DAY SCHOOL CATALOG

MADISON VOCATIONAL AND ADULT SCHOOL
AL PINE 5-4541
211 NORTH CARROLL STREET
MADISON 3, WISCONSIN
Madison Vocational and Adult School

DAY SCHOOL CATALOG
1960-1961

Board of Vocational and Adult Education
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211 North Carroll Street
Madison 3, Wisconsin
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 eighteen 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 Please call the adult attendance desk in case of absence since students are withdrawn if they have more than three consecutive unreported absences.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 When a student has been withdrawn from class, he reports to Room 138 to secure permission to re-enter class.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 service.

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 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 8:00 a.m. to 11:30 a.m. and 1:00 p.m. to 4:00 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.
REGISTRATION

Mail registration for day school starts August 22 and closes August 31, 1960. Registration blanks may be obtained in the newspaper ad on Sunday, August 21, 1960.

Advance registration by person will be Thursday and Friday, September 8 and 9, 1960, from 8:30 a.m. to 11:30 a.m. and from 1:30 p.m. to 3:30 p.m.

Registration during the school year from September 12, 1960 to June 16, 1961, will be Monday through Friday, from 9:00 a.m. to 11:00 a.m., and 1:00 p.m. to 3:00 p.m.

CALENDAR FOR THE SCHOOL YEAR 1960-61

Mail Registration for Day School
Monday through Wednesday, August 22 through August 31

Workshop for Supervisors
Tuesday and Wednesday, September 6 and 7

Day School Registration
Thursday and Friday, September 8 and 9

Meetings of Staff and Supervisors
Saturday, September 10

Day School Opens
Monday, September 12

Mail Registration for Evening School
Tuesday, Wednesday, Thursday, September 6, 7, and 8

Registration for Evening School
(5 to 8:30 p.m.)
Tuesday and Wednesday, September 20 and 21

Meeting of Evening School Staff
Thursday, September 22

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 3 and 4

Day and Evening School Close
(Thanksgiving vacation) Thursday and Friday, November 24 and 25.

Day and Evening School Close
(Christmas Vacation) Saturday through Monday, December 17 through January 2

Day and Evening School Reopen
Tuesday, January 3

End of First Semester of Day School
Friday, February 3

Beginning of Second Semester of Day School
Monday, February 6

Day School Classes
(Meeting of Southern Wisconsin Education Association)
Friday, February 17

Evening School Classes
Friday, March 24

Day School Classes for Spring Vacation
(Good Friday, March 31; Easter Sunday, April 2) Friday through Sunday, March 31 through April 9

Day School Reopens
Monday, April 10

Day School Classes
(Meeting of Wisconsin Association of Vocational and Adult Education)
Friday, April 30

Day School Classes
(Memorial Day) Tuesday, May 30

End of School Year
Friday, June 16
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 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 Welker.
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.

GENERAL EDUCATION

ENGLISH

ENGLISH I FOR THE FOREIGN BORN
LENGTH OF COURSE—37 weeks, 6 periods per week; Monday, Wednesday and Friday from 12:30 p.m. to 2:30 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 12:30 p.m. to 2:30 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 J. Mouat and Celia Denney; 30 Days to a More Powerful Vocabulary.
COURSE CONTENT—For the beginner or more advanced student who desires help in his speech problems. The course is divided into the following units: how public speaking can be simplified; how to gain self-confidence in public speaking; how to make people remember what you say; how to plan, open and close a speech; how to give courtesy speeches; introduction, welcome, presentation and acceptance; 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 Todt 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.
ART

ART METAL AND ENAMELING
LENGTH OF COURSE—18 weeks, 3 periods per week; Wednesday 12:52 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 enamelled. Students pay for material used.

CERAMICS
LENGTH OF COURSE—18 weeks, 3 or 6 periods per week. Monday and/or Wednesday, 12:52 p.m. to 3:30 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, hokkot pottery, coil method of building and forming on hand-potters wheel. Application of commercial glazes. Mixing and testing glazes made in the laboratory. Placing and firing the kiln.

CHAIR CANING
LENGTH OF COURSE—16 weeks, 2, 4 or 6 periods 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 periods 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 periods per week. Tuesday and/or Thursday, 12:52 p.m. to 3:30 p.m.

FREE HAND DRAWING I
LENGTH OF COURSE—18 weeks, 2, 4 or 6 periods 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.
COURSE CONTENT—Advanced problems of Drawing I with emphasis on more creativeness. Visual organization and study in structural relationships of form, line, light and dark, color and texture. Realistic and non-objective composition. Varied techniques and media.

FIGURE DRAWING
LENGTH OF COURSE—16 weeks, 3 or 6 periods per week. Monday 12:52 p.m. to 3:30 p.m., Friday, 9:24 a.m. to 12:06 p.m.
FEE—(In addition to registration fee) $3.00 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 and wash.

GENERAL CRAFTS
LENGTH OF COURSE—18 weeks, 3, 6, 9, or 12 periods per week. Monday and/or Tuesday, and/or Wednesday 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—Leather Craft (tooling and carving), Rasmelling (painted decoration of woodenware), Black Printing, Textile Printing (stencil and silk screen method), Liquid Plastics (laminating and molding).
INTERIOR DECORATION
LENGTH OF COURSE—36 weeks, 2 hours per week.
Friday 1:00 p.m. to 3:00 p.m.
COURSE CONTENT—Constructional elements for more beautiful and functional homes. Study of backgrounds—floors, walls, ceilings; window treatment; color; fabrics; furniture selection and arrangement; accessories and illumination. Includes lectures, discussion of individual home problems, and field trips.

JEWELRY
LENGTH OF COURSE—18 weeks, 3 or 6 periods 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, casting, stonesetting and finishing.

LAPIDARY
LENGTH OF COURSE—18 weeks, 3 or 6 periods per week. Monday and/or Friday, 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 semi-precious stones.

LAYOUT AND ADVERTISING DESIGN
LENGTH OF COURSE—18 weeks, 4 periods per week. Tuesday and Thursday, 10:18 a.m. to 12:06 p.m.
FEE (In addition to registration fee) $2.00 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.

PAINTING
LENGTH OF COURSE—16 weeks, 3, 6 or 9 periods per week. Tuesday and/or Wednesday and/or Thursday, 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—Constructional elements for more beautiful and functional homes. Study of backgrounds—floors, walls, ceilings; window treatment; color; fabrics; furniture selection and arrangement; accessories and illumination. Includes lectures, discussion of individual home problems, and field trips.

PAINTING
LENGTH OF COURSE—18 weeks, 3, 6 or 9 periods per week. Tuesday and/or Wednesday and/or Thursday, 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—Constructional elements for more beautiful and functional homes. Study of backgrounds—floors, walls, ceilings; window treatment; color; fabrics; furniture selection and arrangement; accessories and illumination. Includes lectures, discussion of individual home problems, and field trips.

PORTFOLIO PAINTING
LENGTH OF COURSE—18 weeks, 3 or 6 periods per week. Monday, 9:24 a.m. to 12:06 p.m. Friday, 12:52 p.m. to 3:30 p.m.
FEE (In addition to registration fee) $3.00 per semester for each class day enrolled.
COURSE CONTENT—Study of the head in light and shade; the anatomy; structure for solidity; expression; design element and composition. Mediums: pencil, charcoal, conte crayon, water color and oil.

SHOW CARD WRITING AND SIGN PAINTING
LENGTH OF COURSE—18 weeks, 2 or 4 periods per week. Tuesday and/or Thursday, 6:30 a.m. to 10:14 a.m.
FEE (In addition to registration fee) $1.50 per semester for each class day enrolled.
COURSE CONTENT—Fundamentals of show card writing, care and use of materials, pen and brush lettering, show card and sign alphabets, layout, color combinations, production methods.

WEAVING
LENGTH OF COURSE—18 weeks, 6 hours per week. Monday and Friday, 9:00 a.m. to 12:00 noon.
FEE (In addition to registration fee) $3.00 per semester.
ester; 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.

CREATIVE WEAVING AND DRAFT WRITING
LENGTH OF COURSE—13 weeks, 3 hours per week. Wednesday 9:00 a.m. to 12:00 noon.
FEE—(In addition to registration fee) $1.00 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.
Monday, 11:12 a.m.; Tuesday, 9:24 a.m.; Wednesday, 2:40 p.m.

TEXT—Modern Piano by Lee Sims.

FEE—(In addition to registration fee) $1.00 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
(Beginning)
LENGTH OF COURSE—37 fifty minute periods.
Monday, 8:30 a.m. and 12:52 p.m.; Tuesday, 10:18 a.m.; Wednesday, 8:30 a.m. and 12:52 p.m.

COURSE CONTENT—Fundamentals, easy solo pieces.

PIANO II
(Advanced)
LENGTH OF COURSE—37 fifty minute periods.
Monday, 9:24 a.m. and 10:18 a.m.; Tuesday, 8:30 a.m.; Wednesday, 10:18 a.m.

FEE—(In addition to registration fee) $1.00 per lesson, payable nine weeks in advance.

COURSE CONTENT—Exercises, individual solo pieces, for students not interested in popular music.

PIANO III
LENGTH OF COURSE—37 fifty minute periods.
Monday, 2:40 p.m.

FEE—(In addition to registration fee) $1.00 per lesson, payable nine weeks in advance.
BUSINESS ADMINISTRATION

ACCOUNTING I
( Elementary )
LENGTH OF COURSE—18 weeks, 5 days per week.
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
( Intermediate )
LENGTH OF COURSE—18 weeks, 5 days per week.

ACCOUNTING V
( Advanced )
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 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 give 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.
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. Prerequisite, Accounting III, or its equivalent.
BOOKKEEPING

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 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, end 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 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, consignment sales, distribution of expenses, property taxes, pricing of goods, stocks and bonds, bank discounts, bank reconciliation statements, payrolls, using sales data, invoicing and marking goods, miscellaneous application problems, insurance sinking fund and amortization schedules.

Business Law

(Second Semester)

Length of Course—18 weeks, 5 days per week.

Text—Principles of Business Law by Dillavou and Howerd.

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.


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 output.

Office Machines

Burroughs Sensimatic

(Bookkeeping Machine, Series 100)

Length of Course—2 weeks, 5 days per week.
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 $1.00.
COURSE CONTENT—This course covers addition and various methods of multiplication, subtraction, and division, followed by their application to problems in business arithmetic. Upon the completion of the course, a student should have a thorough training in the fundamental processes as they apply in business and sufficient knowledge to operate the machine in any business office.

MACHINE CALCULATION
(Burrroughs, Monroe, National Cash Full-Key Adding Machines, Monroe, Underwood Sundstrand Ten-key Adding Machines, Burrroughs and Remington Rand Ten-Key Printing Calculators.)
LENGTH OF COURSE—4 weeks, 5 periods per week.
FEE—In addition to registration fee $1.00.
COURSE CONTENT—The aim of this course is to teach the techniques necessary to develop speed and accuracy on all of the above machines. 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 $1.00.
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 machines; 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, 5 hours per week.
FEE—In addition to registration fee $1.00.
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 machine. 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 Business 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, dictation, 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.
FEE—(In addition to registration fee) $1.00.

COURSE CONTENT—Simplified rules of indexing, coding, and filing are applied in the alphabetizing of cards and miniature letters. Alphabetic, variidex, numeric, geographic, subject, triple check automatic, decimal subject and soundex systems of filing are studied. Record 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—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 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
LENGTH OF COURSE—18 weeks, 5 days per week.
FEE—(In addition to registration fee) $1.00.

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) $1.00.

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

ADVANCED DICTATION
LENGTH OF COURSE—18 weeks, 5 days per week.
FEE—(In addition to registration fee) $1.00.

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) $1.00.

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) $1.00.
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.
FEE—(In addition to registration fee) $1.00.
COURSE CONTENT—Emphasis is placed upon speed on straight copy and general office typing. A variety of letter styles is presented as well as advanced tabulation, rough draft, manuscripts and stencils.

TYPEWRITING III
LENGTH OF COURSE—18 weeks, 5 days per week.
FEE—(In addition to registration fee) $1.00.
COURSE CONTENT—This advanced course covers statistical typing such as reports, ruled tabulation tables, financial statements, stencils, drafts, title pages and legal forms. Typing short cuts and special problems which may infrequently confront a typist are also presented.

TECHNICAL COURSES
BUSINESS ADMINISTRATION, ACCOUNTING
See Brochure
SECRETARIAL SCIENCE
See Brochure

DISTRIBUTIVE EDUCATION
(TRAINING FOR SALES PEOPLE)

SALESMANSHIP
LENGTH OF COURSE—18 weeks, 5 periods per week.
TEXT—Fundamentals of Selling, Wingate 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. Roth.

RETAILING
LENGTH OF COURSE—18 weeks, 3 periods per week.
COURSE CONTENT—Covers 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; fashion buying; receiving and pricing the goods; stock control; stock turnover; advertising; window and interior display; credit and collections; store finance and accounting; store services; personnel management.

ADVERTISING
LENGTH OF COURSE—18 weeks, 3 periods per week.
COURSE CONTENT—Advertising in relation to distribution of merchandise and services; physical structure of advertisements; layouts, printing, photo engraving, relative values of various media for advertising; newspapers, magazines, radio, television, dealers’ displays, outdoor advertising, car cards.

MERCHANDISE DISPLAY
LENGTH OF COURSE—18 weeks, 2 periods per week.
COURSE CONTENT—Values of display; selling idea behind the display; physical makeup of display; displays in the retail program; application of art principles and selling techniques.

CREDIT 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 collecting methods; rehabilitating delinquent ac-
AMERICAN INSTITUTIONS
LENGTH OF COURSE—18 weeks, 3 periods per week.
TEXT—Modern Society by Biesanz and Biesanz.
COURSE CONTENT—American Institutions represent the inter-relationship of school, 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 periods per week.
TEXT—Human Behavior in Industry, by Finley-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 think as they do.

BUSINESS LAW
LENGTH OF COURSE—18 weeks, 5 periods per week.
COURSE CONTENT—The formation of contracts; unenforceable agreements; contractual agreements; obligations; law of agent; partnership; corporations; personal property; insurance; negotiable instruments.

HOSTESS (WAITRESS) TRAINING
LENGTH OF COURSE—9 weeks, 2 periods per week.
COURSE CONTENT—Personal development; types of menus; equipment and its care; giving and assembling orders; serving the customer; observations in a restaurant.

RETAILING INSTITUTE
(One-year Course)
See separate brochure.

INSURANCE
Life and General.
See separate brochure.
FOODS FOR THE FAMILY

FOODS I—Nutrition Magic for Family Meals
LENGTH OF COURSE—19 weeks, 3 hours per week.
(1st semester only)
FEE—(In addition to registration fee) $4.00 per semester.
COURSE CONTENT—Family meals can be just as tempting as company meals—with very little extra effort or expense. This course demonstrates the basic principles of good nutrition and wise buying in planning meals; in the use of modern-day methods of cooking; technique of the time and energy saving appliances available to today’s homemaker. Frozen foods, commercial mixes and pre-cooked foods are compared with conventional methods of preparation as to flavor, use of time and energy, cost and ease of preparation. A variety of recipes give interesting “tricks” to planning and preparing family meals—breakfast, luncheon and dinner. These include quick breads, meats, sandwiches, salads, casseroles and simple desserts. Several lessons are devoted to distinctive cookery through the use of herbs.

FOODS II—Baking, Pastry, Desserts, Patio Cookery
LENGTH OF COURSE—18 weeks, 3 hours per week.
(2nd semester)
FEE—(In addition to registration fee) $3.00 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. 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 marlings, Baked Alaska, tortes, refrigerator and frozen desserts. Attractive service is stressed.

This unit is planned for the people interested in outdoor or patio cookery. Informal entertaining in yard or patio is featured. Some of the highlights of the course are: building the barbecue fire; spit cookery, charcoal cooking “on the rocks”; preparing and marinading foods for the outdoor cookery; preparation of meats, sauces, chef salads, vegetables and fruits, potato style; Selection of equipment, patio menu-planning and hot weather food holding will be included.

FOODS III—Specialties of the House
LENGTH OF COURSE—19 weeks, 3 hours per week.
FEE—(In addition to registration fee) $3.00 per semester.
COURSE CONTENT—Dinner, luncheon and main course salads are featured using various combinations of vegetables, fruits, fish and meats. Many types of salad dressings are made. Emphasis is given to the use of salads in the diet.

The preparation of a wide variety of casseroles give practice in the skill of using chicken, fish, vegetables, and meats; even leftovers became “planned-overs” in delicious new ways.

A variety of new and unusual cakes are made by all of the methods—butter, sponge (angel), quick mix and chiffon. Frostings and icings give added interest to this unit. Prior to the holiday season, many varieties of Christmas cookies, fruit cakes, and holiday baking are featured.

FOODS IV—Meat and Poultry Cookery
LENGTH OF COURSE—18 weeks, 2½ hours, once a week.
FEE—(In addition to registration fee) $3.00 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.

FOODS V—Hospitality Cookery
LENGTH OF COURSE—18 weeks, 2½ hours, once a week.
FEE—(In addition to registration fee) $4.00 per semester.
COURSE CONTENT—The art of being a gracious hostess involves planning and ease of preparation and attractive service, as well as a feeling of relaxation and the pleasure of entertaining. All of these points are featured in this course. Some of the many types of entertaining stressed are buffet meals, teas, receptions, bridge desserts, guest dinners and after-dinner snacks. A unit offering suggestions and recipes for “Your Party Pantry” helps class members plan ahead for any sudden or unexpected party-to-be. Table setting, linens and centerpieces for these special occasions are practiced as well as the preparation and service of “guest foods.”

FOODS VI—Cake Decorating I
LENGTH OF COURSE—18 weeks, 2 hours, once a week.
FEE—(In addition to registration fee) $4.00 per semester.
COURSE CONTENT—Trim your foods for better eye-appeal. This course will include basic fundamentals of cake decorating; proper frosting, mix and tinting,
writing borders, scrolls, basket weaving and techniques for many flower types. Cakes will be decorated for birthdays, anniversaries, holidays and novelties. Christmas cookies and marzipan are presented prior to the holiday season. Pressed sugar bells for Christmas and weddings are included. This basic course is open to anyone who wishes to acquire the art of food decoration.

FOODS VII—Cake Decorating W
LENGTH OF COURSE—18 weeks, 2 hours, once a week.
FEE—(In addition to registration fee) $4.00 per semester.
COURSE CONTENT—This is an advanced course to enable one to perfect techniques and master more elaborate food decorations. More challenging decorations are presented, including doll, log, valentines, Easter, wedding, tier types and novelty ones for men and children. Detailed work in petits fours, panorea eggs, cookie hats for Easter, decorated mint cakes and sugar cubes, hors d'oeuvres, fancy sandwiches and loaves is given. The preparation of royal icing, its use in string work and wedding cakes is included. This course is open to all students having completed Cake Decorating I.

FOODS VIII—Calorie Shy Cookery for Weight Watchers
LENGTH OF COURSE—18 weeks 2 ½ hours, once a week.
FEE—(In addition to registration fee) $3.00 per semester.
COURSE CONTENT—This course features the selection and preparation of foods for eating pleasure, health and figure balance. Appetizing recipes combine with recent nutritional advances for weight control and mealtime satisfaction. Emphasis will be placed on adopting the meals to meet the needs of all family members.

FOODS IX—When There are Two
LENGTH OF COURSE—18 weeks 2 ½ hours, once a week.
FEE—(In addition to registration fee) $2.00 per semester.
COURSE CONTENT—This course is designed for the family group of two and the person living alone. Taking a "new look" on meals to make them more attractive, interesting and nutritious is featured. Some of the highlights of the course are: adapting menus, recipes and serving to the smaller group; purchasing food for one or two; use and care of modern appliances and equipment; management practices in meal preparation; importance of balanced meals for mature people; foods for health and vitality. Actual food preparation in class will be based on the three meals a day.

FOODS X—Double Quick Meals for Working Wives
(Given in evening school only)
LENGHT OF COURSE—A series of nine lessons presented in alternate weeks, 2 ½ hours per lesson.
FEE—(In addition to registration fee) $3.00 per semester.
COURSE CONTENT—Fancy Fixins' from the Freezer. Fix ahead foods to prepare at leisure and to serve for family fare or guest occasions. Making the Most of Meats: Two demonstrations including tips on best buys in meat, ways to cook it, and other foods to fix with it for health giving, home tempting menus. Vegetable Varieties: Featuring ways to add sparkle to the vegetables in season and out, as well as cooking methods calculated to bring out the best in flavor while saving the valuable vitamins and minerals. Casserole Cookery: Favorite casserole dishes to please the family, save time, energy and money for the hurried homemaker. Yeast Breads: A demonstration on basic batters and doughs with suggestions for variations; to enhance their appeal and add to their place in the menu. Poultry for the Holiday: Selecting, preparing, stuffing, roasting, garnishing the Holiday Bird—be it a Cornish Hen or a full size gobbler. Holiday Fare: Two demonstrations on holiday temptations including Christmas cookies and concoctions as well as company fare for the holiday festivities.

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) $1.00 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
PAGE 36  HOME ECONOMICS

It is core 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 1/2 hours once a week. 18 weeks, 2nd semester, 2 1/2 hours once a week.
FEE—(In addition to registration fee) $1.00 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) $1.00 per 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) $1.00 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 tailored women's blouses, stocks, saris or Bermudas. A wool skirt with a set-in pocket or other complex detail may be made in place of shorts or stocks. 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 are 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) $1.00 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, formals 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) $1.00 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, interlinings and linings. Particular attention is focused on the maulding and handling of the fabric. Garments to be made are suits and coats.

CLOTHING VII—New Models from Old
LENGTH OF COURSE—18 weeks, 4 hours once a week.
PREREQUISITE—Ability and experience in garment construction.
FEE—(In addition to registration fee) $1.00 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) $1.00 per semester.
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) $1.00 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 veiling. Selection of becoming hats and current styles are featured. Blocking of felts over simple hat blocks, as well as relocking 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.

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) $1.00 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, 3 hours once a week.
FEE—(In addition to registration fee) $1.00 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.

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; 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. Attention will be given to the selection of appropriate fabric and trim for the piece in which it is to be used.

UPHOLSTERY II
LENGTH OF COURSE—18 weeks per semester, 4 hours once a week; or 36 weeks, 8 hours per week.
PREREQUISITE—Upholstery I.
FEE—(In addition to registration fee) $2.00 per semester.
COURSE CONTENT—Attention will be given to the selection of appropriate fabric and trim for the piece in which it is to be used.

SELECTED AND CARE OF THE HOME AND ITS FURNISHINGS
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) $1.00 per semester.
COURSE CONTENT—This includes a study of slipcovers, their advantages and disadvantages. Suggestions are given on color scheme, choice of fabric, estimation of yardage, placing of design and weave of materials, techniques of cutting, fitting, pinning, and stitching. Emphasis is placed on removing cushions in need of repair before slipcovering is also included. All projects are completed under supervision.

UPHOLSTERY IB
LENGTH OF COURSE—18 weeks, 4 or 8 hours a week.
FEE—(In addition to registration fee) $2.00 per semester; $4.00 per semester, twice a week.
COURSE CONTENT—This is an introductory course in simple upholstery techniques. Emphasis is placed upon proper use and care of tools, wobbling 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 IA
LENGTH OF COURSE—18 weeks, 4 hours, once a week.
PREREQUISITE—Upholstery IB.
FEE—(In addition to registration fee) $2.00 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, cooksets and platform rockers will be undertaken.

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) $1.00 per semester.
COURSE CONTENT—Draperies are studied from the stand point of fabric, style, and color. Emphasis is placed upon the techniques in construction of draperies for bath 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. Calculations of size and spacing of pleats is stressed. Various kinds of plants 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.
FEE—(In addition to registration fee) $1.00 per semester.
COURSE CONTENT—Construction techniques as applied in making the paneled silk shade is featured in this course. Students may bring old frames to be recovered. Frames are refinished, rewound, refined, recovered and retrimmed. Effort is made to aid the student in the selection of appropriate fabric and trim for the piece in which it is to be used.

FLOWER ARRANGEMENT
LENGTH OF COURSE—18 weeks, 2 hours a week.
FEE—(In addition to registration fee) $4.00 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.

HOSPITALITY AND TABLE ACCESSORIES
LENGTH OF COURSE—19 weeks, 2 hours once a week.
FEE—(In addition to registration fee) $1.00 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.

PERSONAL AND FAMILY RELATIONSHIPS
PARENT EDUCATION I—Child Guidance
LENGTH OF COURSE—18 weeks, 2 hours a week, 1st semester.
COURSE CONTENT—This course is planned for parents of children from 8 to 12 years of age. It will be concerned with social behavior, emotional needs, mental development and cultural influences. It will be conducted on a lecture discussion basis. Topics other than those listed above may be included in the course, depending upon needs and desires of the group.

PARENT EDUCATION II—How to Live with Your Adolescents
LENGTH OF COURSE—18 weeks, 2 hours a week.
COURSE CONTENT—This course is planned for parents of children from 12 to 16 years of age. It is designed 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 of family activities.

MANAGEMENT OF FAMILY RESOURCES
MONEY MANAGEMENT
LENGTH OF COURSE—9 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.

LENGTH OF COURSE—9 weeks, 2 hours a week.

WORK SIMPLIFICATION—Heart Kitchen
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.

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
Fur Remodeling—Tuesday p.m.
Fee—$1.00 per semester.

MIDVALE SCHOOL
Clothing I—Wednesday p.m.
Clothing IV—Tuesday p.m.
Clothing V—Thursday p.m.
Fee—$1.00 per semester.

FRANKLIN SCHOOL
General Clothing—Tuesday p.m.
Fee—$1.00 per semester.
TRADE AND INDUSTRY

Trade Preparatory Courses
Pre-Apprentice
Technical Courses
AUTO BODY
LENGTH OF COURSE—74 weeks, 25 fifty-minute periods per week, 2 school years.
FEE—(In addition to registration fee) $10.00 per quarter, four periods daily; $5.00 per quarter, two periods daily.
COURSE CONTENT—Repairing, rebuilding and painting of damaged auto bodies.

AUTO MECHANICS
LENGTH OF COURSE—74 weeks, 25 fifty-minute periods per week, 2 school years.
TEXT—Automotive Mechanics by Crouse, Automotive Electrical Equipment by Crouse, Axle and Frame Straightening Service Principles of Wheel Alignment by Bear.
FEE—(In addition to registration fee) $7.00 per quarter, 4 periods daily; $3.50 per quarter, 2 periods daily.
COURSE CONTENT—Repairing and servicing brakes, electrical systems, engines, engine rebuilding, engine tune-up, clutches, transmissions, fuel systems, wheel alignment, wheel balancing and frame straightening.

AUTOMOTIVE TECHNOLOGY
See Brochure

BLUERPRINT READING
(Building Trades)
LENGTH OF COURSE—18 weeks, 5 fifty-minute periods per week.
TEXT—Building Trades Blueprint Reading by Datoll (2 volumes).
FEE—(In addition to registration fee) $2.00 per semester, one period per day.
COURSE CONTENT—Basic blueprint reading essential to those seeking success in the building trades.

BLUEPRINT READING
(Machine Trades)
LENGTH OF COURSE—18 weeks, 5 fifty-minute periods per week.
TEXT—Blueprint Reading by Nicholson & Jones.
FEE—(In addition to registration fee) $2.00 per semester, one period per day.
COURSE CONTENT—Fundamentals of blueprint reading essential to success in the machine trades.

CABINETMAKING
LENGTH OF COURSE—74 weeks, 20 fifty-minute periods per week, 2 school years.
TEXT—Principles of Woodwork by Herman Hjorth Machine Woodworking by Herman Hjorth. General Woodworking by Johnson and Newkirk.
FEE—(In addition to registration fee) $4.00 per quarter for two periods daily.

DRAFTING, MECHANICAL
LENGTH OF COURSE—74 weeks, 20 fifty-minute periods per week, 2 school years.
FEE—(In addition to registration fee) $2.00 per semester, one period per day.
COURSE CONTENT
DRAFTING I—A fundamental course in basic drafting including lettering, geometric constructions, orthographic projection, dimensioning and freehand sketching.
DRAFTING II—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—A week book course including completion problems, freehand sketching, visualization exercises, auxiliary views, revolutions and sections.
DRAFTING IV—Machine drawing covering detailing and assembly drawings including limiting fits, tolerances and allowances.
DRAFTING V—Covers mechanisms, gears, cam, 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.

DRAFTING, ARCHITECTURAL
LENGTH OF COURSE—74 weeks, 20 fifty-minute periods per week, 2 school years.
FEE—(In addition to registration fee) $2.00 per semester, one period per day.
COURSE CONTENT
ARCHITECTURAL DRAWING I—Fundamental course in basic drafting including lettering, geometric constructions, orthographic projection, dimensioning and freehand sketching.
ARCHITECTURAL DRAWING II—Fundamentals required in planning and drawing a small house plan.
ARCHITECTURAL DRAWING III—Fundamentals necessary to plan and design small commercial buildings.
ARCHITECTURAL DRAWING IV—Continuation of Architectural Drawing III with emphasis on fabricating structural steel and reinforced concrete.

STRENGTH OF MATERIALS
LENGTH OF COURSE—18 weeks, 2 fifty-minute periods per week.
TEXT—Strength of Materials by Breneman.
COURSE CONTENT—Simple stresses; shear, application of stresses to shear problems; riveted joints; riveted joints and their design; stresses in thin-walled cylinders, hydraulic pressure and retaining vessels; welded joints; torsion, torque and strength of shafts; beams, shear and moment diagrams, design of beams; stresses in beams; beam deflections, theory of bending; combined axial and bending stresses; advanced theory and design of loaded members; columns.

GRAPHIC ARTS
See Brochure.

MACHINE SHOP
LENGTH OF COURSE—74 weeks, 20 fifty-minute periods per week, 2 years.
FEE—(In addition to registration fee) $9.00 per quarter, 4 periods daily; $4.50 per quarter, 2 periods daily.
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) $2.00 per day of four periods—minimum charge $2.00 per quarter.
COURSE CONTENT—Light meters, different types of film, processing by time and temperature, versus gamma, Contact printing, print control, enlargements as 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.

TECHNICAL COURSES

AUTOMOTIVE TECHNOLOGY
See Brochure.

ELECTRONICS TECHNOLOGY
(Radio and Television)
See Brochure.

HIGHWAY AND CONSTRUCTION TECHNOLOGY
See Brochure.

MECHANICAL DESIGN TECHNOLOGY
See Brochure.

QUANTITY FOOD PREPARATION AND SERVICE
See Brochure.
HEALTH AND
WELFARE
MOOTHERCRAFT
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—6 weeks, 2 hours per week. Repeated every 6 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.
NIGHT SCHOOL CATALOG

MADISON VOCATIONAL AND ADULT SCHOOL
ALPINE 5-4541

211 NORTH CARROLL STREET
MADISON 3, WISCONSIN
Madison Vocational
and Adult
School

NIGHT
SCHOOL
CATALOG
1960-1961

Board of Vocational and Adult Education
Fred M. Mason, President
Frank G. Collester, Vice-President
Philip H. Falk, Secretary
Russell E. Dresser
George Hall

Norman P. Mitby, Director
211 North Carroll Street
Madison 3, Wisconsin
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GENERAL INFORMATION

The Madison Vocational and Adult School is a public school. There is a general registration fee of $2.00 for the entire year. For non-residents there also is a tuition charge of 50¢ per evening. This is paid in two payments, the first at the time of registration and the second by January 3, 1961.

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 $2.00 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 6 through 8, 1960. Mail registration closes September 9.

Advance Registration in Person at the Vocational School
Tuesday and Wednesday, September 20 and 21, 1960, from 5:00 p.m. to 8:30 p.m.

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

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
1960-61

Mail registration for evening school.
September 6, 7 and 8—Tuesday, Wednesday and Thursday.

Registration for evening school.
5:00 p.m. to 8:30 p.m., September 20 and 21—Tuesday and Wednesday.

Meeting of evening school staff.
September 22—Thursday.

Evening school begins.
September 26—Monday.

Evening school closes.
(Christmas Vacation)
December 17 through January 2—Saturday through Monday.

Evening school reopens.
January 3—Tuesday.

Evening school closes.
March 24—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, 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, 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 quadratic equations 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 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, 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, 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 the United States history, state and local governments, needed to become an effective citizen of the United States.

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 became 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, 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, 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)
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 and short
stories. Members of the group bring their manu-
scripts 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 8:30 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 in which to learn.

SHAKESPEARE
LENGTH OF COURSE—24 weeks.
Wednesday, 6:30 p.m. to 8:30 p.m.
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 use-
fulness: 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 use-
fulness 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. Gram-
matical structure of the Spanish language is given
adequate consideration.

PUBLIC SPEAKING
LENGTH OF COURSE—24 weeks.
Tuesday, 6:30 p.m. to 8:30 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 with­
out embarrassment? Learn by doing.

YOUR SPEECH
LENGTH OF COURSE—24 weeks.
Monday, 6:30 p.m. to 8:30 p.m.
COURSE CONTENT—Learn to speak well. Breathing,
pause, tone placement, vocal technique, through re­
xaration, articulation—these make speech a fine art.
This course applies the above to good literature at
each meeting. Cultivate good speech. It pays.

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) $3.00.
COURSE CONTENT—Design processes and techniques
as applied to copper, brass and aluminum. Project
chosen for execution will give students the funda­
mental 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.

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) $1.00.
COURSE CONTENT—Size, shape, color and design ar­
range ment stressed. Processes include braiding with
three strands, splicing, padding and lacing. Dis­
carded materials recommended. Students furnish
own materials.

CERAMICS
LENGTH OF COURSE—24 weeks.
Monday and/or Wednesday, and/or Friday, 7:00
p.m. to 9:00 p.m.
FEE—(In addition to registration fee) $2.00 per year.
COURSE CONTENT—An elementary course executing
original designs in clay. Experimentation with clays.
glozes, making of chip molds, two and three-part molds, casting, 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) $3.00.
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 material 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) $3.00.
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 CRAFTS
LENGTH OF COURSE—24 weeks.
Monday and Wednesday, 7:00 p.m. to 9:00 p.m.
FEE—(In addition to registration fee) $3.00.
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 and textile painting.

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) $3.00.
COURSE CONTENT—Flat work in copper, brass and silver. Various processes include sawing, filing, soldering, piercing, repousse, chasing, casting, enameling, stone setting and finishing. Students pay for materials used. For the layman.

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) $3.00.
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) $3.00.
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.

PORTRAIT PAINTING
LENGTH OF COURSE—24 weeks.
Thursday, 7:00 p.m. to 9:00 p.m.
FEE—(In addition to registration fee) $3.00.
COURSE CONTENT—Study of the head in light and shade; the anatomy; structure of soltidity, gesture, expression; design element and composition. Mediums: pencil, charcoal, conte 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) $3.00 per term for each class night enrolled.
COURSE CONTENT—Methods of building include: pinch, coil, slab, throwing on potter's wheel, mold making and waxing. 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 $3.00.

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 $3.00.
COURSE CONTENT—Basic training in painting with provisions for individual interests and abilities. Design and composition; color and texture; special processes and formulas; discussion and evaluations of exhibits are important aspects of the course. Mediums are oil, watercolor, tempera.

WEAVING
LENGTH OF COURSE—24 weeks.
Tuesday and Thursday, 7:30 p.m. to 9:30 p.m.
FEE—In addition to registration fee $3.00.
COURSE CONTENT—Planned for the homemaker, craftsman, teacher, camp instructor or youth leader. An elementary course which includes the various processes and techniques in producing plain and pattern weaving. Students pay for materials used.

CLASSES AT OTHER CENTERS

CHEROKEE HEIGHTS SCHOOL
Interior Decoration
Jewelry
Rosesmailing
Tuesday, 7:30 p.m. to 9:30 p.m.

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

SHERMAN SCHOOL
Interior Decoration
Rosesmailing
Tuesday, 7:30 p.m. to 9:30 p.m.

SCHENK SCHOOL
Rosesmailing
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 6:45 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.
Thursday, 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, 7:30 p.m. to 8:30 p.m.
COURSE CONTENT—For male and female dance students of intermediate and advanced level. 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 or Wednesday, 7:00 p.m. to 8:00 p.m. or 8:00 p.m. to 9:00 p.m.
FEE—In addition to registration fee $1.00 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. or 8:00 p.m. to 9:00 p.m.
FEE—In addition to registration fee $1.00 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)
Tuesday, 6:00 p.m. to 7:00 p.m. or 7:00 p.m. to 8:00 p.m.
FEE—(In addition to registration fee) $1.00 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. or 8:00 p.m. to 9:00 p.m.
TEXT—Modern Piano by Lee Sims.
FEE—(In addition to registration fee) $1.00 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 9:00 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 placement, tone production, breathing, articulation, etc.

EAR TRAINING AND SOLEFEGGIO
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.
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.
PREREQUISITE—Accounting III or its equivalent.
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.

ACCOUNTING VI (Cost)
LENGTH OF COURSE—24 weeks.
Tuesday and Thursday, 7:00 p.m. to 9:00 p.m.
PREREQUISITE—Accounting III or its equivalent.
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.

ACCOUNTING VII (Income Tax)
LENGTH OF COURSE—6 lectures.
(Dates to be announced later.)

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 J. 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 overages, ratios, proportion 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 marketing 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."

OFFICE MACHINES
MACHINE CALCULATION
Key-driven Calculators (Comptometer and Burroughs)
Monday and Wednesday, 7:00 p.m. to 8:00 p.m. and 8:00 p.m. to 9:00 p.m.; Tuesday and Thursday, 7:00 p.m. to 8:00 p.m. and 8:00 p.m. to 9:00 p.m.; Friday, 7:00 p.m. to 9:00 p.m.
LENGTH OF COURSE—24 weeks.
TEXT—Key-driven Calculator Course by Goodfellow and Agnew.
FEE—(In addition to registration fee) $1.00.
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 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.
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 machines in any business office.

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) $1.00.
COURSE CONTENT—The aim of this course is to teach the techniques necessary to develop speed and accuracy on all of the above machines. It covers the four basic operations: addition, subtraction, multiplication, and division.
SECRETARIAL

FUNDAMENTALS OF BUSINESS ENGLISH
LENGTH OF COURSE—24 weeks.
Monday and Wednesday, 7:00 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 Yerion.
COURSE CONTENT—Learn rules by coding and filing cards alphabetically. Study methods of filing and application by using miniature cards and filing boxes. Methods included are: alphabetic, variadex, 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.
FEE—In addition to registration fee $1.00.
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)
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 $1.00.
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 $1.00.
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.
FEE—(In addition to registration fee) $1.00.

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.


FEE—(In addition to registration fee) $1.00.

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—24 weeks.

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

PREREQUISITE—Minimum typing speed of 40 words per minute.

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 mimeo-scope, various stylus, 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.

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) $1.00.

PREREQUISITE—Minimum typing speed of 50 words per minute.
DISTRIBUTIVE EDUCATION

RETAIL SALES INSTITUTE
(Special Two-Year Program)
LENGTH OF COURSE—12 weeks.
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
LENGTH OF COURSE—24 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 FOOD MERCHANDISING
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 grantees.

RETAIL CREDIT MANAGEMENT
(1st term)
LENGTH OF COURSE—12 weeks.
Thursday, 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; basting of meat; poultry, frozen meats; meat display; prepackaging meats, self-service demonstration (field trip); cured and processed meats; meat cookery.

RETAIL GROCERY MERCHANDISING
(2nd term)
LENGTH OF COURSE—12 weeks.
Thursday, 7:30 p.m. to 9:30 p.m.
COURSE CONTENT—Basic merchandising objectives; 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.

FOUNTAIN TRAINING
LENGTH OF COURSE—8 hours.
Monday and Tuesday, 6:00 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 technique; cash register training. Making and serving short orders.

HOSTESS TRAINING
(Waitress)
LENGTH OF COURSE—12 weeks.
Wednesday, 7:00 p.m. to 9:00 p.m.
COURSE CONTENT—Knowing about the industry; personnel development; types of menus; characteristics of food; equipment and its care; observation in a restaurant; work of the table salesperson; receiving the guest and taking the order; giving and assembling orders; serving the customer breakfast, luncheon, and dinner; serving beverages; serving appetizers, deserts, and common foods; children's 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
(Basic)
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 practices of investing; methods of selecting an investment; mutual funds.

INVESTMENTS
(Advanced)
LENGTH OF COURSE—12 weeks.
Tuesday, 7:00 p.m. to 9:00 p.m.
COURSE CONTENT—Broker, dealer, stock exchange operations and regulations; state and national regulations; new and secondary offerings; common stock versus fixed income securities; growth stock situations; corporations; capital structure; management; options; statement analysis; “puts, calls, straddles”; mutual funds; investment advisory services.

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.

HOME ECONOMICS
Foods for the Family
Clothing and Textiles
Home and Furnishings
Family Relationships
Management of Resources
FOODS FOR THE FAMILY

FOODS I—New-trition Magic for Family Meals
LENGTH OF COURSE—24 weeks.
Tuesday, 7:00 p.m. to 9:30 p.m.
FEE—(In addition to registration fee) $5.00 per year.
COURSE CONTENT—This course is designed to provide the student with the modern concepts of family meal planning and preparation. It includes the newest techniques for quick breads, vegetables, meats, salads, casserole dishes, sandwiches and simple desserts, geared to streamlined cookery methods and time saving use of appliances. Cooking to retain vitamins and minerals is featured. Food buying is included. This is an excellent course for brides, brides-to-be, business girls or anyone who wishes to update their cookery methods for family meal planning and preparation.

FOODS II—Breads, Cakes and Pastry
LENGTH OF COURSE—12 weeks beginning September 27.
Tuesday, 7:00 p.m. to 9:00 p.m.
FEE—(In addition to registration fee) $3.00 for 12 weeks.
COURSE CONTENT—This course is planned to give the homemaker the newest techniques in the baking of quick breads, yeast breads, luncheon breads, butter and sponge cakes, frostings and pastry. The underlying principles of successful baking of all of these products are given so that the student can better understand her successes in baking. Christmas cookies and fruit cake are given prior to the holiday season. Streamlined methods are taught and compared to mixes and conventional methods. These lessons are helpful to beginners as well as experienced homemakers who wish to improve and modernize their baking techniques.

FOODS III—Specialties of the House
LENGTH OF COURSE—12 weeks.
Monday, 7:00 p.m. to 9:00 p.m.
FEE—(In addition to registration fee) $6.00 per 12 weeks.
COURSE CONTENT—New and unusual salads and casserole dishes, both for family meals and for guest meals, form the first part of this course. Dinner, luncheon and main course salads are included, using various combinations of vegetables, fruits, fish, meat and chicken. Gourmet salad dressings are featured. Unusual desserts comprise the latter part of the course.

FOODS IV—Meat, Fish and Poultry Cookery
LENGTH OF COURSE—12 weeks beginning September 29 or January 5.
Thursday, 7:00 p.m. to 9:30 p.m.
FEE—(In addition to registration fee) $5.00 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 sea-food 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 this course.

FOODS V—Hospitality Cookery
LENGTH OF COURSE—24 weeks.
Wednesday, 7:00 p.m. to 9:30 p.m.
FEE—(In addition to registration fee) $5.00 per year.
COURSE CONTENT—The art of being a gracious hostess involves planning and ease of preparation and attractive service, as well as a feeling of relaxation and the pleasure of entertaining. All of these points are featured in this course. Some of the many types of entertaining stressed are buffet meals, teas, receptions, bridge dinners, guest dinners and after-dinner snacks. A unit offering suggestions and recipes for "Your Party Pantry" helps class members plan ahead for any sudden or unexpected party-to-be. Table setting, linens and centerpieces for these special occasions are practiced as well as the preparation and service of "guest foods."

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) $3.00 per 12 weeks.
COURSE CONTENT—Trim your foods for better eye-appeal. This course will include basic fundamentals of cake decorating; proper frosting mix and tinting, writing, borders, scrolls, basket weaves and techniques for many flower types. Cakes will be decorated for birthdays, anniversaries, holidays and novels. Marzipan is presented prior to the holiday season. Pressed sugar bells for Christmas and weddings are included.

FOODS VII—Cake Decorating II
(Cake Decorating for Special Occasions)
LENGTH OF COURSE—12 weeks.
COURSE CONTENT—This course is designed for men interested in outdoor cookery. Some of the highlights of the course are: building the barbecue fire; spit cookery, charcoal cooking; preparing and marinating foods for outdoor cookery; preparation of meats, sauces, Chef salads, vegetables and fruits, patio style. Selection of equipment, menu planning and hot weather food holding will be included.

FOODS IX—Cookery Demonstrations
LENGTH OF COURSE—24 weeks.

Wednesday, October 26, 7:00 p.m. to 9:00 p.m.
Wednesday, December 7, 7:00 p.m. to 9:00 p.m.
Wednesday, January 25, 7:00 p.m. to 9:00 p.m.
COURSE CONTENT—"Buffet Meals" will feature casseroles and hot dishes—foods that serve themselves—for brunch, lunch and dinner, time saving meals that can be prepared ahead and served with ease to please your guests. Suggestions for accompaniments to complete the menu will be included.

FOODS VIII—Outdoor Cookery
LENGTH OF COURSE—6 weeks.

Tuesday, Beginning January 5, 7:00 p.m. to 9:00 p.m.
FEE—(In addition to registration fee) $3.00 per 6 weeks.
COURSE CONTENT—This course is planned for men interested in outdoor cookery. Some of the highlights of the course are: building the barbecue fire; spit cookery; charcoal cooking; preparing and marinating foods for outdoor cookery; preparation of meats, sauces, Chef salads, vegetables and fruits, patio style. Selection of equipment, menu planning and hot weather food holding will be included.

FOODS VII—Double-Quick Meals for Working Wives
LENGTH OF COURSE—24 weeks.

Thursday, 7:00 p.m. to 9:30 p.m.
FEE—(In addition to registration fee) $5.00 per year.
COURSE CONTENT—This course is designed for the growing numbers of employed women who desire to make nutritious eye-appealing meals in double-quick time. Short cuts in food preparation, utilizing sizes of mixes, budgeting of time and energy, planning of efficient kitchen arrangements, stocking of freezer, freezer packaging and freezing of meals will be included. An excellent course for busy women, working wives, mothers or anyone desiring nutritious meals in less time.

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 9:00 p.m.
FEE—(In addition to registration fee) $1.00 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
LENGTH OF COURSE—24 weeks.

Tuesday, 7:00 p.m. to 9:00 p.m.
FEE—(In addition to registration fee) $1.00 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 materials; 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—Children's Garments
(Advanced Course)
LENGTH OF COURSE—24 weeks.

Monday, 7:00 p.m. to 9:00 p.m.
PREREQUISITE—Completion of Clothing I and II.
FEE—(In addition to registration fee) $1.00 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; smoking (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.
Tuesday, 7:00 p.m. to 9:30 p.m.
PREREQUISITE—Clothing I or its equivalent.
FEE—(In addition to registration fee) $1.00.
COURSE CONTENT—This course is planned for the
student who wishes to make casual clothes of any
type. The Bishop method of sewing will be followed
throughout. Some of the garments which may be
made are: maternity skirts, overblouses, two-piece
dresses and slacks. Cutting, fitting and construction
techniques found in this type of garment will be
used as a basis for the lessons. All people desiring
to make casual clothes will register for this
course.

CLOTHING V—That Made to Order Look
LENGTH OF COURSE—24 weeks.
Monday or Wednesday, 7:30 p.m. to 9:00 p.m.
PREREQUISITE—Clothing IV or equivalent.
FEE—(In addition to registration fee) $1.00.
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) $1.00.
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. Em-
phasis 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. Gar-
mens to be made are suits and coats.

CLOTHING VII—New Models from Old
LENGTH OF COURSE—24 weeks.
Monday, 7:00 p.m. to 9:00 p.m. or
Tuesday, 7:00 p.m. to 9:00 p.m.
PREREQUISITE—Clothing VI.
FEE—(In addition to registration fee) $1.00.
COURSE CONTENT—Review of procedures covered in
Clothing VI. Greater emphasis is put upon
detail, such as pocket types, worked buttonholes and
construction details. Suits and coats are the gar-
mements 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) $2.00 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 over simple hat blocks, as well as re-blocking of good quality used felts, is included.

MILLINERY II
LENGTH OF COURSE—24 weeks.
Wednesday, 7:00 p.m. to 9:00 p.m.
FEE—(In addition to registration fee) $2.00 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.
Thursday or Friday, 7:00 p.m. to 9:30 p.m.
FEE—(In addition to registration fee) $1.00 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.

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, afghans, mittens and other similar articles.

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, tablecloths, bedspreads, lace edging and insertion.

HOME AND FURNISHINGS

DRAPERIES AND LAMPSHADES
LENGTH OF COURSE—24 weeks.
Wednesday, 7:00 p.m. to 9:00 p.m.
FEE—(In addition to registration fee) $1.00.
COURSE CONTENT—Curtains and draperies are studied from the stand point 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, estima-
tion of yardage, placing of design, weave of materials, technique of cutting, fitting, pinning and stitching. Emphasis on remaking cushions in need of repair before slipcovering is also included. All projects are completed under supervision.

UPHOLSTERY I
LENGTH OF COURSE—24 weeks.
Monday, 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, 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.
Wednesday, 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 lounge chairs may be reupholstered. Due to limited space, items such as davenport and love seats cannot be accepted for class work. These could be projects for home work.

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) $1.08 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, 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.

FLOWER ARRANGEMENT I
LENGTH OF COURSE—12 weeks.
Tuesday, 7:00 p.m. to 9:00 p.m.
FEE—(In addition to registration fee) $4.00 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) $4.00 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.

FAMILY RELATIONSHIPS
PARENT EDUCATION I—Child Guidance
LENGTH OF COURSE—12 weeks.
1st 12 weeks, Tuesday, 7:30 p.m. to 9:00 p.m.
COURSE CONTENT—This course is planned for parents of children from 8 to 12 years of age. It will be concerned with social behavior, emotional needs, mental development and cultural influences. It will be conducted on a lecture and discussion basis. Topics other than those listed above may be included in the course, depending upon needs and desires of the group.

PARENT EDUCATION II—How to Live with Your Adolescents
LENGTH OF COURSE—12 weeks.
2nd 12 weeks, Tuesday, 7:30 p.m. to 9:00 p.m.
COURSE CONTENT—This course is planned for parents of children from 12 to 16 years of age. It is designed 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 of family activities.

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.
MANAGEMENT OF RESOURCES

MONEY MANAGEMENT
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. This is a lecture and discussion course.

WORK SIMPLIFICATION—Heart Kitchen
LENGTH OF COURSE—6 weeks, 2 hours per week.
Beginning September 29; repeated every 6 weeks.
Thursday, 7:00 p.m. to 9:00 p.m.
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 bedmaking, 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.

CLASSES AT OTHER CENTERS

Cherokee Heights School
Clothing I
Knitting
Cake Decorating I
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
Thursday, 7:30 p.m. to 9:30 p.m.
TRADE AND INDUSTRY

Aeronautics
Automotive
Building Trades
Diesel
Drafting
Electronics
Graphic Arts
Machine Trades
Photography
Service Trades
Welding
AERONAUTICS

GROUND SCHOOL COURSE
LENGTH OF COURSE—12 weeks.
Tuesday and Thursday, 7:00 p.m. to 9:00 p.m.
TEXT—To be acquired from local airport fixed-base operator.
FEE—(In addition to registration fee) $2.00.
COURSE CONTENT—Civil air regulations, meteorology, aerial navigation and radio, general service and safety practices.

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) $8.00 Regular Course; $16.00 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) $3.00.
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.
LENGTH OF COURSE—24 weeks.
Monday, 6:30 p.m. to 9:30 p.m.
TEXT—Manual to be purchased by student.
FEE—(In addition to registration fee) $3.00.
COURSE CONTENT—A highly technical course in carburetors and engine tune-up using Sun diagnostic equipment and the Clayton Dynanometer.

BUILDING TRAVES

BLUE PRINT READING
LENGTH OF COURSE—24 weeks.
Monday, 7:00 p.m. to 9:00 p.m.
TEXT—Building Trades Blue Print Reading by Dalzell.
FEE—(In addition to registration fee) $2.00.
COURSE CONTENT—Basic blueprint reading essential to those seeking success in the building trades.

CABINETMAKING
LENGTH OF COURSE—24 weeks.
Monday, Tuesday, Wednesday, or Thursday, 6:30 p.m. to 9:30 p.m.
FEE—(In addition to registration fee) $3.00.
COURSE CONTENT—Core, use and sharpening of tools; project making and machine woodworking; glues and gluing; preparing surfaces for and application of finishes.
MATHEMATICS
(General or Technical)
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.
TEXT—Suitable text must be purchased by the student.
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.
Tuesday, 7:00 p.m. to 9:00 p.m.
Starts November 1.
FEE—(In addition to registration fee) $1.00.
COURSE CONTENT—Designed for those 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.

DIESEL

DIESEL I (Theory)
LENGTH OF COURSE—12 weeks.
Monday, 6:30 p.m. to 9:30 p.m.
(TEXT—Diesel Engine Operation and Maintenance, by Mollev.)
FEE—(In addition to registration fee) $1.00.
COURSE CONTENT—This course is designed to introduce diesel service work to the beginning diesel serviceman and is a prerequisite for further diesel training at this school. This is primarily a study course, but frequent use will be made of films, charts, models, and actual equipment.

DIESEL II—(Diesel Engine Service)
PREREQUISITE—Diesel I or equivalent.
LENGTH OF COURSE—24 weeks.
Wednesday, 6:30 p.m. to 9:30 p.m.
TEXT—Repair manuals to be purchased by student.
FEE—(In addition to registration fee) $5.00.
COURSE CONTENT—This course is designed to familiarize the student with troubleshooting procedures, general service procedure and tune-up on many of the more popular automotive diesel engines.

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) $2.00.

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—Suitable for the unit of instruction the student is specializing in.
FEE—(In addition to registration fee) $2.00.

DRAFTING I
COURSE CONTENT—A fundamental course in basic drafting including lettering, geometric constructions, orthographic projection, 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 fits, 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

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, Ranson, Dunlap, Graham.

FEE—(In addition to registration fee) $2.00.

COURSE CONTENT—Fundamental 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.

(TEXT—Elements of Radio by Marcus and Marcus.

FEE—(In addition to registration fee) $1.00.

COURSE CONTENT—Theory of receivers.

RADIO II

LENGTH OF COURSE—24 weeks.

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

FEE—(In addition to registration fee) $6.00.

PREREQUISITE—Radio I.

COURSE CONTENT—Construction and service of receivers.

TRANSISTORS I

PREREQUISITE—Radio I and II or equivalent.

LENGTH OF COURSE—12 weeks.

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


FEE—(In addition to registration fee) $2.00.

COURSE CONTENT—Transistor theory with demonstration of transistor circuits.

TELEVISION I

LENGTH OF COURSE—12 weeks.

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

TEXT—Basic Television by Grob; Lab Manual by Zbor and Schilkraut.

PREREQUISITE—Radio I and II or equivalent; ability to pass entrance examination.

FEE—(In addition to registration fee) $5.00.

COURSE CONTENT—Theory and service of TV receivers.

TELEVISION II

LENGTH OF COURSE—12 weeks.

Second term only.

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

TEXT—Basic Television by Grob; Lab Manual by Zbor and Schilkraut.

FEE—(In addition to registration fee) $5.00.

PREREQUISITE—Television I.

COURSE CONTENT—Theory and service of TV receivers.

TELEVISION III

LENGTH OF COURSE—12 weeks.

Tuesday and Thursday, 6:30 p.m. to 9:00 p.m.

TEXT—Basic Television by Grob; Lab Manual by Zbor and Schilkraut.

FEE—(In addition to registration fee) $5.00.

PREREQUISITE—Television I and Television II.

COURSE CONTENT—Theory and service of TV receivers.

TELEVISION IV

LENGTH OF COURSE—12 weeks.

Second term only.

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

TEXT—Basic Television by Grob; Lab Manual by Zbor and Schilkraut.

FEE—(In addition to registration fee) $5.00.

PREREQUISITE—Television III.

COURSE CONTENT—Theory and service of TV receivers.

GRAPHIC ARTS

COPY PREPARATION FOR REPRODUCTION

LENGTH OF COURSE—27 hours.

1st Session—October 3 through 19, Monday, Tuesday, and Wednesday, 6:30 p.m. to 9:30 p.m.

2nd Session—March 6 through 22, Monday, Tuesday, and Wednesday, 6:30 p.m. to 9:30 p.m.

FEE—(In addition to registration fee) $2.00.

COURSE CONTENT—Preparation of thumbnails, visuals, and layout of the mechanicals for process camera.

TYPESETTING

LENGTH OF COURSE—24 weeks.

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

FEE—(In addition to registration fee) $2.00.

COURSE CONTENT—Foundry type and linotype composition techniques.

RELIEF PRESSWORK

LENGTH OF COURSE—24 hours.

November 14, 15, 16, 17, 21, 22, 28 and 29; Monday, Tuesday, Wednesday and Thursday, 6:00 p.m. to 10:00 p.m.

FEE—(In addition to registration fee) $2.00.

COURSE CONTENT—Principles of platen, automatic platen, and cylinder press. Special emphasis on make-ready techniques.

LITHOGRAPHIC PRESS OPERATION I

LENGTH OF COURSE—32 hours.

October 24 through November 3; Monday, Tuesday, Wednesday and Thursday, 6:00 p.m. to 10:00 p.m.

FEE—(In addition to registration fee) $2.00.

COURSE CONTENT—Press operating principles on duplicator and offset presses. The printing unit, inking system, dampening system, press feeders, register, blankets and packing. Texts: LTF manuals.
REFRIGERATION
LENGTH OF COURSE—12 weeks.
Tuesday and Thursday, 7:00 p.m. to 9:00 p.m.
TEXT—Basic Refrigeration by King.
FEE—(In addition to registration fee) $2.00.
COURSE CONTENT—Fundamentals of refrigeration
machines and systems.

WELDING

WELDING I
LENGTH OF COURSE—24 weeks.
Monday, 6:00 p.m. to 9:00 p.m.
FEE—(In addition to registration fee) $1.00 per evening
payable in two payments of $12.00 each, at begin­
ing of evening school year and January 3, 1961.
COURSE CONTENT—Fundamentals of electric arc and
oxy-acetylene welding in mild steel.

WELDING II
(Trade Extension)
LENGTH OF COURSE—24 weeks.
Tuesday, 6:00 p.m. to 9:00 p.m.
FEE—(In addition to registration fee) $1.00 per evening
payable in two payments of $12.00 each, at begin­
ing of evening school year and January 3, 1961.
COURSE CONTENT—Designed to prepare welding op­
erators to become qualified pipewelders according
unto the American Society of Mechanical Engineers
Boiler Code, and to prepare for the Wisconsin In­
dustrial Commission certification test on pipe weld­
ing sizes 2” to 10” in diameter.

WELDING III
LENGTH OF COURSE—12 weeks.
(Heliorc and Stainless Steel)
Wednesday, 6:00 p.m. to 9:00 p.m.
FEE—(In addition to registration fee) $12.00.
COURSE CONTENT—Basic training in arc welding stain­
less steel in all positions, and care of heliorc weld­
ing equipment.

Laboratory fees for Trades and Industry courses that
are computed on an hourly or evening basis, are re­
fundable from the date of withdrawal to the end of
the course. Laboratory fees for absence prior to the
date of withdrawals are not refundable.
NATURAL CHILDBIRTH
LENGTH OF COURSE—6 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.
DAY SCHOOL CATALOG

MADISON VOCATIONAL AND ADULT SCHOOL
AL PINE 5-4541
211 NORTH CARROLL STREET
MADISON 3, WISCONSIN
Madison Vocational
and Adult
School

DAY SCHOOL
CATALOG
1960-1961

Board of Vocational and Adult Education
Fred M. Mason, President
Frank G. Collester, Vice-President
Philip H. Falk, Secretary
Russell E. Dresser
George Hall

Norman P. Mitby, Director

211 North Carroll Street
Madison 3, Wisconsin
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 eighteen 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 adapted 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 service.

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 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 8:00 a.m. to 11:30 a.m. and 1:00 p.m. to 4:00 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 an 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.
GENERAL INFORMATION

REGISTRATION

Mail registration for day school starts August 22 and closes August 31, 1960. Registration blanks may be obtained in the newspaper ad on Sunday, August 21, 1960.

Advance registration by person will be Thursday and Friday, September 8 and 9, 1960, from 8:30 a.m. to 11:30 a.m. and from 1:30 p.m. to 3:30 p.m.

Registration during the school year from September 12, 1960 to June 16, 1961, will be Monday through Friday, from 9:00 a.m. to 11:00 a.m. and 1:00 p.m. to 3:00 p.m.

CALENDAR FOR THE SCHOOL YEAR

Mail Registration for Day School
Monday through Wednesday, August 22 through August 31

Workshop for Supervisors
Tuesday and Wednesday, September 6 and 7

Day School Registration
Thursday and Friday, September 8 and 9

Meetings of Staff and Supervisors
Saturday, September 10

Day School Open
Monday, September 12

Mail Registration for Evening School
Tuesday, Wednesday, Thursday, September 6, 7, 8

Registration for Evening School
(5 to 8:30 p.m.)
Tuesday and Wednesday, September 20 and 21

Meeting of Evenings School Staff
Thursday, September 22

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 3 and 4

Day and Evening School Close
(Thanksgiving vacation)
Thursday and Friday, November 24 and 25.

Day and Evening School Close
(Christmas Vacation)
Saturday through Monday, December 17 through January 2

Day and Evening School Reopen
Tuesday, January 3

End of First Semester of Day School
Friday, February 3

Beginning of Second Semester of Day School
Monday, February 6

Day School Classes
(Meeting of Southern Wisconsin Education Association)
Friday, February 17

Evening School Classes
Friday, March 24

Day School Classes for Spring Vacation
(Good Friday, March 31; Easter Sunday, April 2)
Friday through Sunday, March 31 through April 9

Day School Reopens
Monday, April 10

Day School Classes
(Meeting of Wisconsin Association of Vocational and Adult Education)
Friday, April 28

Day School Classes
(Memorial Day)
Tuesday, May 30

End of School Year
Friday, June 16
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 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, Whillman and Moskowitz

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 12:00 p.m. to 2:00 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 12:00 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 taste in reading and to give him an appreciation of good writing; themes, to teach the student to write a good paper. Through such an approach, the student is given guidance not only in self expression but also in personal growth and happiness.

EFFECTIVE SPEECH

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

TEXT—How to Make a Speech by Lawrence H. Mouat 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 give courtesy speeches of introduction, welcome, presentation and acceptance; 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 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.
ART

ART METAL AND ENAMELING
LENGTH OF COURSE—18 weeks, 3 periods per week; Wednesday 12:52 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 enamelled. Students pay for materials used.

CERAMICS
LENGTH OF COURSE—18 weeks, 3 or 6 periods per week. Monday and/or Wednesday, 12:52 p.m. to 3:30 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 forming on hand-potter's wheel. Application of commercial glazes, mixing and testing glazes made in the laboratory. Placing and firing the kiln.

CHAIR CANING
LENGTH OF COURSE—18 weeks, 3 or 6 periods 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 periods 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.

FREE HAND DRAWING I
LENGTH OF COURSE—18 weeks, 3, 6 or 9 periods per week. Monday and/or Wednesday 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—Advanced problems of Drawing I with emphasis on more creativeness. Visual organization and study in structural relationships of form, line, light and dark, color and texture. Realistic and non-objective composition. Varied techniques and media.

FIGURE DRAWING
LENGTH OF COURSE—18 weeks, 3 or 6 periods per week. Monday and/or Wednesday and/or Friday, 12:52 p.m. to 3:30 p.m.
FEE—(In addition to registration fee) $3.00 per semester for each class day enrolled.

GENERAL CRAFTS
LENGTH OF COURSE—18 weeks, 3, 6, 9, or 12 periods per week. Monday and/or Tuesday, and/or Wednesday 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—Leather Craft (tooling and carving), Rasmaling (painted decoration of woodenware), Black Printing, Textile Printing (print and silk screen method), Liquid Plastics (laminating and molding).
INTERIOR DECORATION
LENGTH OF COURSE—36 weeks, 2 hours per week.
Friday 1:00 p.m. to 3:00 p.m.
COURSE CONTENT—Constructional elements for more beautiful and functional homes. Study of back­ grounds—floors, walls, ceilings; window treatment; color; fabrics; furniture selection and arrangement; accessories and illumination. Includes lectures, discussion of individual home problems, and field trips.

JEWELRY
LENGTH OF COURSE—18 weeks, 3 or 6 periods 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, casting, stonsetting and finishing.

LAPIDARY
LENGTH OF COURSE—18 weeks, 3 or 6 periods per week. Monday and/or Friday, 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 semi-precious stones.

LAYOUT AND ADVERTISING DESIGN
LENGTH OF COURSE—18 weeks, 4 periods per week. Tuesday and Thursday, 10:18 a.m. to 12:06 p.m.
FEE (In addition to registration fee) $2.00 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.

POTTERY
LENGTH OF COURSE—18 weeks, 3 or 6 periods per week. Tuesday 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—A more advanced course than Ceramics (elementary methods are taught as a refresher course). Designing and building free form pottery. Throwing on electric potters wheel; surface enrichment; preparation and application of low fired and high fired glazes; placing and firing the kiln.

PAINTING
LENGTH OF COURSE—18 weeks, 3, 6 or 9 periods per week. Tuesday and/or Wednesday and/or Thursday, 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—Study of form, arrangement, color and texture from still-life. Outdoor sketching. Emphasis is given to techniques, preparation of painting grounds; the palette; under painting and critical analysis. Painting mediums: oil, casein, water color, wax. Materials to be furnished by the student.

PORTRAIT PAINTING
LENGTH OF COURSE—18 weeks, 3 or 6 periods per week. Monday, 9:24 a.m. to 12:06 p.m. Friday, 12:52 p.m. to 3:30 p.m.
FEE (In addition to registration fee) $3.00 per semester for each class day enrolled.
COURSE CONTENT—Study of the head in light and shade; the anatomy; structure for solidity; expression; design element and composition. Mediums: pencil, charcoal, conte crayon, water color and oil.

SHOW CARD WRITING AND SIGN PAINTING
LENGTH OF COURSE—18 weeks, 2 or 4 periods per week. Tuesday and/or Thursday, 6:30 a.m. to 10:14 a.m.
FEE (In addition to registration fee) $1.50 per semester for each class day enrolled.
COURSE CONTENT—Fundamentals of show card writing, care and use of materials, pen and brush lettering, show card and sign alphabets, layout, color combinations, production methods.

WEAVING
(Elementary)
LENGTH OF COURSE—18 weeks, 6 or 3 periods per week. Tuesday and Thursday 9:00 a.m. to 12:00 noon. 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; making warps threading; study of basic weaves; finishing of woven articles.

WEAVING
(Advanced)
LENGTH OF COURSE—18 weeks, 6 hours per week. Monday and Friday 9:00 a.m. to 12:00 noon.
FEE (In addition to registration fee) $3.00 per sem-
ester; 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.

CREATIVE WEAVING AND DRAFT WRITING
LENGTH OF COURSE—13 weeks, 3 hours per week. Wednesday 9:00 a.m. to 12:00 noon.
FEE—(In addition to registration fee) $1.00 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.
Monday, 11:12 a.m.; Tuesday, 9:24 a.m.; Wednesday, 2:40 p.m.
TEXT—Modern Piano by Lee Sims.
FEE—(In addition to registration fee) $1.00 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
(Beginning)
LENGTH OF COURSE—37 fifty minute periods.
Monday, 8:30 a.m. and 12:52 p.m.; Tuesday, 10:18 a.m.; Wednesday, 8:30 a.m. and 12:52 p.m.
COURSE CONTENT—Fundamentals, easy solo pieces.

PIANO II
(Advanced)
LENGTH OF COURSE—37 fifty minute periods.
Monday, 9:24 a.m. and 10:18 a.m.; Tuesday, 8:30 a.m. and 12:52 p.m.
FEE—(In addition to registration fee) $1.00 per lesson, payable nine weeks in advance.
COURSE CONTENT—Exercises, individual solo pieces, for students not interested in popular music.

PIANO III
LENGTH OF COURSE—37 fifty minute periods.
Monday, 2:40 p.m.
FEE—(In addition to registration fee) $1.00 per lesson, payable nine weeks in advance.

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 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
(Second and Corporation)
LENGTH OF COURSE—18 weeks, 5 days per week.
COURSE CONTENT—A continuation of Accounting I, extending 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
(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.
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 give the student knowledge basic in the field of cost accounting. Prerequisite, Accounting III or its equivalent.

ACCOUNTING VII
(General Ledger)
LENGTH OF COURSE—18 weeks, 5 days per week.
TEXT—General Ledger, Chung and Niswanger.
COURSE CONTENT—A study of the principles of cost accounting. Preparation of estimates, preparation of checks, bookkeeping and supplementary practice work make up the course content. The actual compilation of the various forms, as class projects, will be an important part of the course. Prerequisite, Accounting III, or its equivalent.
BOOKKEEPING
(Preparatory)
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.
COURSE CONTENT—Especially intended to serve the needs of people in business. The student intending to study accounting or calculating machines but who is not strong in arithmetic will do well to elect this as a preparatory course. Cashiers, clerks and general office workers will find this course very helpful. The course embraces the following: intensive review of the fundamentals, percentages, practical short methods, bank discounts, trade and cash discounts, profit and loss, and payrolls.

ADVANCED BUSINESS MATHEMATICS AND PROJECTS
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 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, consignment sales, distribution of expenses, property taxes, pricing of goods, stocks and bonds, bank discounts, bank reconciliation statements, payrolls, using sales data, invoicing and marking goods, miscellaneous application problems, insurance sinking fund and amortization schedules.

BUSINESS LAW
(Second Semester)
LENGTH OF COURSE—18 weeks, 5 days per week.
TEXT—Principles of Business Law by Dilasov and Howland.
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.
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 output.

OFFICE MACHINES
BURROUGHS SENSIMATIC
(Bookkeeping Machine, Series 100)
LENGTH OF COURSE—2 weeks, 5 days per week.
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) $1.00.
COURSE CONTENT—This course covers addition and various methods of multiplication, subtraction, and division, followed by their application to problems in business arithmetic. Upon the completion of the course, a student should have a thorough training in the fundamental processes as they apply in business and sufficient knowledge to operate the machine in any business office.

MACHINE CALCULATION
(Burrroughs, National Cash Full-Key Adding Machines, Monroe, Underwood Sundstrand Ten-key Adding Machines, Burrroughs and Remington Rand Ten-Key Printing Calculators.)
LENGTH OF COURSE—4 weeks, 5 periods per week.
FEE—(In addition to registration fee) $1.00.
COURSE CONTENT—The course is designed to give students an adequate working knowledge of all of the above machines. 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) $1.00.
COURSE CONTENT—The course in duplicating machines 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
(Dictophone, Ediphone and Gray Audograph)
LENGTH OF COURSE—2 weeks, 5 hours per week.
FEE—(In addition to registration fee) $1.00.
COURSE CONTENT—Designed to train students to become experienced operators on the Dictophone, Ediphone and Gray Audograph. Each operator transcribes a prescribed set of permanent practice records on all machines. Instruction is also given on the dictating machine. 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 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.
FEE—(In addition to registration fee) $1.00.

COURSE CONTENT—Simplified rules of indexing, coding, and filing are applied in the alphabetizing of cards and miniature letters. Alphabetic, varidex, numeric, geographic, subject, triple check automatic, decimal subject and soundex systems of filing are studied. Record 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—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 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
LENGTH OF COURSE—18 weeks, 5 days per week.
FEE—(In addition to registration fee) $1.00.

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 type-writer 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) $1.00.

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

ADVANCED DICTATION
LENGTH OF COURSE—18 weeks, 5 days per week.
FEE—(In addition to registration fee) $1.00.

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) $1.00.

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) $1.00.
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.
Applied Office Typing by Vern A. Frisch.
FEE—(In addition to registration fee) $1.00.
COURSE CONTENT—Emphasis is placed upon speed on straight copy and general office typing. A variety of letter styles is presented as well as advanced tabulation, rough draft, manuscripts and stencils.

TYPEWRITING III
LENGTH OF COURSE—18 weeks, 5 days per week.
TEXT—Typing Simplified by Leslie and Pepe.
Typing Employment Tests by Edna Ross Stuart and E. Dana Gibson.
FEE—(In addition to registration fee) $1.00.
COURSE CONTENT—This advanced course covers statistical typing, such as reports, ruled tabulation tables, financial statements, stencils, faxes, title pages and legal forms. Typing short cuts and special problems which may infrequently confront a typist are also presented.

TECHNICAL COURSES
BUSINESS ADMINISTRATION, ACCOUNTING
See Brochure
SECRETARIAL SCIENCE
See Brochure

DISTRIBUTIVE EDUCATION
(TRAINING FOR SALES PEOPLE)

SALESMAHSHIP
LENGTH OF COURSE—18 weeks, 5 periods per week.
TEXT—Fundamentals of Selling, Wingate 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. Roth.

RETAILING
LENGTH OF COURSE—18 weeks, 5 periods per week.
COURSE CONTENT—Courses 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; finance; 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.
COURSE CONTENT—Advertising in relation to distribution of merchandise and services; physical structure of advertisements; layouts, printing, photo engraving, relative values of various media for advertising; newspapers, magazines, radio, television, dealers' displays, outdoor advertising, car cards.

MERCHANDISE DISPLAY
LENGTH OF COURSE—18 weeks, 2 periods per week.
COURSE CONTENT—Values of displays; selling idea behind the display; physical makeup of display; displays in the retail program; application of art principles and selling techniques.

CREDIT 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 ac-

DISTRIBUTIVE EDUCATION PAGE 29
AMERICAN INSTITUTIONS
LENGTH OF COURSE—18 weeks, 3 periods per week.
TEXT—Modern Society by Biesanz and Biesanz.
COURSE CONTENT—American Institutions represent the
inter-relationship of school, 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 periods per week.
TEXT—Human Behavior in Industry, by Finley-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 think as they do.

BUSINESS LAW
LENGTH OF COURSE—18 weeks, 5 periods per week.
COURSE CONTENT—The formation of contracts; unenforceable agreements; contractual agreements;
obligations; law of agency; partnership; corporations;
personal property; insurance; negotiable instruments.

HOSTESS (WAITRESS) TRAINING
LENGTH OF COURSE—9 weeks, 2 periods per week.
COURSE CONTENT—Personal development; types of
menus; equipment and its care; giving and assembling orders; serving the customer; observations in
a restaurant.

RETAILING INSTITUTE
(One-year Course)
See separate brochure.

INSURANCE
Life and General.
See separate brochure.

HOME ECONOMICS

Foods and Nutrition
Clothing and Textiles
The Home and Furnishings
Family Relationships and Health
FOODS FOR THE FAMILY

FOODS I—Nutrition Magic for Family Meals

LENGTH OF COURSE—19 weeks, 3 hours per week.
(1st semester only)
FEE—(In addition to registration fee) $4.00 per semester.

COURSE CONTENT—Family meals can be just as tempting as company meals—with very little extra effort or expense. This course demonstrates the basic principles of good nutrition and wise buying in planning meals; in the use of modern-day methods of cooking; technique of the time and energy saving appliances available today's homemaker. Frozen foods, commercial mixes and pre-cooked foods are compared with conventional methods of preparation as to flavor, use of time and energy, ease and ease of preparation. A variety of recipes give interesting "tricks" to planning and preparing family meals—breakfast, luncheon and dinner. These include quick breads, meats, sandwiches, salads, casseroles and simple desserts. Several lessons are devoted to distinctive cookery through the use of herbs.

FOODS II—Baking, Pastry, Desserts, Patio Cookery

LENGTH OF COURSE—18 weeks, 3 hours per week.
(2nd semester)
FEE—(In addition to registration fee) $3.00 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. 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 marlingues, Baked Alaska, tortes, refrigerator and frozen desserts. Attractive service is stressed.

This unit is planned for the people interested in outdoor or patio cookery. Informal entertaining in the yard or patio is featured. Some of the highlights of the course are: building the barbecue fire; spit cookery, charcoal cooking "on the rocks"; preparing and marinating foods for the outdoor cookery; preparation of meats, soups, chef salads, vegetables and fruits, potia style. Selection of equipment, patio menu-planning and hot weather food holding will be included.

FOODS III—Specialties of the House

LENGTH OF COURSE—19 weeks, 3 hours per week.
FEE—(In addition to registration fee) $3.00 per semester.

COURSE CONTENT—Dinner, luncheon and main course salads are featured 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.

The preparation of a wide variety of casseroles give practice in the skill of using chicken, fish, vegetables, and meat; even leftovers became "planned-overs" in delicious new ways.

A variety of new and unusual cakes are made by all of the methods—butter, sponge (angel), quick mix and chiffon. Frostings and icings give added interest to this unit. Prior to the holiday season, many varieties of Christmas cookies, fruit cakes, and holiday baking are featured.

FOODS IV—Meat and Poultry Cookery

LENGTH OF COURSE—18 weeks, 2½ hours, once a week.
FEE—(In addition to registration fee) $4.00 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.

FOODS V—Hospitality Cookery

LENGTH OF COURSE—18 weeks, 2½ hours, once a week.
FEE—(In addition to registration fee) $4.00 per semester.

COURSE CONTENT—The art of being a gracious hostess involves planning and ease of preparation and attractive service, as well as a feeling of relaxation and the pleasure of entertaining. All of these points are featured in this course. Some of the many types of entertaining stressed are buffet meals, teas, receptions, bridge desserts, guest dinners and after-dinner snacks. A unit offering suggestions and recipes for "Your Party Pantry" helps class members plan ahead for any sudden or unexpected party-to-be. Table setting, manners and centerpieces for these special occasions are practiced as well as the preparation and service of "guest foods."

FOODS VI—Cake Decorating I

LENGTH OF COURSE—18 weeks, 2 hours, once a week.
FEE—(In addition to registration fee) $4.00 per semester.

COURSE CONTENT—Trim your foods for better eye-appeal. This course will include basic fundamentals of cake decorating; proper frosting mix and tinting,
writing borders, scrolls, basket weaving and techniques for many flower types. Cakes will be decorated for birthdays, anniversaries, holidays and novelties. Christmas cookies and marzipan are presented prior to the holiday season. Pressed sugar bells for Christmas and weddings are included. This basic course is open to anyone who wishes to acquire the art of food decoration.

FOODS VII—Cake Decorating II
LENGTH OF COURSE—18 weeks, 2 hours, once a week.
FEE—(In addition to registration fee) $4.00 per semester.
COURSE CONTENT—This is an advanced course to enable one to perfect techniques and master more elaborate food decorations. More challenging decorations are presented, including doll, log, valentines, Easter, wedding, tier types and novelty ones for men and children. Detailed work in petits fours, panorama eggs, cookie hats for Easter, decorated mints and sugar cubes, hors d'oeuvres, fancy sandwiches and leaves is given. The preparation ofroyal icing, its use in string work and for wedding cakes is included. This course is open to all students having completed Cake Decorating I.

FOODS VIII—Calorie Shy Cookery for Weight Watchers
LENGTH OF COURSE—18 weeks 2½ hours, once a week.
FEE—(In addition to registration fee) $3.00 per semester.
COURSE CONTENT—This course features the selection and preparation of foods for eating pleasure, health and figure flattery. Appetizing recipes combine with recent nutritional advances for weight control and mealtime satisfaction. Emphasis will be placed on adapting the meals to meet the needs of all family members.

FOODS IX—When There are Two
LENGTH OF COURSE—18 weeks 2½ hours, once a week.
FEE—(In addition to registration fee) $2.00 per semester.
COURSE CONTENT—This course is designed for the family group of two and the person living alone. Taking a "new look" at meals to make them more attractive, interesting and nutritious is featured. Some of the highlights of the course are: adapting menus, recipes and serving to the smaller group; purchasing food for one or two; use and care of modern appliances and equipment; management practices in meal preparation; importance of balanced meals for mature people; foods for health and vitality. Actual food preparation in class will be based on the three meals a day.

FOODS X—Double Quick Meals for Working Wives
(Given in evening school only)
LENGTH OF COURSE—A series of nine lessons presented in alternate weeks, 2½ hours per lesson.
FEE—(In addition to registration fee) $3.00 per semester.
COURSE CONTENT—Fancy Fixin's from the Freezer: Fix ahead foods to prepare at leisure and to serve for family fare or guest occasions. Making the Most of Meats: Two demonstrations including tips on best buys in meat, ways to cook it, and other foods to fix with it for health giving, home tempting menus. Vegetable Varieties: Featuring ways to add sparkle to the vegetables in season and out, as well as cooking methods calculated to bring out the best in flavor while saving the valuable vitamins and minerals. Casserole Cookery: Favorite casserole dishes to please the family, save time, energy and money for the hurried homemaker. Yeast Breads: A demonstration on basic batters and doughs with suggestions for variations to enhance their appeal and add to their place in the menu. Poultry for the Holiday: Selecting, preparing, stuffing, roasting, garnishing the Holiday Bird—be it a Cornish Hen or a full size gobbler. Holiday Fare: Two demonstrations on holiday temptations including Christmas cookies and confections as well as company fare for the holiday festivities.

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) $1.00 per semester.
COURSE CONTENT—First lessons in sewing include the construction of a wool skirt, (flared 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
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 liable core 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) $1.00 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) $1.00 per 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) $1.00 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—morn­ ing, sport or casual dresses, men's shirts or tailored women's blouses, stocks, shiris or Bermudas. A wool skirt with a set-in pocket or other complex detail may be made in place of shorts or stocks. 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 are 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) $1.00 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, formals 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) $1.00 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, interlinings and linings. Particular attention is focused on the upholding and handling of the fabric. Garments to be made are suits and coats.

CLOTHING VII—New Models from Old
LENGTH OF COURSE—18 weeks, 4 hours once a week.
PREREQUISITE—Ability and experience in garment construction.
FEE—(In addition to registration fee) $1.00 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) $1.00 per semester.
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.
MILLINERY
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 is planned 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 veillings. Selection of becoming hats and current styles are featured. Blocking of felts over simple hat blocks, as well as reblocking 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 veilling 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.
PREREQUISITE—Completion of Millinery III.
FEE—(In addition to registration fee) $1.50 per semester.
COURSE CONTENT—This is an advanced course for those 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.

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) $1.00 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, 3 hours once a week.
FEE—(In addition to registration fee) $1.00 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.

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; 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—Attention is given to all phases of knitting from simple projects for home use to more advanced designs for fashion uses. Emphasis is placed on the selection of appropriate yarns and the proper use of knitting techniques. 

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) $1.00 per semester.
COURSE CONTENT—This includes the study of slipcovers, their advantages and disadvantages. Suggestions are given on color scheme, choice of fabrics, estimation of yardage, placing of design and weave of materials, techniques of cutting, fitting, pinning, and stitching. Emphasis is placed upon removing cushions in need of repair before slipcovering is also included. All projects are completed under supervision.

UPHOLSTERY IB
LENGTH OF COURSE—18 weeks, 4 or 8 hours a week.
FEE—(In addition to registration fee) $2.00 per semester once a week; $4.00 per semester twice a week.
COURSE CONTENT—This is an introductory course in simple upholstery techniques. Emphasis is placed upon proper use and care of tools, wadding 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 I A
LENGTH OF COURSE—18 weeks, 4 hours, once a week.
PREREQUISITE—Upholstery IB.
FEE—(In addition to registration fee) $2.00 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, cozyswell and platform rockers will be undertaken.

SELECTION AND CARE OF THE HOME AND ITS FURNISHINGS

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 II
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) $2.00 per semester once a week; $4.00 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 re-upholstered. Due to limited space, items as davenport 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) $1.00 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 plants 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.
FEE—(In addition to registration fee) $1.00 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 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.

FLOWER ARRANGEMENT
LENGTH OF COURSE—18 weeks, 2 hours a week.
FEE—(In addition to registration fee) $4.00 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.

HOSPITALITY AND TABLE ACCESSORIES
LENGTH OF COURSE—19 weeks, 2 hours once a week.
FEE—(In addition to registration fee) $1.00 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.

PERSONAL AND FAMILY RELATIONSHIPS

PARENT EDUCATION I—Child Guidance
LENGTH OF COURSE—18 weeks, 2 hours a week, 1st semester.
COURSE CONTENT—This course is planned for parents of children from 8 to 12 years of age. It will be concerned with social behavior, emotional needs, mental development and cultural influences. It will be conducted on a lecture discussion basis. Topics other than those listed above may be included in the course, depending upon needs and desires of the group.

PARENT EDUCATION II—How to live with Your Adolescents
LENGTH OF COURSE—18 weeks, 2 hours a week.
COURSE CONTENT—This course is planned for parents of children from 12 to 16 years of age. It is designed 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 of family activities.

MANAGEMENT OF FAMILY RESOURCES

MONEY MANAGEMENT
LENGTH OF COURSE—9 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 recreation dollar. This is a lecture and discussion course.

LENGTH OF COURSE—9 weeks, 2 hours a week.

WORK SIMPLIFICATION—Heart Kitchen
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.

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
Fur Remodeling—Tuesday p.m.
Fee—$1.00 per semester.

MIDVALE SCHOOL
Clothing I—Wednesday p.m.
Clothing IV—Tuesday p.m.
Clothing V—Thursday p.m.
Fee—$1.00 per semester.

FRANKLIN SCHOOL
General Clothing—Tuesday p.m.
Fee—$1.00 per semester.
TRADE AND INDUSTRY

Trade Preparatory Courses
Pre-Apprentice
Technical Courses
AUTO BODY
LENGTH OF COURSE—74 weeks, 25 fifty-minute periods per week, 2 school years.
FEE—(In addition to registration fee) $10.00 per quarter, four periods daily; $5.00 per quarter, two periods daily.
COURSE CONTENT—Repairing, rebuilding and painting of damaged auto bodies.

AUTO MECHANICS
LENGTH OF COURSE—74 weeks, 25 fifty-minute periods per week, 2 school years.
TEXT—Automotive Mechanics by Crouse, Automotive Electrical Equipment by Crouse, Bear Wheel Alignment, Axle and Frame Straightening Service Principles of Wheel Alignment by Bear.
FEE—(In addition to registration fee) $7.00 per quarter, 4 periods daily; $3.50 per quarter, 2 periods daily.
COURSE CONTENT—Repairing and servicing brakes, electrical systems, engines, engine rebuilding, engine tune-up, clutches, transmissions, fuel systems, wheel alignment, wheel balancing and frame straightening.

AUTOMOTIVE TECHNOLOGY
See Brochure

BLUEPRINT READING
(Building Trades)
LENGTH OF COURSE—18 weeks, 5 fifty-minute periods per week.
TEXT—Building Trades Blueprint Reading by Dalzell (2 volumes).
FEE—(In addition to registration fee) $2.00 per semester, one period per day.
COURSE CONTENT—Basic blueprint reading essential to those seeking success in the building trades.

BLUEPRINT READING
(Machine Trades)
LENGTH OF COURSE—18 weeks, 5 fifty-minute periods per week.
TEXT—Blueprint Reading by Nicholson & Jones.
FEE—(In addition to registration fee) $2.00 per semester, one period per day.
COURSE CONTENT—Fundamentals of blueprint reading essential to success in the machine trades.

CABINETMAKING
LENGTH OF COURSE—74 weeks, 20 fifty-minute periods per week, 2 school years.
TEXT—Principles of Woodwork by Herman Hjorth, Machine Woodworking by Herman Hjorth, General Woodworking by Johnson and Newkirk.
FEE—(In addition to registration fee) $4.00 per quarter for two periods daily.

DRAFTING, MECHANICAL
LENGTH OF COURSE—74 weeks, 20 fifty-minute periods per week, 2 school years.
FEE—(In addition to registration fee) $2.00 per semester, one period per day.
COURSE CONTENT
DRAFTING I—A fundamental course in basic drafting including lettering, geometric constructions, orthographic projection, dimensioning and freehand sketching.
DRAFTING II—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—A work book course including completion problems, freehand sketching, visualization exercises, auxiliary views, revolutions and sections.
DRAFTING IV—Machine drawing covering detailing and assembly drawings including limiting fits, tolerances and allowances.
DRAFTING V—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.

DRAFTING, ARCHITECTURAL
LENGTH OF COURSE—74 weeks, 20 fifty-minute periods per week, 2 school years.
FEE—(In addition to registration fee) $2.00 per semester, one period per day.
COURSE CONTENT
ARCHITECTURAL DRAWING I—Fundamental course in basic drafting including lettering, geometric constructions, orthographic projection, dimensioning and freehand sketching.
ARCHITECTURAL DRAWING II—Fundamentals required in planning and drawing a small house plan.
ARCHITECTURAL DRAWING III—Fundamentals necessary to plan and design small commercial buildings.
ARCHITECTURAL DRAWING IV—Continuation of Architectural Drawing III with emphasis on fabricating structural steel and reinforced concrete.

STRENGTH OF MATERIALS
LENGTH OF COURSE—18 weeks, 2 fifty-minute periods per week.
TEXT—Strength of Materials by Breneman.
COURSE CONTENT—Simple stresses; shear, application of stresses to shear problems; riveted joints; riveted joints and their design; stresses in thin-walled cylinders, hydraulic pressure and retaining vessels; welded joints; torsion, torque and strength of shafts; beams, shear and moment diagrams, design of beams; stresses in beams; beam deflections, theory of bending; combined axial and bending stresses, advanced theory and design of loaded members; columns.

GRAPHIC ARTS
See Brochure.

MACHINE SHOP
LENGTH OF COURSE—74 weeks, 20 fifty-minute periods per week, 2 years.
FEE—(In addition to registration fee) $9.00 per quarter, 4 periods daily; $4.50 per quarter, 2 periods daily.
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) $2.00 per day of four periods—minimum charge $2.00 per quarter.
COURSE CONTENT—Light meters, different types of film, processing by time and temperature, versus gamma, Contact printing, print control, enlargements as 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.

TECHNICAL COURSES

AUTOMOTIVE TECHNOLOGY
See Brochure.

ELECTRONICS TECHNOLOGY
(Radio and Television)
See Brochure.

HIGHWAY AND CONSTRUCTION TECHNOLOGY
See Brochure.

MECHANICAL DESIGN 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—6 weeks, 2 hours per week. Repeated every 6 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

NIGHT SCHOOL CATALOG 1960-1961

Board of Vocational and Adult Education
Fred M. Mason, President
Frank G. Collester, Vice-President
Philip H. Falk, Secretary
Russell E. Dresser
George Hall

Norman P. Mitby, Director
211 North Carroll Street
Madison 3, Wisconsin
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The Madison Vocational and Adult School is a public school. There is a general registration fee of $2.00 for the entire year. For non-residents there also is a tuition charge of 50¢ per evening. This is paid in two payments, the first at the time of registration and the second by January 3, 1961.

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.

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

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.

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

The $2.00 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 6 through 8, 1960. Mail registration closes September 9.

Advance Registration in Person at the Vocational School
Tuesday and Wednesday, September 20 and 21, 1960, from 5:00 p.m. to 8:30 p.m.

Registration During Evening School Session
Monday, Tuesday, Wednesday and Thursday, from 6:30 p.m. 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
1960-61

Mail registration for evening school.
September 6, 7 and 8—Tuesday, Wednesday and Thursday.

Registration for evening school.
5:00 p.m. to 8:30 p.m., September 20 and 21—Tuesday and Wednesday.

Meeting of evening school staff.
September 22—Thursday.

Evening school begins.
September 26—Monday.

Evening school closes.
(Thicksgiving)
November 24 and 25—Thursday and Friday.

Evening school closes.
(Christmas Vacation)
December 17 through January 2—Saturday through Monday.

Evening school reopens.
January 3—Tuesday.

Evening school closes.
March 24—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, 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, 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 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, 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, 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.

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.
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 needs.

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, 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)
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, and 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 8:30 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 in which to learn.

SHAKESPEARE
LENGTH OF COURSE—24 weeks.
Wednesday, 6:30 p.m. to 8:30 p.m.
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, 6:30 p.m. to 8:30 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 by doing.

YOUR SPEECH
LENGTH OF COURSE—24 weeks.
Monday, 6:30 p.m. to 8:30 p.m.
COURSE CONTENT—Learn to speak well. Breathing, posture, 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.

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) $3.00.
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) $1.00.
COURSE CONTENT—Size, shape, color and design arrangement stressed. Processes include braiding with three strands, splicing, padding and facing. Discarded materials recommended. Students furnish own materials.

CERAMICS
LENGTH OF COURSE—24 weeks.
Monday and/or Wednesday, and/or Friday, 7:00 p.m. to 9:00 p.m.
FEE—(In addition to registration fee) $3.00 per year.
COURSE CONTENT—An elementary course executing original designs in clay. Experimentation with clays,
glazes, making of chip molds, two and three-part molds, casting, firing and glazing are included in the course. Students pay for materials used.

**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) $3.00.**

**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 material 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) $3.00.**

**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 CRAFTS**

**LENGTH OF COURSE—24 weeks.**

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

**FEE—(In addition to registration fee) $3.00.**

**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 and textile painting.**

**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).

**FEE—(In addition to registration fee) $3.00.**

**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, 5:30 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) $3.00.**

**COURSE CONTENT—Flat work in copper, brass and silver. Various processes include sawing, filing, soldering, piercing, repousse, chasing, casting, enameling, stone setting and finishing. Students pay for materials used. For the layman.**

**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) $3.00.**

**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) $3.00.**

**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.**

**PORTRAIT PAINTING**

**LENGTH OF COURSE—24 weeks.**

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

**FEE—(In addition to registration fee) $3.00.**

**COURSE CONTENT—Study of the head in light and shade; the anatomy; structure of solidity, gesture, expression; design element and composition. Mediums: pencil, charcoal, conte 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) $3.00 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) $3.00.
COURSE CONTENT—This is the Norwegian folk art of pointing 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) $3.00.
COURSE CONTENT—Basic training in painting with provisions for individual interests and abilities. Design and composition; color and texture; special processes and formulas; discussion and evaluations of exhibits are important aspects of the course. Media are oil, watercolor, tempera.

WEAVING
LENGTH OF COURSE—24 weeks.
Tuesday and Thursday, 7:30 p.m. to 9:30 p.m.
FEE—(In addition to registration fee) $3.00.
COURSE CONTENT—Planned for the homemaker, craftsman, teacher, camp instructor or youth leader. An elementary course which includes the various processes and techniques in producing plain and pattern weaving. Students pay for materials used.

CLASSES AT OTHER CENTERS

CHEROKEE HEIGHTS SCHOOL
Interior 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.

GENERAL EDUCATION

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 6:45 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.
Thursday, 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, 7:30 p.m. to 8:30 p.m.
COURSE CONTENT—For male and female dancers of intermediate and advanced level. 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 or Wednesday, 7:00 p.m. to 8:00 p.m. or 8:00 p.m. to 9:00 p.m.
FEE—(In addition to registration fee) $1.00 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. or 8:00 p.m. to 9:00 p.m.
FEE—(In addition to registration fee) $1.00 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)
Tuesday, 6:00 p.m. to 7:00 p.m. or 7:00 p.m. to 8:00 p.m.
FEE—(In addition to registration fee) $1.00 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. or 8:00 p.m. to 9:00 p.m.
TEXT—Modern Piano by Lee Sims.
FEE—(In addition to registration fee) $1.00 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 9:00 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 SOFEGGIO
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 ADMINISTRATION

ACCOUNTING I
(Elementary)
LENGTH OF COURSE—24 weeks.
Monday and Wednesday, 7:00 p.m. to 9:00 p.m.
merchandise 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—24 weeks.
TEXT—College Accounting, Sixth Edition. Sherwood, Carson and Boling, Bryant and Wood wholesale mer-
chantile practice set.
COURSE CONTENT—A continuation of Accounting I
enlarging upon the theories and practices in use
today in partnership and corporate types of organi-
zations. Classification of accounts, admission of new
partners, partnership dissolution, negotiable instru-
ments, taxes, and the acquisition and disposal of
fixed assets will be a part of this course. It is con-
sidered basic for students planning to major in ac-
counting 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.
TEXT—College Accounting, Sixth Edition, Sherwood, Carson and Boling. Workbook, Part 3. The King Manu-
facturing Company, practice set.
COURSE CONTENT—Consideration is given to the cor-
poration with emphasis on the industrial or manu-
f acturing type of enterprise. Legal organization and
records of a corporation, classes and values of capi-
tal 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.
TEXT—Advanced Accounting, Comprehensive Volume, Second Edition, Karsenbrock and Simmons, Working
Papers.
PREREQUISITE—Accounting III or its equivalent.
COURSE CONTENT—Advanced accounting is for the
student who is majoring in accounting and who
expects to specialize in accounting work. The sub-
ject 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 pre-
pared for public, private, or governmental account-
ing practice.

ACCOUNTING VI
(Cost)
LENGTH OF COURSE—24 weeks.
Tuesday and Thursday, 7:00 p.m. to 9:00 p.m.
TEXT—Principles of Cost Accounting, Sherwood and
Chase. The Mathews Manufacturing Company, prac-
tice set.
PREREQUISITE—Accounting III or its equivalent.
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 stu-
dent knowledge basic in the field of cost accounting.

ACCOUNTING VII
(Income Tax)
LENGTH OF COURSE—6 lectures.
(Date to be announced later.)

BUSINESS ARITHMETIC
LENGTH OF COURSE—24 weeks.
Tuesday and Thursday, 7:00 p.m. to 9:00 p.m.
TEXT—College Business Arithmetic by J. Marshall
Hanna.
COURSE CONTENT—Especially intended to serve the
needs of people in business. The student intending
to study accounting or calculating machines, but who is not strong in arithmetic will do well to elect this as a preparatory course. Cashiers, clerks, and general office workers will find this course 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 J. 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 overages, ratios, horizontal cost, 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 marketing 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."
SECRETARIAL

FUNDAMENTALS OF BUSINESS ENGLISH
LENGTH OF COURSE—24 weeks.
Monday and Wednesday, 7:00 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 Yerion.
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, variadex, 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.
FEE—(In addition to registration fee) $1.00.
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)
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) $1.00.
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) $1.00.
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 given 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.
FEE—(In addition to registration fee) $1.00.
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.
FEE—(In addition to registration fee) $1.00.
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—24 weeks.
Monday and Wednesday, 7:00 p.m. to 9:00 p.m.
PREREQUISITE—Minimum typing speed of 40 words per minute.
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.

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) $1.00.
PREREQUISITE—Minimum typing speed of 50 words per minute.

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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.

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.
FEE—(In addition to registration fee) $1.00.
COURSE CONTENT—For those who wish to learn the touch system of typewriting. It includes the study of the parts of the machine, mastery of the keyboard, drills for rhythm and accuracy, correct typing habits, simple letter set-up, simple tabulation, and timed writings. Instruction is given on various makes of manual and electric typewriters.

TYPEWRITING II
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.
FEE—(In addition to registration fee) $1.00.
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.
FEE—(In addition to registration fee) $1.00.
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—12 weeks.
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
LENGTH OF COURSE—24 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 help on displaying merchandise; monetary value of displays; display suggestions.

DISTRIBUTIVE EDUCATION
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 FOOD MERCHANDISING
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 grantees.

RETAIL CREDIT MANAGEMENT
(1st term)
LENGTH OF COURSE—12 weeks.
Thursday, 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.

RETAIL GROCERY MERCHANDISING
(2nd term)
LENGTH OF COURSE—12 weeks.
Thursday, 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.

FOUNTAIN TRAINING
LENGTH OF COURSE—8 hours.
Monday and Tuesday, 6:00 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—12 weeks.
Wednesday, 7:00 p.m. to 9:00 p.m.
COURSE CONTENT—Knowing about the industry; personnel development; types of menus; characteristics of food; equipment and its care; observation in a restaurant; work of the table salesperson; receiving the guest and taking the order; giving and assembling orders; serving the customer breakfast, luncheon, and dinner; serving beverages; serving entrees, desserts, and common foods; children's service; clearing; 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
(Basic)
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 practices of investing; methods of selecting an investment; mutual funds.

INVESTMENTS
(Advanced)
LENGTH OF COURSE—12 weeks.
Tuesday, 7:00 p.m. to 9:00 p.m.
COURSE CONTENT—Broker, dealer, stock exchange operations and regulations; state and national regulations; new and secondary offerings; common stock versus fixed income securities; growth stock situations; corporations; capital structure; management; options; statement analysis; "puts, calls, straddles"; mutual funds; investment advisory services.

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.

HOME ECONOMICS
Foods for the Family
Clothing and Textiles
Home and Furnishings
Family Relationships
Management of Resources
FOODS FOR THE FAMILY

FOODS I—New-trition Magic for Family Meals
LENGTH OF COURSE—24 weeks.
Tuesday, 7:00 p.m. to 9:30 p.m.
FEE—(In addition to registration fee) $5.00 per year.
COURSE CONTENT—This course is designed to provide the student with the modern concepts of family meal planning and preparation. It includes the newest techniques for quick breads, vegetables, meats, salads, casserole dishes, sandwiches and simple desserts, geared to streamlined cookery methods and time saving use of appliances. Cooking to retain vitamins and minerals is featured. Food buying is included. This is an excellent course for brides, brides-to-be, business girls or anyone who wishes to update their cookery methods for family meal planning and preparation.

FOODS II—Breads, Cakes and Pastry
LENGTH OF COURSE—12 weeks beginning September 27.
Tuesday, 7:00 p.m. to 9:00 p.m.
FEE—(In addition to registration fee) $3.00 for 12 weeks.
COURSE CONTENT—This course is planned to give the homemaker the newest techniques in the baking of quick breads, yeast breads, luncheon breads, butter and sponge cakes, frostings and pastry. The underlying principles of successful baking of all of these products are given so that the student can better understand her successes in baking. Christmas cookies and fruit cake are given prior to the holiday season. Streamlined methods are taught and compared to mixes and conventional methods. These lessons are helpful to beginners as well as experienced homemakers who wish to improve and modernize their baking techniques.

FOODS III—Specialties of the House
LENGTH OF COURSE—12 weeks.
Monday, 7:00 p.m. to 9:00 p.m.
FEE—(In addition to registration fee) $4.00 per 12 weeks.
COURSE CONTENT—New and unusual salads and casserole dishes, both for family meals and for guest meals, form the first part of this course. Dinner, luncheon and main course salads are included, using various combinations of vegetables, fruits, fish, meat and chicken. Gourmet salad dressings are featured. Unusual desserts comprise the latter part of the course.

FOODS IV—Meat, Fish and Poultry Cookery
LENGTH OF COURSE—12 weeks beginning September 29 or January 5.
Thursday, 7:00 p.m. to 9:30 p.m.
FEE—(In addition to registration fee) $5.00 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 sea-food 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 this course.

FOODS V—Hospitality Cookery
LENGTH OF COURSE—24 weeks.
Wednesday, 7:00 p.m. to 9:30 p.m.
FEE—(In addition to registration fee) $5.00 per year.
COURSE CONTENT—The art of being a gracious hostess involves planning and ease of preparation and attractive service, as well as a feeling of relaxation and the pleasure of entertaining. All of these points are featured in this course. Some of the many types of entertaining stressed are buffet meals, teas, receptions, bridge dinners, guest dinners and after-dinner snacks. A unit offering suggestions and recipes for "Your Party Pantry" helps class members plan ahead for any sudden or unexpected party-to-be. Table setting, linens and centerpieces for these special occasions are practiced as well as the preparation and service of "guest foods."

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) $3.00 per 12 weeks.
COURSE CONTENT—Trim your foods for better eye-appeal. This course will include basic fundamentals of cake decorating; proper frosting mix and tinting, writing, borders, scrolls, basket weaving and techniques for many flower types. Cakes will be decorated for birthdays, anniversaries, holidays and special occasions. Marzipan is presented prior to the holiday season. Pressed sugar bells for Christmas and weddings are included.

FOODS VII—Cake Decorating II
(Cake Decorating for Special Occasions)
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) $3.00 for 12 weeks.

COURSE CONTENT—An advanced course to perfect techniques and master more elaborate food decorations. More challenging cake decorations are presented, including doll, log, valentines, Easter, wedding and tier types and novelty ones for men and children. The preparation of royal icing and its use in string work and for wedding cakes is included. This course is open to all students having completed Cake Decorating I.

Foods VIII—Outdoor Cookery
LENGTH OF COURSE—6 weeks.

Tuesday, Beginning January 5, 7:00 p.m. to 9:00 p.m.

FEE—(In addition to registration fee) $3.00 per 6 weeks.

COURSE CONTENT—This course is planned for men interested in outdoor cookery. Some of the highlights of the course are: building the barbecue fire; spit cookery, charcoal cooking; preparing and marinating foods for outdoor cookery; preparation of meats, sauces, Chef salads, vegetables and fruits, patio style. Selection of equipment, menu planning and hot weather food holding will be included.

Foods IX
(Offered only during day's school)

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 9:00 p.m.

FEE—(In addition to registration fee) $1.00 per year.

COURSE CONTENT—First lessons in sewing include the construction of a wool skirt, (flared 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—24 weeks.

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

FEE—(In addition to registration fee) $1.00 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—Children's Garments
(Advanced Course)
LENGTH OF COURSE—24 weeks.

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

PREREQUISITE—Completion of Clothing I and II.

FEE—(In addition to registration fee) $1.00 per year.

COURSE CONTENT—This course is planned for those who have had experience in sewing. There is some
CLOTHING IV—Casual Clothes
LENGTH OF COURSE—24 weeks.
Tuesday, 7:00 p.m. to 9:30 p.m.
FEE—In addition to registration fee $1.00 per year.
PREREQUISITE—Clothing I or its equivalent.
COURSE CONTENT—This course is planned for the people who wish to learn which materials to use and how to buy and cut plaid and striped fabrics. Constructions and the selection and application of interfacing, linings, and interlinings are included. The latest research on new fabrics is given. Both new and familiar materials are included.

CLOTHING V—That Made to Order Look
LENGTH OF COURSE—24 weeks.
Monday or Wednesday, 7:00 p.m. to 9:30 p.m.
FEE—In addition to registration fee $1.00 per year.
PREREQUISITE—Clothing IV or its equivalent.
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 new 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 $1.00 per year.
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 application of interfacing, linings, and interlinings. Particular attention is focused on the molding and handling of the fabric. Garments to be made are suits and coats.

CLOTHING VII—New Models from Old
Given in Day School Only.
LEN T H OF COURSE—24 weeks.
Monday, 7:30 p.m. to 9:30 p.m.
PREREQUISITE—Completion of Clothing VI.
COURSE CONTENT—Review of procedures covered in Clothing VI. Emphasis is given to fabric selection for the garment and the selection and application of interfacing, linings, and interlinings. Particular attention is focused on the molding and handling of the fabric. Garments to be made are suits and coats.

CLOTHING VIII—Tailoring II
LENGTH OF COURSE—24 weeks.
Thursday, 7:00 p.m. to 9:30 p.m.
PREREQUISITE—Clothing VII.
COURSE CONTENT—Review of procedures covered in Clothing VII. Emphasis is given to fabric selection for the garment and the application of interfacing, linings, and interlinings. Particular attention is focused on the molding and handling of the fabric. Garments to be made are suits and coats.

TEXTILE STUDY—Fiber and Fabric Facts for Retail Sales People
LENGTH OF COURSE—6 weeks.
Tuesday, 7:30 p.m. to 9:30 p.m.
COURSE CONTENT—This course is planned primarily for sales people in ready-to-wear and fabric departments of the retail stores. Explanations of the Textile Labeling Act, its importance to both the sales person and to the consumer is given. This course will be conducted on a lecture and discussion basis to help clarify the issues involved. Fibers included in this act will be discussed as to individual development, composition, processing, and performance. Also to be included is the latest information regarding fabrics made from these fibers, either 100 percent or in blends, as to characteristics, washability and wearability.
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) $2.00 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 over simple hat blocks, as well as re-blocking of good quality used felts, is included.

MILLINERY II
LENGTH OF COURSE—24 weeks.
Wednesday, 7:00 p.m. to 9:00 p.m.
FEE—(In addition to registration fee) $2.00 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.
Thursday or Friday, 7:00 p.m. to 9:30 p.m.
FEE—(In addition to registration fee) $1.00 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.

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, 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 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, tablecloths, bedspreads, lace edging and insertion.

HOME AND FURNISHINGS

DRAPERIES AND LAMPSHADES
LENGTH OF COURSE—24 weeks.
Wednesday, 7:00 p.m. to 9:00 p.m.
FEE—(In addition to registration fee) $1.00.
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, estima-
tion of yardage, placing of design, weave of materials, technique of cutting, fitting, pinning and stitching. Emphasis on remaking cushions in need of repair before slipcovering is also included. All projects are completed under supervision.

**UPHOLSTERY I**

**LENGTH OF COURSE—24 weeks.**

Monday, 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, 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.**

Wednesday, 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.

**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) $1.08 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, 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.

**FLOWER ARRANGEMENT I**

**LENGTH OF COURSE—12 weeks.**

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

**FEE—(In addition to registration fee) $4.00 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) $4.00 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.

**FAMILY RELATIONSHIPS**

**PARENT EDUCATION I—Child Guidance**

**LENGTH OF COURSE—12 weeks.**

1st 12 weeks, Tuesday, 7:30 p.m. to 9:00 p.m.

**COURSE CONTENT—**This course is planned for parents of children from 8 to 12 years of age. It will be concerned with social behavior, emotional needs, mental development and cultural influences. It will be conducted on a lecture and discussion basis. Topics other than those listed above may be included in the course, depending upon needs and desires of the group.

**PARENT EDUCATION II—How to Live with Your Adolescents**

**LENGTH OF COURSE—12 weeks.**

2nd 12 weeks, Tuesday, 7:30 p.m. to 9:30 p.m.

**COURSE CONTENT—**This course is planned for parents of children from 12 to 16 years of age. It is designed 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 of family activities.

**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.
MANAGEMENT OF RESOURCES

MONEY MANAGEMENT
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 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. This is a lecture and discussion course.

WORK SIMPLIFICATION—Heart Kitchen
LENGTH OF COURSE—6 weeks, 2 hours per week.
Beginning September 29; repeated every 6 weeks.
Thursday, 7:00 p.m. to 9:00 p.m.
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 bedmaking, 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,

CLASSES AT OTHER CENTERS

Cherokee Heights School
Clothing I
Knitting
Cake Decorating I
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
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.

Van Hise School
Clothing IV
Drapery and Lampshades
Knitting
Thursday, 7:30 p.m. to 9:30 p.m.

West High School
Clothing I
Clothing II
Clothing IV
Fur Remodeling
Tuesday, 7:30 p.m. to 9:30 p.m.
TRADE AND
INDUSTRY

Aeronautics
Automotive
Building Trades
Diesel
Drafting
Electronics
Graphic Arts
Machine Trades
Photography
Service Trades
Welding
AERONAUTICS

GROUND SCHOOL COURSE
LENGTH OF COURSE—12 weeks.
   Tuesday and Thursday, 7:00 p.m. to 9:00 p.m.
   TEXT—To be acquired from local airport fixed-base
         operator.
   FEE—(In addition to registration fee) $2.00.
   COURSE CONTENT—Civil air regulations, meteorology, aerial
         navigation and radio, general service and safety
         practices.

AUTOMOTIVE

AUTO BODY
LENGTH OF COURSE—24 weeks.
   Monday or Wednesday, 6:30 p.m. to 9:30 p.m.
   TEXT—Manual to be purchased by student.
   FEE—(In addition to registration fee) $3.00.
   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 I
   (Brakes and Engines)
LENGTH OF COURSE—24 weeks.
   Tuesday, 6:30 p.m. to 9:30 p.m.
   TEXT—Manual to be purchased by student.
   FEE—(In addition to registration fee) $3.00.
   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 II
   (Front Wheel Alignment, Steering, Balancing)
LENGTH OF COURSE—24 weeks.
   Monday, 6:30 p.m. to 9:30 p.m.
   TEXT—Manual to be purchased by student.
   FEE—(In addition to registration fee) $3.00.
   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
   (Electric Systems and Carburetion)
LENGTH OF COURSE—24 weeks.
   Wednesday, 6:30 p.m. to 9:30 p.m.
   TEXT—Manual to be purchased by student.
   FEE—(In addition to registration fee) $3.00.

BLUE PRINT READING
LENGTH OF COURSE—24 weeks.
   Monday, 7:00 p.m. to 9:00 p.m.
   TEXT—Building Trades Blue Print Reading by Dalzell.
   FEE—(In addition to registration fee) $2.00.
   COURSE CONTENT—Basic blueprint reading essential to
         those seeking success in the building trades.

CARPENTRY TRADE EXTENSION
   PREREQUISITE—Journeyman Carpenter.
LENGTH OF COURSE—24 weeks.
   Tuesday, 6:30 p.m. to 9:30 p.m.
   TEXT—Building Trades Blue Print Reading by Dalzell.
   FEE—(In addition to registration fee) $2.00.
   COURSE CONTENT—Designed for carpenters and will
         cover carpentry terms, forming, framing, rotoor
         cutting, exterior finishing, interior finishing, stair
         building, use of builder’s transit. Instruction may be
         selected according to student needs.

CABINETMAKING
LENGTH OF COURSE—24 weeks.
   Monday, Tuesday, Wednesday, or Thursday, 6:30 p.m. to
9:30 p.m.
   TEXT—Manual to be purchased by student.
   FEE—(In addition to registration fee) $3.00.
   COURSE CONTENT—Core, use and sharpening of tools; project
         making and machine woodworking; glues and gluing; preparing
         surfaces for and application of finishes.
MATHEMATICS (Technical)
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.
TEXT—Suitable text must be purchased by the student.
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.
Tuesday, 7:00 p.m. to 9:00 p.m.
FEE—(In addition to registration fee) $1.00.
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.

DIESEL
DIESEL I (Theory)
LENGTH OF COURSE—12 weeks.
Monday, 6:30 p.m. to 9:30 p.m.
TEXT—Diesel Engine Operation and Maintenance, by Moleev.
FEE—(In addition to registration fee) $1.00.
COURSE CONTENT—This course is designed to introduce diesel service work to the beginning diesel serviceman and is a prerequisite for further diesel training at this school. This is primarily a study course, but frequent use will be made of films, charts, models, and actual equipment.

DIESEL II—(Diesel Engine Service)
PREREQUISITE—Diesel I or equivalent.
LENGTH OF COURSE—24 weeks.
Wednesday, 6:30 p.m. to 9:30 p.m.
TEXT—Repair manuals to be purchased by student.
FEE—(In addition to registration fee) $5.00.
COURSE CONTENT—This course is designed to familiarize the student with troubleshooting procedures, general service procedures, and tune-up on many of the more popular automotive diesel engines.

DRAFTING
DRAFTING—ARCHITECTURAL
LENGTH OF COURSE—24 weeks.
Wednesday, 6:30 p.m. to 9:30 p.m.
TEXT—Architectural Drafting by E. Ray.
FEE—(In addition to registration fee) $2.00.

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—A fundamental course in basic drafting including lettering, geometric constructions, orthographic projection, dimensioning, and freehand sketching.

DRAFTING—MECHANICAL
LENGTH OF COURSE—24 weeks.
Tuesday and Thursday, 7:00 p.m. to 9:00 p.m.
TEXT—Suitable for the unit of instruction the student is specializing in.
FEE—(In addition to registration fee) $2.00.

DRAFTING I
COURSE CONTENT—A fundamental course in basic drafting including lettering, geometric constructions, orthographic projection, 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 fits, tolerances, and allowances.

DRAFTING V
COURSE CONTENT—Covers mechanisms, gears, cones, worm and wheel construction and bevel 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 McDougall, Ranson, Dunlap, Graham.
FEE—(In addition to registration fee) $2.00.
COURSE CONTENT—Fundamental 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.
(TEXT—Elements of Radio by Marcus and Marcus.
FEE—(In addition to registration fee) $1.00.
COURSE CONTENT—Theory of receivers.

RADIO II
LENGTH OF COURSE—24 weeks.
Tuesday, 6:30 p.m. to 9:30 p.m.
FEE—(In addition to registration fee) $6.00.
PREREQUISITE—Radio I.
COURSE CONTENT—Construction and service of receivers.

TRANSISTORS I
PREREQUISITE—Radio I and II or equivalent.
LENGTH OF COURSE—12 weeks.
Thursday, 6:30 p.m. to 9:30 p.m.
FEE—(In addition to registration fee) $2.00.
COURSE CONTENT—Transistor theory with demonstration of transistor circuits.

TELEVISION I
LENGTH OF COURSE—12 weeks.
Monday and Wednesday, 6:30 p.m. to 9:30 p.m.
TEXT—Basic Television by Grab; Lab Manual by Zbor and Schildkraut.
PREREQUISITE—Radio I and II or equivalent; ability to pass entrance examination.
FEE—(In addition to registration fee) $5.00.
COURSE CONTENT—Theory and service of TV receivers.

TELEVISION II
LENGTH OF COURSE—12 weeks.
Second term only.
Monday and Wednesday, 6:30 p.m. to 9:30 p.m.
TEXT—Basic Television by Grab; Lab Manual by Zbor and Schildkraut.
FEE—(In addition to registration fee) $5.00.
PREREQUISITE—Television I.
COURSE CONTENT—Theory and service of TV receivers.

TELEVISION III
LENGTH OF COURSE—12 weeks.
Tuesday and Thursday, 6:30 p.m. to 9:00 p.m.
TEXT—Basic Television by Grab; Lab Manual by Zbor and Schildkraut.
FEE—(In addition to registration fee) $5.00.
PREREQUISITE—Television I and Television II.
COURSE CONTENT—Theory and service of TV receivers.

TELEVISION IV
LENGTH OF COURSE—12 weeks.
Second term only.
Tuesday and Thursday, 6:30 p.m. to 9:30 p.m.
TEXT—Basic Television by Grab; Lab Manual by Zbor and Schildkraut.
FEE—(In addition to registration fee) $5.00.
PREREQUISITE—Television III.
COURSE CONTENT—Theory and service of TV receivers.

GRAPHIC ARTS

COPY PREPARATION FOR REPRODUCTION
LENGTH OF COURSE—27 hours.
1st Session—October 3 through 19, Monday, Tuesday, and Wednesday, 6:30 p.m. to 9:30 p.m.
2nd Session—March 6 through 22, Monday, Tuesday, and Wednesday, 6:30 p.m. to 9:30 p.m.
FEE—(In addition to registration fee) $2.00.
COURSE CONTENT—Preparation of thumbnails, visuals, and layout of the mechanicals for process camera.

TYPESETTING
LENGTH OF COURSE—24 weeks.
Tuesday, 6:30 p.m. to 9:30 p.m.
FEE—(In addition to registration fee) $2.00.
COURSE CONTENT—Foundry type and linotype composition techniques.

RELIEF PRESSWORK
LENGTH OF COURSE—24 hours.
November 14, 15, 16, 17, 21, 22, 28 and 29; Monday, Tuesday, Wednesday and Thursday, 6:00 p.m. to 10:00 p.m.
FEE—(In addition to registration fee) $2.00.
COURSE CONTENT—Principles of platen, automatic platen, and cylinder press. Special emphasis on make-ready techniques.

LITHOGRAPHIC PRESS OPERATION I
LENGTH OF COURSE—32 hours.
October 24 through November 3; Monday, Tuesday, Wednesday and Thursday, 6:00 p.m. to 10:00 p.m.
FEE—(In addition to registration fee) $2.00.
COURSE CONTENT—Press operating principles on duplicator and offset presses. The printing unit, inking system, dampening system, press feeders, register blankets and packing. Text: LTF manuals.
REFRIGERATION
LENGTH OF COURSE—12 weeks.
Tuesday and Thursday, 7:00 p.m. to 9:00 p.m.
TEXT—Basic Refrigeration by King.
FEE—(In addition to registration fee) $2.00.
COURSE CONTENT—Fundamentals of refrigeration machines and systems.

WELDING
WELDING I
LENGTH OF COURSE—24 weeks.
Monday, 6:00 p.m. to 9:00 p.m.
FEE—(In addition to registration fee) $1.00 per evening payable in two payments of $12.00 each, at beginning of evening school year and January 3, 1961.
COURSE CONTENT—Fundamentals of electric arc and oxy-acetylene welding in mild steel.

WELDING II
(Trade Extension)
LENGTH OF COURSE—24 weeks.
Tuesday, 6:00 p.m. to 9:00 p.m.
FEE—(In addition to registration fee) $1.00 per evening payable in two payments of $12.00 each, at beginning of evening school year and January 3, 1961.
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
LENGTH OF COURSE—12 weeks.
(Heliorc and Stainless Steel)
Wednesday, 6:00 p.m. to 9:00 p.m.
FEE—(In addition to registration fee) $12.00.
COURSE CONTENT—Basic training in arc welding stainless steel in all positions, and care of heliorc 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 withdrawals are not refundable.
NATURAL CHILDBIRTH
LENGTH OF COURSE—6 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.