorio and cantata repertoire in several concerts with Civic Orchestra. Made up of adults who must qualify.

MADISON MUNICIPAL BAND
LENGTH OF COURSE—30 weeks
Tuesday, 7:30 p.m. to 9:30 p.m.
COURSE CONTENT—Standard concert band repertoire. Made up of adults who must qualify.

MADISON CIVIC DANCE GUILD
LENGTH OF COURSE—30 weeks
Tuesday, 8:30 p.m. to 9:30 p.m.
COURSE CONTENT—For male and female dance students of intermediate and advanced level for production with Civic Orchestra. Admission to group by tryout.

CREATIVE MODERN DANCE
LENGTH OF COURSE—30 weeks
Tuesday, 8:30 p.m. to 9:30 p.m.
COURSE CONTENT—Modern dance class for adults. Previous experience not necessary. This class is not social or ballroom dance.

PIANO I
(Intermediate)
LENGTH OF COURSE—24 weeks
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 8:00 p.m. and 8:00 p.m. to 9:00 p.m.
FEE—(in addition to registration fee) $1 per lesson, payable 12 weeks in advance
COURSE CONTENT—Basic principles, easy solo pieces.

PIANO II
(Advanced)
LENGTH OF COURSE—24 weeks
Tuesday, 6:00 p.m. to 7:00 p.m. and 7:00 p.m. to 8:00 p.m.
FEE—(in addition to registration fee) $1 per lesson, payable 12 weeks in advance
COURSE CONTENT—Scales, arpeggios, hand building exercises, Sonatas, two piano ensemble music.

POPULAR PIANO THROUGH KEYBOARD HARMONY
LENGTH OF COURSE—24 weeks
Thursday, 7:00 p.m. to 8:00 p.m. and 8:00 p.m. to 9:00 p.m.
TEXT—Modern Piano by Lee Sims
FEE—(in addition to registration fee) $1 per lesson, payable 12 weeks in advance
COURSE CONTENT—Designed for students having some knowledge of piano in the study of chords and breaks necessary for popular music. Also valuable for students of classical music for future arranging.

INDIVIDUAL PRACTICE PERIODS
Limited practice facilities for piano students having no piano at home can be arranged with Music Supervisor, Room 132.

VIOLIN CLASS
LENGTH OF COURSE—24 weeks
Monday, 7:00 p.m. to 8:00 p.m.
COURSE CONTENT—Fundamentals of violin playing for adult beginners.

VOICE CLASS
LENGTH OF COURSE—24 weeks
Wednesday, 7:00 p.m. to 9:00 p.m.
COURSE CONTENT—A fundamental lecture course in voice placing, tone production, breathing, articulation, etc.

EAR TRAINING AND SOLFEGGIO
LENGTH OF COURSE—24 weeks
Tuesday, 7:00 p.m. to 8:00 p.m.
COURSES CONTENT—For the untrained. Open to all adult students unfamiliar with reading music, clefs and intervals.
Business Administration
Office Machines
Secretarial
Distributive Education
Training of Sales People
BUSINESS ADMINISTRATION

ACCOUNTING I
(Elementary)
LENGTH OF COURSE—24 weeks
Monday and Wednesday, 7:00 p.m. to 9:00 p.m.
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
(Partnership and Corporation)
LENGTH OF COURSE—24 weeks
Tuesday and Thursday, 7:00 p.m. to 9:00 p.m.
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 recommended basic for students planning to major in accounting or for work as a bookkeeper or junior accountant.

ACCOUNTING III
(Corporation and Manufacturing)
LENGTH OF COURSE—24 weeks
Tuesday and Thursday, 7:00 p.m. to 9:00 p.m.
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
(Intermediate)
LENGTH OF COURSE—24 weeks
Tuesday and Thursday, 7:00 p.m. to 9:00 p.m.
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
(Advanced)
LENGTH OF COURSE—24 weeks
Tuesday and Thursday, 7:00 p.m. to 9:00 p.m.
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)
LENGTH OF COURSE—24 weeks
Tuesday and Thursday, 7:00 p.m. to 9:00 p.m.
COURSE CONTENT—The job cost or production order system, the process cost system and the standard cost system are discussed. Accounting for materials, labor and factory overhead expenses gives the student knowledge basic in the field of cost accounting.
Prerequisite, Accounting III or its equivalent.

ACCOUNTING VII
(Income Tax and Social Security)
LENGTH OF COURSE—12 weeks
Tuesday and Thursday, 7:00 p.m. to 9:00 p.m.
COURSE CONTENT—A study of the principles of Federal and State income tax laws. Withholding tax, declaration of estimated tax by individuals, individual tax return, partnership returns and supplementary practice work make up the course content. The actual completion of the various forms, as class projects will be an important part of the course. Social Security taxes will also be studied.
BUSINESS ARITHMETIC
LENGTH OF COURSE—24 weeks
Tuesday and Thursday, 7:00 p.m. to 9:00 p.m.
COURSE CONTENT—Especially intended to serve the needs of people in business. The student intending to study accounting or calculating machines, but who is not strong in arithmetic, will do well to elect this as a preparatory course. Cashiers, clerks, and general office workers will find this course 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
LENGTH OF COURSE—24 weeks
Tuesday and Thursday, 7:00 p.m. to 9:00 p.m.
TEXT—Problems and Projects by DUlavov and Marshall Hanna.
COURSE CONTENT—This course is only for students who have satisfactorily completed the basic business arithmetic course. The units covered include: horizontal addition, determining averages, ratios, transportation costs, depreciation, inventory sheets and stock turn, consignment sales, distribution of expenses, property taxes, pricing of goods, stocks and bonds, bank discounts, bank reconciliation statements, payrolls, using sales data, invoicing and marking goods, miscellaneous application problems, insurance sinking fund and amortization schedules.

BUSINESS LAW
LENGTH OF COURSE—24 weeks
Tuesday and Thursday, 7:00 p.m. to 9:00 p.m.
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
LENGTH OF COURSE—24 weeks
Monday and Wednesday, 7:00 p.m. to 9:00 p.m.
TEXT—Economics: Principles and Applications by Hoff and Haek, Third Edition
COURSE CONTENT—This course reviews the origin and development of our country's economic system. The varied financial and industrial problems studied are those of production, distribution and consumption of economic goods; markets and trading; mining and agriculture; capital and labor; money and banking; foreign exchange and tariffs."

MACHINE CALCULATION
Key-driven Calculators
(TEXT—Key-driven Calculator Course by Goodfellow and Agnew)
LENGTH OF COURSE—24 weeks
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.
FEE—(in addition to registration fee) $1
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
(TEXT—Key-driven Calculator Course by Goodfellow and Agnew)
LENGTH OF COURSE—12 weeks
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.
FEE—(in addition to registration fee) $1
COURSE CONTENT—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)
LENGTH OF COURSE—12 weeks
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.
FEE—(in addition to registration fee) $1
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.

IBM KEY-PUNCH MACHINE
LENGTH OF COURSE—12 weeks
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.  
FEE—(in addition to registration fee) $3  
COURSE CONTENT—Development of speed and accuracy on the alphabetic and numeric keyboard is the ultimate aim of this course.  
Prerequisite: Typewriting, minimum 40 words per minute.

SECRETARIAL

FUNDAMENTALS OF BUSINESS

ENGLISH

LENGTH OF COURSE—24 weeks  
Wednesday 6:00 p.m. to 9:00 p.m.  
TEXT—College English for Business by Charles G. Reigner  
COURSE CONTENT—This course covers a review of the basic principles of grammar, sentence structure, parts of speech, and punctuation. It includes a study of correct usage, diction, spelling, vocabulary and the use of the dictionary.

BUSINESS CORRESPONDENCE

LENGTH OF COURSE—24 weeks  
Tuesday and Thursday, 7:00 p.m. to 9:00 p.m.  
TEXT—College Business Correspondence by Charles G. Reigner  
COURSE CONTENT—The development of the skill of writing effective business letters and human relations letters is the basic purpose of this course. The study includes the review of the mechanical make-up of a letter, and the composition of the standard types of business letters, order letters, acknowledgments, inquiry letters, credit and collection letters, adjustments, letters of application, and data sheets. The following human relations letters are stressed; invitations, letters of introduction, making reservations, and of condolence and sympathy. Spelling lists supplement the words included in the text.

FILING

LENGTH OF COURSE—12 weeks  
Monday and Wednesday, 7:00 p.m. to 9:00 p.m.  
TEXT—Progressive Filing by Gilbert Kahn and Theodore Yerian  
COURSE CONTENT—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, variatedex, numeric, geographic. Advanced methods include subject, triple check and soundex, which will be taught if time permits.

SHORTHAND I

LENGTH OF COURSE—24 weeks  
Tuesday and Thursday, 7:00 p.m. to 9:00 p.m.  
TEXT—Gregg Shorthand Simplified for Colleges Volume 1, Second Edition by Leslie, Zoubek, Hosler  
FEE—(in addition to registration fee) $1  
COURSE CONTENT—This is a study of Gregg Shorthand Simplified, for 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 obtained 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.

SHORTHAND REVIEW

(Dictation and Transcription I)

LENGTH OF COURSE—24 weeks  
Tuesday and Thursday, 7:00 p.m. to 8:30 p.m.  
TEXT—Most-Used Shorthand Words and Phrases by John Robert Gregg, Leslie, Zoubek  
FEE—(in addition to registration fee) $1  
COURSE CONTENT—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 some training in transcription work. Dictation will be given at the rate of 40 to 60 words per minute. Students may transfer later to an advanced class upon satisfactory completion of this course.

SHORTHAND REVIEW

(Dictation and Transcription II)

LENGTH OF COURSE—24 weeks  
Tuesday and Thursday, 7:00 p.m. to 8:30 p.m.  
TEXT—Most-Used Shorthand Words and Phrases by John Robert Gregg, Leslie, Zoubek  
FEE—(in addition to registration fee) $1  
COURSE CONTENT—This is a refresher course for those who have completed the shorthand theory and wish an intensive review of shorthand principles. Dictation will be at the rate of 60 to 80 words per minute. Students who choose this course should be good typists and should have had training in transcription work. Students may later transfer to an advanced class upon satisfactory completion of this course.

INTERMEDIATE DICTATION

LENGTH OF COURSE—24 weeks  
Tuesday and Thursday, 7:00 p.m. to 9:00 p.m.  
TEXT—Gregg Dictation Simplified, Second Edition by Leslie, Zoubek, Strong  
FEE—(in addition to registration fee) $1  
COURSE CONTENT—For students who have fulfilled the requirements of the shorthand theory and review courses. It consists of advanced vocabulary, phrase building, dictation and transcription. Dictation is given at rates ranging from 75 to 90 words per minute. Emphasis is placed on letter styles, spelling and typewriting.
ADVANCED DICTATION
LENGTH OF COURSE—24 weeks
Tuesday and Thursday, 7:30 p.m. to 9:00 p.m.
TEXT — Gregg Transcription Simplified, Second Edition, Leslie and Zoubek
FEE—(in addition to registration fee) $1
COURSE CONTENT—For advanced dictation students. The objective is the development of shorthand power through sustained dictation at high rates of speed. Emphasis is placed on the writing of advanced phrases, the building of a shorthand vocabulary of business terms and speed in transcription. The dictation speed is between 80 and 120 words a minute on a five-minute basis.

SECRETARIAL MACHINES

DUPLICATING MACHINES
(Mimeograph and Ditto)
LENGTH OF COURSE—2 weeks
Monday and Wednesday, 7:00 p.m. to 9:00 p.m.
COURSE CONTENT—The Mimeograph and Ditto Machines course is designed to give students an adequate working knowledge of both types of machines. Mimeograph instruction includes planning and layout; the cutting of stencils; the use of the mimeoscope, various styli, screen plates, lettering guides; various methods of correcting errors and patching; the use of colored inks; the running of copies; operation and care of the machine; and the filing of stencils for future reference. Instruction for the Ditto machine includes preparation of master copies, use of carbons and the running of copies on the liquid process machine. Prerequisite: Minimum typing speed of 40 words per minute.

TRANSCRIBING MACHINES
(Dictaphone, Ediphone and Gray Audograph)
LENGTH OF COURSE—2 weeks
Monday and Wednesday, 7:00 p.m. to 9:00 p.m.
FEE—(in addition to registration fee) $1
COURSE CONTENT—Designed to train students to become experienced operators on the Dictaphone, Ediphone and Gray Audograph. Each operator transcribes a prescribed set of permanent practice records on all machines. Instruction is also given on the dictating and shaving machines. Prerequisite: Minimum typing speed of 50 words per minute.

TYPEWRITING I
LENGTH OF COURSE—24 weeks
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.

TEXT—College Typewriting, Fifth Edition, Intensive Course by Lessenberry and Wanous
FEE—(in addition to registration fee) $1
COURSE CONTENT—Typewriting I is a continuation of Typewriting II. The course includes the following: technique checkup, speed and accuracy drills, tabulation practice, letter set-up and placement, use of carbon paper, and office typing problems. Instruction is given on various makes of manual and electric typewriters.

TYPEWRITING II
LENGTH OF COURSE—24 weeks
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.

TEXT—College Typewriting, Fifth Edition, Intensive Course by Lessenberry and Wanous
FEE—(in addition to registration fee) $1
COURSE CONTENT—Typewriting II is a continuation of Typewriting I. The course includes the following: technique checkup, speed and accuracy drills, tabulation practice, letter set-up and placement, use of carbon paper, and office typing problems. Instruction is given on various makes of manual and electric typewriters.

TYPEWRITING III
LENGTH OF COURSE—24 weeks
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.

TEXT—College Typewriting, Fifth Edition, Intensive Course by Lessenberry and Wanous
FEE—(in addition to registration fee) $1
COURSE CONTENT—Typewriting III includes special forms, special skills in typewriting, stenciling, tabulation and preparation for civil service tests. Instruction is given on various makes of manual and electric typewriters.
DISTRIBUTIVE EDUCATION

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

STORE SALESMANSHIP
LENGTH OF COURSE—24 weeks
Tuesday 7:00 p.m. to 9:00 p.m.
COURSE CONTENT—Stressing selling fundamentals; applied selling techniques; the seller’s personality; presenting a planned sales story; helping the customer buy; building for greater sales volume; special media for selling; building permanent business.

CONTACT SELLING
(Outside Selling)
LENGTH OF COURSE—24 weeks
Wednesday, 7:00 p.m. to 9:00 p.m.
COURSE CONTENT—Developing a sales personality; developing the sales story; finding prospects; methods of handling sales resistance (objections); how to get the order; how to manage your time; how to get, build, and keep customers; handling competition effectively; how to live and work with other salesmen, with superiors, with customers, how to build a reputation.

ADVERTISING
(1st term)
LENGTH OF COURSE—12 weeks
Thursday, 7:00 p.m. to 9:00 p.m.
COURSE CONTENT—Importance of advertising in the distribution of merchandise and services; physical makeup of advertisements; relative values of various media; advertising procedures; selling through advertising.

MERCHANDISE DISPLAY
(1st term)
LENGTH OF COURSE—12 weeks
Friday 7:00 p.m. to 9:00 p.m.
COURSE CONTENT—Relative values of different types of displays. Physical makeup of display; displays in the retail program; supplier’s helps on displaying merchandise; monetary value of displays; display suggestions.

CREDITS AND COLLECTIONS
(1st term)
LENGTH OF COURSE—12 weeks
Tuesday, 7:00 p.m. to 9:00 p.m.
COURSE CONTENT—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
(2nd term)
LENGTH OF COURSE—12 weeks
Tuesday, 7:00 p.m. to 9:00 p.m.
COURSE CONTENT—Tasks of retail credit management; organize and administer credit department work; credit and collection policy; statistics and research. Cooperate with other credit granters.

RETAIL GROCERY MERCHANDISING
(1st term)
LENGTH OF COURSE—16 weeks
Wednesday, 7:30 p.m. to 9:30 p.m.
COURSE CONTENT—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—18 weeks
Wednesday, 7:30 p.m. to 9:30 p.m.
COURSE CONTENT—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; cutting of meat; poultry, frozen meats; meat display; prepackaging meats, self-service demonstration (field trip); cured and processed meats; meat cookery.

FOUNTAIN TRAINING
LENGTH OF COURSE—9 hours
Monday and Tuesday, 8:00 p.m. to 9:00 p.m.
Wednesday, 7:00 p.m. to 9:00 p.m.
COURSE CONTENT—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 TRAINING
(Waitress)
LENGTH OF COURSE—16 weeks
Wednesday, 7:00 p.m. to 9:00 p.m.
COURSE CONTENT—Knowing about the industry; personnel development; types of menus; char-
characteristic 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 entrées, desserts, and common foods; children service; clearing; serving before and after dinner drinks.

REAL ESTATE
LENGTH OF COURSE—24 weeks
Thursday, 7:00 p.m. to 9:00 p.m.
COURSE CONTENT—Course consists of problems of the real estate business; ways of getting customers; selling methods; operational questions; basis for commissions; residential appraisal; legal aspects; mortgages and titles; real estate licenses; and preparation for examination.

INVESTMENTS
LENGTH OF COURSE—2 weeks
1st term—Wednesday, 7:00 p.m. to 9:00 p.m.
2nd term—Thursday, 7:00 p.m. to 9:00 p.m.
COURSE CONTENT—Why stocks and bonds? Types of securities; your investment program and objectives; sources of information about investments; various methods and practices of investing; methods of selecting an investment; mutual funds.

COMMERCIAL TELEVISION PRODUCTION
(1st term)
LENGTH OF COURSE—2 hours per week, for 12 weeks.
Combined with on-the-job training in a local television commercial station.
COURSE CONTENT—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.

SUPERVISORY TRAINING
LENGTH OF COURSE—24 weeks
Tuesday, 7:00 p.m. to 9:00 p.m.
COURSE CONTENT—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.

HOMEMAKING

Family Development
Foods and Nutrition
Clothing and Textiles
Home Improvement
FAMILY DEVELOPMENT

FAMILY LIFE EDUCATION I
(Constructive Discipline)
LENGTH OF COURSE—12 weeks
1st semester, Thursday evening, 7:30 p.m. to 9:30 p.m. (Schenk School)
COURSE CONTENT—The purpose of this course is to help parents develop a sound philosophy of individual and group responsibility. Methods for the guidance of children in their growth toward self-control and intelligent self-direction are given. Some of the highlights of the course are: goals of discipline in a democratic society; characteristics of good authority; specific means by which goals may be accomplished; results which may be expected.

FAMILY LIFE EDUCATION II
(Vitalizing Family Living)
LENGTH OF COURSE—12 weeks, 2nd semester
Thursday, 7:30 p.m. to 9:30 p.m. (Schenk School)
COURSE CONTENT—This course is planned to enable parents to develop more satisfying and meaningful family relationships. Topics for discussion are: consideration of needs and desires of family members; responsibilities and contributions of each member; safeguarding rights and privileges of parents as well as of children; building a sense of family loyalty; enjoyment resulting from being part of a family.

PERSONALITY AND CHARM
LENGTH OF COURSE—12 weeks
Tuesday, 7:00 p.m. to 9:00 p.m.
COURSE CONTENT—Many phases of personality are studied in this course. Some of the highlights of the course are: development of a philosophy of life; naturalness of manner and relaxation; importance of personality in career life and 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
LENGTH OF COURSE—12 weeks
Monday, 7:30 p.m. to 9:00 p.m.
FEE—(in addition to registration fee) $1 for 12 weeks
COURSE CONTENT—This course is planned for anyone who is interested in learning more about the art of entertaining and being a successful hostess. It will include table setting for all occasions; arrangement of table for teas and buffet meals; flower arrangement; selection of china, silver and crystal.

FAMILY ECONOMICS
LENGTH OF COURSE—12 weeks
Tuesday, 7:30 p.m. to 9:00 p.m.
COURSE CONTENT—This course is planned for anyone who is interested in a plan for spending or using income. It will apply to family spending and to individual spending. Highlights of the course are: estimating income; deciding on kind of spending plan; gaining cooperation and interest of all family members; planning for necessities and for emergencies; planning for retirement; record keeping; children’s spending; spending the food dollar, the clothing dollar, the health dollar.

FOODS AND NUTRITION

FOODS I
(Meals for Moderns)
LENGTH OF COURSE—24 weeks
Tuesday or Thursday, 7:00 p.m. to 9:30 p.m.
FEE—(in addition to registration fee) $5 per year
COURSE CONTENT—This course is planned for all types of quick breads and yeast breads are given in this course. The modern streamlined method of making 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 icings 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 home mixes. One-shell, two-crust and deep-dish pies are made.
FOODS III
(Salads, Casseroles, Desserts, Guest Meals)
LENGTH OF COURSE—24 weeks
Monday or Wednesday, 7:00 p.m. to 9:00 p.m.
Prerequisite: Some experience in cooking
FEE—(in addition to registration fee) $4 per year
COURSE CONTENT—New and unusual salads and casseroles dishes both for family meals and for buffet suppers form the first part of this course. Desserts for special occasions are included. The latter part of the course will feature buffet suppers, holiday dinners, receptions, teas, guest dinners and other types of entertaining.

FOODS IV
(Meat, Fish and Poultry Cookery)
LENGTH OF COURSE—12 weeks
Beginning September 28 or January 4, Thursday, 7:00 p.m. to 9:00 p.m.
FEE—(in addition to registration fee) $5 per 12 weeks
COURSE CONTENT—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 proper vegetable cookery are a part of the course.

FOODS VI
(Cake Decorating I)
LENGTH OF COURSE—12 weeks
Monday or Wednesday, 1st 12 weeks, 7:00 p.m. to 9:00 p.m. Monday, 2nd 12 weeks, 7:00 p.m. to 9:00 p.m.
FEE—(in addition to registration fee) $3 per 12 weeks
COURSE CONTENT—This course is planned for those people who are interested in learning how to decorate foods for special occasions. The basic principles of decoration are given. Practice will be given in the techniques of making scrolls, and flowers as well as types of decoration for petit fours, mints, cookies and all types of cakes. This course is open to anyone who wishes to develop skill and proficiency in the art of food decoration.

FOODS VII
(Cake Decorating II)
LENGTH OF COURSE—12 weeks
Wednesday, 7:00 p.m. to 9:00 p.m. 2nd semester
Prerequisite: Foods VI
FEE—(in addition to registration fee) $3 per 12 weeks
COURSE CONTENT—Advanced problems in the decoration of cakes will be given for those students who have completed Cake Decorating I. Wedding cake decoration will be featured.

COOKERY DEMONSTRATIONS
Wednesday, October 14, 7:00 p.m. to 9:00 p.m.
Wednesday, December 9, 7:00 p.m. to 9:00 p.m.
Wednesday, February 24, 7:00 p.m. to 9:00 p.m.
COURSE CONTENT—"Making the Most of Meat", the October demonstration, will emphasize principles of meat selection and preparation to help homemakers choose and prepare meats for their families which will be appetizing, flavorful, and still within the budget. Seasonings, garnishes and suggestions for completing menus based on the meat course will be included. "Holiday Fare" in December will feature cookies and confections for holiday gifts as well as suggestions for food for holiday entertaining. "Calorie Low, Nutrition High" will suggest meal plans and dishes which will help to maintain balanced but interesting meals for "weight watchers" and their families. This demonstration, given in February, will show how to fit low calorie meals into the family meal plan, so that little extra food preparation is required.

CLOTHING AND TEXTILES

CLOTHING I
(Firsts in Sewing)
LENGTH OF COURSE—24 weeks
Monday, or Tuesday, or Wednesday, or Thursday, or Friday, 7:00 p.m. to 9:30 p.m.
FEE—(in addition to registration fee) $1 per year
COURSE CONTENT—First lessons in sewing include the construction of a wool skirt, (fitted or gently flared), a simple blouse and a cotton dress, with a set-in sleeve and waistline seam. Streamlined methods of clothing construction are taught. Emphasis is given to care and use of the sewing machine; selection and use of patterns; preparation of fabrics for grain perfection; cutting and fitting garments; basic principles in construction of simple garments. Up-to-date information on new fabrics is made available. Material and pattern should not be purchased until after attendance at first class.

CLOTHING II
(Children's Garments) (For Beginners)
LENGTH OF COURSE—24 weeks
Tuesday, 7:00 p.m. to 9:00 p.m.
FEE—(in addition to registration fee) $1 per year
COURSE CONTENT—This course covers problems in construction of children's garments and is planned for beginners in sewing. Highlights of the course include: selection of patterns and material; grain
perfection; use of the sewing machine and attachments; buttonholes, plackets and zippers. A wide choice of garments is possible with special emphasis on selection of patterns which will permit the child to dress himself with ease. Some decorative stitches such as smocking will be included. The Bishop method of sewing is followed.

CLOTHING III
(Advanced Course in Children's Garments)
LENGTH OF COURSE—24 weeks
Monday, 7:00 p.m. to 9:00 p.m.
Pre-requisite: Completion of Clothing I or II
FEE—(in addition to registration fee) $1 per year
COURSE CONTENT—This course is planned for those who have had experience in sewing. There is some review of basic techniques with emphasis on the Bishop method of sewing. Highlights of the course are: selection of patterns and materials; preparation of material for grain perfection; tailored and machine buttonholes; welt, flap and pocket; zippers and plackets; smocking (English and American). A study of wash and wear fabrics is given. Both new and makeover garments may be constructed. All types of children's garments may be made including suits and snowsuits.

CLOTHING IV
(Casual Clothes)
LENGTH OF COURSE—24 weeks
Monday or Wednesday, 7:00 p.m. to 9:00 p.m.
Friday, 7:00 p.m. to 9:30 p.m.
Pre-requisite: Clothing I or its equivalent
FEE—(in addition to registration fee) $1 per year
COURSE CONTENT—Techniques and subject matter of this course are planned to follow Clothing I or its equivalent. Types of garments to be made: morning, sport or casual dresses, men's shirts or or tail-tailed women's blouses, slacks, shorts or Bermudas. A wool skirt with a set-in pocket or other complex detail may be made in place of shorts or slacks. How to buy and cut plaids and stripes is introduced in this course. Concise explanations with detailed illustrative material will be used to simplify each step of construction. Fitting of garments and correct use of patterns is stressed. The latest research on new fabrics is included. Patterns and material should not be purchased until after attendance at first class.

CLOTHING V
(That Made-to-Order Look)
LENGTH OF COURSE—24 weeks
Tuesday, 7:30 p.m. to 9:00 p.m.; Thursday or Friday, 7:00 p.m. to 9:00 p.m.
Pre-requisite: Clothing IV or equivalent
FEE—(in addition to registration fee) $1 per year
COURSE CONTENT—How to secure that much desired custom-made effect is one of the purposes of this course. Complicated fashion designs, involving more difficult sewing and cutting problems are included. Selection of materials and choice of becoming design is given emphasis. Techniques for sewing on blends and man-made fabrics are introduced in connection with the study of the new fabrics on the market. Fitting problems are a definite part of the course. Garments are chosen from the following: one-piece or two-piece dresses, dinner dresses, formal and robes. This course is for the advanced student.

CLOTHING VI
(Tailoring I)
LENGTH OF COURSE—24 weeks
Monday or Wednesday, 6:30 p.m. to 9:30 p.m.
FEE—(in addition to registration fee) $1 per year
COURSE CONTENT—This course is for the advanced student. The use of many of the techniques which tailors use in making a man's suit are applied to the construction of women's tailored garments. Emphasis is given to fabric selection for the garment and the selection and application of interfacings, interlining and linings. Particular attention is focused on the moulding and handling of the fabric. Garments to be made are suits and coats.

CLOTHING VIII
(That Made-to-Order Look)
LENGTH OF COURSE—24 weeks
Thursday, 6:30 p.m. to 9:30 p.m.
Pre-requisite: Completion of Clothing VI
FEE—(in addition to registration fee) $1 per year
COURSE CONTENT—Review of procedures covered in Clothing VI are given. Greater emphasis is put upon detail, such as pocket types, worked buttonholes and construction details. Suits and coats are the garments to be made.

MILLINERY I
LENGTH OF COURSE—24 weeks
Monday, Tuesday or Thursday, 7:00 p.m. to 9:00 p.m.
FEE—(in addition to registration fee) $2 per year
COURSE CONTENT—This course, for the beginner, includes the fundamental principles and techniques basic to hat making. First project is the covering of a buckram frame. Various types of fabric, felt, flower and feather hats are made as the student progresses. Emphasis is given to construction processes, covering frames, applying head size bands, placing and applying trimming, and veiling. Selection of becoming hats and current styles are featured. Blocking of felts of good quality used felts is included. over simple hat blocks, as well as re-blocking
MILLINERY II
LENGTH OF COURSE—24 weeks
Wednesday, 7:00 p.m. to 9:00 p.m.
FEE—(In addition to registration fee) $2 per year
COURSE CONTENT—This course is planned for
the student who has had Millinery I, and is ready
for more advanced problems. More difficult prob­
lems employing a wider variety of millin­ery pro­
cesses are given. The student has an opportunity
to gain more knowledge regarding feath­er, flow­
ner, and ribbon trimmings, and the uses of these trim­
mings, 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.

FUR REMODELING
LENGTH OF COURSE—24 weeks
Wednesday, 7:00 p.m. to 9:00 p.m. or Friday,
7:00 p.m. to 9:30 p.m.
FEE—(In addition to registration fee) $1 per year
COURSE CONTENT—Making over fur coats, re­styling
and remodeling the fur garment are two
features of this course. Putting fur collars on
costs and suits, and mending rips are also in­
cluded. The actual work is done in the class
under the instruction of an expert in fur work.

HOME IMPROVEMENT
DRAPERIES AND LAMPSHADES
LENGTH OF COURSE—24 weeks
Thursday, 7:00 p.m. to 9:00 p.m.
FEE—(In addition to registration fee) $1
COURSE CONTENT—Curtains and draperies are
studied from the standpoint of fabrics, styles,
colors, patterns, relation to architectural features,
kinds of windows and to the color and material of
str. Emphasis is placed upon the tech­
niques of construction for both curtains and dra­
eries suitable for each room in the home. Esti­
mation of yardage is included.
Lampshades—Suggestions for planning a color
scheme are given as well as choosing appropriate
shade (formal or informal). Emphasis is placed
upon construction techniques in making the panel shade, wounding, lining, placing outside and
inside panels, trimming and finishing.

SLIPCOVERS
LENGTH OF COURSE—24 weeks
Tuesday, 7:30 p.m. to 9:30 p.m.
Prerequisite: Ability to do plain sewing
FEE—(In addition to registration fee) $1.50 per year
COURSE CONTENT—This includes a study of slip­
covers, their advantages and disadvantages. Sugges­
tions are given on color schemes, choice of
fabrics, estimation of yardage, placing of design,
weave of materials, techniques of cutting, fitting,
pinning and stitching. Emphasis on remaking
upholstery in need of repair before slipcovering is
also included. All projects are completed under
supervision.

UPHOLSTERY I
LENGTH OF COURSE—24 weeks
Wednesday, Thursday or Friday, 6:30 p.m. to
9:30 p.m.
FEE—(In addition to registration fee) $2.50 per year
COURSE CONTENT—This is an introductory course
in simple upholstery techniques. Emphasis is
placed upon proper use and care of tools, web­
ing construction, types and application of sprin­
gs, kinds of fillings and application of fabrics. Care­
ful supervision is given to selection, estimation
and application of fabrics. The first project will
be a footstool or pull-up chair.

UPHOLSTERY II
LENGTH OF COURSE—24 weeks
Monday, 6:30 p.m. to 9:30 p.m.
Prerequisite: Upholstery I
FEE—(In addition to registration fee) $2.50 per year
COURSE CONTENT—Attention will be given to
stitched edges, wire frames, channeling, tufting,
small minor repairs and restyling. Supported
plastics for furniture is introduced in this course.
Projects with greater degree of difficulty are
 undertaken. Channel back chairs, chairs with
 tufting and certain types of large chairs may be
reupholstered. Due to limited space, items such as
davenports and love seats cannot be accepted for
class work. These could be projects for home
work.

KNITTING I
LENGTH OF COURSE—24 weeks
Monday, or Wednesday, or Thursday, 7:00 p.m.
to 9:00 p.m.
Materials required first evening: Pair of No. 3
knitting needles, 10", small ball of yarn, notebook
and pencil
COURSE CONTENT—This course is for beginners or
those who have done little knitting. It will include
fundamentals of knitting. Typical of what could
be made are: scarfs, stoles, simple sweaters and
afghans, mittens and other similar articles.

KNITTING II
LENGTH OF COURSE—24 weeks
Thursday, 7:00 p.m. to 9:00 p.m.
Materials required first evening: Pair of No. 3
knitting needles, 10", small ball of yarn, notebook
and pencil
COURSE CONTENT—This is for the advanced stu­
dent. It will include planning, styling and chart­
ing of garments. The types of garments which may
be made are: sweaters, socks, skirts, blouses, suits
and gloves.

CROCHETING
LENGTH OF COURSE—24 weeks
Wednesday, 7:00 p.m. to 9:00 p.m.
Bring crochet cotton and number 7 hook
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. Suggested articles for class work are: place mats, doilies, holders, afghans, berets and other types of hats, table cloths, bedspreads, lace edging and insertion.

FLOWER ARRANGEMENT I
LENGTH OF COURSE—12 weeks
Tuesday, 7:00 p.m. to 9:00 p.m.
FEE—(In addition to registration fee) $4 per 12 weeks
COURSE CONTENT—Principles of design and technique in the art of flower arrangement will be given. Use of materials which one has at hand will be stressed. Textures, shapes, color, wood, bark, branches and stones will be considered. Types of containers will be stressed.

FLOWER ARRANGEMENT II
LENGTH OF COURSE—24 weeks
Tuesday, 7:00 p.m. to 9:00 p.m.
FEE—(In addition to registration fee) $4 per 12 weeks
COURSE CONTENT—An advanced study in the application of principles of flower arrangement will be given. Emphasis will be placed on the contemporary and Japanese design.

CLASSES AT OTHER CENTERS

CHEROKEE HEIGHTS SCHOOL
Clothing I
Knitting
Cake Decorating
Drapery and Lampshades
Tuesday, 7:30 p.m. to 9:30 p.m.

MIDVALE SCHOOL
Clothing I
Knitting
Thursday, 7:30 p.m. to 9:30 p.m.
Clothing V
Tuesday, 7:30 p.m. to 9:30 p.m.

SCHENK SCHOOL
Cake Decorating I
Clothing I
Clothing IV
Family Life Education
Thursday, 7:30 p.m. to 9:30 p.m.

SHERMAN SCHOOL
Clothing I
Knitting
Tuesday, 7:30 p.m. to 9:30 p.m.
TRADE AND INDUSTRY

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

AUTO BODY
LENGTH OF COURSE—24 weeks
Monday or Wednesday, 6:30 p.m. to 9:30 p.m.
FEE—(in addition to registration fee) $8 Regular Course; $16 for those taking Auto Body Painting only
COURSE CONTENT—Repairing, rebuilding and painting of damaged auto bodies.

AUTOMOTIVE COURSE FOR CONSUMERS
LENGTH OF COURSE—12 weeks
(To be repeated second term.)
Monday, 6:30 p.m. to 9:30 p.m.
FEE—(in addition to registration fee) $3
COURSE CONTENT—This course is designed to familiarize the car owner with the problems of proper and economical care and maintenance of his vehicle.

AUTO MECHANICS I
(Brakes and Engines)
LENGTH OF COURSE—24 weeks
Tuesday, 6:30 p.m. to 9:30 p.m.
FEE—(in addition to registration fee) $3
COURSE CONTENT—This course is designed to cover the theory and servicing of brakes and engines.

AUTO MECHANICS II
(Front Wheel Alignment, Steering, Balancing)
LENGTH OF COURSE—24 weeks
Monday, 6:30 p.m. to 9:30 p.m.
FEE—(in addition to registration fee) $3
COURSE CONTENT—This course is designed to cover the fundamentals and use of wheel alignment and balancing equipment, frame straightening and power steering.

AUTO MECHANICS III
(Electrical Systems and Carburetion)
LENGTH OF COURSE—24 weeks
Tuesday, 6:30 p.m. to 9:30 p.m.
FEE—(in addition to registration fee) $3
COURSE CONTENT—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)
Prerequisite: Journeyman Auto Mechanic
COURSE CONTENT—The instruction is individual and arranged so that it directly applies to the trade, technology, or profession in which the student is seeking aid.

HOME BUILDING AND REMODELING
LENGTH OF COURSE—6 weeks
Starts November 5
FEE—(in addition to registration fee) $1
COURSE CONTENT—Designed for those who are interested in planning small homes or considering remodeling projects. The following units will be covered: Financing a home; appropriate design; building materials; adequate wiring; plumbing, heating and air conditioning; painting and decorating; remodeling problems.

DRAFTING
DRAFTING—ARCHITECTURAL
LENGTH OF COURSE—24 weeks
Wednesday, 6:30 p.m. to 9:30 p.m.
TEXT—Architectural Drafting by J. E. Ray
FEE—(in addition to registration fee) $2
ARCHITECTURAL DRAWING I
COURSE CONTENT—A fundamental course in basic drafting including lettering, geometric constructions, orthographic projection, dimensioning and freehand sketching.
ARCHITECTURAL DRAWING II
COURSE CONTENT—Fundamentals required in planning and drawing a small house plan.

DRAFTING—MECHANICAL
LENGTH OF COURSE—24 weeks
Tuesday and Thursday, 7:00 p.m. to 9:00 p.m.
TEXT—Text suitable for the unit of instruction the student is specializing in
FEE—(in addition to registration fee) $2

DRAFTING I
COURSE CONTENT—A fundamental course in basic drafting including lettering, geometric constructions, orthographic projections, dimensioning and freehand sketching.

DRAFTING II
COURSE CONTENT—Continuation of Drafting I plus cross sections, auxiliary views, pattern layouts, construction of curves, intersections, triangulation, pictorial drawings, screw threads and thread conventions.

DRAFTING III
COURSE CONTENT—A work book course including completion problems, freehand sketching, visualization exercises, auxiliary views, revolutions and sections.

TRADE AND INDUSTRY

ELECTRICITY
LENGTH OF COURSE—12 weeks
(To be repeated second term)
Tuesday and Thursday, 7:00 p.m. to 9:00 p.m.
TEXT—Fundamentals of Electricity by McDougall, Dunlop and Hanson
FEE—(in addition to registration fee) $2
COURSE CONTENT—Fundamentals course designed primarily for maintenance men who need general information in the field of electricity.

RADIO I
LENGTH OF COURSE—12 weeks
Monday and Wednesday 7:00 p.m. to 9:00 p.m.
(To be repeated second term)
TEXT—Elements of Radio by Marcus and Marcus
FEE—(in addition to registration fee) $1
COURSE CONTENT—Theory of receivers.

RADIO II
Prerequisite: Radio I
LENGTH OF COURSE—24 weeks
Tuesday, 6:30 p.m. to 9:30 p.m.
FEE—(in addition to registration fee) $6
COURSE CONTENT—Construction and service of receivers.

TELEVISION I
Prerequisite: Radio I and Radio II or equivalent; ability to pass entrance examination.
LENGTH OF COURSE—12 weeks
Tuesday and Thursday, 6:30 p.m. to 9:30 p.m.
TEXT—Basic Television by Zbar and Schildkrout
FEE—(in addition to registration fee) $5
COURSE CONTENT—Theory and service of TV receivers.

TELEVISION II
Prerequisite: Television I
LENGTH OF COURSE—12 weeks
Second term only
Tuesday and Thursday, 6:30 p.m. to 9:30 p.m.
TEXT—Basic Television, Lab Manual, Zbar & Schildkrout
FEE—(in addition to registration fee) $5
COURSE CONTENT—Theory and service of TV receivers.
GRAPHIC ARTS

DESIGN AND LAYOUT FOR GRAPHIC ARTS

LENGTH OF COURSE—24 weeks

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

FEE—(in addition to registration fee) $2

COURSE CONTENT—Principles of design, type faces, color, copy preparation and book and brochure layout.

TYPESETTING

LENGTH OF COURSE—24 weeks

Tuesday, 8:30 p.m. to 9:30 p.m.

FEE—(in addition to registration fee) $2

COURSE CONTENT—Typesetting, hand, machine, and cold composition techniques.

RELIEF PRESS WORK

LENGTH OF COURSE—24 weeks

Monday, 8:30 p.m. to 9:30 p.m.

FEE—(in addition to registration fee) $2

COURSE CONTENT—Instruction is individual and student may progress at his own rate.

LITHOGRAPHIC PRESS WORK

LENGTH OF COURSE—24 weeks

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

FEE—(in addition to registration fee) $2

COURSE CONTENT—Offset, duplicator, and Harris press.

CAMERA, STRIPPING, AND PLATEMAKING FOR LITHOGRAPHY

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

LENGTH OF COURSE—24 weeks

FEE—(in addition to registration fee) $2

MACHINE TRADES

MACHINE SHOP I

LENGTH OF COURSE—24 weeks

Tuesday and Thursday, 7:00 p.m. to 9:00 p.m.

FEE—(in addition to registration fee) $3

COURSE CONTENT—Covers operation, care and nomenclature of machine tools, use and care of hand tools and precision instruments and the computation and layout for basic machine operations.

MACHINE SHOP II

LENGTH OF COURSE—24 weeks

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

FEE—(in addition to registration fee) $3

COURSE CONTENT—Covers the advanced operations of machine tools, the more difficult layout and transfer methods and computations necessary for advanced machine work.

BLUEPRINT READING—MACHINE TRADES

LENGTH OF COURSE—24 weeks

Tuesday and Thursday, 7:00 p.m. to 9:00 p.m.

FEE—(in addition to registration fee) $2

COURSE CONTENT—Covers the problems in blueprint reading that a machine operator, machinist, or tool and die maker might encounter during the course of his trade.

METAL TESTING AND MEASUREMENT

LENGTH OF COURSE—24 weeks

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

FEE—(in addition to registration fee) $3

COURSE CONTENT—This course covers testing of metal hardness and precision measurement. Such measuring instruments as the Brinnell and Rockwell hardness testers, micrometer, 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 I

LENGTH OF COURSE—12 weeks

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

PHOTOGRAPHY II

LENGTH OF COURSE—12 weeks

Tuesday or Wednesday, 6:30 p.m. to 9:30 p.m.

TEXT—Successful Color Photography by Feininger

FEE—(in addition to registration fee) $5

COURSE CONTENT—Fundamentals of photography, theory of color, composition and the making of color transparencies only.

TEXT—This Is Photography by Miller & Brunmitt

FEE—(in addition to registration fee) $5

COURSE CONTENT—Fundamentals of black and white photography.

SERVICE TRADES

CATERING SPECIALTIES

LENGTH OF COURSE—12 weeks

Tuesday, 5:00 p.m. to 7:00 p.m.

FEE—(in addition to registration fee) $1

COURSE CONTENT—Preparation and servicing of delicate food specialties for buffet and party tables. Assistance in the solution of special food problems, particularly food service for large groups.

TEXT—Basic Refrigeration by King

REFRIGERATION

LENGTH OF COURSE—12 weeks

Tuesday and Thursday, 7:00 p.m. to 9:00 p.m.
WELDING

WELDING I
LENGTH OF COURSE—24 weeks
Monday, 6:00 p.m. to 9:00 p.m.
FEE—(in addition to registration fee) $1 per evening payable in two payments of $12.00 each, at beginning of evening school year and January 4, 1960.
COURSE CONTENT—Fundamentals of electric arc and oxy-acetylene welding in mild steel.

WELDING II (Trade Extension)
Prerequisite—Welding experience of one or more years
LENGTH OF COURSE—24 weeks
Tuesday, 6:00 p.m. to 9:00 p.m.
FEE—(in addition to registration fee) $1 per evening payable in two payments of $12.00 each, at beginning of evening school year and January 4, 1960.
COURSE CONTENT—Designed to prepare welding operators to become qualified pipewelders according to the American Society of Mechanical Engineers Boiler Code, and to prepare for the Wisconsin Industrial Commission certification test on pipe welding sizes 2" to 10" in diameter.

WELDING III (Heliarc and Stainless Steel)
LENGTH OF COURSE—12 weeks
Wednesday, 6:00 p.m. to 9:00 p.m.
FEE—(in addition to registration fee) $12
COURSE CONTENT—Basic training in arc welding stainless steel in all positions, and care of heliarc welding equipment.

Laboratory fees for Trade and Industry courses that are computed on an hourly or evening basis, are refundable from the date of withdrawal to the end of the course. Laboratory fees for absence prior to the date of withdrawal are not refundable.
NATURAL CHILDBIRTH
LENGTH OF COURSE—5 weeks
Monday and Wednesday, 7:00 p.m. to 9:00 p.m.
COURSE CONTENT—Lectures, demonstrations and relaxation exercises which aim to give the expectant mother an understanding of childbirth, thereby eliminating fear.

MOTHERCRAFT
LENGTH OF COURSE—3 weeks
First Tuesday of every month, 7:00 p.m. to 9:00 p.m.
COURSE CONTENT—Prenatal care, diet, hospital procedures, baby care, with related demonstrations and practice.
Madison Vocational
and Adult
School

DAY SCHOOL
CATALOG
1959-1960

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

R. W. Bardwell, Director
211 North Carroll Street
Madison 3, Wisconsin
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GENERAL INFORMATION

The Madison Vocational and Adult School is a public school in which Madison residents above the age of fourteen may enroll.

A registration fee of $2 is charged each person who registers, except those under 18 years of age.

Laboratory fees to cover the cost of supplies used by the student 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. 590 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. Please call the adult attendance desk in case of absence since students are withdrawn if they have more than three consecutive unreported absences.
3. When a student has been withdrawn from class, he reports to Room 138 to secure permission to re-enter class.

STUDENT FINANCIAL AIDS

Financial aids are available to students who are in need of them. Blanks to be filled out to apply for financial assistance are available in the Registration Office.
GUIDANCE AND PLACEMENT

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

The 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.

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 SERVICES

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.

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.

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 by 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 from 8 a.m. to 11:30 a.m. and 1 p.m. to 4 p.m.

TEXT BOOKS

All text books listed in the catalog are to be purchased by the student when requested to do so by the teacher.

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 from 8:00 a.m. to 4:30 p.m.

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 36 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 14 and closes September 3, 1959. Registration blanks may be obtained at the registration office or in the newspaper ad on Sunday, August 28, 1959.

ADVANCE REGISTRATION BY PERSON will be Thursday and Friday, September 10 and 11, 1959, from 8:30 to 11:30 a.m. and from 1:30 to 3:30 p.m.

REGISTRATION DURING THE SCHOOL YEAR from September 14, 1959, to June 17, 1960, 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
1959-60

MAIL REGISTRATION FOR DAY SCHOOL
Monday to Thursday, August 24 to September 3

WORKSHOP FOR SUPERVISORS
Tuesday and Wednesday, September 8 and 9

DAY SCHOOL REGISTRATION
Thursday and Friday, September 10 and 11

MEETINGS OF STAFF AND SUPERVISORS
Saturday, September 12

DAY SCHOOL OPENS
Monday, September 14

MAIL REGISTRATION FOR EVENING SCHOOL
Tuesday, Wednesday, Thursday, September 8, 9, 10

REGISTRATION FOR EVENING SCHOOL
(5 to 8:30 p.m.)
Tuesday and Wednesday, September 22 and 23

MEETING OF EVENING SCHOOL STAFF
Thursday, September 24

EVENING SCHOOL BEGINS
Monday, September 28

DAY AND EVENING SCHOOL CLOSE
(Milwaukee meeting of Wisconsin Education Association and Wisconsin Federation of Teachers)
Thursday and Friday, November 5 and 6

DAY AND EVENING SCHOOL CLOSE
(Thanksgiving vacation)
Thursday and Friday, November 26 and 27

DAY AND EVENING SCHOOL CLOSE
(Christmas vacation)
Saturday to Monday, December 19 to January 4

DAY AND EVENING SCHOOL REOPENS
Monday, January 4

END OF FIRST SEMESTER OF DAY SCHOOL
Friday, February 5

BEGINNING OF SECOND SEMESTER OF DAY SCHOOL
Monday, February 8

DAY SCHOOL CLOSES
(Meeting of Southern Wisconsin Education Association)
Friday, February 19

EVENING SCHOOL CLOSES
Thursday, March 25

DAY SCHOOL Closes FOR SPRING VACATION
(Good Friday, April 15; Easter Sunday, April 17)
Friday to Monday, April 15 to 17

DAY SCHOOL REOPENS
Monday, April 25

DAY SCHOOL CLOSES
(Meeting of Wisconsin Association of Vocational and Adult Education)
Friday, April 29

DAY SCHOOL CLOSES
(Memorial Day)
Monday, May 30

END OF SCHOOL YEAR
Friday, June 17
GENERAL EDUCATION

Academic
Art
Music
ACADEMIC

MATHEMATICS

ALGEBRA I
LENGTH OF COURSE—37 weeks, 5 periods per week
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
LENGTH OF COURSE—18 weeks, 5 periods per week
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
LENGTH OF COURSE—37 weeks, 5 periods per week
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.

TRIGONOMETRY
LENGTH OF COURSE—18 weeks, 5 periods per week
TEXT—Plane Trigonometry by Rosenbach, Whitman and Moskovitz
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
LENGTH OF COURSE—18 weeks, 5 periods per week
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.

ENGLISH

ENGLISH I FOR THE FOREIGN BORN
LENGTH OF COURSE—37 weeks, 6 periods per week; Monday, Wednesday and Friday from 12:52 p.m. to 2:40 p.m.
COURSE CONTENT—A course for those who need basic English for purposes of communications.

ENGLISH II FOR THE FOREIGN BORN
LENGTH OF COURSE—37 weeks, 4 periods per week; Tuesday and Thursday from 12:52 p.m. to 2:40 p.m.
COURSE CONTENT—A course for those who speak some English but who need to improve their knowledge of the language in order to qualify for advanced training or to improve their professional competence.

COMPOSITION AND LITERATURE
LENGTH OF COURSE—37 weeks, 5 periods per week
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.

EFFECTIVE SPEECH
LENGTH OF COURSE—37 weeks, 5 periods per week
TEXT—How to Make a Speech by Lawrence H. Mount and Celia Denues; 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 conduct a conference; parliamentary procedure.

HISTORY

UNITED STATES HISTORY
LENGTH OF COURSE—37 weeks, 5 periods per week
TEXT—America's History by Todd and Curti
COURSE CONTENT—This course is designed to teach an understanding and appreciation of our American heritage by tracing the development of our people and institutions through successive stages. There are nine units of work and students are permitted to proceed through the course at their own speed. An examination is given at the end of each unit and also at the end of the course. The material covered is equivalent to two semesters of work.
DRIVER EDUCATION

DRIVER TRAINING
LENGTH OF COURSE—6 weeks
TEXT—How to Drive, American Automobile Association
FEE—(in addition to registration fee) $20.00
COURSE CONTENT—Training is given in a standard or automatic transmission automobile. 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 he completes 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.
Lecture and discussion—Mondays from 1 p.m. to 3 p.m.
Behind the Wheel training—Classes run from 8 a.m. to 10 a.m., 10 a.m. to 12 noon, and from 1 p.m. to 3 p.m. Monday through Friday.

ART

ART METAL AND ENAMELING
LENGTH OF COURSE—18 weeks, 3 hours per week
FEE—(in addition to registration fee) $1.50 per semester
COURSE CONTENT—Design processes and techniques as applied to copper, brass and aluminum. Project chosen for execution will give students the fundamental processes as to behavior of non-ferrous metals, piercing, soldering, etching, oxidizing and finishing. In addition bowls and similar projects can be enameled. Students pay for materials used.

CERAMICS
LENGTH OF COURSE—18 weeks, 4 or 8 hours per week
FEE—(in addition to registration fee) $1.50 per semester for each class day enrolled
COURSE CONTENT—An elementary course which includes processes in the making of pottery. Finch method, slab method, free form building, hammock pottery, coil method of building and throwing on hand-potters wheel. Application of commercial glazes. Mixing and testing glazes made in the laboratory. Placing and firing the kiln.

CHAIR CANING
LENGTH OF COURSE—18 weeks, 2, 4 or 8 hours per week
FEE—(in addition to registration fee) $1.50 per semester for each class day enrolled. Materials to be purchased by the student
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 materials used.

GENERAL EDUCATION

DRIVER EDUCATION

DRIVER TRAINING
LENGTH OF COURSE—6 weeks
TEXT—How to Drive, American Automobile Association
FEE—(in addition to registration fee) $20.00
COURSE CONTENT—Training is given in a standard or automatic transmission automobile. 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 he completes 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.
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LENGTH OF COURSE—18 weeks, 3 hours per week
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CERAMICS
LENGTH OF COURSE—18 weeks, 4 or 8 hours per week
FEE—(in addition to registration fee) $1.50 per semester for each class day enrolled
COURSE CONTENT—An elementary course which includes processes in the making of pottery. Finch method, slab method, free form building, hammock pottery, coil method of building and throwing on hand-potters wheel. Application of commercial glazes. Mixing and testing glazes made in the laboratory. Placing and firing the kiln.

CHAIR CANING
LENGTH OF COURSE—18 weeks, 2, 4 or 8 hours per week
FEE—(in addition to registration fee) $1.50 per semester for each class day enrolled. Materials to be purchased by the student
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 materials used.

COMMERICAL ART

COMMERCIAL ART
LENGTH OF COURSE—18 weeks, 2, 4 or 6 hours per week
FEE—(in addition to registration fee) $1.50 per semester for each class day enrolled
COURSE CONTENT—Freehand and mechanical perspective, techniques for advertising art, lettering for reproduction, job analysis and preparation.

DESIGN
LENGTH OF COURSE—18 weeks, 3 or 6 hours per week
FEE—(in addition to registration fee) $1.50 per semester for each class day enrolled
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.

DRAWEING
(Experienced and Advanced)
LENGTH OF COURSE—18 weeks, 3, 6, 9 or 12 hours per week
FEE—(in addition to registration fee) $1 per semester
COURSE CONTENT—Instructional problems 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
LENGTH OF COURSE—18 weeks, 3 hours per week
FEE—(in addition to registration fee) $3 per semester
COURSE CONTENT—Analysis of structure, proportion, action, rhythm and balance. Long and short poses from the model. Mediums: charcoal pencil and wash.

GENERAL CRAFTS
LENGTH OF COURSE—18 weeks, 3, 6, 9 or 12 hours per week
FEE—(in addition to registration fee) $1.50 per semester for each class day enrolled
COURSE CONTENT—Leather Craft (tooling and carving), Block Printing, Textile Printing (stencil and silk screen method).
INTERIOR DECORATION
LENGTH OF COURSE—36 weeks, 2 hours per week.
FEE (in addition to registration fee) $3 per semester.
COURSE CONTENT—Constructional elements for more beautiful and functional homes. Study of backgrounds—floors, walls, ceilings; window treatment; color; lighting; furniture selection and arrangement; accessories and illumination. Includes lectures, discussions of individual home problems, and field trips.

PAINTING
LENGTH OF COURSE—18 weeks, 3 or 6 hours per week.
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.

PAINTING
LENGTH OF COURSE—18 weeks, 3 or 6 hours per week.
FEE (in addition to registration fee) $1.50 per semester for each class day enrolled.
COURSE CONTENT—Constructional elements for more beautiful and functional homes. Study of backgrounds—floors, walls, ceilings; window treatment; color; lighting; furniture selection and arrangement; accessories and illumination. Includes lectures, discussions of individual home problems, and field trips.

LAYOUT AND ADVERTISING DESIGN
LENGTH OF COURSE—18 weeks, 4 hours per week.
FEE (in addition to registration fee) $2 per semester.
COURSE CONTENT—A fundamental course especially for those training for careers in commercial art and related fields such as printing; problems in design of advertising layouts, lettering, type analysis, copy interpretation—color theory and advertising trends are included.

LAPIDARY
LENGTH OF COURSE—18 weeks, 3 or 6 hours per week.
FEE (in addition to registration fee) $1.50 per semester.
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; pacing and firing the kiln.

PAINTING
LENGTH OF COURSE—18 weeks, 3 or 5 hours per week.
FEE (in addition to registration fee) $1.50 per semester for each class day enrolled.
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.
CREATIVE WEAVING AND DRAFT WRITING
LENGTH OF COURSE—18 weeks, 3 hours per week.
Wednesday 9:00 a.m. to 12:06 p.m.
FEE—(in addition to registration fee) $1 per semester.
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 texture.

MUSIC

POPULAR PIANO THROUGH KEYBOARD HARMONY
LENGTH OF COURSE—37 fifty minute periods.
Tuesday 9:24 a.m. and Wednesday 2:40 p.m.
TEXT—Modern Piano by Lee Sims
FEE—(in addition to registration fee) $1 per lesson, payable nine weeks in advance.
COURSE CONTENT—This course is designed for students having some knowledge of piano and consists of learning popular music, chords, creating necessary breaks, etc. Also valuable to classic music students, since it provides reading short cuts and helps create a technique usually ignored by other methods. A practical course, students learning to do their own arranging.

PIANO I
(Beginners)
LENGTH OF COURSE—37 fifty minute periods.
Monday 8:30 a.m., and 9:24 a.m. Tuesday 12:52 p.m.; Wednesday 9:30 a.m. and 12:52 p.m.; Thursday 12:52 p.m.
FEE—(in addition to registration fee) $1 per lesson, payable nine weeks in advance.
COURSE CONTENT — Fundamentals, easy solo pieces.

PIANO II
(Intermediate)
LENGTH OF COURSE—37 fifty minute periods.
Monday 9:24 a.m. Tuesday 10:18 a.m.; Wednesday 10:18 a.m.
FEE—(in addition to registration fee) $1 per lesson, payable nine weeks in advance.
COURSE CONTENT—A refresher course for students with some previous training.

PIANO III
(Advanced)
LENGTH OF COURSE—37 fifty minute periods.
Monday 10:18 a.m. and 2:40 p.m.; Wednesday 10:18 a.m.
FEE—(in addition to registration fee) $1 per lesson, payable nine weeks in advance.
COURSE CONTENT—Exercises, individual solo pieces, for students not interested in popular music.

BUSINESS EDUCATION

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

ACCOUNTING I
(Elementary)
LENGTH OF COURSE—18 weeks, 5 days per week
COURSE CONTENT—This course covers the fundamental 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
(Partnership and Corporation)
LENGTH OF COURSE—18 weeks, 5 days per week
TEXT—College Accounting, Sixth Edition, Sherwood, Carson and Boling, Bryant and Wood Wholesale mercantile practice set
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
(Industrial)
LENGTH OF COURSE—18 weeks, 5 days per week
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
(Intermediate)
LENGTH OF COURSE—18 weeks, 5 days per week
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
(Advanced)
LENGTH OF COURSE—18 weeks, 5 days per week
TEXT—Principles of Cost Accounting, Sherwood and Chance.
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 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
(Elementary)
LENGTH OF COURSE—18 weeks, 5 days per week
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.
Prerequisite, Accounting III or its equivalent.

ACCOUNTING VII
(Income Tax)
LENGTH OF COURSE—18 weeks, 5 days per week
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.
Prerequisite, Accounting III or its equivalent.

BOOKKEEPING
(Elementary)
LENGTH OF COURSE—18 weeks, 5 days per week
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 I
LENGTH OF COURSE—18 weeks, 5 days per week
TEXT—Arithmetic Skill Builder

COURSE CONTENT—For those who are weak in arithmetic. Aims to prepare the student for a general clerical position. Objective is to develop the ability to perform the fundamental operations in arithmetic with a high degree of accuracy; produce results with reasonable speed; establish habit of forming clear, properly placed figures in uniform size; emphasis on business forms, neatness and ease of interpretation of work methods of proof; also practical application of common business forms.

BUSINESS ARITHMETIC II
LENGTH OF COURSE—18 weeks, 5 days per week
TEXT—College Business Arithmetic by J. Marshall Hanna

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, percentages, practical short methods, bank discounts, trade and cash discounts, profit and loss and payrolls.

ADVANCED BUSINESS MATHEMATICS AND PROJECTS
LENGTH OF COURSE—18 weeks, 5 days per week
TEXT—Problems and Projects by J. Marshall Hanna

COURSE CONTENT—This course is only for students who have satisfactorily completed the basic business arithmetic courses. 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, consolidation 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)
LENGTH OF COURSE—18 weeks, 5 days per week
TEXT—Principles of Business Law by Billavco 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)
LENGTH OF COURSE—18 weeks, 5 days per week
TEXT—Economics—Principles and Applications by Dodd-Hasek, Third Edition

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

EMPLOYMENT PRACTICES
(Second Semester)
LENGTH OF COURSE—18 weeks, 5 days per week
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 AND CONTROL
(First Semester)
LENGTH OF COURSE—18 weeks, 5 days per week
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.

OFFICE MACHINES
BURROUGHS SENSIMATIC
(Bookkeeping Machine, Series 100)
LENGTH OF COURSE—2 weeks, 5 days per week
FEE—(in addition to registration fee) $1

COURSE CONTENT—This course involves handling customer and creditor accounts, cash receipts and disbursements, payroll, labor and material reports, statements and journals.

NATIONAL CASH REGISTER
(Bookkeeping Machine, Class 31)
LENGTH OF COURSE—2 weeks, 5 days per week
FEE—(in addition to registration fee) $1

COURSE CONTENT—Prerequisite: Ability to operate a typewriter. This course involves the procedures involved in handling accounts receivable, accounts payable, payroll and sales distribution.
MONROE BOOKKEEPING MACHINE
LENGTH OF COURSE—1 week, 5 days per week
FEE—(in addition to registration fee) $1
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 entire cycle.

IBM KEY-PUNCH MACHINE
(Alphabetic and Numeric Keyboard)
LENGTH OF COURSE—4 weeks, 5 days per week
FEE—(in addition to registration fee) $3
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)
LENGTH OF COURSE—15 weeks, 5 days per week
FEE—(in addition to registration fee) $1
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)
LENGTH OF COURSE—6 weeks, 5 hours per week
FEE—(in addition to registration fee) $1
COURSE CONTENT—This course covers addition and various methods of multiplication, subtraction, and division. The course is 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)
LENGTH OF COURSE—4 weeks, 5 hours per week
FEE—(in addition to registration fee) $1
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.

SECRETARIAL MACHINES
DUPLICATING MACHINES
(Mimeograph and Ditto)
LENGTH OF COURSE—2 weeks, 5 hours per week
FEE—(in addition to registration fee) $1
COURSE CONTENT—The Mimeograph and Ditto Machines course is designed to give students an adequate working knowledge of both types of machines. Mimeograph instruction includes planning and layout; the cutting of stencils; the use of the mimeoscope, various stylus, screen plates, lettering guides; various methods of correcting errors and patching; and the use of colored inks. The running of copies; operation and care of the machine; and the filling of stencils for future reference. Instruction for the Ditto machine includes preparation of master copies, use of carbons and the running of copies on the liquid process machine. Prerequisite: Minimum typing speed of 40 words per minute.

TRANSCRIBING MACHINES
(Dictaphone, Ediphone and Gray Audograph)
LENGTH OF COURSE—2 weeks, 5 hours per week
FEE—(in addition to registration fee) $1
COURSE CONTENT—Designed to train students to become experienced operators on the Dictaphone, Ediphone and Gray Audograph. Each operator transcribes a prescribed set of permanent practice records on all machines. Instruction is also given on the dictating and shaving machines. Prerequisite: Minimum typing speed of 50 words per minute.

SECRETARIAL BUSINESS CORRESPONDENCE
(Second Semester)
LENGTH OF COURSE—18 weeks, 5 days per week
TEXT—College Business Correspondence by Charles G. Reigner
COURSE CONTENT—The development of the skill of writing effective business letters and human relations letters is the basic purpose of this course. The study includes the review of the mechanical make-up of a letter, and the composition of the standard types of business letters, order letters, acknowledgments, inquiry letters, credit and collection letters, adjustments, letters of application, and data sheets. The following human relations letters are stressed: invitations, letters of introduction, making reservations, and letters of condolence and sympathy. Spelling lists supplement the words included in the text.

BUSINESS ENGLISH
(Advanced Grammar) (First Semester)
LENGTH OF COURSE—18 weeks, 5 days per week
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
LENGTH OF COURSE—8 weeks, 5 days per week TEXT—Progressive Filing by Gilbert Kahn and Theodore Yegan.
FEE—(in addition to registration fee) $1
COURSE CONTENT—Simplified rules of indexing, coding, and filing are applied in the alphabetizing of cards and miniature letters. Alphabetic, variex, 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.

OFFICE PRACTICE AND PROCEDURES
LENGTH OF COURSE—8 weeks, 5 days per week TEXT—Stenographers Reference Manual by Larson and Koebele.
FEE—(in addition to registration fee) $1
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) 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.

SHORTHAND I
COURSE CONTENT—A continuation of the advanced dictation course is open to advanced students who wish to obtain a highly specialized shorthand vocabulary of business terms. The dictation speed is between 50 and 125 words per minute on a five minute basis.

ADVANCED DICTATION
LENGTH OF COURSE—18 weeks, 5 days per week TEXT—Expert Shorthand Speed Course, Simplified Edition by Blancard, Zoubek.
FEE—(in addition to registration fee) $1
COURSE CONTENT—For advanced dictation students. The objective is the development of shorthand power through sustained dictation at high rates of speed. Emphasis is placed on the writing of advanced phrases and the building of a shorthand vocabulary of business terms. The dictation speed is between 75 to 90 words a minute.

TECHNICAL DICTATION
LENGTH OF COURSE—18 weeks, 5 days per week TEXT—Typing Simplified by Leslie and Pepe
FEE—(in addition to registration fee) $1
COURSE CONTENT—This course is open to advanced students who wish to obtain a highly specialized vocabulary in the legal and medical fields.

TYPEWRITING I
LENGTH OF COURSE—18 weeks, 5 days per week TEXT—Typing Simplified by Leslie and Pepe
FEE—(in addition to registration fee) $1
COURSE CONTENT—This course is open to advanced students who wish to obtain a highly specialized vocabulary in the legal and medical fields.

TYPEWRITING II
LENGTH OF COURSE—18 weeks, 5 days per week TEXT—Typing Simplified by Leslie and Pepe
FEE—(in addition to registration fee) $1
COURSE CONTENT—A continuation of the advanced dictation course is open to advanced students who wish to obtain a highly specialized vocabulary of business terms. The dictation speed is between 50 and 125 words per minute on a five minute basis.
DISTRIBUTIVE EDUCATION

(Training for Sales People)

SALESMANSHIP
LENGTH OF COURSE—18 weeks, 5 periods per week
TEXT—Fundamentals of selling, Whigato and Nolan
COURSE CONTENT—Functions of selling: basic knowledge needed in selling; the seller; the sales transaction; special media for selling; selling policies; selling oneself.

CONTACT SELLING
LENGTH OF COURSE—18 weeks, 5 periods per week
TEXT—Questions and answers on modern selling techniques, Charles B. Richert
COURSE CONTENT—How to develop a selling personality; how to teach yourself to sell; how to find prospects; how to forestall or handle resistance; how to get the order; how to manage your selling minutes; how to get, build, and keep customers; how to handle complaints and tick price; how to live and work with other salesmen; how to get along with your supervisors; how to underwrite your selling future.

STORE ORGANIZATION AND MANAGEMENT
LENGTH OF COURSE—18 weeks, 5 periods per week
TEXT—Retailing Principles and Practice, G. H. Richert
COURSE CONTENT—Careers in retailing; origin and development of retailing; channels of distribution; store location, structure, layout, and equipment; store organization; the retail salesperson; knowledge of merchandise; merchandise study; fashions; buying, receiving and pricing the goods; stock control; stock turnover; advertising; window and interior display; credits and collections; store finance and accounting; store services; personnel management.

ADVERTISING
LENGTH OF COURSE—18 weeks, 3 periods per week
TEXT—Fundamentals of Advertising and Workbook by Biesang-Tate
COURSE CONTENT—Advertising in relationship to distribution of merchandise and services; physical structure of advertisements; layouts; printing, photo engraving; relative values of various media for advertising; newspapers, magazines, radio, television, dealers' displays, outdoor advertising, cor coris.

CREDITS AND COLLECTIONS
LENGTH OF COURSE—18 weeks, 3 periods per week
TEXT—Retail Credit Fundamentals, C. W. Phelps
COURSE CONTENT—Importance of credit: double checking credit plan; types of credit; safeguards in granting credit; reducing merchandise returns; handling complaints; reviving inactive accounts; effective collection methods: rehabilitating delinquent accounts.

AMERICAN INSTITUTIONS
LENGTH OF COURSE—18 weeks, 3 periods per week
TEXT—Modern Society, Biesang
COURSE CONTENT—American Institutions represent the inter-relationship of social, economic and political institutions. They are the constituent segments of our great commonwealth. Specifically this study represents the relationship of the individual to the state and nation.

HUMAN RELATIONS
LENGTH OF COURSE—18 weeks, 2 hours per week
TEXT—Human Behavior In Industry, by Finlay-Sartain-Tate
COURSE CONTENT—Human relations problems on job situations. Fundamental principles of good human relations. A realistic look at people on the job and what makes them act and tick as they do.

BUSINESS LAW
LENGTH OF COURSE—18 weeks, 5 periods per week
TEXT—Fundamentals of Business Law, J. F. Christ
COURSE CONTENT—The formation of contracts; unenforceable agreements; contractual agreements; obligations; law of agents; partnership; corporations; personal property; insurance; negotiable instruments.

HOSTESS (WAITRESS) TRAINING
LENGTH OF COURSE—8 weeks, 2 hours per week
TEXT—Manual On Waitress Training
COURSE CONTENT—Personal development; types of menus; equipment and its care; giving and receiving orders; serving the customer; observations in a restaurant.
RETAILING INSTITUTE  
(One-year Course)  
See separate brochure  

INSURANCE  
Life and General  
See separate brochure  

HOMEMAKING  

Family Development  
Foods and Nutrition  
Clothing and Textiles
FAMILY DEVELOPMENT

FAMILY LIFE EDUCATION I
(Constructive Discipline)
LENGTH OF COURSE—12 weeks, 2 hours a week.
1st semester
COURSE CONTENT—The purpose of this course is to help parents develop a sound philosophy of individual and group responsibility. Methods for the guidance of children in their growth toward self-control and intelligent self direction are given. Some of the highlights of the course are: goals of discipline in a democratic society; characteristics of good authority; specific means by which goals may be accomplished; results which may be expected.

FAMILY LIFE EDUCATION II
(Vitalizing Family Living)
LENGTH OF COURSE—12 weeks, 2 hours a week.
2nd semester
COURSE CONTENT—This course is planned to enable parents to develop more satisfying and meaningful family relationships. Topics for discussion are: consideration of needs and desires of family members: responsibilities and contributions of each member; safeguarding rights and privileges of parents as well as of children; building a sense of family loyalty; enjoyment resulting from being part of a family.

HOSPITALITY AND TABLE
ACCESSORIES
LENGTH OF COURSE—19 weeks, 2 hours, once a week
FEE—(in addition to registration fee) $1 per semester
COURSE CONTENT—This course is planned for anyone who is interested in learning more about the art of entertaining and being a successful, gracious hostess. It will include table setting for all occasions; arrangement of table for teas and buffet meals; flower arrangement; selection of china, silver and crystal.

FAMILY ECONOMICS
LENGTH OF COURSE—19 weeks, 2 hours, once a week
COURSE CONTENT—This course is planned for anyone who is interested in a plan for spending or using income. It will apply to family spending and to individual spending. Highlights of the course are: estimating income; deciding on kind of spending plan; gaining cooperation and interest of all family members; planning for necessities and for emergencies; planning for retirement; record keeping; children’s spending; spending the food dollar, the clothing dollar, the health dollar, the home furnishing dollar and the recreation dollar. This is a lecture and discussion course.

WORK SIMPLIFICATION—(HEART KITCHEN)
LENGTH OF COURSE—8 weeks, 2 hours per week
COURSE CONTENT—Demonstrations and principles of methods of saving time and energy, including: principles of good kitchen arrangements; improving storage areas in home; correct posture in household jobs; analysis of household tasks to save time and energy; new techniques for bed-making, laundry, ironing; time planning; good use of tools.

This course is planned for heart patients, handicapped homemakers, or any homemaker interested in simplifying her work.

Registration—in Heart Kitchen

WORK SIMPLIFICATION FOR THE HANDICAPPED HOMEMAKER
(Heart Kitchen Course—To be given at the Wisconsin Neurological Foundation)
LENGTH OF COURSE—8 weeks, 1 hour a week
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; principles of good storage: house cleaning methods; new techniques for bed-making, ironing, and laundry.

FLOWER ARRANGEMENT
LENGTH OF COURSE—18 weeks, 2 hours a week.
FEE—(in addition to registration fee) $4 per semester
COURSE CONTENT—Principles of design and the technique of flower arrangement is offered. Emphasis will be placed on the mechanics of flower arrangement, selection of containers, care and preparation of plant material. This class attempts not only to help beginners but also to enlarge the understanding of advanced students. Fresh flowers and foliage are provided for class members so that they may practice making actual arrangements during the activity period.

FOODS AND NUTRITION

Foods I
(Meals for Today’s Pace)
LENGTH OF COURSE—18 weeks, 3 hours per week.
1st semester only
FEE—(in addition to registration fee) $4 per semester
COURSE CONTENT—Meals in the modern way suggest new methods in cooking; streamlining cooking processes; use of frozen foods; comparison of commercial mixes with home mixes; cooking to retain vitamins and minerals; planning of balanced meals. This is a
practical course planned around the family meals: breakfast, lunch, and dinner. It will include something in quick breads, vegetables, salads, casserole dishes, meats, sandwiches, and simple desserts. Several lessons will be devoted to distinctive cookery through the use of herbs.

FOODS II
(Food Fancies)
LENGTH OF COURSE—19 weeks, 3 hours per week, 1st semester only
FEE—(in addition to registration fee) $3 per semester
COURSE CONTENT—Dinner, luncheon and main course salads are included, using various combinations of vegetables, fruits, fish and meat. Many types of salad dressings are made. Emphasis is given to the use of salads in the diet. A wide variety of casseroles are made from meat, vegetables, fish, chicken and leftovers. Quick casseroles and more elaborate ones are included for buffet entertaining.

Modern up-to-date methods of preparing cakes are stressed, including butter and sponge types. A variety of new, unusual cakes with various kinds of frostings and toppings are a part of this unit. Christmas baking is given prior to the holiday season.

FOODS III
(Baking, Pastry and Unusual Desserts)
LENGTH OF COURSE—18 weeks, 3 hours a week, 2nd semester
FEE—(in addition to registration fee) $3 per semester
COURSE CONTENT—Quick breads such as banana, date, nut and fruit breads are considered first. Then comes the modern, streamlined method of making yeast breads, including white, whole wheat and special breads. Varieties of dinner and sweet rolls are featured. Commercial mixes and homemade mixes are compared. The pastry unit includes principles of pastry preparation; digestibility; place in family meals and for special occasions. One shell, two-crust and individual pies are made. Party desserts are featured, such as meringues, baked Alaska, tortes, refrigerator and frozen desserts. Attractive service is stressed.

FOODS IV
(Meat Cookery, Creative Cookery)
LENGTH OF COURSE—19 weeks, 2½ hours, once a week, 1st semester only
FEE—(in addition to registration fee) $3 per semester
COURSE CONTENT—Purchase, storage and preparation of meats, poultry and fish constitute the first half of this course. Methods of preparation to make the most of the nutritive value are basic. Budget stretching, uses of meat extenders and leftovers are stressed. Holiday cookery of poultry is given. Attractive service, garnishes, the choice of vegetables and accompaniments for the meat and fish are suggested. Maximum use is made of the home freezer for storage of meats, vegetables and prepared dishes for convenience, efficiency and economy.

Creative Cookery designed for the discriminating and experimental cook, is offered the last nine weeks. The use of unusual seasonings and herbs is stressed. Regional foods and foreign cookery is included. An opportunity for the imaginative person to try new and unusual combinations of foods and to create dishes of gourmet quality is a feature of the course.

FOODS V
(Hospitality Cookery)
LENGTH OF COURSE—18 weeks, 2½ hours, once a week
FEE—(in addition to registration fee) $4 per semester
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)
LENGTH OF COURSE—19 weeks, 2 hours, once a week
FEE—(in addition to registration fee) $4 per semester
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 decorated. The making of marzipan is featured prior to the holiday season.

FOODS VII
(Cake Decorating II, 2nd semester only)
LENGTH OF COURSE—18 weeks, 2 hours, once a week
FEE—(in addition to registration fee) $4 per semester
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 use 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.
HOMEMAKING

FOODS VIII
(Count your Calories and Like It and Slimming Meals)
LENGTH OF COURSE—18 weeks, 2 ½ hours once a week
FEE—(in addition to registration fee) $3 per semester
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.

LOW SODIUM DIET COOKERY COURSE
(Heart Kitchen)
LENGTH OF COURSE—6 weeks, 2 hours per week
COURSE CONTENT—Fundamentals of low sodium cooking including: explanation of diet, menu planning, preparation of low sodium meals, modifying old and new recipes, use of herbs and spices, individual conferences as desired.
Any homemaker with a diet prescription for herself or any member of her family may enroll.
Registration—In Heart Kitchen

CLOTHING AND TEXTILES

CLOTHING I
(Firsts in Sewing)
LENGTH OF COURSE—18 weeks 1st semester, 18 weeks 2nd semester, 4 hours once a week
FEE—(in addition to registration fee) $1 per semester
COURSE CONTENT—First lessons in sewing include the construction of a wool skirt, (fitted or gently flared), a simple blouse and a cotton dress, with a set-in sleeve and waistline seam. Streamlined methods of clothing construction are taught. Emphasis is given to care and use of the sewing machine; selection and use of patterns; preparation of fabrics for grain perfection; cutting and fitting garments; basic principles in construction of simple garments. Up-to-date information on new fabrics is made available. Material and pattern should not be purchased until after attendance at first class.

CLOTHING II
(Children's Garments)
LENGTH OF COURSE—19 weeks, 1st semester, 2 ½ hours once a week, 18 weeks, 2nd semester, 2 ½ hours once a week
FEE—(in addition to registration fee) $1 per semester
COURSE CONTENT—This course consists of a study of special problems in the selection and construction of children's garments. Selection of suitable patterns and fabrics for all types of garments will be considered with emphasis on new textiles with wash and wear characteristics. The Bishop method of construction is followed. Special attention will be given to worked and tailored buttonholes, plackets and zippers, making and applying collars, plackets, Decorative stitches, such as smocking are given. A wide variety of garments may be made—from play clothes to dressy clothes and coats.

CLOTHING III
LENGTH OF COURSE—19 2-period sessions
FEE—(in addition to registration fee) $1 a semester
COURSE CONTENT—Dependent on student's interest and needs.

CLOTHING IV
(Casual Clothes)
LENGTH OF COURSE—19 weeks, 1st semester, 4 hours a week, 18 weeks, 2nd semester, 4 hours a week
PREREQUISITE; Clothing I or its equivalent
FEE—(in addition to registration fee) $1 per semester
COURSE CONTENT—Techniques and subject matter of this course are planned to follow Clothing I or its equivalent. Types of garments to be made—morning, sport or casual dresses, men's shirts or men-tailored women's blouses, slacks, shorts or Bermudas. A wool skirt with a set-in pocket or other complex detail may be made in place of shorts or slacks. How to buy and cut plaids and stripes is introduced in this course. Concise explanations with detailed illustrative material will be used to simplify each step of construction. Fitting of garments and correct use of patterns is stressed. The latest research on new fabrics is included. Patterns and material should not be purchased until after attendance at first class.

CLOTHING V
(That Made-to-Order Look)
LENGTH OF COURSE—19 weeks, 1st semester, 4 hours once a week, 18 weeks, 2nd semester, 4 hours once a week
PREREQUISITE—Completion of Clothing IV or equivalent
FEE—(in addition to registration fee) $1 per semester
COURSE CONTENT—How to secure that much desired custom-made effect is one of the purposes of this course. Complicated fashion designs, involving more difficult sewing and cutting problems are included. Selection of materials and choice of becoming design is given emphasis. Techniques for sewing on blends and man-made fabrics are introduced in connection with the study of the new fabrics on the market. Fitting problems are a definite part of the course. Garments made are chosen from the following: one-piece or two-piece dresses, dinner dresses, formal and robes. This course is for the advanced student.

CLOTHING VI
(Tailoring I)
LENGTH OF COURSE—18 weeks 4 hours once a week
FEE—(in addition to registration fee) $1 per semester
COURSE CONTENT—This course is planned for the advanced student. The use of many of the techniques which tailors use in making a man’s suit are applied to the construction of women’s tailored garments. Emphasis is given to fabric selection for the garment and the selection and application of interfacings, interlinings and linings. Particular attention is focused on the moulding and handling of the fabric. Garments to be made are suits and coats.

CLOTHING VII
(New Models from Old)
LENGTH OF COURSE—18 weeks a semester, 4 hours once a week
PREREQUISITE: Ability and experience in garment construction.
FEE—(in addition to registration fee) $1 per semester
COURSE CONTENT—Evaluation of garment to be remodeled is the first consideration. Preparation of garment for class work and selection of design or pattern to be used are a necessary part of this course. Combination of new material with old is considered.

CLOTHING VIII
(Tailoring II)
LENGTH OF COURSE—18 weeks, 4 hours once a week
PREREQUISITE: Completion of Clothing VI
FEE—(in addition to registration fee) $1
COURSE CONTENT—Review of procedures covered in Clothing VI are given. Greater emphasis is put upon detail, such as pocket types, worked buttonholes and construction details. Suits and coats are the garments to be made.

CLOTHING IX
(Workshop)
LENGTH OF COURSE—18 weeks, 4 hours once a week
PREREQUISITE: Completion of Clothing V
FEE—(in addition to registration fee) $1 per semester
COURSE CONTENT—Students in this class make the necessary adjustments on their basic pattern and construct a muslin model to be used as a guide for further work. Special emphasis is given to fitting problems. Any type of garment, with the exception of coats and suits, may be made.

MILLINERY I
LENGTH OF COURSE—19 weeks, 1st semester, 3 or 4 hours once a week. 18 weeks, 2nd semester, 3 or 4 hours once a week
PREREQUISITE: Basic knowledge of Sewing
FEE—(in addition to registration fee) $1.50 per semester
COURSE CONTENT—This course, for the beginner, includes the fundamental principles and techniques basic to hat making. First project is the covering of a buckram frame. Various types of fabric, felt, flower and feather hats are made as the student progresses. Emphasis is given to construction processes, covering of frames, applying head size bands, placing, and applying trimmings and veils. Selection of becoming hats and current styles are featured. Blocking of felts over simple hat blocks, as well as re-blocking of good quality used felts is included.

MILLINERY II
LENGTH OF COURSE—19 weeks, 1st semester, 3 or 4 hours once a week. 18 weeks, 2nd semester, 3 or 4 hours once a week
PREREQUISITE: Completion of Millinery I
FEE—(in addition to registration fee) $1.50 per semester
COURSE CONTENT—This course is planned for the student who has had Millinery I, and is ready for more advanced problems. More difficult problems employing a wider variety of millinery processes are given. The student has an opportunity to gain more knowledge regarding feather, flower and ribbon trimmings, and the uses of these trimmings, as well as the various uses and ways of applying veiling to each type of hat. New hats, as well as remodeled hats are made.

MILLINERY III
LENGTH OF COURSE—19 weeks, 1st semester, 3 or 4 hours once a week. 18 weeks, 2nd semester, 3 or 4 hours once a week
FEE—(in addition to registration fee) $1.50 per semester
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 is related to millinery, including color schemes, colors for the individual, and seasonal colors are given.
FUR REMODELING I
LENGTH OF COURSE—19 weeks, 1st semester, 3 hours once a week. 18 weeks, 2nd semester, 3 hours once a week.
FEE—(In addition to registration fee) $1 per semester.
COURSE CONTENT—Making over fur coats, restyling and modernizing fur garments are two features of this course. Putting fur collars on coats and suits, and mending rips are also included. The actual work is done in class under the instruction of an expert in fur work.

FUR REMODELING II
LENGTH OF COURSE—19 weeks, 1st semester, 3 hours once a week. 18 weeks, 2nd semester, 2 hours once a week.
FEE—(In addition to registration fee) $1 per semester.
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
LENGTH OF COURSE—19 weeks, 1st semester, 4 hours once a week. 18 weeks, 2nd semester, 4 hours once a week.
PREREQUISITE—Ability to do plain sewing.
FEE—(In addition to registration fee) $1 per semester.
COURSE CONTENT—This includes a study of slipcovers, their advantages and disadvantages. Suggestions are given on color schemes, choice of fabrics, estimation of yardage, placing of design and weave of materials, techniques of cutting, fitting, pinning, and stitching. Emphasis on resewing cushions in need of repair before slipcovering is also included. All projects are completed under supervision.

UPHOLSTERY I A
LENGTH OF COURSE—18 weeks, 4 hours once a week.
PREREQUISITE—Upholstery I B.
FEE—(In addition to registration fee) $2 per semester.
COURSE CONTENT—A study of fabrics and art principles as applied to furniture will be emphasized. More difficult projects, involving separate cushions, stitched edges, restyling through use of fillings, use of various trims and finishes on lounge chairs, cagewell and platform rockers will be undertaken. Current trends in fillings, styles and fabrics are studied. All projects are under constant supervision, with emphasis on selection, estimation and application of fabric used.

UPHOLSTERY I I
LENGTH OF COURSE—18 weeks per semester, 4 hours each week, or 36 weeks, 8 hours per week.
PREREQUISITE: Upholstery I A.
FEE—(In addition to registration fee) $2 per semester; $4 per semester twice a week.
COURSE CONTENT—Attention will be given to stitched edges, to wire frames, channeling, tufting, small minor repairs and restyling. Supported plastics for furniture is introduced in this course. Projects with greater degree of difficulty are undertaken. Channel back chairs, chairs with tufting and certain types of large chairs may be reupholstered. Due to limited space, items as davenports and loveseats cannot be accepted for class work. These could be projects for home work.

DRAPERIES
LENGTH OF COURSE—19 weeks, 1st semester, 3 hours once a week. 18 weeks, 2nd semester, 3 hours once a week.
FEE—(In addition to registration fee) $1 per semester.
COURSE CONTENT—Draperies are studied from the standpoint of fabric, styles, and colors. Emphasis is placed upon proper use and care of tools, webbing construction, types and applications of springs, kinds of fillings and application of fabrics. Careful supervision is given to selection, estimation and application of fabrics. The first project will be a footstool or pull-up chair.

LAMPSHADES
LENGTH OF COURSE—19 weeks, 1st semester, 3 hours a week. 18 weeks, 2nd semester, 3 hours a week.
FEE—(in addition to registration fee) $1 per semester.

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 retrimmmed. 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
LENGTH OF COURSE—19 weeks 1st semester, 3 hours once a week; 18 weeks 2nd semester, 3 hours once a week.
MATERIALS REQUIRED—Bring crochet cotton and No. 7 hook.
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. Suggested articles for classwork are: Place mats; doilies: holders; afghans; berets and other types of hats; table cloths: bedspreads; lace edging and insertion.

KNITTING I
LENGTH OF COURSE—19 weeks 1st semester, 3 hours once a week; 18 weeks 2nd semester, 3 hours once a week.
MATERIALS REQUIRED—First day, pair of No. 3 knitting needles, 10"; small ball of yarn; note-book and pencil.
COURSE CONTENT—This course is for beginners or those who have done little knitting. It will include fundamentals of knitting. Typical of what could be made are: scarfs, stoles, simple sweaters and afghans; mittens and other similar articles.

KNITTING II
LENGTH OF COURSE—19 weeks 1st semester, 3 hours once a week; 18 weeks 2nd semester, 3 hours once a week.
MATERIALS REQUIRED—First day, pair of No. 3 knitting needles, 10"; small ball of yarn; note-book and pencil.
COURSE CONTENT—This is for the advanced student. It will include planning, styling and charting of garments. The types of garments which may be made are: sweaters, socks, skirts, blouses, suits and gloves.

HOMEMAKER'S CLUB
The Homemaker's Club of our school is open to all Homemakers who are interested. Meetings are scheduled for the third Friday in the month.

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

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

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

SCHENK SCHOOL
Clothing Remodeling—Wednesday p.m.
Fee—$1 per semester

FRANKLIN SCHOOL
Clothing Remodeling—Tuesday p.m.
Fee—$1 per semester
TRADE AND INDUSTRY

Trade Preparatory Courses
Pre-Apprentice
Technical Courses
GRAPHIC ARTS
See Brochure

MACHINE SHOP
LENGTH OF COURSE—74 weeks, 20 fifty-minute periods per week, 2 years
TEXT—Machine Tool Operation, Part 1 and Part 2
Henry D. Burghardt and Aaron Axelrod
FEE—(in addition to registration fee) $10 per day of two periods
COURSE CONTENT—Covers the use of and maintenance of the basic metal cutting machines; also layout procedures, the use of precision instruments, gauges, machine shop trade standards and care of hand tools.

MATHEMATICS
(Applied)
LENGTH OF COURSE—Variable
TEXT—Depending on Subject
COURSE CONTENT—Applied Mathematics relating to the subject in which the student is majoring; individual instruction procedure followed in those cases.

PHOTOGRAPHY
LENGTH OF COURSE—74 weeks, 20 fifty-minute periods per week, 2 school years
TEXT—This is Photography by Thomas H. Miller and Wyatt Burmitt. Commercial Photography by Kenneth McCombs
FEE—(in addition to registration fee) $20 per day of four periods—minimum charge $2 per quarter
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.

SHEET METAL
(Pre-apprentice)
LENGTH OF COURSE—37 weeks, 20 fifty-minute periods per week
TEXT—Sheet Metal Pattern Drafting and Shop Problems by Daugherty
FEE—(in addition to registration fee) $16 per day for four periods
COURSE CONTENT—Basic operations and processes necessary for a young man to establish himself as an apprentice in the sheet metal trade.

RADIO AND TELEVISION TECHNOLOGY
See Brochure
HEALTH AND WELFARE
MOTHERCRAFT
LENGTH OF COURSE—3 two-hour classes repeated every month.
COURSE CONTENT—Prenatal care, diet, hospital procedures, baby care with related demonstrations and practice.

HEALTHFUL LIVING IN THE LATER YEARS
LENGTH OF COURSE—2 hour sessions, once weekly, for 6 weeks (Offered in April)
COURSE CONTENT—Course sponsored by Dane County Medical Association. Discussions follow lectures by physicians.

NATURAL CHILDBIRTH
LENGTH OF COURSE—5 weeks, 2 hours per week. Repeated every 5 weeks
COURSE CONTENT—Lectures, demonstrations and relaxation exercises which aim to give the expectant mother an understanding of childbirth, thereby eliminating fear.

PRACTICAL NURSING
See Brochure. Advance applications required.
Madison Vocational
and Adult
School

EVENING SCHOOL
CATALOG
1959-60

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. 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 4, 1960.

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.

All text books listed in the catalog are to be purchased by the student when requested to do so by the teacher.

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 S2 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 7:00 p.m. to 9:00 p.m. unless otherwise designated. The doors of the building will be locked at 9:30 p.m.

REGISTRATION SCHEDULE

Advance Registration by Mail
Tuesday through Thursday, September 8 through 10, 1959. Mail registration closes September 11.

Advance Registration in Person at the Vocational School
Tuesday and Wednesday, September 22 and 23, 1959, from 5:00 p.m. to 8:30 p.m.

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

TESTING SERVICE AND COUNSELING

The Guidance Office, located in Room 136, 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. 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

Teacher ratings of the student are sent to the Placement Department in Room 136 where an effort is made to place students in positions suitable to aptitudes and skills demonstrated in classroom. Vocational School students who wish to be considered for employment should inform the Placement Office of this fact. The Placement Department has contacts with the various industries and business organizations in the city. Employers place calls with the Vocational School when they need help.

WOMAN'S SERVICE EXCHANGE

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

EVENING SCHOOL CALENDAR 1959-60

Mail registration for evening school
September 8, 9 and 10—Tuesday, Wednesday and Thursday

Registration for evening school
5:00 p.m. to 8:30 p.m.
September 22 and 23—Tuesday and Wednesday

Meeting of evening school staff
September 24—Thursday

Evening school begins
September 28—Monday

Evening School Closes
(Milwaukee meeting of Wisconsin Education Association and the Wisconsin Federation of Teachers)
November 5 and 6—Thursday and Friday

Evening School Closes
(Thanksgiving vacation)
November 26 and 27—Thursday and Friday

Evening School Closes
(Christmas vacation)
December 19 through January 3—Saturday through Sunday

Evening School Reopens
January 4—Monday

Evening School Closes
March 25—Friday
GENERAL
EDUCATION

Academic
Art
Music
ACADEMIC

ALGEBRA I
LENGTH OF COURSE—24 weeks
Monday and Wednesday, 7:00 p.m. to 9:00 p.m.
Tuesday and Thursday, 5:00 p.m. to 7:00 p.m.
TEXT—Progressive First Year Algebra by W. W. Hart
COURSE CONTENT—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
LENGTH OF COURSE—24 weeks
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.
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 credit is given.

GEOMETRY
LENGTH OF COURSE—24 weeks
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.
TEXT—Progressive Geometry by W. W. Hart
COURSE CONTENT—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
LENGTH OF COURSE—24 weeks
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.
TEXT—Plane Trigonometry by Rosenbach, Whitman, Moskovitz
COURSE CONTENT—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
LENGTH OF COURSE—12 weeks
Thursday, 7:00 p.m. to 9:00 p.m.
COURSE CONTENT—PREQUISITE: Knowledge of the English Language (written and oral)
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.

ADVANCED CITIZENSHIP
(see United States Today)

ENGLISH I
LENGTH OF COURSE—24 weeks
Monday and Wednesday, 7:00 p.m. to 9:00 p.m.
Tuesday and Thursday, 7:00 p.m. to 9:00 p.m.
COURSE CONTENT—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
LENGTH OF COURSE—24 weeks
Monday and Wednesday, 7:00 p.m. to 9:00 p.m.
Tuesday and Thursday, 7:00 p.m. to 9:00 p.m.
COURSE CONTENT—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 drills in oral reading, English idioms, spelling, and punctuation.

ENGLISH III
LENGTH OF COURSE—24 weeks
Tuesday and Thursday, 7:00 p.m. to 9:00 p.m.
COURSE CONTENT—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
LENGTH OF COURSE—24 weeks
Monday and Wednesday, 7:00 p.m. to 9:00 p.m.
COURSE CONTENT—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)
LENGTH OF COURSE—12 weeks
Monday and Wednesday, 7:00 p.m. to 9:00 p.m.
COURSE CONTENT—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)
LENGTH OF COURSE—24 weeks
Thursday, 7:00 p.m. to 9:00 p.m.
COURSE CONTENT—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
LENGTH OF COURSE—24 weeks
Thursday, 7:00 p.m. to 9:00 p.m.
COURSE CONTENT—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 to learn.

SHAKESPEARE
LENGTH OF COURSE—24 weeks
COURSE CONTENT—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
LENGTH OF COURSE—24 weeks
Tuesday and Thursday, 7:00 p.m. to 9:00 p.m.
COURSE CONTENT—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
LENGTH OF COURSE—24 weeks
Monday and Wednesday, 7:00 p.m. to 9:00 p.m.
COURSE CONTENT—This 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
LENGTH OF COURSE—24 weeks
Tuesday and Thursday, 7:00 p.m. to 9:00 p.m.
COURSE CONTENT—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

ART METAL AND ENAMELING
LENGTH OF COURSE—24 weeks
Wednesday, 7:00 p.m. to 9:00 p.m.
FEE—(in addition to registration fee) $3
COURSE CONTENT—Design processes and techniques as applied to copper, brass, and aluminum. Project chosen for execution will give students the fundamental processes as to behavior of non-ferrous metals, piercing, soldering, etching, oxidizing and finishing. In addition bowls and similar projects can be enamelled. Students pay for materials used.

BRAIDED RUGS
LENGTH OF COURSE—24 weeks
Monday and Wednesday, 7:00 p.m. to 9:00 p.m.
FEE—(in addition to registration fee) $1
COURSE CONTENT—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
LENGTH OF COURSE—24 weeks
Monday, Wednesday, and/or Friday, 7:00 p.m. to 9:00 p.m.
FEE—(in addition to registration fee) $1.50 per term, for each class night enrolled
COURSE CONTENT—An elementary course executing original designs in clay. Experimentation with clays, glazes, making of chip molds, two and three-part molds, coating, firing and glazing are included in the course. Students pay for materials used.

CHAIR CANING
LENGTH OF COURSE—24 weeks
Tuesday and Thursday, 7:00 p.m. to 9:00 p.m.
FEE—(in addition to registration fee) $3
COURSE CONTENT—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.

DRAWING
LENGTH OF COURSE—24 weeks
Tuesday and Thursday, 7:00 p.m. to 9:00 p.m.
FEE—(in addition to registration fee) $3
COURSE CONTENT—Basic training in structural relationship of form, mass, line, value and perspective from still life and imagination. Fore-shortening 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.

GENERAL CRAFT
LENGTH OF COURSE—24 weeks
Monday and Wednesday, 7:00 p.m. to 9:00 p.m.
FEE—(in addition to registration fee) $3
COURSE CONTENT—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 printing.

INTERIOR DECORATION
LENGTH OF COURSE—24 weeks
Monday or Wednesday, 7:00 p.m. to 9:00 p.m.
Tuesday, 7:30 p.m. to 9:30 p.m. (Cherokee or Sherman School)
Thursday, 7:30 p.m. to 9:30 p.m. (Midvale School)
COURSE CONTENT—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.

LETTERING AND SHOW CARD WRITING
LENGTH OF COURSE—24 weeks
Tuesday and Thursday, 7:00 p.m. to 9:00 p.m.
FEE—(in addition to registration fee) $3
COURSE CONTENT—Fundamental alphabets. Practical training in lettering adaptable to commercial uses. Techniques include pen and ink and brush lettering. Show card layouts and color theory.
PORTRET PAINTING
LENGTH OF COURSE—24 weeks
Thursday, 7:00 p.m. to 9:00 p.m.
FEE—(in addition to registration fee) $3
COURSE CONTENT—Study of the head in light and
shade; the anatomy; structure of solidity; gesture,
expression; design element and composition. Medi­
ums: pencil, charcoal, conté crayon, water color
and oil. Students pay for materials used.

POTTERY
LENGTH OF COURSE—24 weeks
Tuesday and/or Thursday, 7:00 p.m. to 9:00 p.m.
FEE—(in addition to registration fee) $1.50 per term.
for each class night enrolled
COURSE CONTENT—Methods of building 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)
LENGTH OF COURSE—24 weeks
Monday and Wednesday, 7:00 p.m. to 9:00 p.m.
Tuesday, 7:30 p.m. to 9:30 p.m. (Cherokee or
Sherman School)
Thursday, 7:30 p.m. to 9:30 p.m. (Midvale or
Schenk School)
FEE—(in addition to registration fee) $3
COURSE CONTENT—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.

STUDIO PAINTING
LENGTH OF COURSE—24 weeks
Monday and Wednesday, 7:00 p.m. to 9:00 p.m.
FEE—(in addition to registration fee) $3
COURSE CONTENT—Basic training in painting
with provisions for individual interests and
abilities. Design and composition; color and text­
ure; special processes and formulas; discussions
and evaluations of exhibits are important aspects
of the course. Mediums are oil, watercolor,
tempera.

WEAVING
LENGTH OF COURSE—24 weeks
Tuesday and Thursday, 7:00 p.m. to 9:00 p.m.
COURSE CONTENT—Planned for the homemaker,
craftsman, teacher, camp instructor or youth lead­
er. An elementary course which includes the
various processes and techniques in producing
plain and pattern weaving. Students pay for
materials used.
MUSIC

MADISON CIVIC SYMPHONY ORCHESTRA
LENGTH OF COURSE—32 weeks
Tuesday, 7:30 p.m. to 9:30 p.m.
COURSE CONTENT—Standard symphonic repertoire—five concerts per season. Made up of adults who must qualify. String players report at 8:45 p.m.

MADISON CIVIC CHORUS
LENGTH OF COURSE—32 weeks
Monday, 7:30 p.m. to 9:15 p.m.
COURSE CONTENT—Standard oratorio and cantata repertoire in several concerts with Civic Orchestra. Made up of adults who must qualify.

MADISON MUNICIPAL BAND
LENGTH OF COURSE—30 weeks
Tuesday, 7:30 p.m. to 9:30 p.m.
COURSE CONTENT—Standard concert band repertoire. Made up of adults who must qualify.

MADISON CIVIC DANCE GUILD
LENGTH OF COURSE—30 weeks
Tuesday, 8:30 p.m. to 9:30 p.m.
COURSE CONTENT—For male and female dance students of intermediate and advanced level for production with Civic Orchestra. Admittance to group by tryout.

CREATIVE MODERN DANCE
LENGTH OF COURSE—30 weeks
Tuesday, 8:30 p.m. to 9:30 p.m.
COURSE CONTENT—Modern dance class for adults. Previous experience not necessary. This class is not social or ballroom dance.

PIANO I
(Beginners)
LENGTH OF COURSE—24 weeks
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 8:00 p.m. and 8:00 p.m. to 9:00 p.m.
FEE—(in addition to registration fee) $1 per lesson, payable 12 weeks in advance
COURSE CONTENT—Basic principles, easy solo pieces.

PIANO I B
(Intermediate)
LENGTH OF COURSE—24 weeks
Wednesday, 7:00 p.m. to 8:00 p.m. and 8:00 p.m. to 9:00 p.m.
FEE—(in addition to registration fee) $1 per lesson, payable 12 weeks in advance
COURSE CONTENT—A refresher course for adult students with limited previous training. Sight reading, rhythm and expression stressed.

PIANO II
(Advanced)
LENGTH OF COURSE—24 weeks
Tuesday, 6:00 p.m. to 7:00 p.m. and 7:00 p.m. to 8:00 p.m.
FEE—(in addition to registration fee) $1 per lesson, payable 12 weeks in advance
COURSE CONTENT—Scales, arpeggios, hand building exercises. Sonatas, two piano ensemble music.

POPULAR PIANO THROUGH KEYBOARD HARMONY
LENGTH OF COURSE—24 weeks
Thursday, 7:00 p.m. to 8:00 p.m. and 8:00 p.m. to 9:00 p.m.
TEXT—Modern Piano by Lee Sims
FEE—(in addition to registration fee) $1 per lesson, payable 12 weeks in advance
COURSE CONTENT—Designed for students having some knowledge of piano in the study of chords and breaks necessary for popular music. Also valuable for students of classical music for future arranging.

INDIVIDUAL PRACTICE PERIODS
Limited practice facilities for piano students having no piano at home can be arranged with Music Supervisor, Room 132.

VIOLIN CLASS
LENGTH OF COURSE—24 weeks
Monday, 7:00 p.m. to 8:00 p.m.
COURSE CONTENT—Fundamentals of violin playing for adult beginners.

VOICE CLASS
LENGTH OF COURSE—24 weeks
Wednesday, 7:00 p.m. to 8:00 p.m.
COURSE CONTENT—A fundamental lecture course in voice placing, tone production, breathing, articulation, etc.

EAR TRAINING AND SOLFEGGIO
LENGTH OF COURSE—24 weeks
Tuesday, 7:00 p.m. to 8:00 p.m.
COURSE CONTENT—For the untrained. Open to all adult students unfamiliar with reading music, clefs and intervals.
Business Education

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

ACCOUNTING I
(Elementary)
LENGTH OF COURSE—24 weeks
Monday and Wednesday, 7:00 p.m. to 9:00 p.m.
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
(Partnership and Corporation)
LENGTH OF COURSE—24 weeks
Tuesday and Thursday, 7:00 p.m. to 9:00 p.m.
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
(Corporation and Manufacturing)
LENGTH OF COURSE—24 weeks
Tuesday and Thursday, 7:00 p.m. to 9:00 p.m.
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
(Intermediate)
LENGTH OF COURSE—24 weeks

ACCOUNTING V
(Advanced)
LENGTH OF COURSE—24 weeks
Tuesday and Thursday, 7:00 p.m. to 9:00 p.m.
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 VI
(Cost)
LENGTH OF COURSE—24 weeks
Tuesday and Thursday, 7:00 p.m. to 9:00 p.m.
COURSE CONTENT—The job cost or production order system, the process cost system and the standard cost system are discussed. Accounting for materials, labor and factory overhead expenses gives the student knowledge basic in the field of cost accounting.
Prerequisite, Accounting III or its equivalent.

ACCOUNTING VII
(Income Tax and Social Security)
LENGTH OF COURSE—12 weeks
Tuesday and Thursday, 7:00 p.m. to 9:00 p.m.
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 make up the course content. The actual completion of the various forms, as class projects will be an important part of the course. Social Security taxes will also be studied.
BUSINESS ARITHMETIC
LENGTH OF COURSE—24 weeks
Tuesday and Thursday, 7:00 p.m. to 9:00 p.m.
COURSE CONTENT—Especially intended to serve the needs of people in business. The student intending to study accounting or calculating machines, but who is not strong in arithmetic, will do well to elect this as a preparatory course. Cashiers, clerks, and general office workers will find this course 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
LENGTH OF COURSE—24 weeks
Tuesday and Thursday, 7:00 p.m. to 9:00 p.m.
TEXT—Problems and Projects by Dillavou and Marshall Hanna.
COURSE CONTENT—This course is only for students who have satisfactorily completed the basic business arithmetic course. The units covered include: horizontal addition, determining averages, ratios, transportation costs, depreciation, inventory sheets and stock turn, consignment sales, distribution of expenses, property taxes, pricing of goods, stocks and bonds, bank discounts, bank reconciliation statements, payrolls, using sales data, invoicing and marking goods, miscellaneous application problems, insurance sinking fund and amortization schedules.

BUSINESS LAW
LENGTH OF COURSE—24 weeks
Tuesday and Thursday, 7:00 p.m. to 9:00 p.m.
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
LENGTH OF COURSE—24 weeks
Monday and Wednesday, 7:00 p.m. to 9:00 p.m.
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.”

MACHINE CALCULATION
Key-driven Calculators (Comptometer and Burroughs)
LENGTH OF COURSE—12 weeks
Monday and Wednesday, 7:00 p.m. to 9:00 p.m. and 8:00 p.m. to 9:00 p.m.; Tuesday and Thursday, 7:00 p.m. to 9:00 p.m.; Friday 7:00 p.m. to 9:00 p.m.
TEXT—Key-driven Calculator Course by Goodfellow and Agnew.
FEE—(in addition to registration fee) $1
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)
LENGTH OF COURSE—12 weeks
Monday and Wednesday, 7:00 p.m. to 9:00 p.m. and 8:00 p.m. to 9:00 p.m.; Tuesday and Thursday, 7:00 p.m. to 9:00 p.m.; Friday 7:00 p.m. to 9:00 p.m.
FEE—(in addition to registration fee) $1
COURSE CONTENT—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 Fridlina Calculators)
LENGTH OF COURSE—12 weeks
Monday and Wednesday, 7:00 p.m. to 9:00 p.m. and 8:00 p.m. to 9:00 p.m.; Tuesday and Thursday, 7:00 p.m. to 9:00 p.m.; Friday 7:00 p.m. to 9:00 p.m.
FEE—(in addition to registration fee) $1
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.

IBM KEY-PUNCH MACHINE
LENGTH OF COURSE—12 weeks
Monday and Wednesday, 7:00 p.m. to 9:00 p.m. and 8:00 p.m. to 9:00 p.m.; Tuesday and Thursday, 7:00 p.m. to 9:00 p.m. and 8:00 p.m. to 9:00 p.m.
SECRETARIAL

FUNDAMENTALS OF BUSINESS ENGLISH
LENGTH OF COURSE—24 weeks
Wednesday 6:00 p.m. to 9:00 p.m.
TEXT—College English for Business by Charles G. Reigner
COURSE CONTENT—This course covers a review of the basic principles of grammar, sentence structure, parts of speech, and punctuation. It includes a study of correct usage, diction, spelling, vocabulary and the use of the dictionary.

BUSINESS CORRESPONDENCE
LENGTH OF COURSE—24 weeks
Tuesday and Thursday, 7:00 p.m. to 9:00 p.m.
TEXT—College Business Correspondence by Charles G. Reigner
COURSE CONTENT—The development of the skill of writing effective business letters and human relations letters is the basic purpose of this course. The study includes the review of the mechanical make-up of a letter, and the composition of the standard types of business letters, order letters, acknowledgments, inquiry letters, credit and collection letters, adjustments, letters of application, and data sheets. The following human relations letters are stressed; invitations, letters of introduction, making reservations, and of condolence and sympathy. Spelling lists supplement the words included in the text.

FILING
LENGTH OF COURSE—12 weeks
Monday and Wednesday, 7:00 p.m. to 9:00 p.m.
TEXT—Progressive Filing by Gilbert Kahn and Theodore Yerian
COURSE CONTENT—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, variotex, numeric, geographic. Advanced methods include subject, triple check and soundex, which will be taught if time permits.

SHORTHAND I
LENGTH OF COURSE—24 weeks
Tuesday and Thursday, 7:00 p.m. to 9:00 p.m.
TEXT—Gregg Shorthand Simplified for Colleges Volume I, Second Edition by Leslie, Zoubek, Hostler
COURSE CONTENT—This is a study of Gregg Shorthand Simplified, for 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.

SHORTHAND REVIEW (Dictation and Transcription I)
LENGTH OF COURSE—24 weeks
Tuesday and Thursday, 7:00 p.m. to 8:30 p.m.
TEXT—Most-Used Shorthand Words and Phrases by John Robert Gregg, Leslie, Zoubek
COURSE CONTENT—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 some training in transcription work. Dictation will be given at the rate of 40 to 60 words per minute. Students may transfer later to an advanced class upon satisfactory completion of this course.

SHORTHAND REVIEW (Dictation and Transcription II)
LENGTH OF COURSE—24 weeks
Tuesday and Thursday, 7:00 p.m. to 8:30 p.m.
TEXT—Most-Used Shorthand Words and Phrases by John Robert Gregg, Leslie, Zoubek
COURSE CONTENT—This is a refresher course for those who have completed the shorthand theory and wish an intensive review of shorthand principles. Dictation will be at the rate of 60 to 80 words per minute. Students who choose this course should be good typists and should have had training in transcription work. Students may later transfer to an advanced class upon satisfactory completion of this course.

INTERMEDIATE DICTATION
LENGTH OF COURSE—24 weeks
Tuesday and Thursday, 7:00 p.m. to 8:30 p.m.
TEXT—Gregg Dictation Simplified, Second Edition by Leslie, Zoubek, Strong
COURSE CONTENT—For students who have fulfilled the requirements of the shorthand theory and review courses. It consists of advanced vocabulary, phrase building, dictation and transcription. Dictation is given at rates ranging from 75 to 90 words per minute. Emphasis is placed on letter styles, spelling and typewriting.
ADVANCED DICTATION
LENGTH OF COURSE—24 weeks
Tuesday and Thursday, 7:30 p.m. to 9:00 p.m.
TEXT—Gregg Transcription Simplified, Second Edition, Leslie and Zoubek
FEE—(in addition to registration fee) $1
COURSE CONTENT—For advanced dictation students. The objective is the development of shorthand power through sustained dictation at high rates of speed. Emphasis is placed on the writing of advanced phrases, 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.

SECRETARIAL MACHINES

DUPLICATING MACHINES
(Mimeograph and Ditto)
LENGTH OF COURSE—2 weeks
Monday and Wednesday, 7:00 p.m. to 9:00 p.m.
COURSE CONTENT—The Mimeograph and Ditto Machines course is designed to give students an adequate working knowledge of both types of machines. Mimeograph instruction includes planning and layout, the cutting of stencils; the use of the mimeoscope; various styles, screen plates, lettering guides; various methods of correcting errors and patching; the use of colored inks; the running of copies; operation and care of the machine; and the filing of stencils for future reference. Instruction for the Ditto machine includes preparation of master copies, use of carbons and the running of copies on the liquid process machine. Prerequisite: Minimum typing speed of 40 words per minute.

TRANSCRIBING MACHINES
(Dictaphone, Ediphone and Gray Audograph)
LENGTH OF COURSE—2 weeks
Monday and Wednesday, 7:00 p.m. to 9:00 p.m.
FEE—(in addition to registration fee) $1
COURSE CONTENT—Designed to train students to become experienced operators on the Dictaphone, Ediphone and Gray Audograph. Each operator transcribes a prescribed set of permanent practice records on all machines. Instruction is also given on the dictating and stenographic machines. Prerequisite: Minimum typing speed of 50 words per minute.

TYPEWRITING I
LENGTH OF COURSE—24 weeks
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.
TEXT—College Typewriting, Fifth Edition, Intensive Course by Lessenberry and Wanous
FEE—(in addition to registration fee) $1
COURSE CONTENT—Typewriting I is a continuation of Typewriting II. The course includes the following: technique checkup, speed and accuracy drills, tabulation practice, letter setup and placement, use of carbon paper, and office typing problems. Instruction is given on various makes of manual and electric typewriters.

TYPEWRITING II
LENGTH OF COURSE—24 weeks
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.
TEXT—College Typewriting, Fifth Edition, Intensive Course by Lessenberry and Wanous
FEE—(in addition to registration fee) $1
COURSE CONTENT—Typewriting II 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.

TYPEWRITING III
LENGTH OF COURSE—24 weeks
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.
TEXT—College Typewriting, Fifth Edition, Intensive Course by Lessenberry and Wanous
FEE—(in addition to registration fee) $1
COURSE CONTENT—Typewriting III includes special forms, special skills in typewriting, stenciling, tabulation and preparation for civil service tests. Instruction is given on various makes of manual and electric typewriters.
DISTRIBUTIVE EDUCATION

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

STORE SALESMANSHIP
LENGTH OF COURSE—24 weeks
Tuesday 7:00 p.m. to 9:00 p.m.
COURSE CONTENT—Stressing selling fundamentals; applied selling techniques; the seller’s personality; presenting a planned sales story; helping the customer buy; building for greater sales volume; special media for selling; building permanent business.

CONTACT SELLING
(Outside Selling)
LENGTH OF COURSE—24 weeks
Wednesday, 7:00 p.m. to 9:00 p.m.
COURSE CONTENT—Developing a sales personality; developing the sales story; finding prospects; methods of handling sales resistance (objections); how to get the order; how to manage your time; how to get, build, and keep customers; handling competition effectively; how to live and work with other salesmen, with superiors, with customers; how to build a reputation.

ADVERTISING
(1st term)
LENGTH OF COURSE—12 weeks
Thursday 7:00 p.m. to 9:00 p.m.
COURSE CONTENT—Importance of advertising in the distribution of merchandise and services; physical makeup of advertisements; relative values of various media; advertising procedures; selling through advertising.

MERCHANDISE DISPLAY
(1st term)
LENGTH OF COURSE—12 weeks
Friday 7:00 p.m. to 9:00 p.m.
COURSE CONTENT—Relative values of different types of displays. Physical makeup of display; displays in the retail program; supplier’s helps on displaying merchandise; monetary value of displays; display suggestions.

CREDITS AND COLLECTIONS
(1st term)
LENGTH OF COURSE—12 weeks
Tuesday, 7:00 p.m. to 9:00 p.m.
COURSE CONTENT—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
(2nd term)
LENGTH OF COURSE—12 weeks
Tuesday, 7:00 p.m. to 9:00 p.m.
COURSE CONTENT—Tasks of retail credit management; organize and administer credit department work; credit and collection policy; statistics and research. Cooperate with other credit granters.

RETAIL GROCERY MERCHANDISING
(1st term)
LENGTH OF COURSE—16 weeks
Wednesday, 7:30 p.m. to 9:30 p.m.
COURSE CONTENT—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—18 weeks
Wednesday, 7:30 p.m. to 9:30 p.m.
COURSE CONTENT—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, frozen meats; meat display; prepackaging meats, self-service demonstration (field trip); cured and processed meats; meat cookery.

FOUNTAIN TRAINING
LENGTH OF COURSE—9 hours
Wednesday, 7:00 p.m. to 9:00 p.m.
COURSE CONTENT—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 TRAINING
(Waitress)
LENGTH OF COURSE—16 weeks
Wednesday, 7:00 p.m. to 9:00 p.m.
COURSE CONTENT—Knowing about the industry; personnel development; types of menus; char-
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 entrées, desserts, and common foods; children service; clearing; serving before and after dinner drinks.

REAL ESTATE
LENGTH OF COURSE—24 weeks
Thursday, 7:00 p.m. to 9:00 p.m.
COURSE CONTENT—Course consists of problems of the real estate business; ways of getting customers; selling methods; operational questions; basis for commissions; residential appraisals; legal aspects; mortgages and titles; real estate licenses; and preparation for examination.

INVESTMENTS
LENGTH OF COURSE—7 weeks
1st term—Wednesday, 7:00 p.m. to 9:00 p.m.
2nd term—Thursday, 7:00 p.m. to 9:00 p.m.
COURSE CONTENT—Why stocks and bonds? Types of securities; your investment program and objectives; sources of information about investments; various methods and processes of investing; methods of selecting an investment; mutual funds.

COMMERCIAL TELEVISION PRODUCTION
(1st term)
LENGTH OF COURSE—2 hours per week, for 12 weeks.
Combined with on-the-job training in a local television commercial station.
COURSE CONTENT—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.

SUPERVISORY TRAINING
LENGTH OF COURSE—24 weeks
Tuesday, 7:00 p.m. to 9:00 p.m.
COURSE CONTENT—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.
FAMILY DEVELOPMENT

FAMILY LIFE EDUCATION I
(Constructive Discipline)
LENGTH OF COURSE—12 weeks
1st semester, Thursday evening, 7:30 p.m. to 9:30 p.m. (Schenk School)
COURSE CONTENT—The purpose of this course is to help parents develop a sound philosophy of individual and group responsibility. Methods for the guidance of children in their growth toward self-control and intelligent self-direction are given. Some of the highlights of the course are: goals of discipline in a democratic society; characteristics of good authority; specific means by which goals may be accomplished; results which may be expected.

FAMILY LIFE EDUCATION II
(Vitalizing Family Living)
LENGTH OF COURSE—12 weeks. 2nd semester Thursday, 7:30 p.m. to 9:30 p.m. (Schenk School)
COURSE CONTENT—This course is planned to enable parents to develop more satisfying and meaningful family relationships. Topics for discussion are: considerations of needs and desires of family members; responsibilities and contributions of each member; safeguarding rights and privileges of parents as well as of children; building a sense of family loyalty; enjoyment resulting from being part of a family.

PERSONALITY AND CHARM
LENGTH OF COURSE—12 weeks
Tuesday, 7:00 p.m. to 9:00 p.m.
COURSE CONTENT—Many phases of personality are studied in this course. Some of the highlights of the course are: development of a philosophy of life; naturalness of manner and relaxation; importance of personality in career life and 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
LENGTH OF COURSE—12 weeks
Monday, 7:30 p.m. to 9:00 p.m.
FEE—(in addition to registration fee) $1 for 12 weeks
COURSE CONTENT—This course is planned for anyone who is interested in learning more about the art of entertaining and being a successful hostess. It will include table setting for all occasions; arrangement of table for tea and buffet meals; flower arrangement; selection of china, silver and crystal.

FAMILY ECONOMICS
LENGTH OF COURSE—12 weeks
Tuesday, 7:30 p.m. to 9:00 p.m.
COURSE CONTENT—This course is planned for anyone who is interested in planning a budget for spending or saving income. It will apply to family spending and to individual spending. Highlights of the course are: estimating income; deciding on kind of spending plan; gaining cooperation and interest of all family members; planning for necessities and for emergencies; planning for retirement; record keeping; children’s spending; spending the food dollar, the clothing dollar, the health dollar. This is a lecture and discussion course.

FOODS AND NUTRITION

FOODS I
(Meals for Moderns)
LENGTH OF COURSE—24 weeks
Tuesday or Thursday, 7:00 p.m. to 9:30 p.m.
FEE—(in addition to registration fee) $5 per year.
COURSE CONTENT—Meals in the modern way suggest new methods in cookery; streamlining cooking processes; use of commercial and home mixes; cooking to retain vitamins and minerals; buying of food; planning and preparation of balanced meals. In preparing these family meals, quick breads, vegetables, salads, casseroles, 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)
LENGTH OF COURSE—12 weeks
Beginning September 29 or January 5.
Tuesday, 7:00 p.m. to 9:00 p.m.
FEE—(in addition to registration fee) $3 for 12 weeks
COURSE CONTENT—All types of quick breads and yeast breads are given in this course. The modern streamlined method of making 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 shortening 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, Guest Meals)
LENGTH OF COURSE—24 weeks
Monday or Wednesday, 7:00 p.m. to 9:00 p.m.
Prerequisite: Some experience in cooking
FEE—(in addition to registration fee) $4 per year
COURSE CONTENT—New and unusual salads and casseroles, and desserts for family meals and for buffet suppers. The latter part of the course will feature buffet suppers, holiday dinners, receptions, teas, guest dinners, and other types of entertaining.

FOODS IV
(Meat, Fish and Poultry Cookery)
LENGTH OF COURSE—12 weeks
Beginning September 28 or January 4, Thursday, 7:00 p.m. to 9:00 p.m.
FEE—(in addition to registration fee) $1 per year
COURSE CONTENT—How to buy, store, cook and serve the many kinds and cuts of meats 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. Choices of vegetables to be served with the various meats as well as proper vegetable cookery are a part of the course.

FOODS VI
(Cake Decorating I)
LENGTH OF COURSE—12 weeks
Monday or Wednesday, 1st 12 weeks, 7:00 p.m. to 9:00 p.m. Monday, 2nd 12 weeks, 7:00 p.m. to 9:00 p.m.
FEE—(in addition to registration fee) $3 per 12 weeks
COURSE CONTENT—This course is planned for those people who are interested in learning how to decorate foods for special occasions. The basic principles of decoration are given. Practice will be given in the techniques of making scrolls, and flowers as well as types of decoration for petit fours, cookies, and all types of cakes. This course is open to anyone who wishes to develop skill and proficiency in the art of food decoration.

FOODS VII
(Cake Decorating II)
LENGTH OF COURSE—12 weeks
Wednesday, 7:00 p.m. to 9:00 p.m. 2nd semester
Prerequisite: Foods VI
FEE—(in addition to registration fee) $3 per 12 weeks
COURSE CONTENT—Advanced problems in the decoration of cakes will be given for those students who have completed Cake Decorating I. Wedding cake decoration will be featured.

COOKERY DEMONSTRATIONS
Wednesday, October 14, 7:00 p.m. to 9:00 p.m.
Wednesday, December 9, 7:00 p.m. to 9:00 p.m.
FEE—(in addition to registration fee) $5 per year
COURSE CONTENT—Making the Most of Meat”. The October demonstration will emphasize principles of meat selection and preparation to help homemakers choose and prepare meats for their families which will be appetizing, flavorful, and within the budget. Selection, garnishes and suggestions for completing menus based on the meat course will be included.

"Holiday Fare” in December will feature cookies and confections for holiday gifts as well as suggestions for food for holiday entertaining.

"Calorie Low, Nutrition High” will suggest meal plans and dishes which will help to maintain balanced but interesting meals for “weight watchers” and their families. This demonstration, given in February, will show how to fit low calorie meals into the family meal plan, so that little extra food preparation is required.

CLOTHING AND TEXTILES
CLOTHING I
(Firsts in Sewing)
LENGTH OF COURSE—24 weeks
Monday, or Tuesday, or Wednesday, or Thursday, or Friday, 7:00 p.m. to 9:30 p.m.
FEE—(in addition to registration fee) $1 per year
COURSE CONTENT—First lessons in sewing include the construction of a wool skirt, (fitted or gently flared), a simple blouse and a cotton dress, with a set-in sleeve and waistline seam. Streamlined methods of clothing construction are taught. Emphasis is given to care and use of the sewing machine; selection and use of patterns; preparation of fabrics; grain perfection; cutting and fitting garments; basic principles in construction of simple garments. Up-to-date information on new fabrics is made available. Material and patterns should not be purchased until after attendance at first class.

CLOTHING II
(Children’s Garments) (For Beginners)
LENGTH OF COURSE—24 weeks
Tuesday, 7:00 p.m. to 9:00 p.m.
FEE—(in addition to registration fee) $1 per year
COURSE CONTENT—This course covers problems in construction of children’s garments and is planned for beginners in sewing. Highlights of the course include: selection of pattern and material; grain
perfection; use of the sewing machine and attachments; buttonholes, plackets and zippers. A wide choice of garments is possible with special emphasis on selection of patterns which will permit the child to dress himself with ease. Some decorative stitches such as smocking will be included. The Bishop method of sewing is followed.

CLOTHING III
(Advanced Course in Children's Garments)
LENGTH OF COURSE—24 weeks
Monday, 7:00 p.m. to 9:00 p.m.
Pre-requisite: Completion of Clothing I or II
FEE—(in addition to registration fee) $1 per year
COURSE CONTENT—This course is planned for those who have had experience in sewing. There is some review of basic techniques with emphasis on the Bishop method of sewing. Highlights of the course are: selection of pattern and materials; preparation of material for grain perfection; tailored and machine buttonholes; welt, slot and flap pockets; zippers and plackets; smocking (English and American). A study of wash and wear fabrics is given. Both new and makeover garments may be constructed. All types of children's garments may be made including coats and snow suits.

CLOTHING IV
(Casual Clothes)
LENGTH OF COURSE—24 weeks
Monday or Wednesday, 7:00 p.m. to 9:00 p.m.
Friday, 7:00 p.m. to 9:30 p.m.
Pre-requisite: Clothing I or its equivalent
FEE—(in addition to registration fee) $1 per year
COURSE CONTENT—Techniques and subject matter of this course are planned to follow Clothing I or its equivalent. Types of garments to be made—morning, sport or casual dresses, men's shirts or or man-tailored women's blouses, slacks, shorts or Bermudas. A wool skirt with a set-in pocket or other complex detail may be made in place of shorts or slacks. How to buy and cut plaids and stripes is introduced in this course. Concise explanations with detailed illustrative material will be used to simplify each step of construction. Fitting of garments and correct use of patterns is stressed. The latest research on new fabrics is included. Patterns and material should not be purchased until after attendance at first class.

CLOTHING V
(That Made-to-Order Look)
LENGTH OF COURSE—24 weeks
Tuesday or Thursday, 7:00 p.m. to 9:00 p.m.; Thursday or Friday, 7:00 p.m. to 9:30 p.m.
Pre-requisite: Clothing IV or equivalent
FEE—(in addition to registration fee) $1 per year
COURSE CONTENT—How to secure that much desired custom-made effect is one of the purposes of this course. Complicated fashion designs, involving more difficult sewing and cutting problems are included. Selection of materials and choice of becoming design is given emphasis. Techniques for sewing on blends and man-made fabrics are introduced in connection with the study of the new fabrics on the market. Fitting problems are a definite part of the course. Garments are chosen from the following: one-piece or two-piece dresses, dinner dresses, formal and robes. This course is for the advanced student.

CLOTHING VI
(Tailoring I)
LENGTH OF COURSE—24 weeks
Monday or Wednesday, 6:30 p.m. to 9:30 p.m.
FEE—(in addition to registration fee) $1 per year
COURSE CONTENT—This course is for the advanced student. The use of many of the techniques which tailors use in making a man's suit are applied to the construction of women's tailored garments. Emphasis is given to fabric selection for the garment and the selection and application of interfacing, interfacing and linings. Particular attention is focused on the moulding and handling of the fabric. Garments to be made are suits and coats.

CLOTHING VII
(New Models from Old)
Given in Day School Only

CLOTHING VIII
LENGTH OF COURSE—24 weeks
Thursday, 6:30 p.m. to 9:30 p.m.
Pre-requisite: Completion of Clothing VI
FEE—(in addition to registration fee) $1 per year
COURSE CONTENT—Review of procedures covered in Clothing VI are given. Greater emphasis is put upon detail, such as pocket types, worked buttonholes and construction details. Suits and coats are the garments to be made.

MILLINERY I
LENGTH OF COURSE—24 weeks
Monday, Tuesday or Thursday, 7:00 p.m. to 9:00 p.m.
FEE—(in addition to registration fee) $2 per year
COURSE CONTENT—This course, for the beginner, includes the fundamental principles and techniques basic to hat making. First project is the covering of a buckram frame. Various types of fabric, felt, flower and feather hats are made as the student progresses. Emphasis is given to construction processes, covering frames, applying trimmings, and veiling. Selection of becoming hats and current styles are featured. Blocking of felts of good quality used felts is included, over simple hat blocks, as well as re-blocking
MILLINERY II
LENGTH OF COURSE—24 weeks
Wednesday, 7:00 p.m. to 9:00 p.m.
FEE—(In addition to registration fee) $2 per year
COURSE CONTENT—This course is planned for the student who has had Millinery I and is ready for more advanced problems. More difficult problems employing a wider variety of millinery processes are given. The student has an opportunity to gain more knowledge regarding feather, flower, and ribbon trimmings, and the uses of these trimmings, as well as the various uses and ways of applying veiling to each type of hat. New hats, as well as remodeled hats, are made.

FUR REMODELING
LENGTH OF COURSE—24 weeks
Wednesday, 7:00 p.m. to 9:00 p.m. or Friday, 7:00 p.m. to 9:30 p.m.
FEE—(in addition to registration fee) $1 per year
COURSE CONTENT—Making over fur coats, restyling and modernizing the fur garment are two features of this course. Putting fur collars on coats and suits, and mending rips are also included. The actual work is done in the class under the instruction of an expert in fur work.

HOME IMPROVEMENT
DRAPERIES AND LAMPSHADES
LENGTH OF COURSE—24 weeks
Thursday, 7:00 p.m. to 9:00 p.m.
FEE—(in addition to registration fee) $1
COURSE CONTENT—Curtains and draperies are studied from the standpoint of fabrics, styles, colors, patterns, relation to architectural features, kinds of windows and to the color and material of the exterior. Emphasis is placed upon the techniques of construction for both curtains and draperies suitable for each room in the home. Estimation of yardage is included. 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
LENGTH OF COURSE—24 weeks
Tuesday, 7:00 p.m. to 9:30 p.m.
Prerequisite: Ability to do plain sewing
FEE—(In addition to registration fee) $1.50 per year
COURSE CONTENT—This includes a study of slipcovers, their advantages and disadvantages. Suggestions are given on color schemes, choice of fabrics, estimation of yardage, placing of design, weave of materials, techniques of cutting, fitting, pinning and stitching. Emphasis on remaining cushions in need of repair before slipcovering is also included. All projects are completed under supervision.

UPHOLSTERY I
LENGTH OF COURSE—24 weeks
Wednesday, Thursday or Friday, 6:30 p.m. to 9:00 p.m.
FEE—(In addition to registration fee) $2.50 per year
COURSE CONTENT—This is an introductory course in simple upholstery techniques. Emphasis is placed upon proper use and care of tools, webbing construction, types and application of springs, kinds of fillings and application of fabrics. Careful supervision is given to selection, estimation and application of fabrics. The first project will be a footstool or pull-up chair.

UPHOLSTERY II
LENGTH OF COURSE—24 weeks
Monday, 6:30 p.m. to 9:30 p.m.
Prerequisite: Upholstery I
FEE—(in addition to registration fee) $2.50 per year
COURSE CONTENT—Attention will be given to stitched edges, wire frames, channeling, tufting, small minor repairs and restyling. Supported plastics for furniture is introduced in this course. Projects with greater degree of difficulty are undertaken. Channel back chairs, chairs with tufting and certain types of large chairs may be reupholstered. Due to limited space, items such as dayports and love seats cannot be accepted for class work. These could be projects for home work.

KNITTING I
LENGTH OF COURSE—24 weeks
Monday, or Wednesday, or Thursday, 7:00 p.m. to 9:00 p.m.
Prerequisite: Ability to do plain sewing
Materials required first evening: Pair of No. 3 knitting needles, 10", small ball of yarn, notebook and pencil
COURSE CONTENT—This course is for beginners or those who have done little knitting. It will include fundamentals of knitting. Typical of what could be made are: scarves, stoles, simple sweaters and afghans, mitens and other similar articles.

KNITTING II
LENGTH OF COURSE—24 weeks
Thursday, 7:00 p.m. to 9:00 p.m.
Prerequisite: Ability to do plain sewing
Materials required first evening: Pair of No. 3 knitting needles, 10", small ball of yarn, notebook and pencil
COURSE CONTENT—This is for the advanced student. It will include planning, styling and charting of garments. The types of garments which may be made are: sweaters, socks, skirts, blouses, suits and gloves.

CROCHETING
LENGTH OF COURSE—24 weeks
Wednesday, 7:00 p.m. to 9:00 p.m.
Bring crochet cotton and number 7 hook
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. Suggested articles for class work are: place mats, doilies, holders, afghans, berets and other types of hats, table cloths, bedspreads, lace edging and insertion.

FLOWER ARRANGEMENT I
LENGTH OF COURSE—12 weeks
Tuesday, 7:00 p.m. to 9:00 p.m.
FEE—(In addition to registration fee) $4 per 12 weeks
COURSE CONTENT—Principles of design and technique in the art of flower arrangement will be given. Use of materials which one has at hand will be stressed. Textures, shapes, color, wood, bark, branches and stones will be considered. Types of containers will be stressed.

FLOWER ARRANGEMENT II
LENGTH OF COURSE—24 weeks
Tuesday, 7:00 p.m. to 9:00 p.m.
FEE—(In addition to registration fee) $4 per 12 weeks
COURSE CONTENT—An advanced study in the application of principles of flower arrangement will be given. Emphasis will be placed on the contemporary and Japanese design.

CLASSES AT OTHER CENTERS

CHEROKEE HEIGHTS SCHOOL
Clothing I
Knitting
Cake Decorating
Draperies and Lampshades
    Tuesday, 7:30 p.m. to 9:30 p.m.

MIDVALE SCHOOL
Clothing I
Knitting
    Thursday, 7:30 p.m. to 9:30 p.m.
Clothing V
    Tuesday, 7:30 p.m. to 9:30 p.m.

SCHENK SCHOOL
Cake Decorating I
Clothing I
Clothing IV
Family Life Education
    Thursday, 7:30 p.m. to 9:30 p.m.

SHERMAN SCHOOL
Clothing I
Knitting
    Tuesday, 7:30 p.m. to 9:30 p.m.
AUTOMOTIVE

AUTO BODY
LENGTH OF COURSE—24 weeks
Monday or Wednesday, 6:30 p.m. to 9:30 p.m.
FEE—(in addition to registration fee) $8 Regular Course; $16 for those taking Auto Body Painting only
COURSE CONTENT—Repairing, rebuilding and painting of damaged auto bodies.

AUTOMOTIVE COURSE FOR CONSUMERS
LENGTH OF COURSE—12 weeks
(To be repeated second term.)
Monday, 6:30 p.m. to 9:30 p.m.
FEE—(in addition to registration fee) $3
COURSE CONTENT—This course is designed to familiarize the car owner with the problems of proper and economical care and maintenance of his vehicle.

AUTO MECHANICS I
(Brakes and Engines)
LENGTH OF COURSE—24 weeks
Tuesday, 6:30 p.m. to 9:30 p.m.
FEE—(in addition to registration fee) $3
COURSE CONTENT—This course is designed to cover the theory and servicing of brakes and engines.

AUTO MECHANICS II
(Front Wheel Alignment, Steering, Balancing)
LENGTH OF COURSE—24 weeks
Monday, 6:30 p.m. to 9:30 p.m.
FEE—(in addition to registration fee) $3
COURSE CONTENT—This course is designed to cover the fundamentals and use of wheel alignment and balancing equipment, frame straightening and power steering.

AUTO MECHANICS III
(Electrical Systems and Carburation)
LENGTH OF COURSE—24 weeks
Tuesday, 6:30 p.m. to 9:30 p.m.
FEE—(in addition to registration fee) $3
TEXT—Manuals to be purchased by student
COURSE CONTENT—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 Carburation and Tune-up)
Prerequisite: Journeyman Auto Mechanic
COURSE CONTENT—The instruction is individual and arranged so that it directly applies to the trade, technology, or profession in which the student is seeking aid.

HOME BUILDING AND REMODELING
LENGTH OF COURSE—6 weeks
Starts November 5
FEE—(in addition to registration fee) $1
COURSE CONTENT—Designed for those who are interested in planning small homes or considering remodeling projects. The following units will be covered: Financing a home; appropriate design; building materials; adequate wiring; plumbing; heating and air conditioning; painting and decorating; remodeling problems.

DRAFTING

DRAFTING—ARCHITECTURAL
LENGTH OF COURSE—24 weeks
Wednesday, 6:30 p.m. to 9:30 p.m.
TEXT—Architectural Drafting by J. E. Ray
FEE—(in addition to registration fee) $2

ARCHITECTURAL DRAWING I
COURSE CONTENT—A fundamental course in basic drafting including lettering, geometric constructions, orthographic projection, dimensioning and freehand sketching.

ARCHITECTURAL DRAWING II
COURSE CONTENT—Fundamentals required in planning and drawing a small house plan.

DRAFTING—MECHANICAL
LENGTH OF COURSE—24 weeks
Tuesday and Thursday, 7:00 p.m. to 9:00 p.m.
TEXT—Text suitable for the unit of instruction the student is specializing in
FEE—(in addition to registration fee) $2

DRAFTING I
COURSE CONTENT—A fundamental course in basic drafting including lettering, geometric constructions, orthographic projections, dimensioning and freehand sketching.

DRAFTING II
COURSE CONTENT—Continuation of Drafting I plus cross sections, auxiliary views, pattern layouts, construction of curves, intersections, triangulation, pictorial drawings, screw threads and thread conventions.

DRAFTING III
COURSE CONTENT—A work book course including completion problems, freehand sketching, visualization exercises, auxiliary views, revolutions and sections.

DRAFTING IV
COURSE CONTENT—Machine drawing covering detailing and assembly drawings including limiting lines, tolerances and allowances.

DRAFTING V
COURSE CONTENT—Covers mechanisms, gears, cams, worm and wheel construction and beveled gears; also the math for the foregoing problems in the mechanisms as well as a study of linkages and velocity diagrams.

ELECTRONICS

ELECTRICITY
LENGTH OF COURSE—12 weeks
(To be repeated second term)
Tuesday and Thursday, 7:00 p.m. to 9:00 p.m.
TEXT—Fundamentals of Electricity by McDougal, Dunlop and Hanson
FEE—(in addition to registration fee) $2
COURSE CONTENT—Fundamentals course designed primarily for maintenance men who need general information in the field of electricity.

RADIO I
LENGTH OF COURSE—12 weeks
Monday and Wednesday 7:00 p.m. to 9:00 p.m.
(To be repeated second term)
TEXT—Elements of Radio by Marcus and Marcus
FEE—(in addition to registration fee) $1
COURSE CONTENT—Theory of receivers.

RADIO II
Prerequisite: Radio I
LENGTH OF COURSE—24 weeks
Tuesday, 6:30 p.m. to 9:00 p.m.
FEE—(in addition to registration fee) $6
COURSE CONTENT—Construction and service of receivers.

TELEVISION I
Prerequisite: Radio I and Radio II or equivalent; ability to pass entrance examination.
LENGTH OF COURSE—12 weeks
Tuesday and Thursday, 8:30 p.m. to 10:30 p.m.
TEXT—Basic Television by Zbar and Schildkrut
FEE—(in addition to registration fee) $5
COURSE CONTENT—Theory and service of TV receivers.

TELEVISION II
Prerequisite: Television I
LENGTH OF COURSE—12 weeks
Second term only
Tuesday and Thursday, 8:30 p.m. to 10:30 p.m.
TEXT—Basic Television, Lab Manual, Zbar & Schild­
krut
FEE—(in addition to registration fee) $5
COURSE CONTENT—Theory and service of TV receivers.
GRAPHIC ARTS

DESIGN AND LAYOUT FOR GRAPHIC ARTS
LENGTH OF COURSE—24 weeks
Monday, 7:00 p.m. to 9:00 p.m.
FEE—(in addition to registration fee) $2
COURSE CONTENT—Principles of design, type faces, color, copy preparation and book and brochure layout.

TYPESetting
LENGTH OF COURSE—24 weeks
Tuesday, 6:30 p.m. to 8:30 p.m.
FEE—(in addition to registration fee) $2
COURSE CONTENT—Typesetting, hand, machine, and cold composition techniques.

RELIEF PRESS WORK
LENGTH OF COURSE—24 weeks
Monday, 6:30 p.m. to 9:30 p.m.
FEE—(in addition to registration fee) $2
COURSE CONTENT—Instruction is individual and student may progress at his own rate.

LITHOGRAPHIC PRESS WORK
LENGTH OF COURSE—24 weeks
Wednesday, 6:30 p.m. to 9:30 p.m.
FEE—(in addition to registration fee) $2
COURSE CONTENT—Offset, duplicator, and Harris press.

CAMERA, STRIPPING, AND PLATE MAKING FOR LITHOGRAPHY
Tuesday, 6:30 p.m. to 9:30 p.m.
LENGTH OF COURSE—24 weeks
FEE—(in addition to registration fee) $2

MACHINE TRADES

MACHINE SHOP I
LENGTH OF COURSE—24 weeks
Tuesday and Thursday, 7:00 p.m. to 9:00 p.m.
FEE—(in addition to registration fee) $3
COURSE CONTENT—Covers operation, care and nomenclature of machine tools, use and care of hand tools and precision instruments and the computation and layout for basic machine operations.

MACHINE SHOP II
LENGTH OF COURSE—24 weeks
Monday, 6:30 p.m. to 9:30 p.m.
FEE—(in addition to registration fee) $3
COURSE CONTENT—Covers the advanced operations of machine tools, the more difficult layout and transfer methods and computations necessary for advanced machine work.

BLUE PRINT READING—MACHINE TRADES
LENGTH OF COURSE—24 weeks
Tuesday and Thursday, 7:00 p.m. to 9:00 p.m.
FEE—(in addition to registration fee) $2
COURSE CONTENT—Covers the problems in blue print reading that a machine operator, machinist, or tool and die maker might encounter during the course of his trade.

METAL TESTING AND MEASUREMENT
LENGTH OF COURSE—24 weeks
Wednesday, 7:00 p.m. to 9:00 p.m.
FEE—(in addition to registration fee) $3
COURSE CONTENT—This course covers testing of metal hardness and precision measurement. Such measuring instruments as the Brinell and Rockwell hardness testers, micrometer, 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 I
LENGTH OF COURSE—12 weeks
Thursday, 6:30 p.m. to 9:30 p.m.

PHOTOGRAPHY II
LENGTH OF COURSE—12 weeks
Tuesday or Wednesday, 6:30 p.m. to 9:30 p.m.

TEXT—Successful Color Photography by Feininger
FEE—(in addition to registration fee) $5
COURSE CONTENT—Fundamentals of photography, theory of color, composition and the making of color transparencies only.

TEXT—This Is Photography by Miller & Brunnett
FEE—(in addition to registration fee) $5

SERVICE TRADES

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

TEXT—Basic Refrigeration by King

REFRIGERATION
LENGTH OF COURSE—12 weeks
Tuesday and Thursday, 7:00 p.m. to 9:00 p.m.
WELDING

WELDING I
LENGTH OF COURSE—24 weeks
Monday, 6:00 p.m. to 9:00 p.m.
FEE—(in addition to registration fee) $1 per evening payable in two payments of $12.00 each, at beginning of evening school year and January 4, 1960.
COURSE CONTENT—Fundamentals of electric arc and oxy-acetylene welding in mild steel.

WELDING II
(Trade Extension)
Prerequisite—Welding experience of one or more years
LENGTH OF COURSE—24 weeks
Tuesday, 6:00 p.m. to 9:00 p.m.
FEE—(in addition to registration fee) $1 per evening payable in two payments of $12.00 each, at beginning of evening school year and January 4, 1960.
COURSE CONTENT—Designed to prepare welding operators to become qualified pipewelders according to the American Society of Mechanical Engineers Boiler Code, and to prepare for the Wisconsin Industrial Commission certification test on pipe welding sizes 2" to 10" in diameter.

WELDING III
(Heliarc and Stainless Steel)
LENGTH OF COURSE—12 weeks
Wednesday, 6:00 p.m. to 9:00 p.m.
FEE—(in addition to registration fee) $12
COURSE CONTENT—Basic training in arc welding stainless steel in all positions, and care of heliarc welding equipment.

Laboratory fees for Trade and Industry courses that are computed on an hourly or evening basis, are refundable from the date of withdrawal to the end of the course. Laboratory fees for absence prior to the date of withdrawal are not refundable.
NATURAL CHILDBIRTH
LENGTH OF COURSE—5 weeks
Monday and Wednesday, 7:00 p.m. to 9:00 p.m.
COURSE CONTENT—Lectures, demonstrations and relaxation exercises which aim to give the expectant mother an understanding of childbirth, thereby eliminating fear.

MOTHERCRAFT
LENGTH OF COURSE—3 weeks
First Tuesday of every month, 7:00 p.m. to 9:00 p.m.
COURSE CONTENT—Prenatal care, diet, hospital procedures, baby care, with related demonstrations and practice.