Madison Vocational
and Adult
School

Evening
Catalog
1961-1962

Board of Vocational and Adult Education

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# CONTENTS

<table>
<thead>
<tr>
<th>Section</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>GENERAL INFORMATION</td>
<td>5</td>
</tr>
<tr>
<td>EVENING SCHOOL CALENDAR</td>
<td>8</td>
</tr>
<tr>
<td>SCHOOL OF GENERAL EDUCATION</td>
<td>9</td>
</tr>
<tr>
<td>ACADEMIC</td>
<td>10</td>
</tr>
<tr>
<td>ART</td>
<td>13</td>
</tr>
<tr>
<td>DRIVER EDUCATION</td>
<td>17</td>
</tr>
<tr>
<td>MUSIC</td>
<td>19</td>
</tr>
<tr>
<td>SCHOOL OF BUSINESS</td>
<td>21</td>
</tr>
<tr>
<td>BUSINESS ADMINISTRATION</td>
<td>22</td>
</tr>
<tr>
<td>OFFICE MACHINES</td>
<td>24</td>
</tr>
<tr>
<td>SECRETARIAL MACHINES</td>
<td>25</td>
</tr>
<tr>
<td>SCHOOL OF MARKETING</td>
<td>31</td>
</tr>
<tr>
<td>SCHOOL OF HOME ECONOMICS</td>
<td>35</td>
</tr>
<tr>
<td>FOOD FOR THE FAMILY</td>
<td>36</td>
</tr>
<tr>
<td>CLOTHING</td>
<td>38</td>
</tr>
<tr>
<td>SELECTION AND CARE OF THE HOME AND ITS FURNISHINGS</td>
<td>44</td>
</tr>
<tr>
<td>FAMILY RELATIONSHIPS</td>
<td>45</td>
</tr>
<tr>
<td>MANAGEMENT OF RESOURCES</td>
<td></td>
</tr>
<tr>
<td>SCHOOL OF VOCATIONAL AND TECHNICAL EDUCATION</td>
<td>47</td>
</tr>
<tr>
<td>AERONAUTICS</td>
<td>48</td>
</tr>
<tr>
<td>AUTOMOTIVE</td>
<td>48</td>
</tr>
<tr>
<td>BUILDING TRADES</td>
<td>49</td>
</tr>
<tr>
<td>DIESEL</td>
<td>50</td>
</tr>
<tr>
<td>DRAFTING</td>
<td>51</td>
</tr>
<tr>
<td>ELECTRONICS</td>
<td>52</td>
</tr>
<tr>
<td>GRAPHIC ARTS</td>
<td>53</td>
</tr>
<tr>
<td>MACHINE TRADES</td>
<td>56</td>
</tr>
<tr>
<td>PHOTOGRAPHY</td>
<td>57</td>
</tr>
<tr>
<td>SERVICE TRADES</td>
<td>57</td>
</tr>
<tr>
<td>SURVEYING</td>
<td>57</td>
</tr>
<tr>
<td>WELDING</td>
<td>58</td>
</tr>
<tr>
<td>SCHOOL OF HEALTH EDUCATION</td>
<td>61</td>
</tr>
</tbody>
</table>
GENERAL INFORMATION

The Madison Vocational and Adult Evening School is a school for adults.

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.

Should an insufficient number of registrations be received for any course listed in the Evening 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 registers for such classes.

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

FEES

There is a general registration fee of $2 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 2, 1962.

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

Laboratory fees are found under each individual subject heading. These help defray incidental course costs.

Materials used are paid for by the student.

Registration is complete when all fees are paid.

REFUNDS

The $2 registration fee is not refundable except when classes do not materialize because of insufficient enrollment.

In cases where material fees are figured by the evening, the refund is made for the number of sessions not attended.

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.
GRADES
Grades are based upon the following schedule:

<table>
<thead>
<tr>
<th>Grades</th>
<th>Description</th>
<th>Grade Points</th>
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</thead>
<tbody>
<tr>
<td>A</td>
<td>Superior—93-100</td>
<td>4</td>
</tr>
<tr>
<td>B</td>
<td>Above Average—85-92</td>
<td>3</td>
</tr>
<tr>
<td>C</td>
<td>Average—77-84</td>
<td>2</td>
</tr>
<tr>
<td>D</td>
<td>Below Average—70-76</td>
<td>1</td>
</tr>
<tr>
<td>U</td>
<td>Unsatisfactory—Below 70</td>
<td>0</td>
</tr>
<tr>
<td>Inc.</td>
<td>Incomplete</td>
<td></td>
</tr>
<tr>
<td>W</td>
<td>Withdrawn</td>
<td></td>
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</tbody>
</table>

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. Those who must be absent are requested to call Alpine 5-4541.

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 of the time of registration. These courses are in the nature of refresher courses which do not require full semester attendance.

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 5 through 7, 1961. Mail registration closes September 8.

Advance Registration in Person at the Vocational School
Tuesday and Wednesday, September 19 and 20, 1961, from 5:00 p.m. to 8:30 p.m.

Registration During Evening School Session
Monday, Tuesday, Wednesday, and Thursday, September 25, 1961 to March 8, 1962, 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 classwork.

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

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

SCHOOL STORE
The school store is located on the first floor in Room 131. Here students may pay fees and buy the necessary books and supplies. The store is open from 6:30 p.m. to 8:30 p.m., Monday through Thursday.

TELEPHONES
Public telephone booths are located on the first floor of the Johnson Street and the Carroll Street entrances, and on the fourth floor near Room 452.

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. and 6:30 p.m. to 9:00 p.m.

ELEVATOR
The elevator near the Dayton Street entrance to the school is for the use of students and is operated from 4:30 p.m. to 9:30 p.m.
EVENING SCHOOL CALENDAR 1961-62

Mail registration for evening school.
September 5, 6, and 7—Tuesday, Wednesday, and Thursday

Registration for evening school.
5:00 p.m. to 8:30 p.m., September 19 and 20—Tuesday and Wednesday

Meeting of evening school staff.
September 21—Thursday

Evening school classes begin.
September 25—Monday

Evening school closes.
November 2 and 3—Thursday and Friday
(Milwaukee meeting of Wisconsin Education Association and Wisconsin Federation of Teachers)

Evening school closes.
November 22, 23, and 24—Wednesday, Thursday, and Friday (Thanksgiving)

Evening school closes.
December 16 through January 1—Saturday through Monday (Christmas Vacation)

Evening school reopens.
January 2—Tuesday

Evening school closes.
March 23—Friday

SCHOOL OF
GENERAL
EDUCATION

Academic
Art
Driver Training
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 a one-half high school credit is given.

GEOMETRY
LENGTH OF COURSE—24 weeks.
Monday and Wednesday, 7:00 p.m. to 9:00 p.m.
Tuesday and Thursday, 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, Moukowitz.
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—24 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 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 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.
Tuesday, 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 9:00 p.m.
COURSE CONTENT—Great Books contain the knowledge and wisdom of the ages. These are yours for the asking. Read great books, discuss them with others, a fascinating way 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.

FRENCH II
LENGTH OF COURSE—24 weeks.
Monday and Tuesday, 7:00 p.m. to 9:00 p.m.
COURSE CONTENT—Special arrangements will be made for a class in French II for advanced students should there be a large enough group desiring such study.

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 9:00 p.m.
COURSE CONTENT—You are called upon to address a committee meeting, union, conference, club or similar group. Can you do it successfully and without embarrassment? Learn 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—the make speech a fine art. This course applies the above to good literature at each meeting. Cultivate good speech. It pays.

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

BRAIDED RUGS
LENGTH OF COURSE—24 weeks.
Monday and Wednesday, 7:00 p.m. to 9:00 p.m.
FEE—(In addition to registration fee) $1.
COURSE CONTENT—Size, shape, color and design arrangement stressed. Processes include braiding with three strands, splicing, padding and lacing. Discarded materials recommended. Students furnish own materials.

CERAMICS
LENGTH OF COURSE—24 weeks, Monday and/or Wednesday, 7:00 p.m. to 9:00 p.m.
FEE—(In addition to registration fee) $3 for each class night enrolled.
COURSE CONTENT—An elementary course which includes processes in the making of pottery. Instruction in pinch method, slab method, free form building, hammock pottery, and coil method. Mixing, testing, and application of glazes made in the laboratory. Placing and firing the kiln.
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) $4.
COURSE CONTENT—Instruction in replacing cone chair seats, either hand woven or machine cane; also artificial rush and flat splint weaving of chair seats. Students furnish own chairs and pay for materials used.

COMMERCIAL ART TECHNIQUES
LENGTH OF COURSE—24 weeks.
Tuesday, 7:00 p.m. to 9:00 p.m.
FEE—(in addition to registration fee) $3.
PREREQUISITE—Previous training or drawing experience.
COURSE CONTENT—Acquiring a working knowledge of the artists' tools and materials, experimenting and rendering class problems in accepted media and techniques including pencil, pen and ink, wash, scratchboard, air brush, and various mechanical devices.

FREE HAND DRAWING
LENGTH OF COURSE—24 weeks.
Tuesday and Thursday, 7:00 p.m. to 9:00 p.m.
FEE—(in addition to registration fee) $3.
COURSE CONTENT—Basic training in structural relationship of form, mass, line, value and perspective from still life and imagination. Study of the figure, sketching from models. Emphasis on an 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.
COURSE CONTENT—Planned to meet the demands of the adult homemaker, youth leader, and hobbyist. Instruction given in leather craft (tooling and carving), rosemaiding (printed decoration), block printing, textile painting, and other current crafts according to demand.

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

JEWELRY II
LENGTH OF COURSE—24 weeks.
Thursday, 7:00 p.m. to 9:00 p.m.
FEE—(in addition to registration fee) $3.
PREREQUISITE—A basic understanding of techniques and materials as taught in Jewelry I.
COURSE CONTENT—Development and exploration of creative designs as applied to: Casting, in silver and gold, construction from sheet silver, enameling on copper and silver, and the mounting of stones.

JEWELRY II AND LAPISTARY
LENGTH OF COURSE—24 weeks.
Thursday, 5:00 p.m. to 7:00 p.m.
FEE—(in addition to registration fee) $3.
PREREQUISITE—Jewelry I
COURSE CONTENT—As described in Jewelry II. Basic instruction will be given in the identification of stones and lapidary techniques.

LAPISTARY
(Stone Cutting)
LENGTH OF COURSE—24 weeks.
Monday, 5:00 p.m. to 7:00 p.m. or 7:00 p.m. to 9:00 p.m.
FEE—(in addition to registration fee) $3.
COURSE CONTENT—Recognition and classification of semi-precious stones. The processes on the lapidary machine include sawing, grinding, sanding and polishing stones suitable for costume jewelry. Students pay for materials used.
LETTERING AND SHOW CARD WRITING
LENGTH OF COURSE—24 weeks.
Tuesday and Thursday, 7:00 p.m. to 9:00 p.m.
FEE—(In addition to registration fee) $3.
COURSE CONTENT—Fundamental alphabets. Practical training in lettering adaptable to commercial uses. An ideal course for the retailer who would like to make his own show cards. 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.
COURSE CONTENT—Study of the head in light and shade; the anatomy; structure of solidity, gesture, expression; design element and composition. Mediums: pencil, charcoal, conté crayon, water color and oil. Students pay for materials used.

POTTERY
LENGTH OF COURSE—24 weeks.
Tuesday and Thursday, 7:00 p.m. to 9:00 p.m.
FEE—(In addition to registration fee) $3 for each class night enrolled.
COURSE CONTENT—A basic course that will prepare the student to work the potter's wheel. Designing and building forms by the coil and slab methods, to be followed by throwing on the wheel. Glaze preparation and application, both high and low fire are introduced, as is stacking and firing kilns. 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.
FEE—(In addition to registration fee) $3.
COURSE CONTENT—This is the Norwegian folk art of painting on woodware. Instruction covers brush handling, basic strokes and method of painting, correct painting procedure, design and color problems.
*For Rosemalining classes offered at outlying centers see page 17.

STUDIO PAINTING
LENGTH OF COURSE—24 weeks.
Monday and Wednesday, 7:00 p.m. to 9:00 p.m.
FEE—(In addition to registration fee) $3.
COURSE CONTENT—Basic training in painting with provisions for individual interests and abilities. Design and composition; color and 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, 7:00 p.m. to 9:00 p.m.
FEE—(In addition to registration fee) $3.
COURSE CONTENT—Planned for the homemaker, craftsmen, teacher, camp instructor or youth leader. A course which includes the various processes and techniques in producing plain and pattern weaving. Students pay for materials used.

CLASSES AT OTHER CENTERS
Registration for these classes is at the centers.

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

MIDVALE SCHOOL
Interior Decoration
Rosemalining
Tuesday, 7:30 p.m. to 9:30 p.m.

SHERMAN SCHOOL
Interior Decoration
Rosemalining and Textile Painting
Tuesday, 7:30 p.m. to 9:30 p.m.

SCHENK SCHOOL
Rosemalining and Textile Painting
Thursday, 7:30 p.m. to 9:30 p.m.

DRIVER EDUCATION
This is an eight week course consisting of classroom instruction and behind-the-wheel training. The classroom instruction is held in the evening and the behind-the-wheel driving during the day. The classroom instruction may be taken without the behind-the-wheel training, but the behind-the-wheel training cannot be taken without having had the classroom instruction at the Madison Vocational and Adult School or another school offering a comparable course.
The total cost of the course (including classroom instruction and behind-the-wheel training) is $29 for Madison residents and $35 for non-residents.

LENGTH OF COURSE—8 weeks.
CLASSROOM INSTRUCTION (Evening Only)
Tuesday and Thursday—7:00 p.m. to 9:00 p.m.

FEE

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<tr>
<th></th>
<th>Madison Residents</th>
<th>Non-Residents</th>
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<tbody>
<tr>
<td>Registration</td>
<td>$2.00</td>
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<tr>
<td>Text and Materials</td>
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<tr>
<td>Tuition</td>
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<tr>
<td><strong>Total</strong></td>
<td><strong>$7.00</strong></td>
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TEXT—How to Drive by American Automobile Association.
COURSE CONTENT—This is a sixteen hour lecture, demonstration, discussion type course. The class meets for eight sessions. The class is open to licensed as well as beginning drivers. Course content covers the following: Study of "Wisconsin Manual for Motorists," state traffic laws, local ordinances, driver and pedestrian responsibilities, correct driving practices, the art of driving, and psycho-physical tests and testing. The instruction is supplemented with visual aids, films, filmstrips, and resource personnel.

Students who successfully pass the written test given by the State Motor Vehicle Department Driver License Examiners and who are either enrolled in or have completed the classroom course, are eligible to take the behind-the-wheel training in the school's dual control car during the daylight hours.

The 1961-62 classes begin on the following dates:
- September 5, 1961
- October 31, 1961
- January 25, 1962
- March 29, 1962
- June 7, 1962

BEHIND-THE-WHEEL DRIVING (DAY ONLY)
LENGTH OF COURSE—8 weeks
Monday through Friday—8:00 a.m. to 3:00 p.m.
(One two-hour period is to be selected for driving one day per week for eight weeks)

FEE

<table>
<thead>
<tr>
<th>Madison Residents</th>
<th>Non-Residents</th>
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<tbody>
<tr>
<td>$26.00</td>
<td>$28.00</td>
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</tbody>
</table>

Registration fee for those not taking classroom instruction at the Madison Vocational and Adult School

$ 2.00 $ 2.00

COURSE CONTENT—This course consists of eight fifty-minute lessons in either a standard or an automatic transmission dual control car and eight fifty-minute observation periods in the car. Only persons who are enrolled in or have successfully completed the sixteen hour classroom course are eligible to take the behind-the-wheel training.

The 1961-62 behind-the-wheel training begins on the following dates:

- September 11, 1961
- November 13, 1961
- February 5, 1962
- April 9, 1962
- June 18, 1962

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—Six 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.

CREATIVE MODERN DANCE
LENGTH OF COURSE—30 weeks.
Tuesday, 7:30 p.m. to 8:30 p.m., beginners.
Tuesday, 8:30 p.m. to 9:30 p.m., advanced.
COURSE CONTENT—Modern dance class for adults. Previous experience not necessary. This class is not social or ballroom dance.

PIANO I
(Beginners)
LENGTH OF COURSE—24 weeks.
Monday 7:00 p.m. to 8:00 p.m. or 8:00 p.m. to 9:00 p.m.
FEE (In addition to registration fee) $1 per lesson payable 12 weeks in advance.
COURSE CONTENT—Basic principles, easy solo pieces.

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

PIANO II
(Advanced)
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 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 9:00 p.m.
TEXT—Modern Piano by Lee Sims.
FEE—(In addition to registration fee) $1 per lesson. payable 12 weeks in advance.

COURSE CONTENT—Designed for students having some knowledge of piano. An immediate and practical application is made of the chord studies. The course is also helpful to students of the classics. A practical course, students learning to do their own 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 SOLFEGGIO
LENGTH OF COURSE—24 weeks.
Tuesday, 7:00 p.m. to 8:00 p.m.
COURSE CONTENT—For the untrained. Open to all adult students unfamiliar with reading music, clefs and intervals.

SCHOOL OF BUSINESS
Business Administration
Office Machines
Secretarial
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 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.
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 V
(Advanced)
LENGTH OF COURSE—24 weeks.
Tuesday and Thursday, 7:00 p.m. to 9:00 p.m.
PREREQUISITE—Accounting IV 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 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.

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.

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.

**BUSINESS LAW**

**LENGTH OF COURSE**—24 weeks.

**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.

**TEXT**—Economics, Principles and Application by Dodd and Hasek, Third Edition.

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

**OFFICE MACHINES**

**MACHINE CALCULATION**

Key-driven Calculators (Comptometer and Burroughs)

**LENGTH OF COURSE**—24 weeks.

**TEXT**—Key-driven Calculator Course by Goodfellow and Agnew.

**FEE**—(In addition to registration fee) $2.

**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.

**IBM KEY-PUNCH MACHINE**

**LENGTH OF COURSE**—12 weeks.

**PREREQUISITE**—Typewriting, minimum 50 words per minute.

**COURSE CONTENT**—Development of speed and accuracy on the alphabetic and numeric key-board is the ultimate aim of this course.

**SECRETARIAL**

**FUNDAMENTALS OF BUSINESS ENGLISH**

**LENGTH OF COURSE**—24 weeks.

**TEXT**—College English for Business by Charles G. Reigner.

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

FILING
LENGTH OF COURSE—12 weeks.
Monday and Wednesday, 7:00 p.m. to 9:00 p.m.
TEXT—Progressive Filing by Gilbert Kahn and Theodore Yerian.
COURSE CONTENT—Learn rules by coding and filing cards alphabetically. Study methods of filing and application by using miniature letters and filing boxes. Methods included are: alphabetic, variedex, 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) $2.
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 vacationally. Home work and regular attendance are necessary for progress in the study of beginning shorthand.

SHORTHAND REVIEW
(Dictation and Transcription I)
LENGTH OF COURSE—24 weeks.
Tuesday and Thursday, 7:00 p.m. to 9:00 p.m.
TEXT—Most-Used Shorthand Words and Phrases by John Robert Gregg, Leslie Zoubek.
FEE—(In addition to registration fee) $2.
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.

INTERMEDIATE DICTATION
LENGTH OF COURSE—24 weeks.
Tuesday and Thursday, 7:00 p.m. to 9:00 p.m.
FEE—(In addition to registration fee) $2.
COURSE CONTENT—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, 7:00 p.m. to 9:00 p.m.
FEE—(In addition to registration fee) $2.
COURSE CONTENT—For advanced dictation students. The objective is the development of shorthand power through sustained dictation at high rates of speed. Emphasis is placed on the writing of advanced phrases, the building of a shorthand vocabulary of business terms and speed in transcription. The dictation speed is between 90 and 120 words a minute on a five minute basis.
SECRETARIAL MACHINES

DUPLICATING MACHINES
(Mimeograph and Ditto)
LENGTH OF COURSE—2 weeks.
Monday and Wednesday, 7:00 p.m. to 9:00 p.m.
PREREQUISITE—Minimum typing speed of 40 words per minute.
FEE—(in addition to registration fee) $2.
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) $2.
PREREQUISITE—Minimum typing speed of 50 words per minute.
COURSE CONTENT—Designed to train students to become experienced operators on the Dictaphone, Ediphones and Gray Audograph. Each operator transcribes a prescribed set of permanent practice records on all machines. Instruction is also given on the dictating machine.

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) $2.
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) $2.
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) $2.
COURSE CONTENT—Typewriting III includes special forms, special skills in typewriting, stencilling, tabulation and preparation for civil service tests. Instruction is given on various makes of manual and electric typewriters.
SCHOOL OF MARKETING

STORE SALESMANSHIP
(First Term)
LENGTH OF COURSE—12 weeks.
Wednesday, 7:00 p.m. to 9:00 p.m.
FEE—(In addition to registration fee) $1.
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—12 weeks.
Monday, 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 resistances (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 customer; how to build a reputation.

RETAIL STORE ADVERTISING
(1st Term)
LENGTH OF COURSE—12 weeks.
Thursday, 7:00 p.m. to 9:00 p.m.
COURSE CONTENT—Importance of advertising; advertising budgets, plans; writing effective, simple lay-outs; relative values of various media; coordinating advertising with other methods of sales promotion.

MERCHANDISE DISPLAY
(2nd Term)
LENGTH OF COURSE—12 weeks.
Wednesday, 7:00 p.m. to 9:00 p.m.
FEE—(In addition to registration fee) $1.
COURSE CONTENTS—Basic window and interior display techniques; four sessions on display theory; four sessions on displaying of hard lines; four sessions on displaying of soft lines.

SALES TRAINING—HOLIDAY EXTRAS
LENGTH OF COURSE—3 weeks, 4 hours per week.
Wednesday and Thursday, 7:00 p.m. to 9:00 p.m. (begins October 18)
FEE—(In addition to registration fee) $1.
COURSE CONTENT—Basic selling techniques for persons desiring, or presently employed in sales on a part-time basis. Persons taking the course usually are employed during Christmas and other holidays.

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

RETAIL FOOD MERCHANDISING II
(1st Term)
LENGTH OF COURSE—13 weeks.
Thursday, 7:30 p.m. to 9:30 p.m.
COURSE CONTENT—Continuation of Retail Food Merchandising I. Classes and grades of meat and poultry; figuring percentages; cutting tests on beef, veal, pork and lamb.

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; personal 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, lunch, and dinner; serving beverages; serving entrées, 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 I
(1st Term)
LENGTH OF COURSE—12 weeks.
Monday, 7:00 p.m. to 9:00 p.m.
COURSE CONTENT—Classroom lecture and discussion survey of basic supervisory skills and problems. Topics covered will be individual differences, responsibility of supervisors, human relations and problems in communications.

SUPERVISORY TRAINING II
(2nd Term)
LENGTH OF COURSE—12 weeks.
Monday, 7:00 p.m. to 9:00 p.m.
COURSE CONTENT—This course is a continuation of Supervisory Training I. Special training techniques such as role-playing, problem solving and the critical-incident technique will be employed.

SCHOOL OF HOME ECONOMICS

Food for the Family
Clothing
Selection and Care of the Home and Its Furnishings
Family Relationships
Management of Resources
FOODS I—Planning and Preparation of Family Meals
LENGTH OF COURSE—24 weeks.
Tuesday, 7:00 p.m. to 9:00 p.m.
FEE—(In addition to registration fee) $6 per year.
COURSE CONTENT—This course is designed to give the homemaker the modern concepts of family meal planning and preparation. It includes the newest techniques for quick breads, vegetables, meats, salads, casseroles, 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 26.
Tuesday, 7:00 p.m. to 9:00 p.m.
FEE—(In addition to registration fee) $3 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—Salads and Casseroles
LENGTH OF COURSE—12 weeks.
Monday, 7:00 p.m. to 9:00 p.m.
FEE—(In addition to registration fee) $4 for 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 28 or January 4.
Thursday, 7:00 p.m. to 9:00 p.m.
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.

For Cake Decorating classes offered in outlying centers see page 46.

FOODS X—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 $6 per year.
COURSE CONTENT—This course is designed to aid the growing numbers of employed women in the preparation of nutritious eye-appealing meals in double-quick time. Short cuts in food preparation, fascinating uses of mixes, budgeting of time and energy, planning of efficient kitchen arrangements, stacking of freezer, freezer packaging and freezing of meals will be included. An excellent course for business women, working wives, mothers or anyone desiring nutritious meals in less time.

CLOTHING
*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 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 patterns should not be purchased until after attendance of 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 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 materials; grain perfection; use of the sewing machine and attachments; buttonholes, plaquettes 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.

For Clothing I and II classes offered in outlying centers see page 46.

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 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 materials for grain perfection; tailored and machine buttonholes; welt, slot and flap pockets; zippers and plaquettes; smocking (English and American). A study of wash and wear fabrics is given. Both new and makeover garments may be constructed. All types of children’s garments may be made including coats and snow suits.

*CLOTHING IV—Casual Clothes
LENGTH OF COURSE—24 weeks.
Monday or Wednesday, 7:00 p.m. to 9:00 p.m.
Friday, 7:00 p.m. to 9:30 p.m.
PREREQUISITE—Clothing I or its equivalent.
FEE—(In addition to registration fee) $1 per year.
COURSE CONTENT—Techniques and subject matter of this course are planned to follow Clothing I or its equivalent. Types of garments to be made—sport or casual dress, men’s skirts or man-tailored woman’s blouses, slacks, shorts or Bermudas. A wool skirt with a set-in pocket or other complex detail may be made in place of shorts or slacks. How to buy and cut plaids and stripes is introduced in this course. Concise explanations with detailed illustrative material will be used to simplify each step of construction. Fitting of garments and correct use of patterns is stressed. The latest research on new fabrics is included. Patterns and material should not be purchased until after attendance at first class.
CLOTHING V—That Made to Order Look
LENGTH OF COURSE—24 weeks.
- Tuesday, 7:00 p.m. to 9:00 p.m., or
- Thursday 7:00 p.m. to 9:30 p.m.
PREREQUISITE—Clothing IV or equivalent.
FEE—In addition to registration fee $1 per year.
COURSE CONTENT—How to secure that much desired custom-made effect is one of the purposes of this course. Complicated fashion designs, involving more difficult sewing and cutting problems are included. Selection of materials and choice of becoming design is given emphasis. Techniques for sewing on blends and man-made fabrics are introduced in connection with the study of the new fabrics on the market. Fitting problems are a definite part of the course. Garments are chosen from the following: one-piece or two-piece dresses, dinner dresses, formals and robes. This course is for the advanced student.
*For Clothing IV and V classes offered at outlying centers see page 46.

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

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

MILLINERY I
LENGTH OF COURSE—24 weeks.
- Tuesday, Wednesday or Thursday, 7:00 p.m. to 9:00 p.m.
FEE—In addition to registration fee $2 per year.
COURSE CONTENT—This course is for beginners or those who have done little 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.
- Monday, 7:00 p.m. to 9:00 p.m.
FEE—In addition to registration fee $2 per year.
COURSE CONTENT—This course is for the student who has had Millinery I, and is ready for more advanced problems. More difficult problems employing a wider variety of millinery processes are given. The student has an opportunity to gain more knowledge regarding feather, flower, and ribbon trimmings, and the uses of these trimmings, as well as the various uses and ways of applying veiling to each type of hat. New hats, as well as remodeled hats, are made.

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

KNITTING I
LENGTH OF COURSE—24 weeks.
- Monday, or Wednesday, or Thursday, 7:00 p.m. to 9:00 p.m.
Materials required first evening: Pair of No. 3 knitting needles, 10", small ball of yarn, notebook and pencil.
COURSE CONTENT—This course is for beginners or those who have done little knitting. It will include fundamentals of knitting. Typical of what could be made are: scarfs, stoles, simple sweaters and afghans, mittens and other similar articles.
*For Fur Remodeling and Knitting classes offered at outlying centers see page 46.

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
SELECTION AND CARE OF THE HOME AND ITS FURNISHINGS

*DRAPERIES AND LAMPSHADES
LENGTH OF COURSE—24 weeks.
Thursday, 7:00 p.m. to 9:00 p.m.
FEE—(In addition to registration fee) $1 per year.
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.

For Draperies and Lampshades classes offered at other times, see page 46.

SLIPCOVERS
LENGTH OF COURSE—24 weeks.
Tuesday, 7:00 p.m. to 9:30 p.m.
PREREQUISITE—Ability to do plain sewing.
FEE—(In addition to registration fee) $1.50 per year.
COURSE CONTENT—This includes a study of slipcovers, their advantages and disadvantages. Suggestions are given on color schemes, choice of fabrics, estimation of yardage, placing of design, weave of materials, 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 davenport and loveseats cannot be accepted for class work. These could be projects for home work.

HOSPITALITY AND TABLE ACCESSORIES
LENGTH OF COURSE—12 weeks.
Monday, 7:00 p.m. to 9:00 p.m.
FEE—(In addition to registration fee) $1.
COURSE CONTENT—This course is planned for anyone who is interested in learning more about the art of entertaining and becoming 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 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
(2nd Term)
LENGTH OF COURSE—12 weeks.
Tuesday, 7:00 p.m. to 9:00 p.m.
FEE—(In addition to registration fee) $4.
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
Family Life Education—Emotional Growth of Children
A Lecture-Discussion Course of Six Meetings
Alternate Wednesdays: 7:30 p.m. to 9:30 p.m.
October 4, 18, November 1, 15, 29 and December 13.
This course is a free public service sponsored jointly by the Dane County Guidance Center and the Madison Vocational and Adult School. There is no fee for the course which is open to all residents of Dane County. However, there will be a charge of approximately $4.50 per family for educational materials and textbooks. Parent couples are urged to join this course.
A minimum of 35 registrations are required if the course is to be given. There is no upper limit on class membership except the capacity of Scanlan Hall which is 250.
Lecturers:
Dr. H. Kent Tenney, Jr., Pediatrician
Mrs. Ada M. Cockefair, Family-Life Educator
Dr. Leland K. Reeck, Director, Dane County Guidance Center
Dr. Robert E. O'Connor, Supervisor, Wisconsin Diagnostic Center
Panelists:
Leaders from Protestant, Catholic and Jewish faiths will discuss problems of character development, sex education and early marriages in one meeting.
The Coordinator for the course is Dr. Helen I Driver, Training Director and Coordinator of the Discussion Group Program of the Dane County Guidance Center.
The purpose of the course is to give parents better understanding of the emotional development of their children, with the six growth phases from birth through adolescence. Ways to meet the needs of children will be suggested by the lecturers and discussed in the meetings. Emphasis will be placed on the role of the father as well as the mother's responsibility to provide a healthy emotional climate in the home to nourish healthy personality growth.

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; normality of manners 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, 7:00 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 28; 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.
CLASSES AT OTHER CENTERS

Registration for these classes is at the centers.

Creekside Heights School
- Clothing I
- Knitting

- Cake Decorating I
- Draperies and Lamps -
  - Tuesday, 7:30 p.m. to 9:30 p.m.

Middletown 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.

Schenck 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 II
- Knitting
  - Thursday, 7:30 p.m. to 9:30 p.m.

West High School
- Clothing I
  - Tuesday, 7:30 p.m. to 9:30 p.m.
- Clothing II
- Clothing IV
- Fur Remodeling
  - Tuesday, 7:30 p.m. to 9:30 p.m.
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.
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) $10. Regular Course; $20 for those taking Auto Body Painting only.
COURSE CONTENT—Repairing, rebuilding and painting of damaged auto bodies.

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

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

AUTO MECHANICS II
(Front Wheel Alignment, Steering, Balancing)
Monday 6:30 p.m. to 9:30 p.m.
TEXT—Manual to be purchased by student.
FEE—(In addition to registration fee) $3.
COURSE CONTENT—This course is designed to cover the fundamentals and use of wheel alignment and balancing equipment, frame straightening and power steering.

AUTO MECHANICS III
(Electrical Systems and Carburetion)
LENGTH OF COURSE—24 weeks.
Monday, 6:30 p.m. to 9:30 p.m.
TEXT—Manual to be purchased by student.
FEE—(In addition to registration fee) $3.
COURSE CONTENT—Designed for those interested in entering the automotive field and covers the fundamentals and servicing of automotive electrical units and the fundamentals and servicing of carburetors.

AUTO MECHANICS IV
Trade Extension
(Advanced Carburetion and Tune-up)
PREREQUISITE—Journeyman Auto Mechanic.
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.
COURSE CONTENT—A highly technical course in carburetor and engine tune-up using Sun diagnostic equipment and the Clayton Dynamometer.

AUTO MECHANICS V
(Automatic Transmission)
PREREQUISITE—Journeyman Auto Mechanic.
LENGTH OF COURSE—24 weeks.
Monday, 6:30 p.m. to 9:30 p.m.
FEE—(In addition to registration fee) $3.
COURSE CONTENT—Disassembly, inspection, reassembly and adjusting, and adjusting of linkage are covered on eight transmissions.

AUTO MECHANICS VI (Advanced Brakes and Engines)
PREREQUISITE—Auto Mechanics I
LENGTH OF COURSE—24 weeks.
Tuesday, 6:30 p.m. to 9:30 p.m.
FEE—(In addition to registration fee) $5.
COURSE CONTENT—This course will cover the servicing of brakes and power brake systems, and/or overhauling of engines.

BUILDING TRADES

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.
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, 7:00 p.m. to 9:00 p.m.
FEE—(In addition to registration fee) $2.
COURSE CONTENT—Designed for carpenters and will cover carpentry terms, forming, framing, rafter cut
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.
COURSE CONTENT—Care, 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.
Thursday, 7:00 p.m. to 9:00 p.m.
Starts November 1.
FEE—(In addition to registration fee) $1.
COURSE CONTENT—Designed for those who are interested in planning small homes or considering remodeling projects. The following units will be covered: financing a home; appropriate design; building materials; adequate wiring; plumbing, heating and air conditioning; painting and decorating; remodeling problems.

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 Maleev.
FEE—(In addition to registration fee) $3.
COURSE CONTENT—This course is designed to give the student a good foundation for further diesel training. Although this is primarily a study course, frequent use of actual equipment will be made to give meaning to the lessons.

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.
FEE—(In addition to registration fee) $7.
COURSE CONTENT—This course is designed to familiarize the student with the construction details, disassembly, inspection and reassembly of some of the most popular automotive type diesel engines.

DIESEL III—(Diesel Fuel Systems)
PREREQUISITE—Diesel I and II or Diesel Journeyman Mechanic
LENGTH OF COURSE—12 weeks.
Tuesday, 6:30 p.m. to 9:30 p.m.
TEXT—Fuel Injection Systems, Diesel Publications, Inc.
FEE—(In addition to registration fee) $3.
COURSE CONTENT—This course is designed for the journeyman diesel mechanic. It deals with diesel fuel system servicing, testing and calibrating together with engine trouble-shooting and tune-up.

DRAFTING
DRAFTING—ARCHITECTURAL
LENGTH OF COURSE—24 weeks.
Wednesday, 6:30 p.m. to 9:30 p.m.
FEE—(In addition to registration fee) $2.

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

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

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

DRAFTING I
COURSE CONTENT—A fundamental course in basic drafting including lettering, geometric constructions, orthographic projections, dimensioning and freehand sketching.
DRAFTING II
COURSE CONTENT—Continuation of Drafting I plus cross sections, auxiliary views, pattern layout, 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, com, worm and wheel construction and beveled gears; also the math for the foregoing problems in the mechanisms as well as a study of linkages and velocity diagrams.

ELECTRONICS

ELECTRICITY
LENGTH OF COURSE—24 weeks.
Thursday, 7:00 p.m. to 9:00 p.m.
TEXT—Fundamentals of Electricity by McDougol, Ranson, Dunlap, Graham.
FEE—(In addition to registration fee) $2.
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.
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.
PREREQUISITE—Radio I.
COURSE CONTENT—Construction and service of receivers.

TRANSISTORS I
PREREQUISITE—Radio I and II or equivalent.
LENGTH OF COURSE—12 weeks.

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 Zbar and Schildkraut.
FEE—(In addition to registration fee) $5.
COURSE CONTENT—Theory and service of TV receivers.

TELEVISION II
(Second term only)
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 Zbar and Schildkraut.
FEE—(In addition to registration fee) $5.
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 9:30 p.m.
TEXT—Basic Television by Grob; Lab Manual by Zbar and Schildkraut.
FEE—(In addition to registration fee) $5.
PREREQUISITE—Television I and Television II.
COURSE CONTENT—Theory and service of TV receivers.

TELEVISION IV
(Second term only)
LENGTH OF COURSE—12 weeks.
Tuesday and Thursday, 6:30 p.m. to 9:30 p.m.
TEXT—Basic Television by Grob; Lab Manual by Zbar and Schildkraut.
FEE—(In addition to registration fee) $5.
PREREQUISITE—Television III.
COURSE CONTENT—Theory and service of TV receivers.

GRAPHIC ARTS
(Printing and Allied Trades)

COPY PREPARATION FOR REPRODUCTION
(First term only)
LENGTH OF COURSE—12 weeks.
Monday, 6:30 p.m. to 9:30 p.m.
FEE—(In addition to registration fee) $4.
COURSE CONTENT—Preparation of thumbnails, visuals, and layout of the mechanisms for the process camera. Related work in type selection, spacing, papers and proving.
TYPESCETTING
(First term only)
LENGTH OF COURSE- 12 weeks.
Tuesday, 6:30 p.m. to 9:30 p.m.
FEE- (In addition to registration fee) $2.
COURSE CONTENT- Foundry type setting methods and linotype composition techniques.

RELIEF PRESS WORK
(Second term only)
LENGTH OF COURSE- 12 weeks.
Tuesday, 6:30 p.m. to 9:30 p.m.
FEE- (In addition to registration fee) $2.
COURSE CONTENT- Principles of platen, automatic platen, and cylinder press operation. Special emphasis on make-ready techniques.

LITHOGRAPHIC PRESS OPERATION— I
(First term only)
LENGTH OF COURSE- 12 weeks.
Monday, 6:30 p.m. to 9:30 p.m.
FEE- Course study guide $5, Text $2.
COURSE CONTENT- Press principles, maintenance, arrangement of work station, press feeders, register, conveyers, delivery, blankets and packing.

LITHOGRAPHIC PRESS OPERATION— II
(First and second terms)
LENGTH OF COURSE- 12 weeks.
Thursday, 6:30 p.m. to 9:30 p.m.
FEE- Study Guide $5, Text $2.
PREREQUISITE- Pressman or assistant or Litho Press Operating I.
COURSE CONTENT- Litho plates, Ink, papers, make-ready, PTH, and maintenance. Special opportunity to run two color and process jobs.

OFFSET PRESS TECHNICAL
(Second term only)
LENGTH OF COURSE- 12 weeks.
Monday, 6:30 to 9:30 p.m.
FEE- Study Guide $5, Text $1.70.
PREREQUISITE- Pressman or assistant or Litho Press Work I & II.
COURSE CONTENT- All pressure adjustments of rollers, becraters, and printing pressures. All timing adjustments and maintenance excluding major breakdowns.

CHEMISTRY OF LITHOGRAPHY
(First term only)
LENGTH OF COURSE- 12 weeks.
Tuesday, 6:30 p.m. to 8:30 p.m.
FEE- Study Guide and Experiments $5, Texts $3.60, Supplies (In addition to registration fees) $4.

COURSE CONTENT- Introduction of general chemistry and the application of chemistry in lithography. This is a lecture and laboratory course.

PROCESS CAMERA— I
(First term only)
LENGTH OF COURSE- 12 weeks.
Monday, 6:30 p.m. to 9:30 p.m.
FEE- (In addition to registration fee) $4.
COURSE CONTENT- This is a basic course in the study of camera operation, films, emulsions, optics, light reflection and techniques in shooting line copy, and basic halftone procedure.

PROCESS CAMERA— II
(Second term only)
LENGTH OF COURSE- 12 weeks.
Monday, 6:30 p.m. to 9:30 p.m.
FEE- (In addition to registration fee) $4.
PREREQUISITE- Camera experience in the trade or Process Camera I.
COURSE CONTENT- Principles of halftones, densitometry and duotones.

CAMERA BACK REFLECTION COPY
COLOR SEPARATION
LENGTH OF COURSE- 18 hours.
November 15 through 24, Wednesday, Thursday, and Friday, 6:30 p.m. to 9:30 p.m.
FEE- (In addition to registration fee) $2.
PREREQUISITE- Camera man or two courses in process camera. Enrollment limited to six people.
COURSE CONTENT- Camera back reflection copy color separation topics include: copy preparation, color controls, register, color correction masks, separation negatives, screen positives, and color proofing.

COLOR SEPARATION BY CONTACT
LENGTH OF COURSE- 18 hours.
January 10 through 19, Wednesday, Thursday and Friday, 6:30 p.m. to 9:30 p.m.
FEE- (In addition to registration fee) $2.
PREREQUISITE- Camera man or two courses in process camera. Enrollment limited to six people.
COURSE CONTENT- Color separation by contact from a transparency original using the register printing frame and a tri-level point source light. This process also includes the making of the masks, the separation negatives, the screen positives, and color proofing.

CAMERA BACK COLOR SEPARATION FROM TRANSPARENCY
LENGTH OF COURSE- 18 hours.
March 7 through 16, Wednesday, Thursday and Friday, 6:30 p.m. to 9:30 p.m.
FEE—(In addition to registration fee) $2.
PREREQUISITE—Cameraman or two courses in process camera. Enrollment limited to six people.
COURSE CONTENT—Camera back transparency color separation techniques include: The highlight mask, illumination in addition to color preparation, color controls, register, color correction masks, separation negatives, screen positives, and color proofing.

STRIPPING AND PLATEMAKING FOR LITHOGRAPHY I
(First term only)
LENGTH OF COURSE—12 weeks.
Tuesday, 6:30 p.m. to 9:30 p.m.
FEE—(In addition to registration fee) $3.
PREREQUISITE—Stripping and Platemaking I or experience stripping in trade.
COURSE CONTENT—Advance stripping techniques in color work and experience with various platemaking processes.

MACHINE TRADES

BLUEPRINT READING FOR THE MACHINE TRADES
LENGTH OF COURSE—24 weeks.
Tuesday and Thursday, 7:00 p.m. to 9:00 p.m.
TEXT—Blueprint Reading—Understanding Shop Practices, by Nicholson, Jones, and Baughman.
FEE—(In addition to registration fee) $2.
COURSE CONTENT—The course covers the basic elements of lines and figures of common or simple objects and introduces the student to the principles of working drawings. The course proceeds to develop with the consideration of machine parts and the machine shop process including drilling, turning, milling, boring, threading, etc. Some time is devoted to sketching.

MACHINE SHOP I
LENGTH OF COURSE—24 weeks.
Wednesday, 6:30 p.m. to 9:30 p.m.
FEE—(In addition to registration fee) $3.
COURSE CONTENT—Covers operation, care and nomenclature of machine tools, use and care of hand tools and precision instruments and the computation and layout for basic machine operations.

SCHOOL OF VOCATIONAL TRADES PAGE 57

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

PHOTOGRAPHY

PHOTOGRAPHY I
LENGTH OF COURSE—12 weeks.
Thursday, 6:30 p.m. to 9:30 p.m.
FEE—(In addition to registration fee) $5.
TEXT—This Is Photography by Miller and Brummitt.
COURSE CONTENT—Fundamentals of black and white photography.

PHOTOGRAPHY II
LENGTH OF COURSE—12 weeks.
Tuesday, 6:30 p.m. to 9:30 p.m.
TEXT—Successful Color Photography by Feininger.
FEE—(In addition to registration fee) $5.
COURSE CONTENT—Fundamentals of photography, theory of color, composition, and the making of color transparencies only.

SERVICE TRADES

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

REFRIGERATION
LENGTH OF COURSE—24 weeks.
Tuesday, 7:00 p.m. to 9:00 p.m.
TEXT—Basic Refrigeration by King.
FEE—(In addition to registration fee) $2.
COURSE CONTENT—Fundamentals of refrigeration machines and systems.

SURVEYING

SURVEYING MATHEMATICS I
LENGTH OF COURSE—24 weeks.
Monday and Wednesday, 7:00 p.m. to 9:00 p.m.
TEXT—to be purchased by student.
FEE—None.
COURSE CONTENT—Fundamental mathematics necessary as a foundation for surveying.
CHILDBIRTH EDUCATION
LENGTH OF COURSE—8 weeks.
   Monday or Wednesday, 7:00 p.m. to 9:00 p.m.
COURSE CONTENT—
Unit I—5 lessons consisting of lectures, demonstrations, and relaxation exercises which aim to give
the expectant mother an understanding of childbirth, thereby eliminating fear.
Unit II—3 lessons consisting of lectures, demonstrations, and practice, emphasizing baby care.
Expectant mothers may register and attend both
units or either one.
Day Catalog
1961-1962

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Philip H. Falk, Secretary
Russell E. Dresser
George Hall

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Madison 3, Wisconsin
Telephone Alpine 5-4541
## CONTENTS

<table>
<thead>
<tr>
<th>Section</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>General Information</td>
<td>5</td>
</tr>
<tr>
<td>Calendar</td>
<td>9</td>
</tr>
<tr>
<td>School of General Education</td>
<td>11</td>
</tr>
<tr>
<td>Academic</td>
<td>12</td>
</tr>
<tr>
<td>Art</td>
<td>14</td>
</tr>
<tr>
<td>Driver Education</td>
<td>19</td>
</tr>
<tr>
<td>Music</td>
<td>20</td>
</tr>
<tr>
<td>School of Business</td>
<td>23</td>
</tr>
<tr>
<td>Business Administration-Accounting</td>
<td>24</td>
</tr>
<tr>
<td>Office Machines</td>
<td>28</td>
</tr>
<tr>
<td>Secretarial Machines</td>
<td>29</td>
</tr>
<tr>
<td>Secretarial</td>
<td>30</td>
</tr>
<tr>
<td>School of Marketing</td>
<td>35</td>
</tr>
<tr>
<td>School of Home Economics</td>
<td>39</td>
</tr>
<tr>
<td>Food for the Family</td>
<td>40</td>
</tr>
<tr>
<td>Clothing</td>
<td>40</td>
</tr>
<tr>
<td>Selection and Care of the Home and Its Furnishings</td>
<td>48</td>
</tr>
<tr>
<td>Personal and Family Relations</td>
<td>50</td>
</tr>
<tr>
<td>Management of Family Resources</td>
<td>51</td>
</tr>
<tr>
<td>School of Vocational Trade and Technical Education</td>
<td>53</td>
</tr>
<tr>
<td>Vocational Trade and Pre-apprentice Courses</td>
<td>54</td>
</tr>
<tr>
<td>Technical Courses</td>
<td>57</td>
</tr>
<tr>
<td>School of Health Education</td>
<td>59</td>
</tr>
</tbody>
</table>
The Madison Vocational and Adult School is a public school offering state approved two year post high school technical courses*, one year approved health occupation courses**, vocational trade courses***, marketing, and business courses, and general adult courses in the fields of home economics, business, art, music, and general subjects.

High school graduation is required for enrolling in post high school technical courses. Registration for these courses must be at the beginning of the course. Certificates are issued to students who successfully complete the one year course. An Associate Degree is granted to students who successfully complete the two year course.

In many adult courses persons may enroll at any time during the year for part time or full time attendance. Most of these courses are open to persons regardless of educational attainment. Students who are working may arrange a part time school program to fit their work schedule.

*Business Administration—Accounting, Secretarial Science, Automobile Technology, Electronics, Mechanical Design Technology
**Medical Assistants, Practical Nursing
***Auto Body, Cabinetmaking, Printing, Machine Shop, Sheet Metal, Welding

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.

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

Laboratory fees are found under each individual subject heading. These help defray incidental course costs.

Materials used are paid for by the student. Registration is complete when all fees are paid.

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 obtain the benefits of this law are required to obtain a proper blank from the Registration Office and have it signed and re-
turned to the school as evidence of residence.

Persons over twenty-one years of age pay their own tuition. Tuition is $1.50 per day or 75 cents per half day.

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.

HIGH SCHOOL CREDIT

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

GRADES

Students are expected to maintain a high level of scholarship. Grades are based upon the following schedule:

<table>
<thead>
<tr>
<th>Grades</th>
<th>Description</th>
<th>Grade Points</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>Superior—93-100</td>
<td>4</td>
</tr>
<tr>
<td>B</td>
<td>Above Average—85-92</td>
<td>3</td>
</tr>
<tr>
<td>C</td>
<td>Average—77-84</td>
<td>2</td>
</tr>
<tr>
<td>D</td>
<td>Below Average—70-76</td>
<td>1</td>
</tr>
<tr>
<td>U</td>
<td>Unsatisfactory—Below 70</td>
<td>0</td>
</tr>
<tr>
<td>Inc.</td>
<td>Incomplete</td>
<td></td>
</tr>
<tr>
<td>W</td>
<td>Withdrawn</td>
<td></td>
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</tbody>
</table>

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 absences 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 be reinstated.

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.
SCHOOL STORE

The school store is located on the first floor in Room 151. Here students may buy the necessary books and supplies from 8:00 a.m. to 12:00 noon and 12:45 p.m. to 4:00 p.m.

TEXT BOOKS

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

TELEPHONES

Public telephone booths are located on the first floor at the Johnson Street and the Carroll Street entrances, and on the fourth floor near Room 452.

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. for lunch, and from 10:14 to 10:29 for a coffee break.

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 21 and closes August 30, 1961. Registration blanks may be obtained in the newspaper ad on Sunday, August 20, 1961.

Advance registration by person will be Thursday and Friday, September 7 and 8, 1961, 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 11, 1961 to June 15, 1962, 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

1961-62

Mail Registration for Day School

Monday through Wednesday, August 21 through August 30

Workshop for Supervisors

Tuesday and Wednesday, September 5 and 6

Day School Registration

Thursday and Friday, September 7 and 8

Meetings of Staff and Supervisors

Saturday, September 9

Day School Opens

Monday, September 11

Mail Registration for Evening School

Tuesday, Wednesday, and Thursday, September 5, 6, and 7

Registration for Evening School

5:00 p.m. to 8:30 p.m.

Tuesday and Wednesday, September 19 and 20

Meeting of Evening School Staff

Thursday, September 21

Evening School Begins

Monday, September 25

Day and Evening School Close

(Milwaukee meeting of Wisconsin Education Association and Wisconsin Federation of Teachers)

Thursday and Friday, November 2 and 3

Day School Closes

(Thanksgiving Vacation)

Thursday and Friday, November 22 and 23

Evening School Closes

(Thanksgiving Vacation)

Wednesday, Thursday, and Friday, November 22, 23, and 24

Day and Evening School Close

(Christmas Vacation)

Saturday through Monday, December 15 through January 1

Day and Evening School Reopen

Tuesday, January 2

End of First Semester of Day School

Friday, February 2
Beginning of Second Semester of Day School
Monday, February 5

Day School Closes
(Meeting of Southern Wisconsin Education Association)
Friday, February 16

Evening School Closes
Friday, March 23

Day School Closes for Spring Vacation
(Good Friday, April 20; Easter Sunday, April 22)
Friday through Sunday, April 20 through 29

Day School Reopens
Monday, April 30

Day School Closes
(Meeting of Wisconsin Association of Vocational and Adult Education)
Friday, May 4

Day School Closes
(Memorial Day)
Wednesday, May 30

End of School Year
Friday, June 15

Summer School Session
Monday through Friday, June 18 through July 27
ACADEMIC

MATHEMATICS

ALGEBRA I
LENGTH OF COURSE—37 weeks, 5 fifty minute 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 fifty minute 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 fifty minute 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 fifty minute periods per week.
TEXT—Plane Trigonometry by Rosenbach, Whitman and Moskovits.
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 fifty minute 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, 5 fifty minute periods per week.
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, 5 fifty minute periods per week.
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 fifty minute 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.

ENGLISH FOR TECHNICAL STUDENTS

COMMUNICATION (Principles and Practice)
This course of two units is designed to present to the technical student a semester of intensive, integrated language study.

COMMUNICATION IA
LENGTH OF COURSE—18 weeks, 2 fifty minute periods per week.
COURSE CONTENT—This course emphasizes the speaking and listening skills. An effort is made to teach students how to use the voice effectively in a variety of speaking situations and how to relate personal listening habits to social needs.

COMMUNICATION IB
LENGTH OF COURSE—18 weeks, 2 fifty minute periods per week.
COURSE CONTENT—This course emphasizes the reading and writing skills. An effort is made to teach students good reading habits and to prepare them to write technical material clearly and accurately.
CULINARY LANGUAGE I
LENGTH OF COURSE—18 weeks, 5 fifty minute periods per week.
COURSE CONTENT—This course is planned to help the first year students of the Restaurant Institute learn how to pronounce, spell, and use the basic English and foreign language menu terms which they will need in classes or on jobs.

CULINARY LANGUAGE II (Business English)
LENGTH OF COURSE—36 weeks, 1 fifty minute period per week.
COURSE CONTENT—This course is planned to help second year students of the Restaurant Institute review English essentials and culinary terms. The emphasis is placed on business forms and writing problems of the prospective food specialist.

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

AMERICAN INSTITUTIONS
LENGTH OF COURSE—18 weeks, 2 fifty minute periods per week.
COURSE CONTENT—Various aspects of the complexity of our modern society are examined from the viewpoint of our heritage of traditional American values. Emphasis is placed on the meaning of freedom, democracy, and individualism in the changing light of such economic forces as business, labor, agriculture, and the consumer. The role of science and technology, politics and government, and marriage and the family as they affect the individual in our society are examined and discussed.

SCHOOL OF ART
Commercial Art . . . Fine Arts . . . Crafts
ART METAL AND ENAMELING
LENGTH OF COURSE—18 weeks, 3 fifty minute periods per week.
COURSE CONTENT—Design processes and techniques
FEE—(In addition to registration fee) $2 per semester.

SCHOOL OF GENERAL EDUCATION PAGE 15

as applied to copper, brass, and aluminum. Project chosen for execution will give students the fundamental processes as to behavior of non ferrous metals, plating, soldering, etching, oxidizing and finishing. In addition bowls and similar projects can be enameled. Students pay for material used.

CERAMICS
LENGTH OF COURSE—18 weeks, 3 or 6 fifty minute periods per week.
FEE—(In addition to registration fee) $2 per semester for each class day enrolled.
COURSE CONTENT—An elementary course which includes processes in making pottery. Instruction in pinch method, slab method, free form building, hammock pottery, and coil method. Mixing, testing and application of glazes made in the laboratory. Placing and firing kiln.

CHAIR CANING
LENGTH OF COURSE—18 weeks, 2, 4 or 6 fifty minute periods per week.
FEE—(In addition to registration fee) $2 per semester for each class day enrolled.
COURSE CONTENT—Instruction in replacing cane chair seats either woven or machine cane, also artificial rush, and flat splint weaving of chair seats. Students furnish their own chairs and pay for materials used.

COMMERCIAL ART TECHNIQUES
LENGTH OF COURSE—18 weeks, 2, 4 or 6 fifty minute periods per week.
FEE—(In addition to registration fee) $1.50 per semester for each class day enrolled.
COURSE CONTENT—Acquiring a working knowledge of the artist's tools and materials, experimenting and rendering class problems in accepted media and techniques including pencil, pen and ink, wash, scratchboard, air brush, and various mechanical devices.

DESIGN
LENGTH OF COURSE—18 weeks, 4 fifty minute periods per week.
FEE—(In addition to registration fee) $3 per semester.
COURSE CONTENT—For the artist, craftsman, and homemaker. The application and practice, using correct procedures, of the basic principles of design executed through class problems in creative expression involving form, line, space, color organization, and two and three dimensional design application, using various media and materials.
FREE HAND DRAWING I
LENGTH OF COURSE—18 weeks, 2, 4 or 6 fifty minute periods per week.
FEE—(In addition to registration fee) $1.50 per semester for each class day enrolled.
COURSE CONTENT—A course designed for beginning art students, dealing primarily with the techniques of various drawing media. Special emphasis is placed upon composition, perspective, shading, form development, and other elements of design. Still life, landscape, and figure drawing are included, and the course is supplemented by visiting current art exhibits.

FREE HAND DRAWING II (ADVANCED)
LENGTH OF COURSE—18 weeks, 3, 6 or 9 fifty minute periods per week.
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 fifty minute periods per week.
FEE—(In addition to registration fee) $3 per semester for each class day enrolled.

GENERAL CRAFTS
LENGTH OF COURSE—18 weeks, 3, 6, 9 or 12 fifty minute periods per week.
FEE—(In addition to registration fee) $1.50 per semester for each class day enrolled.
COURSE CONTENT—Leather Craft (tooling and carving), Rosemaling (pointed decoration of woodenware), Block Printing, Textile Printing (stencil and silk screen method), Liquid Plastics (laminating and molding), and other current crafts as the demand arises.

INTRODUCTION TO PAINTING
LENGTH OF COURSE—18 weeks, 3 or 6 fifty minute periods per week.
FEE—(In addition to registration fee) $1.50 per semester for each class day enrolled.
COURSE CONTENT—A course designed to introduce the beginning student to the various elements of design as they relate to painting. Emphasis is placed upon composition, perspective, balance, texture and color relationships. Still life, landscape, and figure drawing will be pursued, although individuality and personal expression are constantly stressed.

INTERIOR DECORATION
LENGTH OF COURSE—36 weeks, 3 fifty minute periods per week.
COURSE CONTENT—Constructional elements for more beautiful and functional homes. Study of backgrounds—floors, walls, ceilings; window treatment; color; fabrics; furniture selection and arrangement; accessories and illumination. Includes lectures, discussion of individual home problems, and field trips.

JEWELRY
LENGTH OF COURSE—18 weeks, 3 or 6 fifty minute periods per week.
FEE—(In addition to registration fee) $2 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 fifty minute periods per week.
FEE—(In addition to registration fee) $2 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 fifty minute periods per week.
FEE—(In addition to registration fee) $2 per semester.
COURSE CONTENT—A fundamental course especially for those training for careers in commercial art and related fields such as printing. Problems in design of advertising layouts, lettering, type analysis, copy interpretation, color theory, and advertising trends are included.

PAINTING
LENGTH OF COURSE—18 weeks, 3, 6 or 9 fifty minute periods per week.
FEE—(In addition to registration fee) $1.50 per semester for each class day enrolled.
COURSE CONTENT—Study of form, arrangement, color, and texture from still-life. Outdoor sketching. Emphasis is given to techniques, preparation of painting grounds, the palette, under painting, and critical analysis. Painting mediums: oil, casein, water color, wax. Materials to be furnished by the student.

PORTRAIT PAINTING
LENGTH OF COURSE—18 weeks, 3 or 6 fifty minute periods per week.
FEE—(In addition to registration fee) $3 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.

POTTERY
LENGTH OF COURSE—18 weeks, 3 or 6 fifty minute periods per week.
FEE—(In addition to registration fee) $2 per semester for each class day enrolled.
COURSE CONTENT—A basic course that will prepare the student to work on the potter's wheel. Designing and building of forms by the coil and slab methods, to be followed by throwing on the wheel. Glaze preparation and application, both high and low fire are introduced, as is stacking and firing of kilns. Students pay for material used.

SHOW CARD WRITING AND SIGN PAINTING
LENGTH OF COURSE—18 weeks, 2 or 4 fifty minute periods per week.
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, 3 or 6 fifty minute periods per week.
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 warp; threading; study of basic weaves; finishing of woven articles.

WEAVING
(Advanced)
LENGTH OF COURSE—18 weeks, 6 fifty minute periods per week.
FEE—(In addition to registration fee) $3 per semester; materials to be purchased by students.
COURSE CONTENT—Design methods in advanced weaving techniques; use of multiple harness looms; designing textiles for home and personal use.

CREATIVE WEAVING AND DRAFT WRITING
LENGTH OF COURSE—18 weeks, 3 fifty minute periods per week.
FEE—(In addition to registration fee) $1 per semester.
COURSE CONTENT—The analysis of materials, patterns and drafts; threadings for techniques; designing for contemporary textiles. Creating new and original drafts with emphasis on color texture.

DRIVER EDUCATION
This is an eight week course consisting of classroom instruction and behind-the-wheel driving. The classroom instruction is held in the evening and the behind-the-wheel driving during the day. The classroom instruction may be taken without the behind-the-wheel training, but the behind-the-wheel training cannot be taken without having had the classroom instruction at the Madison Vocational and Adult School or another school offering a comparable course.

The total cost of the course (including classroom instruction and behind-the-wheel training) is $29 for Madison residents and $35 for non-residents.

CLASSROOM INSTRUCTION (Evening Only)
LENGTH OF COURSE—8 weeks
Tuesday and Thursday—7:00 p.m. to 9:00 p.m.
FEE—

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<tr>
<th></th>
<th>Madison Residents</th>
<th>Non-Residents</th>
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</thead>
<tbody>
<tr>
<td>Registration</td>
<td>$2.00</td>
<td>$2.00</td>
</tr>
<tr>
<td>Text and Materials</td>
<td>1.00</td>
<td>1.00</td>
</tr>
<tr>
<td>Tuition</td>
<td>4.00</td>
<td>4.00</td>
</tr>
<tr>
<td>Total</td>
<td>8.00</td>
<td>$7.00</td>
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</tbody>
</table>

TEXT—How to Drive by American Automobile Association.
COURSE CONTENT—This is a sixteen hour lecture, demonstration, discussion type course. The class meets for eight sessions. The class is open to licensed as well as beginning drivers. Course content covers the following: Study of "Wisconsin Manual for Motorists," state traffic laws, local ordinances, driver and pedestrian responsibilities, correct driving practices, the art of driving, and psycho-physical tests and testing. The instruction is supplemented with visual aids, filmstrips, and resource personnel. Students who successfully pass the written test given by the State Motor Vehicle Department License Examiners and are either enrolled in or have
completed the classroom course, are eligible to take the behind-the-wheel training in the school's dual control car during the daylight hours.

The 1961-62 classes begin on the following dates:

September 5, 1961
October 31, 1961
January 25, 1962
March 29, 1962
June 7, 1962

BEHIND-THE-WHEEL TRAINING (Day Only)
LENGTH OF COURSE—8 weeks.
Monday through Friday, 8:00 a.m. to 3:00 p.m. (One two-hour period is to be selected for driving one day per week for eight weeks.)

Madison Non-Resident's Residents
Eight individual lessons and eight individual lessons and equal observation time in driver training car $26.00 $28.00
Registration fee for those not taking classroom instruction at the Madison Vocational Adult School $2.00 $2.00

COURSE CONTENT—This course consists of eight fifty-minute lessons in either a standard or an automatic transmission dual control car and eight fifty-minute observation periods in the car. Only persons who are enrolled in or have successfully completed the sixteen hour classroom course are eligible to take the behind-the-wheel training.

The 1961-62 behind-the-wheel training begins on the following dates:

September 11, 1961
November 13, 1961
February 5, 1962
April 9, 1962
June 18, 1962

MUSIC
POPULAR PIANO THROUGH KEYBOARD HARMONY
LENGTH OF COURSE—37 fifty minute periods.
TEXT—Modern Piano by Lee Sims.
FEE—(In addition to registration fee) $1 per lesson, payable nine weeks in advance.

COURSE CONTENT—This course is designed for students having some knowledge of piano and consists of learning popular music, chords, creating necessary breaks, etc. Also valuable to classic music students, since it provides reading shortcuts and helps create a technique usually ignored by other methods. A practical course, students learning to do their own arranging.
SCHOOL OF BUSINESS

Business Administration
Office Machines
Secretarial Machines
Secretarial
BUSINESS ADMINISTRATION

ACCOUNTING I
(Elementary)
LENGTH OF COURSE—18 weeks, 5 fifty minute periods 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 fifty minute periods 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 fifty minute periods 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 fifty minute periods per week.
COURSE CONTENT—The work is developed to meet the requirements of the student in interpreting 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 fifty minute periods 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 fifty minute periods 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—18 weeks, 5 fifty minute periods per week.
COURSE CONTENT—A study of the principles of federal and state income tax laws. Withholding tax, declar-
tion 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
(Intermediate)
LENGTH OF COURSE—18 weeks, 5 fifty minute periods per week.
TEXT—Arithmetic Skill Builder, Pottier and Bond Wholesale Grocery, practice set.
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 fifty minute periods 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 proofs; also practical application of common business forms.

BUSINESS ARITHMETIC II
LENGTH OF COURSE—18 weeks, 5 fifty minute periods 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, percentage, 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 fifty minute periods 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 stack 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 fifty minute periods per week.
TEXT—Business Law by Smith and Robinson.
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 specific cases.

GENERAL ECONOMICS
(First Semester)
LENGTH OF COURSE—18 weeks, 5 fifty minute periods 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."

OFFICE MANAGEMENT AND CONTROL
(First Semester)
LENGTH OF COURSE—18 weeks, 5 fifty minute periods 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 fifty minute periods per week.  
FEE—(In addition to registration fee) $1.  
COURSE CONTENT—This course involves handling customer and creditor accounts, cash receipts and disbursements, payroll, labor and material reports, statements and journals.

**NATIONAL CASH REGISTER**  
(Bookkeeping Machine, Class 31)  
LENGTH OF COURSE—2 weeks, 5 fifty minute periods per week.  
FEE—(In addition to registration fee) $1.  
COURSE CONTENT—Prerequisite: Ability to operate a typewriter. The student learns the procedures involved in handling accounts receivable, accounts payable, payroll and sales distribution.

**MONROE BOOKKEEPING MACHINE**  
LENGTH OF COURSE—1 week, 5 fifty minute periods per week.  
FEE—(In addition to registration fee) $1.  
COURSE CONTENT—The primary purpose of this course is to instruct the students in posting, entering, balancing, and totaling on bills, ledgers, and journals by machine. A practice set is completed to carry out the entire cycle.

**IBM KEY-PUNCH MACHINE**  
(Alphabetic and Numeric Keyboard)  
LENGTH OF COURSE—4 weeks, 5 fifty minute periods per week.  
FEE—(In addition to registration fee) $3.  
COURSE CONTENT—Development of speed and accuracy on the alphabetic and numeric keyboard is the ultimate aim of this course. Opportunity is offered, through field trips, for observation of key punching and its relationship to sorting, tabulating, and accounting as performed on IBM equipment.

**MACHINE CALCULATION**  
(Comptometer and Burroughs)  
LENGTH OF COURSE—15 weeks, 5 fifty minute periods per week.  
TEXT—Key-driven Calculator Course by Goodfellow and Agnew.  
FEE—(In addition to registration fee) $1.

**SCHOOL OF BUSINESS**  
COURSES OFFERED

**MACHINE CALCULATION**  
(Rotary Calculators—Friden, Marchant, Monroe)  
LENGTH OF COURSE—6 weeks, 5 fifty minute periods per week.  
FEE—(In addition to registration fee) $1.  
COURSE CONTENT—This course covers addition and various methods of multiplication, subtraction, and division, followed by their application to problems in business arithmetic. Upon the completion of the course, a student should have a thorough training in the fundamental processes as they apply in business and sufficient knowledge to operate the machine in any business office.

**MACHINE CALCULATION**  
(Burroughs, Monroe, National Cash Full-Key Adding Machines, Monroe, Underwood Sundstrand Ten-Key Adding Machines, Burroughs and Remington Rand Ten-Key Printing Calculators.)  
LENGTH OF COURSE—4 weeks, 5 fifty minute periods per week.  
FEE—(In addition to registration fee) $1.  
COURSE CONTENT—The aim of this course is to teach the techniques necessary to develop speed and accuracy on 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 fifty minute periods per week.  
FEE—(In addition to registration fee) $1.  
COURSE CONTENT—The 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**  
(Alphabetic and Numeric Keyboards)  
LENGTH OF COURSE—4 weeks, 5 fifty minute periods per week.  
FEE—(In addition to registration fee) $3.  
COURSE CONTENT—The 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.
TRANSCRIBING MACHINES
(Dictaphone, Ediphone and Gray Audograph)
LENGTH OF COURSE—2 weeks, 5 fifty minute periods per week.
FEE—(In addition to registration fee) $1.
COURSE CONTENT—Designed to train students to become experienced operators on the Dictaphone, Ediphone and Gray Audograph. Each operator transcribes a prescribed set of permanent practice records on all machines. Instruction is also given on the dictating machine. Prerequisites: Minimum typing speed of 50 words per minute.

SECRETARIAL

BUSINESS CORRESPONDENCE
(Second Semester)
LENGTH OF COURSE—18 weeks, 5 fifty minute periods 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 fifty minute periods 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 fifty minute periods per week.
COURSE CONTENT—Simplified rules of indexing, coding, and filing are applied in the alphabetizing of cards and miniature letters. Alphabetical, vari-deck, 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 fifty minute periods 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 fifty minute periods per week.
FEE—(In addition to registration fee) $1 per semester.
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 fifty minute periods per week.
FEE—(In addition to registration fee) $1 per semester.
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 fifty minute periods per week.
FEE—(In addition to registration fee) $1 per semester.
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 fifty minute periods per week.
TEXT—To be selected.
FEE—(In addition to registration fee) $1 per semester.
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 fifty minute periods per week.
FEE—(In addition to registration fee) $1 per semester.
COURSE CONTENT—This elementary course which covers the mastery of the keyboard, letter writing, tabulation and simple office forms.

TYPEWRITING II
LENGTH OF COURSE—18 weeks, 5 fifty minute periods per week.
FEE—(In addition to registration fee) $1 per semester.
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 fifty minute periods per week.
FEE—(In addition to registration fee) $1 per semester.
COURSE CONTENT—This advanced course covers statistical typing such as reports, ruled tabulation tables, financial statements, stencils, theses, title pages, and legal forms. Typing short cuts and special problems which may infrequently confront a typist are also presented.

THE MODERN WOMAN
LENGTH OF COURSE—19 weeks first semester, 21 fifty periods per week; 18 weeks second semester, 22 fifty minute periods per week.
TEXTS—Arithmetic Skill Builder; College English for Business by Reigner; College Accounting, Sixth Edition, by Sherwood, Carson, and Buhling. Workbook, Part I. W. L. Mann Merchandise Practice Set; College Business Correspondence by Reigner; College Typewriting by Lessenberry and Wanous, Sixth Edition; Key-Driven Calculator Course by Goodfellow and Agnew; Progressive Filing by Kohn and Yerian.
FEE—(In addition to registration fee) $6.
COURSE CONTENT—This course is designed to give training in time management, home economics and office skills to the many women who have two jobs —office and home. It is offered in cooperation with the School of Home Economics. Contact the school for a special brochure for this course.

TECHNICAL COURSES

BUSINESS ADMINISTRATION-ACCOUNTING

SECRETARIAL SCIENCE

Contact the school for special brochures for the above two courses.
PSYCHOLOGY OF HUMAN RELATIONS
LENGTH OF COURSE—18 weeks, 2 fifty minute periods per week.
COURSE CONTENT—Human relations problems encounter in actual job situations. The student will become familiar with current principles involved in getting and holding a job. Time is spent in analyzing and understanding human behavior on and off the job, individual differences, organization and communication in business, leadership training, co-worker relations, and employer-employee relations. Some time will also be spent on the problems of management and what makes a good manager.

MODERN SALESMAHNSHIP
FEE—(In addition to registration fee) $1.
LENGTH OF COURSE—18 weeks, 3 fifty minute periods per week. (1st semester)
COURSE CONTENT—The principles of selling and their practical application. Through class discussions of varied sales situations, special attention will be given to such subjects as getting customer's point of view, developing a sales personality, appealing to buying motives, knowing the merchandise, planning the sale, getting the customer's attention, arousing interest, creating a desire for the product, closing the sale, and building goodwill.

MERCHANDISE STUDIES
LENGTH OF COURSE—18 weeks, 2 fifty minute periods per week. (1st semester)
COURSE OF STUDY—Designed to prepare the student for intelligent consumer buying as well as studying the facts and benefits of the merchandise he works with. It will help the student show the customer how he will get his money's worth by selling more creatively. The student will be expected to complete a class project on some phase of merchandising or product. Material will cover what to know about merchandise, how to find the information, and how to tie this information in with the benefits the customer will receive.

MERCHANDISE DISPLAY
LENGTH OF COURSE—18 weeks, 3 fifty minute periods per week. (1st semester)
FEE—(In addition to registration fee) $1.
COURSE CONTENT—This is a study of the principles of window and interior display techniques and how to coordinate these techniques with current advertising and promotional plans. The basic principles of display and design, color and arrangement will be applied in practical situations. The student will have the opportunity to construct actual displays in the School of Marketing display windows.

SCHOOL OF MARKETING

LETTERING AND LAYOUT
LENGTH OF COURSE—18 weeks, 2 fifty minute periods per week. (1st semester)
FEE—(In addition to registration fee) $1.50.
COURSE CONTENT—This course is designed to teach the student the basic principles involved in using various pens to construct effective window and interior showcards. Attention is given to various alphabets and the techniques involved in showcard copy and layout. The course is not designed to meet commercial requirements, but to help the student design and construct simple, yet effective, showcards for immediate use.

MARKETING
LENGTH OF COURSE—18 weeks, 4 fifty minute periods per week. (2nd semester)
COURSE CONTENT—This course is designed to acquaint the student with the problems and policies of manufacturers, wholesalers, and retailers, as these problems and policies relate to the marketing of goods and services. Particular attention will be given to channels of distribution, types of business enterprises, how to enter business, points to consider before entering business, competition, coordination of promotional plans, pricing policies, study of marketing costs, role of government, market research, credit policies, and management techniques.

ADVERTISING MEDIA AND PSYCHOLOGY
LENGTH OF COURSE—18 weeks, 3 fifty minute periods per week. (2nd semester)
COURSE CONTENT—This course stresses the importance of advertising in the total picture of sales promotion. The course will deal with the psychological analysis of the principles of buying and selling, types of media in current use, and which is most effective in a specific situation. Considerable attention is given to consumer buying motives, research techniques for investigating effectiveness, and writing effective copy.

MERCHANDISE MATHEMATICS
LENGTH OF COURSE—18 weeks, 3 fifty minute periods per week. (2nd semester)
COURSE CONTENT—The purpose of this course is to enable the student to better understand the tools of the trade called mathematics. Material covered will include percentages, trade discounts, basic profit elements, determining and calculating markups and markdowns, interpreting financial statements, setting price lines, inventory methods, planning sales and expenses, planning and calculating open-to-
buy, and invoice mathematics. The material will be presented through a collection of problems that are common to the average business situation.

ADVANCED SALES SEMINAR
LENGTH OF COURSE—18 weeks, 2 fifty minute periods per week. (2nd semester)
COURSE CONTENT—An individual study course in which the student investigates a product or service and constructs a sales kit. Also discuss current employment practices in the sales area.

SALES TRAINING—HOLIDAY EXTRAS
LENGTH OF COURSE—3 weeks, 4 fifty minute periods per week. (Begins October 18, 1961).
FEE—(In addition to registration fee) $1.
COURSE CONTENT—Basic selling techniques for persons desiring, or presently employed in, sales work on a part time basis. Persons taking the course usually are employed during Christmas and other holidays.

INSURANCE
COURSE CONTENT—Courses in Life, Property and Casualty, and General Insurance are offered in response to demands by local insurance personnel. Interested persons should contact the department supervisor for course schedules.

Food for the Family
Clothing
Selection and Care of the Home and Its Furnishings
Personal and Family Relationships
Management of Resources
FOODS I—Planning and Preparation of Family Meals
LENGTH OF COURSE—18 weeks, 3 fifty minute periods per week.
FEE—(In addition to registration fee) $4 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 gives 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 fifty minute periods per week.
(End semester)
FEE—(In addition to registration fee) $3 per semester.
COURSE CONTENT—Quick breads such as banana, date, nut and fruit breads are considered first. Then comes the modern, streamlined method of making yeast breads, including white, whole wheat and special breads. Varieties of dinner and sweet rolls are featured. The pastry unit includes principles of pastry preparation, digestibility, place in family meals, and for special occasions. One shell, two-crust, and individual pies are made. Party desserts are featured, such as meringues, Baked Alaska, tortes, refrigerator and frozen desserts. Attractive service is stressed.

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 marinating foods for the outdoor cookery; preparation of meats, sauces, chef salads, vegetables and fruits, patio style. Selection of equipment, patio menu-planning and hot weather food holding will be included.

FOODS III—Salads and Casseroles
LENGTH OF COURSE—19 weeks, 3 fifty minute periods per week.
FEE—(In addition to registration fee) $3 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 gives practice in the skill of using chicken, fish, vegetables, and meats; even leftovers become “planned-overs” in delicious new ways.

A variety of new and unusual casseroles is 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, 3 fifty minute periods once a week.
FEE—(In addition to registration fee) $3 per semester.
COURSE CONTENT—Purchasing, 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 lime freezer for storage of meats, vegetables and prepared dishes for convenience, efficiency and economy.

FOODS V—Hospitality Cookery
LENGTH OF COURSE—18 weeks, 3 fifty minute periods once a week.
FEE—(In addition to registration fee) $4 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 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-tasks. 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 fifty minute periods once a week.
FEE—(In addition to registration fee) $5 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 fifty minute periods once a week.
FEE—(In addition to registration fee) $5 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, leg, valentines, Easter, wedding, tier types and novelty ones for men and children. Detailed work in petit fours, panorama eggs, cookie hats for Easter, decorated mints and sugar cubes, hors d’oeuvres, fancy sandwiches and loaves is given. The preparation of royal 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—Colorful Cookery for Weight Watchers
LENGTH OF COURSE—18 weeks, 3 fifty minute periods once a week.
FEE—(In addition to registration fee) $3 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, 3 fifty minute periods once a week.
FEE—(In addition to registration fee) $4 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 applianaces 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 XI—Highlights in Foods
LENGTH OF COURSE—18 weeks, 3 fifty minute periods once a week.
FEE—(In addition to registration fee) $3 per semester.
COURSE CONTENT—Designed for the experienced and skillful homemaker, this course presents an overview of imaginative ways with food preparation and service. It will feature such topics as "Frozen Assets," "Making the Most of Meat," "Winning Ways with Vegetables," "Casserole Creations," "Holiday Fare" and "Poultry for the Holidays." Including suggestions for adding sparkle to family fare, it will also stress methods and principles for making the most of your foods, energy, time, and money.

LOW SODIUM DIET COOKERY COURSE
(Heart Kitchen)
LENGTH OF COURSE—6 weeks, 2 fifty minute periods each 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
CLOTHING I—Firsts in Sewing
LENGTH OF COURSE—19 weeks 1st semester, 18 weeks 2nd semester, 4 fifty minute periods once a week.
FEE—(In addition to registration fee) $1 per semester.
COURSE CONTENT—First lessons in sewing include the construction of a wool skirt, (fitted or gently flared), a simple blouse and a cotton dress, with a set-in sleeve and waistline seam. Streamlined methods of clothing construction are taught. Emphasis is given to care and use of the sewing machine; selection and use of patterns; preparation of fabrics for grain perfection; cutting and fitting garments; basic principles in construction of simple garments. Up-to-date information on new fabrics is made available. Material and pattern should not be purchased until after attendance of first class.
CLOTHING II—Children's Garments
LENGTH OF COURSE—19 weeks, 1st semester, 3 fifty-minute periods once a week, 18 weeks, 2nd semester, 3 fifty-minute periods once a week.
FEE—(In addition to registration fee) $1 per semester.
COURSE CONTENT—This course consists of a study of special problems in the selection and construction of children's garments. Selection of suitable patterns and fabrics for all types of garments will be considered with emphasis on new textiles with wash and wear characteristics. The Bishop method of construction is followed. Special attention will be given to worked and tailored buttonholes, plackets and zippers, making and applying collars. 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 weeks, 2 fifty-minute periods per week.
PREREQUISITE—Clothing I or its equivalent
FEE—(In addition to registration fee) $1 per semester.

CLOTHING IV—Casual Clothes
LENGTH OF COURSE—19 weeks, 1st semester, 4 fifty-minute periods once a week, 18 weeks, 2nd semester, 4 fifty-minute periods once a week.
PREREQUISITE—Clothing I or its equivalent.
FEE—(In addition to registration fee) $1 per semester.
COURSE CONTENT—Techniques and subject matter of this course are planned to follow Clothing I or its equivalent. Types of garments to be made—morning, sport or casual dresses, men's shirts or man-tailored women's blouses, slacks, shorts or Bermudas. A wool skirt with a set-in pocket or other complex detail may be made in place of shorts or slacks. How to buy and cut plaids and stripes is introduced in this course. Concise explanations with detailed illustrative material will be used to simplify each step of construction. Fitting of garments and correct use of patterns 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 Mode to Order Look
LENGTH OF COURSE—19 weeks, 1st semester, 4 fifty-minute periods once a week, 18 weeks, 2nd semester, 4 fifty-minute periods once a week.
PREREQUISITE—Completion of Clothing IV or equivalent.
FEE—(In addition to registration fee) $1 per semester.
COURSE CONTENT—How to secure that much desired custom-mode effect is one of the purposes of this course. Complicated fashion designs, involving more difficult sewing and cutting problems are included. Selection of materials and choice of becoming design is given emphasis. Techniques for sewing on blends and man-made fabrics are introduced in connection with the study of the new fabrics on the market. Fitting problems are a definite part of the course. Garments made are chosen from the following: one-piece or two-piece dresses, dinner dresses, formal and robes. This course is for the advanced student.

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

CLOTHING VII—New Models from Old
LENGTH OF COURSE—18 weeks, 4 fifty minute periods once a week.
PREREQUISITE—Ability and experience in garment construction.
FEE—(In addition to registration fee) $1 per semester.
COURSE CONTENT—Evaluation of garment to be remodeled is the first consideration. Preparation of garment for dress 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 fifty minute periods once a week.
PREREQUISITE—Completion of Clothing VI.
FEE—(In addition to registration fee) $1 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 fifty minute periods once a week.
PREREQUISITE—Completion of Clothing V.
FEE—(In addition to registration fee) $1 per semester.
COURSE CONTENT—Students in this class make the necessary adjustments on their basic pattern and construct a muslin model to be used as a guide for further work. Special emphasis is given to fitting problems. Any type of garment, with the exception of coats and suits, may be made.

MILLINERY I
LENGTH OF COURSE—19 weeks, 1st semester, 3 or 4 fifty minute periods once a week. 18 weeks, 2nd semester, 3 or 4 fifty minute periods 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 veillings. 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 fifty minute periods once a week. 18 weeks, 2nd semester, 3 or 4 fifty minute periods 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 fifty minute periods once a week. 18 weeks, 2nd semester, 3 or 4 fifty minute periods 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, are stressed. Color analysis, as related to millinery, including color schemes, colors for the individual, and seasonal colors are given.

FUR REMODELING I
LENGTH OF COURSE—19 weeks, 1st semester, 4 fifty minute periods once a week. 18 weeks, 2nd semester, 4 fifty minute periods once a week.
FEE—(In addition to registration fee) $1 per semester.
COURSE CONTENT—Making over fur coats, rustling 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, 4 fifty minute periods once a week. 18 weeks, 2nd semester, 4 fifty minute periods once a week.
FEE—(In addition to registration fee) $1 per semester.
COURSE CONTENT—This is an advanced course in fur remodeling for the people who have had Fur Remodeling I for two semesters. All types of fur garments may be made in this class. Also scarfs and stoles may be made. Drafting of patterns is included.

CROCHETING
LENGTH OF COURSE—19 weeks, 1st semester, 3 fifty minute periods once a week. 18 weeks, 2nd semester, 3 fifty minute periods 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 fifty minute periods once a week. 18 weeks, 2nd semester, 3 fifty minute periods 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 fifty
minute periods once a week. 18 weeks, 2nd semes­
ter 3 fifty minute periods once a week.
MATERIALS REQUIRED—First day, pair of No. 3 knitting
needles, 10", small ball of yarn, notebook and pen­
cil.
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.

SELECTION AND CARE OF THE HOME
AND ITS FURNISHINGS
SLIPCOVERS
LENGTH OF COURSE—19 weeks, 1st semester, 4 fifty
minute periods once a week. 18 weeks, 2nd semes­
ter, 4 fifty minute periods once a week.
PREREQUISITE—Ability to do plain sewing.
FEE—(In addition to registration fee) $1 per semester.
COURSE CONTENT—This includes a study of slipcovers,
their advantages and disadvantages. Suggestions
are given on color scheme, choice of fabrics, estima­
tion of yardage, placing of design and weave of
materials, techniques of cutting, fitting, pinning, and
stitching. Emphasis on remodeling cushions in need
of repair before slipcovering is also included. All
projects are completed under supervision.

UPHOLSTERY I
LENGTH OF COURSE—18 weeks, 4 fifty minute
periods once a week.
PREREQUISITE—Upholstery IA.
FEE—(In addition to registration fee) $2 per semester.
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 such as davenports and loveseats can­
not be accepted for class work. These could be
projects for home work.

UPHOLSTERY IIA
LENGTH OF COURSE—18 weeks, 4 or 8 fifty minute
periods a week.
COURSE CONTENT—(In addition to registration fee)
$2 per semester once a week; $4 per semester twice a week.
Upholstery IIA.
FEE—(In addition to registration fee) $2 per semester
once a week; $4 per semester twice a week.
COURSE CONTENT—A study of fabrics and art prin­
ciples as applied to furniture will be emphasized.
More difficult projects, involving separate cushions,
stitched edges, restyling through use of fillings, use
of various trims and finishes on lounge chairs,
cogswell and platform rockers will be undertaken.

DRAPERIES
LENGTH OF COURSE—19 weeks, 1st semester, 4 fifty
minute periods once a week, 18 weeks, 2nd semes­
ter, 4 fifty minute periods once a week.
FEE—(In addition to registration fee) $1 per semester.
COURSE CONTENT—Draperies are studied from the
standpoint of fabric, styles, and colors. Emphasis is
placed upon proper use and care of tools, webbing con­
struction, types and application of springs, kinds of
fillings, and application of fabrics. Careful super­
vision is given to selection, estimation and applica­
tion of fabrics. The first project will be a footstool
or pull-up chair.

UPHOLSTERY III—Victorian and Antique Furniture
LENGTH OF COURSE—18 weeks per semester, 4 fifty
minute periods each week.
PREREQUISITE—Upholstery IA.
FEE—(In addition to registration fee) $2 per semester
once a week; $4 per semester twice a week.
COURSE CONTENT—Special problems concerned with
Victorian and antique furniture form the content
of this course. Included are: History of furniture,
selection of coverings typical of the period, stripp­
ing of chair, re-building of webbing, re-tying
springs, stitched edge appropriate for this period,
tufting and channeling, and finishing techniques.

Current trends in fillings, styles and fabrics are
studied. All projects are under constant supervision,
with emphasis on selection, estimation and applica­
tion of fabric used.

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

UPHOLSTERY II
LENGTH OF COURSE—18 weeks per semester, 4 fifty
minute periods each week; or 36 weeks, 8 fifty
minute periods per week.
PREREQUISITE—Upholstery IA.
FEE—(In addition to registration fee) $2 per semester
once a week; $4 per semester twice a week.
COURSE CONTENT—A study of fabrics and art prin­
ciples as applied to furniture will be emphasized.
More difficult projects, involving separate cushions,
stitched edges, restyling through use of fillings, use
of various trims and finishes on lounge chairs,
cogswell and platform rockers will be undertaken.
LAMPSHADES
LENGTH OF COURSE—19 weeks, 1st semester, 4 fifty minute periods once a week. 18 weeks, 2nd semester, 4 fifty minute periods once a week.
FEE—(In addition to registration fee) $1 per semester.
COURSE CONTENT—Construction technique as applied in making the potted 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, 3 fifty minute periods each week.
FEE—(In addition to registration fee) $4 per semester.
COURSE CONTENT—Principles of design and the technique of flower arrangement are 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.

FLOWER ARRANGEMENT II
LENGTH OF COURSE—18 weeks, 3 fifty minute periods per week.
FEE—(In addition to registration fee) $4 per 18 weeks.
COURSE CONTENT—This course will emphasize the art of individual and original designing, both Oriental and Occidental. It includes the basics of American geometrical design and the new fascinating free form design. A study of the history of these design principles and their application in the home is given.

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

PERSONAL AND FAMILY RELATIONSHIPS
PARENT EDUCATION I—Child Guidance
(1st semester)
LENGTH OF COURSE—18 weeks, 2 fifty minute periods once a week.
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 fifty minute periods once 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 fifty minute periods once a week.
COURSE CONTENT—This course is planned for anyone who is interested in a plan for spending or using income. It will apply to family spending and to individual spending. Highlights of the course are: estimating income; deciding on kind of spending plan; gaining cooperation and interest of all family members; planning for necessities and for emergencies; planning for retirement; record keeping; children’s spending; spending the food dollar, the clothing dollar, the health dollar, the home furnishing dollar and the recreation dollar. This is a lecture and discussion course.

WORK SIMPLIFICATION—Heart Kitchen
LENGTH OF COURSE—9 weeks, 2 fifty minute periods once a week.
COURSE CONTENT—Demonstrations and principles of methods of saving time and energy, including principles of good kitchen arrangements; improving storage areas in home; correct posture in household jobs; analysis of household tasks to save time and energy; new techniques for bed-making, laundry, ironing; time planning; good use of tools. This course is planned for heart patients, head-capped homemakers, or any homemaker interested in simplifying her work.
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

MIDVALE SCHOOL
Clothing I—Wednesday p.m. 3 fifty minute periods.
Clothing IV—Tuesday p.m. 3 fifty minute periods.
Clothing V—Thursday p.m. 3 fifty minute periods.
FEE—(In addition to registration fee) $1 per semester.

FRANKLIN SCHOOL
General Clothing—Tuesday p.m. 4 fifty minute periods.
FEE—(In addition to registration fee) $1 per semester.

LAPHAM SCHOOL
Fur Remodeling—Tuesday p.m. 3 fifty minute periods. Wednesday p.m. 3 fifty minute periods.
FEE—(In addition to registration fee) $1 per semester.

SCHOOL OF VOCATIONAL TRADE AND TECHNICAL EDUCATION

Vocational Trade
Pre-Apprentice Courses
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 per quarter, four periods daily; $5 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, and Principles of Wheel Alignment by Bear.
FEE—(in addition to registration fee) $7 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.

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 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 Nawkirk.
FEE—(in addition to registration fee) $4 per quarter for two periods daily.

STRENGTH OF MATERIALS
LENGTH OF COURSE—18 weeks, three 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
LENGTH OF COURSE 74 weeks, 35 fifty minute periods per week, 2 school years.
TEXTS—To be purchased by student.
FEE—$3 per quarter for Photography only.
COURSE CONTENT—Composition, makeup, presswork (both letterpress and offset), linotype, layout and
design, graphic arts photography, printer's English, printer's math, production practices, copy preparation and pasteup, press technology, chemistry of lithography, printing estimating, production planning and procedures, bindery procedures, physics of lithography.

MACHINE SHOP
LENGTH OF COURSE—74 weeks, 20 fifty minute periods per week, 2 years.
FEE—(in addition to registration fee) $9 per quarter, 4 periods daily; $4.50 per quarter, 2 periods daily.
COURSE CONTENT—Covers the use 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.

MATHMATICS
(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—37 weeks, 4 fifty minute periods per week.
TEXT—This is Photography by Thomas H. Miller and Wyatt Burmitt. Commercial Photography by Kenneth McCombs.
FEE—(In addition to registration fee) 20¢ per day of four periods, minimum charge $2 per quarter.
COURSE CONTENT—Light meters, different types of film, processing by time and temperature, versus gamma. Contact printing, print control, enlargements on different types of paper, lighting problems, light control, photomontages, negative control, color exposures, color processing, mounting of prints, picture composition, copy work of lines, flash photography, electronic flash in black and white and color transparencies, linop reproduction. The student will be required to supply all needed film, paper, and other small items for his own projects.

SHEET METAL
(Pre-apprentice)
LENGTH OF COURSE—37 weeks, 16 fifty minute periods per week.
TEXT—Sheet Metal Pattern Drafting and Shop Problems by Daugherty.

FEE—(In addition to registration fee) $9 per quarter, 4 periods daily; $4.50 per quarter, 2 periods daily.
COURSE CONTENT—Basic operations and processes necessary for a young man to establish himself as an apprentice in the sheet metal trade.

WELDING—ELECTRIC ARC
LENGTH OF COURSE—54 weeks, 20 fifty-minute periods per week, 3 semesters.
TEXT—Theory and Practice for Arc Welding by Sack.
FEE—(In addition to registration fee) $36 per quarter, 4 periods daily; $18 per quarter, 2 periods daily; $4 per week, 4 periods daily; $2 per week, 2 periods daily.
COURSE CONTENT—Arc welding machines, accessories, electrodes, weld characteristics and welding in all positions; pipe pressure and electric welding of stainless steels and alloys.

WELDING—OXY-ACETYLENE
LENGTH OF COURSE—18 weeks, 20 fifty-minute periods per week.
FEE—(In addition to registration fee) $36 per quarter, 4 periods daily; $18 per quarter, 2 periods daily; $4 per week, 4 periods daily; $2 per week, 2 periods daily.
COURSE CONTENT—Basic welding in all positions, care of equipment, pipe welding, alloy welding, lead burning, and oxy-acetylene cutting.

TECHNICAL COURSES

AUTOMOTIVE TECHNOLOGY

ELECTRONICS TECHNOLOGY

HIGHWAY AND CONSTRUCTION TECHNOLOGY

MECHANICAL DESIGN TECHNOLOGY

QUANTITY FOOD PREPARATION AND SERVICE
(Restaurant Institute)

Contact the school for special brochures for the above courses.
CHILDBIRTH EDUCATION
LENGTH OF COURSE—8 weeks.
Tuesday, 2:40 p.m. to 4:20 p.m.
COURSE CONTENT—
UNIT I—Five lessons, consisting of lectures, demonstra­
tions, and relaxation exercises which aim to give the expectant mother an understanding of childbirth, thereby eliminating fear.
UNIT II—Three lessons, consisting of lectures, demonstra­
tions, and practice, emphasizing baby care. Expectant mothers may register and attend both units or either one.

PRACTICAL NURSING
Contact school for special brochure. Advance applications are required.

MEDICAL ASSISTANTS
A one year course to prepare girls for assisting in physicians offices. Typing is a requisite. Application must be made in advance. Contact school for special brochure.
Madison Vocational
and Adult
School

Evening
Catalog
1961-1962

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
Telephone ALpine 5-4541
# CONTENTS

<table>
<thead>
<tr>
<th>Category</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>GENERAL INFORMATION</td>
<td>5</td>
</tr>
<tr>
<td>EVENING SCHOOL CALENDAR</td>
<td>8</td>
</tr>
<tr>
<td>SCHOOL OF GENERAL EDUCATION</td>
<td>9</td>
</tr>
<tr>
<td>ACADEMIC</td>
<td>10</td>
</tr>
<tr>
<td>ART</td>
<td>13</td>
</tr>
<tr>
<td>DRIVER EDUCATION</td>
<td>17</td>
</tr>
<tr>
<td>MUSIC</td>
<td>19</td>
</tr>
<tr>
<td>SCHOOL OF BUSINESS</td>
<td>21</td>
</tr>
<tr>
<td>BUSINESS ADMINISTRATION</td>
<td>22</td>
</tr>
<tr>
<td>OFFICE MACHINES</td>
<td>24</td>
</tr>
<tr>
<td>SECRETARIAL</td>
<td>25</td>
</tr>
<tr>
<td>SECRETARIAL MACHINES</td>
<td>28</td>
</tr>
<tr>
<td>SCHOOL OF MARKETING</td>
<td>31</td>
</tr>
<tr>
<td>SCHOOL OF HOME ECONOMICS</td>
<td>35</td>
</tr>
<tr>
<td>FOOD FOR THE FAMILY</td>
<td>36</td>
</tr>
<tr>
<td>CLOTHING</td>
<td>38</td>
</tr>
<tr>
<td>SELECTION AND CARE OF THE HOME AND ITS FURNISHINGS</td>
<td>44</td>
</tr>
<tr>
<td>FAMILY RELATIONSHIPS</td>
<td>45</td>
</tr>
<tr>
<td>MANAGEMENT OF RESOURCES</td>
<td></td>
</tr>
<tr>
<td>SCHOOL OF VOCATIONAL AND TECHNICAL EDUCATION</td>
<td>47</td>
</tr>
<tr>
<td>AERONAUTICS</td>
<td>48</td>
</tr>
<tr>
<td>AUTOMOTIVE</td>
<td>48</td>
</tr>
<tr>
<td>BUILDING TRADES</td>
<td>49</td>
</tr>
<tr>
<td>DIESEL</td>
<td>50</td>
</tr>
<tr>
<td>DRAFTING</td>
<td>51</td>
</tr>
<tr>
<td>ELECTRONICS</td>
<td>52</td>
</tr>
<tr>
<td>GRAPHIC ARTS</td>
<td>53</td>
</tr>
<tr>
<td>MACHINE TRADES</td>
<td>56</td>
</tr>
<tr>
<td>PHOTOGRAPHY</td>
<td>57</td>
</tr>
<tr>
<td>SERVICE TRADES</td>
<td>57</td>
</tr>
<tr>
<td>SURVEYING</td>
<td>57</td>
</tr>
<tr>
<td>WELDING</td>
<td>58</td>
</tr>
<tr>
<td>SCHOOL OF HEALTH EDUCATION</td>
<td>61</td>
</tr>
</tbody>
</table>
GENERAL INFORMATION

The Madison Vocational and Adult Evening School is a school for adults.

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.

Should an insufficient number of registrations be received for any course listed in the Evening 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 registers for such classes.

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

FEES

There is a general registration fee of $2 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 2, 1962.

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

Laboratory fees are found under each individual subject heading. These help defray incidental course costs.

Materials used are paid for by the student. Registration is complete when all fees are paid.

REFUNDS

The $2 registration fee is not refundable except when classes do not materialize because of insufficient enrollment.

In cases where material fees are figured by the evening, the refund is made for the number of sessions not attended.

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.
GRADES
Grades are based upon the following schedule:

<table>
<thead>
<tr>
<th>Grades</th>
<th>Description</th>
<th>Grade Points</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>Superior</td>
<td>93-100</td>
</tr>
<tr>
<td>B</td>
<td>Above Average</td>
<td>85-92</td>
</tr>
<tr>
<td>C</td>
<td>Average</td>
<td>77-84</td>
</tr>
<tr>
<td>D</td>
<td>Below Average</td>
<td>70-76</td>
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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. Those who must be absent are requested to call Alpine 5-4541.

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.

CLASS SCHEDULE
Classes will be held from 7:00 p.m. to 9:00 p.m. unless otherwise designated.

REGISTRATION SCHEDULE
Advance Registration by Mail
Tuesday through Thursday, September 5 through 7, 1961. Mail registration closes September 8.

Advance Registration in Person at the Vocational School
Tuesday and Wednesday, September 19 and 20, 1961, from 5:00 p.m. to 8:30 p.m.

Registration During Evening School Session
Monday, Tuesday, Wednesday, and Thursday, September 25, 1961 to March 8, 1962, 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 classwork.

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

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

SCHOOL STORE
The school store is located on the first floor in Room 151. Here students may pay fees and buy the necessary books and supplies. The store is open from 6:30 p.m. to 8:30 p.m., Monday through Thursday.

TELEPHONES
Public telephone booths are located on the first floor of the Johnson Street and the Carroll Street entrances, and on the fourth floor near Room 452.

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. and 6:30 p.m. to 9:00 p.m.

ELEVATOR
The elevator near the Dayton Street entrance to the school is for the use of students and is operated from 4:30 p.m. to 9:30 p.m.
EVENING SCHOOL CALENDAR 1961-62

Mail registration for evening school.
September 5, 6, and 7—Tuesday, Wednesday, and Thursday

Registration for evening school.
5:00 p.m. to 8:30 p.m., September 19 and 20—Tuesday and Wednesday

Meeting of evening school staff.
September 21—Thursday

Evening school classes begin.
September 25—Monday

Evening school closes.
November 2 and 3—Thursday and Friday
(Milwaukee meeting of Wisconsin Education Association and Wisconsin Federation of Teachers)

Evening school closes.
November 22, 23, and 24—Wednesday, Thursday, and Friday (Thanksgiving)

Evening school closes.
December 16 through January 1—Saturday through Monday (Christmas Vacation)

Evening school reopens.
January 2—Tuesday

Evening school closes.
March 23—Friday

SCHOOL OF GENERAL EDUCATION

Academic
Art
Driver Training
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 a one-half high school credit is given.

GEOMETRY
LENGTH OF COURSE—24 weeks.
Monday and Wednesday, 7:00 p.m. to 9:00 p.m.
Tuesday and Thursday, 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—24 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 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.
Tuesday and Thursday, 7:00 p.m. to 9:00 p.m.
COURSE CONTENT—Organized to meet the needs of those foreign born who have some English background and who wish to increase their vocabulary and knowledge of English grammar. There will be drills in oral reading, English idioms, spelling, and punctuation.

ENGLISH III
LENGTH OF COURSE—24 weeks.
Tuesday and Thursday, 7:00 p.m. to 9:00 p.m.
COURSE CONTENT—An elementary course in applied grammar which places emphasis upon spelling, vocabulary building, punctuation, capitalization, dictionary study, correct use of the parts of speech, and the building of good sentences. The language difficulties of each member of the class are dealt with according to individual need.

ENGLISH IV
LENGTH OF COURSE—24 weeks.
Monday and Wednesday, 7:00 p.m. to 9:00 p.m.
COURSE CONTENT—An advanced course in English grammar giving the student a thorough review of the principles of sentence construction, punctuation, capitalization, paragraphing, spelling, and vocabulary building. Dictionary study and the correct grammatical usage of the parts of speech will also be included.
ENGLISH V
(Composition)
LENGTH OF COURSE—12 weeks.
Tuesday, 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 9:00 p.m.
COURSE CONTENT—Great Books contain the knowledge
and wisdom of the ages. These are yours for the
asking. Read great books, discuss them with others,
a fascinating way 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 building a more extensive vocabulary.

FRENCH II
LENGTH OF COURSE—24 weeks.
Monday and Tuesday, 7:00 p.m. to 9:00 p.m.
COURSE CONTENT—Special arrangements will be made
for a class in French II for advanced students
who should be a large enough group desiring
such study.

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, 6:00 p.m. to 8:00 p.m.
COURSE CONTENT—You are called upon to address
a committee meeting, union, conference, club or
similar group. Can you do it successfully and 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,
poise, 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.

SCHOOL OF ART

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

BRAIDED RUGS
LENGTH OF COURSE—24 weeks.
Monday and Wednesday, 7:00 p.m. to 9:00 p.m.
FEE—(In addition to registration fee) $1.
COURSE CONTENT—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, 7:00 p.m. to 9:00 p.m.
FEE—(In addition to registration fee) $3 for each cl.a.s.
night enrolled.
COURSE CONTENT—An elementary course which in-
cludes processes in the making of pottery. Instruction
in pinch method, slab method, free form building,
hommock pottery, and coil method. Mixing, test-
ing, and application of glazes made in the labora-
tory. Placing and firing the kiln.
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) $4.
COURSE CONTENT—Instruction in replacing cane chair seats, either hand woven or machine cane; also artificial rush and flat splint weaving of chair seats. Students furnish own chairs and pay for materials used.

COMMERCIAL ART TECHNIQUES
LENGTH OF COURSE—24 weeks.
Tuesday, 7:00 p.m. to 9:00 p.m.
FEE—(In addition to registration fee) $3.
PREREQUISITE—Previous training or drawing experience.
COURSE CONTENT—Acquiring a working knowledge of the artists' tools and materials, experimenting and rendering class problems in accepted media and techniques including pencil, pen and ink, wash, scratchboard, air brush, and various mechanical devices.

FREE HAND DRAWING
LENGTH OF COURSE—24 weeks.
Tuesday and Thursday, 7:00 p.m. to 9:00 p.m.
FEE—(In addition to registration fee) $3.
COURSE CONTENT—Basic training in structural relationship of form, mass, line, value and perspective from still life and imagination. Study of the figure, sketching from models. Emphasis on an 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.
COURSE CONTENT—Planned to meet the demands of the adult homemaker, youth leader, and hobbyist. Instruction given in leather craft (tooling and carving), rosemaling, printed decoration, black printing, textile painting, and other current crafts according to demand.

*INTERIOR DECORATION
LENGTH OF COURSE—24 weeks.
Monday or Wednesday, 7:00 p.m. to 9:00 p.m.
COURSE CONTENT—Lectures on backgrounds, floor and wall treatments, 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.

SCHOOL OF GENERAL EDUCATION PAGE 14

**Course planned to give a complete experience in designing, decorating, and furnishing a home. In laboratory sessions students choose floor plans and, starting with color schemes, work out every phase of decorating. Study material is presented with lectures, demonstrations, and field trips.

*For Interior Decoration class offered at Sherman School see page 17.

**For Interior Decoration class offered at Cherokee Heights and Midvale Schools see page 17.

JEWELRY I
LENGTH OF COURSE—24 weeks.
Tuesday, 7:00 p.m. to 9:00 p.m.
FEE—(In addition to registration fee) $3.
PREREQUISITE—A basic understanding of techniques and materials as taught in Jewelry I.
COURSE CONTENT—Development and exploration of creative designs as applied to: Casting, in silver and gold, construction from sheet silver, enameling, stone setting and finishing. Students pay for materials used. For the Laymon, for Jewelry I classes offered at outlying centers, see page 17.

JEWELRY II
LENGTH OF COURSE—24 weeks.
Thursday, 5:00 p.m. to 7:00 p.m.
FEE—(In addition to registration fee) $3.
PREREQUISITE—A basic understanding of techniques and materials as taught in Jewelry I.
COURSE CONTENT—As described in Jewelry II. Basic instruction will be given in the identification of stones and lapidary techniques.

JEWELRY II AND LAPIDARY
LENGTH OF COURSE—24 weeks.
Thursday, 5:00 p.m. to 7:00 p.m.
FEE—(In addition to registration fee) $3.
PREREQUISITE—Jewelry I
COURSE CONTENT—As described in Jewelry II. Basic instruction will be given in the identification of stones and lapidary techniques.

LAPIDARY
(Stone Cutting)
LENGTH OF COURSE—24 weeks.
Monday, 5:00 p.m. to 7:00 p.m.; or 7:00 p.m. to 9:00 p.m.
Tuesday, 5:00 p.m. to 7:00 p.m.
FEE—(In addition to registration fee) $3.
COURSE CONTENT—Recognition and classification of semi-precious stones. The processes on the lapidary machine include sawing, grinding, sanding and polishing stones suitable for costume jewelry. Students pay for materials used.
LETTERING AND SHOW CARD WRITING
LENGTH OF COURSE—24 weeks.
Tuesday and Thursday, 7:00 p.m. to 9:00 p.m.
FEE—(In addition to registration fee) $3.
COURSE CONTENT—Fundamental alphabets. Practical training in lettering adaptable to commercial uses. An ideal course for the retailer who would like to make his own show cards. 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.
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 for each class night enrolled.
COURSE CONTENT—A basic course that will prepare the student to work the potter's wheel. Designing and building forms by the coil and slab methods, to be followed by throwing on the wheel. Glaze preparation and application, both high and low fire are introduced, as is stacking and firing kilns. 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.
FEE—(In addition to registration fee) $3.
COURSE CONTENT—This is the Norwegian folk art of painting on woodenware. Instruction covers brush handling, basic strokes and method of painting, correct painting procedure, design and color problems.
*For Rosemalning classes offered at outlying centers see page 17.

STUDIO PAINTING
LENGTH OF COURSE—24 weeks.
Monday and Wednesday, 7:00 p.m. to 9:00 p.m.
FEE—(In addition to registration fee) $3.
COURSE CONTENT—Basic training in painting with provisions for individual interests and abilities. Design and composition; color and 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, 7:00 p.m. to 9:00 p.m.
FEE—(In addition to registration fee) $3.
COURSE CONTENT—Planned for the homemaker, craftsman, teacher, camp instructor or youth leader. A course which includes the various processes and techniques in producing plain and pattern weaving. Students pay for materials used.

CLASSES AT OTHER CENTERS
Registration for these classes is at the centers.

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

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

SHERMAN SCHOOL
Interior Decoration
Rosemalning and Textile Painting
Tuesday, 7:30 p.m. to 9:30 p.m.

SCHENK SCHOOL
Rosemalning and Textile Painting
Thursday, 7:30 p.m. to 9:30 p.m.

DRIVER EDUCATION
This is an eight-week course consisting of classroom instruction and behind-the-wheel training. The classroom instruction is held in the evening and the behind-the-wheel driving during the day. The classroom instruction may be taken without the behind-the-wheel training, but the behind-the-wheel training cannot be taken without having had the classroom instruction at the Madison Vocational and Adult School or another school offering a comparable course.

The total cost of the course (including classroom instruction and behind-the-wheel training) is $29 for Madison residents and $35 for non-residents.

LENGTH OF COURSE—8 weeks.

CLASSROOM INSTRUCTION (Evening Only)
Tuesday and Thursday—7:00 p.m. to 9:00 p.m.

FEE

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TEXT—How to Drive by American Automobile Association.
COURSE CONTENT—This is a sixteen hour lecture, demonstration, discussion type course. The class meets for eight sessions. The class is open to licensed as well as beginning drivers. Course content covers the following: Study of "Wisconsin Manual for Motorists," state traffic laws, local ordinances, driver and pedestrian responsibilities, correct driving practices, the art of driving, and psychological tests and testing. The instruction is supplemented with visual aids, films, filmstrips, and resource personnel.

Students who successfully pass the written test given by the State Motor Vehicle Department Driver License Examiners and are either enrolled in or have completed the classroom course, are eligible to take the behind-the-wheel training in the school’s dual control car during the daylight hours.

The 1961-62 classes begin on the following dates:
- September 5, 1961
- October 31, 1961
- January 25, 1962
- March 29, 1962
- June 7, 1962

BEHIND-THE-WHEEL DRIVING (DAY ONLY)
LENGTH OF COURSE—8 weeks
Monday through Friday—8:00 a.m. to 3:00 p.m.
(One two-hour period is to be selected for driving one day per week for eight weeks)

FEE

- Madison Residents: $26.00
- Non-Residents: $28.00

COURSE CONTENT—This course consists of eight fifty-minute lessons in either a standard or an automatic transmission dual control car and eight fifty-minute observation periods in the car. Only persons who are enrolled in or have successfully completed the sixteen hour classroom course are eligible to take the behind-the-wheel training.

The 1961-62 behind-the-wheel training begins on the following dates:
- September 11, 1961
- November 13, 1961
- February 5, 1962
- April 9, 1962
- June 18, 1962

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—Six 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.

CREATIVE MODERN DANCE
LENGTH OF COURSE—30 weeks.
Tuesday, 7:30 p.m. to 8:30 p.m., beginners.
Tuesday, 8:30 p.m. to 9:30 p.m., advanced.

COURSE CONTENT—Modern dance class for adults. Previous experience not necessary. This class is not social or ballroom dance.

PIANO I
(Beginners)
LENGTH OF COURSE—24 weeks.
Monday 7:00 p.m. to 8:00 p.m. or 8:00 p.m. to 9:00 p.m.

FEE (In addition to registration fee) $1 per lesson payable 12 weeks in advance.

COURSE CONTENT—Basic principles, easy solo pieces.

PIANO I B
(Intermediate)
LENGTH OF COURSE—24 weeks.
Wednesday, 7:00 p.m. to 8:00 p.m. or 8:00 p.m. to 9:00 p.m.

FEE (In addition to registration fee) $1 per lesson payable 12 weeks in advance.

COURSE CONTENT—A refresher course for adult students with limited previous training. Sight reading, rhythm and expression stressed.

PIANO II
(Advanced)
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 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 9:00 p.m.

TEXT—Modern Piano by Lee Sims.

FEE—(In addition to registration fee) $1 per lesson. payable 12 weeks in advance.

COURSE CONTENT—Designed for students having some knowledge of piano. An immediate and practical application is made of the chord studies. The course is also helpful to students of the classics. A practical course, students learning to do their own 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 SOLFEGGIO
LENGTH OF COURSE—24 weeks.
Tuesday, 7:00 p.m. to 8:00 p.m.


COURSE CONTENT—For the untrained. Open to all adult students unfamiliar with reading music, clefs and intervals.

Business Administration
Office Machines
Secretarial
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.
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 V
(Advanced)
LENGTH OF COURSE—24 weeks.
Tuesday and Thursday, 7:00 p.m. to 9:00 p.m.
PREREQUISITE—Accounting IV 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 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.

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.

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.

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 Dillava 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) $2.

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.
FEE—(In addition to registration fee) $3.

PREREQUISITE—Typewriting, minimum 50 words per minute.

COURSE CONTENT—Development of speed and accuracy on the alphabetic and numeric key-board is the ultimate aim of this course.

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 Yerian.
COURSE CONTENT—Learn rules by coding and filing cards alphabetically. Study methods of filing and application by using miniature letters and filing boxes. Methods included are: alphabetic, variadex, numeric, geographics. 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) $2.
COURSE CONTENT—This is a study of Gregg Shorthand Simplified, for Colleges, and is intended for students who are skilled typists, but who have had little or no previous training in shorthand. All of the theory of shorthand is covered. Dictation and transcription on the typewriter are introduced later in the course. The speed attained at the completion of the term will be dependent upon the individual ability, but it is possible to attain a speed that can be used vocationally. Home work and regular attendance are necessary for progress in the study of beginning shorthand.

SHORTHAND REVIEW
(Dictation and Transcription I)
LENGTH OF COURSE—24 weeks.
Tuesday and Thursday, 7:00 p.m. to 9:00 p.m.
TEXT—Most-Used Shorthand Words and Phrases by John Robert Gregg, Leslie, Zoubek.
FEE—(In addition to registration fee) $2.
COURSE CONTENT—This is a refresher course for those who have completed the shorthand theory and wish a general review of shorthand principles. 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.

INTERMEDIATE DICTATION
LENGTH OF COURSE—24 weeks.
Tuesday and Thursday, 7:00 p.m. to 9:00 p.m.
FEE—(In addition to registration fee) $2.
COURSE CONTENT—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, 7:00 p.m. to 9:00 p.m.
FEE—(In addition to registration fee) $2.
COURSE CONTENT—For advanced dictation students. The objective is the development of shorthand power through sustained dictation at high rates of speed. Emphasis is placed on the writing of advanced phrases, the building of a shorthand vocabulary of business terms and speed in transcription. The dictation speed is between 90 and 120 words a minute on a five minute basis.
SECRETARIAL MACHINES

DUPLICATING MACHINES
(Mimeograph and Ditto)
LENGTH OF COURSE—2 weeks.
Monday and Wednesday, 7:00 p.m. to 9:00 p.m.
PREREQUISITE—Minimum typing speed of 40 words per minute.
FEE—(In addition to registration fee) $2.
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) $2.
PREREQUISITE—Minimum typing speed of 50 words per minute.
COURSE CONTENT—Designed to train students to become experienced operators on the Dictaphones, Ediphones and Gray Audograph. Each operator transcribes a prescribed set of permanent practice records on all machines. Instruction is also given on the dictating machine.

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, 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) $2.
COURSE CONTENT—Typewriting I is designed for those who wish to learn the touch system of typewriting. It includes the study of the parts of the machine, mastery of the keyboard, drills for rhythm and accuracy, correct typing habits, simple letter setup, simple tabulation, and timed writings. Instruction is given on various makes of manual and electric typewriters.

TYPEWRITING II
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) $2.
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, 6:00 p.m. to 7:00 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) $2.
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.
SCHOOL OF MARKETING

STORE SALESMANSHIP
(First Term)
LENGTH OF COURSE—12 weeks.
Wednesday, 7:00 p.m. to 9:00 p.m.
FEE—in addition to registration fee $1.
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—12 weeks.
Monday, 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.

RETAIL STORE ADVERTISING
(1st Term)
LENGTH OF COURSE—12 weeks.
Thursday, 7:00 p.m. to 9:00 p.m.
COURSE CONTENT—Importance of advertising; advertising budgets; plans; writing effective, simple layouts; relative values of various media; coordinating advertising with other methods of sales promotion.

MERCHANDISE DISPLAY
(2nd Term)
LENGTH OF COURSE—12 weeks.
Wednesday, 7:00 p.m. to 9:00 p.m.
FEE—in addition to registration fee $1.
COURSE CONTENTS—Basic window and interior display techniques; four sessions on display theory; four sessions on displaying hard lines; four sessions on displaying soft lines.

SALES TRAINING—HOLIDAY EXTRAS
LENGTH OF COURSE—3 weeks, 4 hours per week.
Wednesday and Thursday, 7:00 p.m. to 9:00 p.m. (begins October 18)
FEE—in addition to registration fee $1.
COURSE CONTENT—Basic selling techniques for persons desiring, or presently employed in sales on a part-time basis. Persons taking the course usually are employed during Christmas and other holidays.

RETAIL CREDIT MANAGEMENT
(1st Term)
LENGTH OF COURSE—12 weeks.
Tuesday, 7:00 p.m. to 9:00 p.m.
COURSE CONTENT—Tasks of retail credit management; organize and administer credit department work; credit and collection policy; statistics and research. Cooperate with other credit grantees.

RETAIL FOOD MERCHANDISING II
(1st Term)
LENGTH OF COURSE—13 weeks.
Thursday, 7:30 p.m. to 9:30 p.m.
COURSE CONTENT—Continuation of Retail Food Merchandising I. Classes and grades of meat and poultry; figuring percentages; cutting tests on beef, veal, pork and lamb.

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 promotion; 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 I
(1st Term)
LENGTH OF COURSE—12 weeks.
Monday, 7:00 p.m. to 9:00 p.m.
COURSE CONTENT—Classroom lecture and discussion survey of basic supervisory skills and problems. Topics covered will be individual differences, responsibility of supervisors, human relations and problems in communications.

SUPERVISORY TRAINING II
(2nd Term)
LENGTH OF COURSE—12 weeks.
Monday, 7:00 p.m. to 9:00 p.m.
COURSE CONTENT—This course is a continuation of Supervisory Training I. Special training techniques such as role-playing, problem solving and the critical-incident technique will be employed.

SCHOOL OF HOME ECONOMICS

Food for the Family
Clothing
Selection and Care of the Home and Its Furnishings
Family Relationships
Management of Resources
FOOD FOR THE FAMILY

FOODS I—Planning and Preparation of Family Meals
LENGTH OF COURSE—24 weeks.
Tuesday, 7:00 p.m. to 9:00 p.m.
FEE—$6 per year.
COURSE CONTENT—This course is planned to give the
homemaker the modern concepts of family meal
planning and preparation. It includes the newest
teaching methods and techniques for quick breads,
vegetables, meats, salads, casseroles, sandwiches,
simple desserts, geared to streamline the cooking
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 up-date
their cooking methods for family meal planning and
preparation.

FOODS II—Breads, Cakes and Pastry
LENGTH OF COURSE—12 weeks.
Monday, 7:00 p.m. to 9:00 p.m.
FEE—$3 for 12 weeks.
COURSE CONTENT—This course is designed to provide
the student with the modern concepts of family meal
planning and preparation. It includes the newest
teaching methods and techniques for quick breads,
vegetables, meats, salads, casseroles, sandwiches,
simple desserts, geared to streamline the cooking
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 up-date
their cooking methods for family meal planning and
preparation.

FOODS III—Salads and Casseroles
LENGTH OF COURSE—12 weeks.
Monday, 7:00 p.m. to 9:00 p.m.
FEE—$4 for 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.
Thursday, 7:00 p.m. to 9:30 p.m.
FEE—$3 for 12 weeks.
COURSE CONTENT—This course is planned to give the
homemaker the newest techniques in the baking of
quick breads, yeast breads, lunch breads, butter
and sponge cakes, frostings and pastry. The under­
lying principles of successful baking of all 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 home­
makers who wish to improve and modernize their
baking techniques.

FOODS V—Hospitality Cookery
LENGTH OF COURSE—24 weeks.
Wednesday, 7:00 p.m. to 9:30 p.m.
FEE—$5 for 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 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—$3 for 12 weeks.
COURSE CONTENT—This course is designed to provide
the student with the modern concepts of family meal
planning and preparation. It includes the newest
teaching methods and techniques for quick breads,
vegetables, meats, salads, casseroles, sandwiches,
simple desserts, geared to streamline the cooking
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 up-date
their cooking methods for family meal planning and
preparation.

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 term.
PREREQUISITE—Foods VI.
FEE—$3 for 12 weeks.
COURSE CONTENT—This course is designed to provide
the student with the modern concepts of family meal
planning and preparation. It includes the newest
teaching methods and techniques for quick breads,
vegetables, meats, salads, casseroles, sandwiches,
simple desserts, geared to streamline the cooking
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 up-date
their cooking methods for family meal planning and
preparation.

FOODS VIII—Planning and Preparation of Family Meals
LENGTH OF COURSE—24 weeks.
Monday, 7:00 p.m. to 9:00 p.m.
FEE—$6 per year.
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.
sent, 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.

*For Cake Decorating classes offered in outlying centers see page 46.

FOODS X—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 $6 per year.
COURSE CONTENT—This course is designed to aid the growing numbers of employed women in the preparation of nutritious eye-appealing meals in double-quick time. Short cuts in food preparation, fascinating uses of mixes, budgeting of time and energy, planning of efficient kitchen arrangements, stacking of freezer, freezer packaging and freezing of meals will be included. An excellent course for business women, working wives, mothers or anyone desiring nutritious meals in less time.

COOKERY DEMONSTRATIONS
7:00 p.m. to 9:00 p.m. (Dates to be announced)
COURSE CONTENT—A series of Cookery Demonstrations will be given in Scanlan Hall. The specific content to be covered will be announced. These demonstrations will be conducted in the same manner as in previous years.

CLOTHING
*CLOTHING I—Firsts in Sewing
LENGTH OF COURSE—24 weeks.
Monday, or Tuesday, or Wednesday, or Thursday, or Friday, 7:00 p.m. to 9:30 p.m.
FEE—(In addition to registration fee) $1 per year.
COURSE CONTENT—First lessons in sewing include the construction of a wool skirt, a simple blouse and a cocktail 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 patterns should not be purchased until after attendance of 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 per year.

*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 per year.
COURSE CONTENT—This course is planned for those who have had experience in sewing. There is some review of basic techniques with emphasis on the Bishop method of sewing. Highlights of the course are: selection of patterns and materials; preparation of material for grain perfection; tailored and machine buttonholes; welt, slot and flap pockets; zippers and plackets; smocking (English and American). A study of wash and wear fabrics is given. Both new and makeover garments may be constructed. All types of children’s garments may be made including coats and snow suits.

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

COURSES OFFERED IN THE SCHOOL OF HOME ECONOMICS
CLOTHING V—That Made to Order Look
LENGTH OF COURSE—24 weeks.
Tuesday, 7:00 p.m. to 9:00 p.m., or
Thursday 7:00 p.m. to 9:30 p.m.
PREREQUISITE—Clothing IV or equivalent.
FEE—in addition to registration fee $1 per year.
COURSE CONTENT—How to secure that much desired custom-made effect is one of the purposes of this course. Complicated fashion designs, involving more difficult sewing and cutting problems are included. Selection of materials and choice of becoming design is given emphasis. Techniques for sewing on blends and man-made fabrics are introduced in connection with the study of the new fabrics on the market. Fitting problems are a definite part of the course. Garments are chosen from the following: one-piece or two-piece dresses, dinner dresses, furs and coats. This course is for the advanced student.
*For Clothing IV and V classes offered at outlying centers see page 46.

CLOTHING VI—Tailoring I
LENGTH OF COURSE—24 weeks.
Monday or Wednesday, 6:30 p.m. to 9:30 p.m.
FEE—in addition to registration fee $1 per year.
COURSE CONTENT—This course is for the advanced student. The use of many of the techniques which tailors use in making a man's suit are applied to the construction of women's tailored garments. Emphasis is given to fabric selection for the garment and the selection and application of interfelings, interlinings and lineinings. 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, 6:30 p.m. to 9:30 p.m.
PREREQUISITE—Completion of Clothing VI.
FEE—in addition to registration fee $1 per year.
COURSE CONTENT—Review of procedures covered in Clothing VI are given. Greater emphasis is put upon detail, such as pocket types, worked buttons and construction details. Suits and coats are the garments to be made.

MILLINERY I
LENGTH OF COURSE—24 weeks.
Tuesday, Wednesday or Thursday, 7:00 p.m. to 9:00 p.m.
FEE—in addition to registration fee $2 per year.
COURSE CONTENT—This course is for beginners or those who have done little 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 reblocking of good quality used felts, is included.

MILLINERY II
LENGTH OF COURSE—24 weeks.
Monday, 7:00 p.m. to 9:00 p.m.
FEE—in addition to registration fee $2 per year.
COURSE CONTENT—This course is planned for the student who has had Millinery I, and is ready for more advanced problems. More difficult problems employing a wider variety of millinery processes are given. The student has an opportunity to gain more knowledge regarding feather, flower, and ribbon trimmings, and the uses of these trimmings, as well as the various uses and ways of applying veiling to each type of hat. New hats, as well as remodeled hats, are made.

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

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. Typical of what could be made are: scarfs, stoles, simple sweaters and afghans, mittens and other similar articles.
*For Fur Remodeling and Knitting classes offered at outlying centers see page 46.

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.
needles, 10", small ball of yarn, notebook and pencil.

**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.

**SELECTION AND CARE OF THE HOME AND ITS FURNISHINGS**

**DRAPERIES AND LAMP SHADES**

LENGTH OF COURSE—24 weeks.

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

FEE—(In addition to registration fee) $1 per year.

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.

*For Draperies and Lampshade classes offered at outlying centers see page 46.

**SLIPCOVERS**

LENGTH OF COURSE—24 weeks.

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

PREREQUISITE—Ability to do plain sewing.

FEE—(In addition to registration fee) $1.50 per year.

COURSE CONTENT—This includes a study of slipcovers, their advantages and disadvantages. Suggestions are given on color schemes, choice of fabrics, estimation of yardage, placing of design, weave of materials, 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 1**

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 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, Wednesday, Thursday or Friday, 6:30 p.m. to 9:00 p.m.

FEE—(In addition to registration fee) $1.

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 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
(2nd Term)
LENGTH OF COURSE—12 weeks.
Tuesday, 7:00 p.m. to 9:00 p.m.
FEE—(In addition to registration fee) $4.
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
Family Life Education—Emotional Growth of Children:
A Lecture-Discussion Course of Six Meetings
Alternate Wednesdays: 7:30 p.m. to 9:30 p.m.,
October 4, 18, November 1, 15, 29 and December 13.
This course is a free public service sponsored jointly by the Dane County Guidance Center and the Madison Vocational and Adult School. There is no fee for the course which is open to all residents of Dane County. However, there will be a charge of approximately $4.50 per family for educational materials and textbooks. Parent couples are urged to join this course.
A minimum of 35 registrations are required if the course is to be given. There is no upper limit on class membership except the capacity of Scanlan Hall which is 250.

Lecturers:
Dr. H. Kent Tenney, Jr., Pediatrician
Mrs. Ada M. Cockefair, Family-Life Educator
Dr. Leland K. Reeck, Director, Dane County Guidance Center
Dr. Robert E. O'Connor, Supervisor, Wisconsin Diagnostic Center

Panelists:
Leaders from Protestant, Catholic and Jewish faiths will discuss problems of character development, sex education and early marriages in one meeting.
The Coordinator for the course is Dr. Helen I Driver, Training Director and Coordinator of the Discussion Group Program of the Dane County Guidance Center.

The purpose of the course is to give parents better understanding of the emotional development of their children, with the six growth phases from birth through adolescence. Ways to meet the needs of children will be suggested by the lecturers and discussed in the meetings. Emphasis will be placed on the role of the father as well as the mother's responsibility to provide a healthy emotional climate in the home to nourish healthy personality growth.

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; normality 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, 7:00 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 28; 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 pasture 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.
CLASSES AT OTHER CENTERS

Registration for these classes is at the centers.

Cherokee Heights School
   Clothing I
   Knitting
   Coke Decorating I
   Draperies and Lamps shades
      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 II
   Knitting
      Thursday, 7:30 p.m. to 9:30 p.m.

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

SCHOOL OF VOCATIONAL TRADE AND TECHNICAL EDUCATION

Aeronautics
Automotive
Building Trades
Diesel
Drafting
Electronics
Graphic Arts
Machine Trades
Photography
Service Trades
Surveying
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.
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) $10 Regular Course; $20 for those taking Auto Body Painting only.
COURSE CONTENT—Repairing, rebuilding and painting of damaged auto bodies.

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

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

AUTO MECHANICS II
(Front Wheel Alignment, Steering, Balancing)
Monday, 6:30 p.m. to 9:30 p.m.
TEXT—Manual to be purchased by student.
FEE—(In addition to registration fee) $3.
COURSE CONTENT—This course is designed to cover the fundamentals and use of wheel alignment and balancing equipment, frame straightening and power steering.

AUTO MECHANICS III
(Electrical Systems and Carburetor)
LENGTH OF COURSE—24 weeks.
Monday, 6:30 p.m. to 9:30 p.m.
TEXT—Manual to be purchased by student.

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.
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, 7:00 p.m. to 9:00 p.m.
FEE—(In addition to registration fee) $2.
COURSE CONTENT—Designed for carpenters and will cover carpentry terms, forming, framing, rafter cut-
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.
COURSE CONTENT—Care, 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.
Thursday, 7:00 p.m. to 9:00 p.m.
Starts November 1.
FEE—(In addition to registration fee) $1.
COURSE CONTENT—Designed for those who are interested in planning small homes or considering remodeling projects. The following units will be covered: financing a home; appropriate design; building materials; adequate wiring; plumbing; heating and air conditioning; painting and decorating; remodeling problems.

DIESEL
DIESEL I—(Theory)
LENGTH OF COURSE—12 weeks.
Monday, 6:30 p.m. to 9:30 p.m.
(To be repeated second term.)
TEXT—Diesel Engine Operation and Maintenance, by Maleev.
FEE—(In addition to registration fee) $3.
COURSE CONTENT—This course is designed to give the student a good foundation for further diesel training. Although this is primarily a study course, frequent use of actual equipment will be made to give meaning to the lessons.

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.
FEE—(In addition to registration fee) $7.
COURSE CONTENT—This course is designed to familiarize the student with the construction details, disassembly, inspection and reassembly of some of the most popular automotive type diesel engines.

DIESEL III—(Diesel Fuel Systems)
PREREQUISITE—Diesel I and II or Diesel Journeyman Mechanic
LENGTH OF COURSE—12 weeks.
Tuesday, 6:30 p.m. to 9:30 p.m.
TEXT—Fuel Injection Systems, Diesel Publications, Inc.
FEE—(In addition to registration fee) $3.
COURSE CONTENT—This course is designed for the journeyman diesel mechanic. It deals with diesel fuel system servicing, testing and calibrating together with engine trouble-shooting and tune-up.

DRAFTING
DRAFTING—ARCHITECTURAL
LENGTH OF COURSE—24 weeks.
Wednesday, 6:30 p.m. to 9:30 p.m.
FEE—(In addition to registration fee) $2.

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

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

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

DRAFTING I
COURSE CONTENT—A fundamental course in basic drafting including lettering, geometric constructions, orthographic projections, dimensioning and freehand sketching.
DRAFTING II
COURSE CONTENT—Continuation of Drafting I plus cross sections, auxiliary views, pattern layouts, construction of curves, intersections, triangulation, pictorial drawings, screw threads and thread conventions.

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

DRAFTING IV
COURSE CONTENT—Machine drawing covering detailing and assembly drawings including limiting 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

ELECTRICITY
LENGTH OF COURSE—24 weeks.
Thursday, 7:00 p.m. to 9:00 p.m.
TEXT—Fundamentals of Electricity by McDougol, Ronson, Dunlap, Graham.
FEE—(In addition to registration fee) $2.
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.
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.
PREREQUISITE—Radio I.
COURSE CONTENT—Construction and service of receivers.

TRANSISTORS I
PREREQUISITE—Radio I and II or equivalent.
LENGTH OF COURSE—12 weeks.

TELEVISION I
LENGTH OF COURSE—12 weeks.
Monday and Wednesday, 6:30 p.m. to 9:30 p.m.
TEXT—Basic Television by Groby; Lab Manual by Zbar and Schildkraut.
PREREQUISITE—Radio I and II or equivalent; ability to pass entrance examination.
FEE—(In addition to registration fee) $5.
COURSE CONTENT—Theory and service of TV receivers.

TELEVISION II
(Second term only)
LENGTH OF COURSE—12 weeks.
Monday and Wednesday, 6:30 p.m. to 9:30 p.m.
TEXT—Basic Television by Groby; Lab Manual by Zbar and Schildkraut.
FEE—(In addition to registration fee) $5.
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 9:30 p.m.
TEXT—Basic Television by Groby; Lab Manual by Zbar and Schildkraut.
FEE—(In addition to registration fee) $5.
PREREQUISITE—Television I and Television II.
COURSE CONTENT—Theory and service of TV receivers.

TELEVISION IV
(Second term only)
LENGTH OF COURSE—12 weeks.
Tuesday and Thursday, 6:30 p.m. to 9:30 p.m.
TEXT—Basic Television by Groby; Lab Manual by Zbar and Schildkraut.
FEE—(In addition to registration fee) $5.
PREREQUISITE—Television III.
COURSE CONTENT—Theory and service of TV receivers.

GRAPHIC ARTS
(Printing and Allied Trades)

COPY PREPARATION FOR REPRODUCTION
(First term only)
LENGTH OF COURSE—12 weeks.
Monday, 6:30 p.m. to 9:30 p.m.
FEE—(In addition to registration fee) $4.
COURSE CONTENT—Preparation of thumbnails, visuals, and layout of the mechanicals for the process camera. Related work in type selection, spacing, papers and proving.
TYPESETTING  
(First Term only)  
LENGTH OF COURSE—12 weeks.  
Tuesday, 6:30 p.m. to 9:30 p.m.  
FEE—(In addition to registration fee) $2.  
COURSE CONTENT—Foundry typesetting methods and linotype composition techniques.

RELIEF PRESSWORK  
(Second term only)  
LENGTH OF COURSE—12 weeks.  
Tuesday, 6:30 p.m. to 9:30 p.m.  
FEE—(In addition to registration fee) $2.  
COURSE CONTENT—Principles of platen, automatic platen, and cylinder press operation. Special emphasis on makeready techniques.

LITHOGRAPHIC PRESS OPERATION—I  
(First term only)  
LENGTH OF COURSE—12 weeks.  
Monday, 6:30 p.m. to 9:30 p.m.  
FEE—Course study guide $5, Text $2.  
COURSE CONTENT—Press principles, maintenance, arrangement of work station, press feeders, register, conveyors, delivery, blankets and packing.

LITHOGRAPHIC PRESS OPERATION—II  
(First and second terms)  
LENGTH OF COURSE—12 weeks.  
Tuesday, 6:30 p.m. to 9:30 p.m.  
FEE—Course study guide $5, Text $2.  
COURSE CONTENT—Litho plates, ink, papers, makeready, Pit, and maintenance. Special opportunity to run two color and process jobs.

OFFSET PRESS TECHNICAL  
(Second term only)  
LENGTH OF COURSE—12 weeks.  
Monday, 6:30 p.m. to 9:30 p.m.  
FEE—Study Guide $5, Text $1.70.  
PREREQUISITE—Pressman or assistant or Litho Press Operating I.  
COURSE CONTENT—All pressure adjustments of rollers, beceters, and printing pressures. All timing adjustments and maintenance excluding major breakdowns.

CHEMISTRY OF LITHOGRAPHY  
(First term only)  
LENGTH OF COURSE—12 weeks.  
Tuesday, 6:30 p.m. to 9:30 p.m.  
FEE—Study Guide and Experiments $5, Texts $3.60, Supplies (in addition to registration fees) $4.  

COURSE CONTENT—Introduction of general chemistry and the application of chemistry in lithography. This is a lecture and laboratory course.

PROCESS CAMERA—I  
(First term only)  
LENGTH OF COURSE—12 weeks.  
Monday, 6:30 p.m. to 9:30 p.m.  
FEE—(In addition to registration fee) $4.  
PREREQUISITE—Camera experience in the trade or Process Camera I.  
COURSE CONTENT—Principles of halftones, densitometry, and duotones.

CAMERA BACK REFLECTION COPY COLOR SEPARATION  
LENGTH OF COURSE—18 hours.  
November 15 through 24, Wednesday, Thursday, and Friday; 6:30 p.m. to 9:30 p.m.  
FEE—(In addition to registration fee) $2.  
PREREQUISITE—Camera man or two courses in process camera. Enrollment limited to six people.  
COURSE CONTENT—Camera back reflection color separation topics include: copy preparation, color controls, register, color correction masks, separation negatives, screen positives, and color proofing.

COLOR SEPARATION BY CONTACT  
LENGTH OF COURSE—18 hours.  
January 10 through 19, Wednesday, Thursday and Friday; 6:30 p.m. to 9:30 p.m.  
FEE—(In addition to registration fee) $2.  
PREREQUISITE—Camera man or two courses in process camera. Enrollment limited to six people.  
COURSE CONTENT—Color separation by contact from a transparency original using the register printing frame and a trill level point source light. This process also includes the making of the masks, the separation negatives, the screen positives, and color proofing.

CAMERA BACK COLOR SEPARATION FROM TRANSPARENCY  
LENGTH OF COURSE—18 hours.
March 7 through 16, Wednesday, Thursday and Friday, 6:30 p.m. to 9:30 p.m.
FEE—(In addition to registration fee) $2.
PREREQUISITE—Cameraman or two courses in process camera. Enrollment limited to six people.
COURSE CONTENT—Camera back transparency color separation techniques include: The highlight mask, illumination in addition to color preparation, color controls, register, color correction masks, separation negatives, screen positives, and color proofing.

STRUPlNG AND PLATEMAKING FOR LITHOGRAPHY I
(First term only)
LENGTH OF COURSE—12 weeks.
Tuesday, 6:30 p.m. to 9:30 p.m.
FEE—(In addition to registration fee) $3.
PREREQUISITE—Stripping and Platemaking I or experience stripping in trade.
COURSE CONTENT—Advance stripping techniques in color work and experience with various platemaking processes.

MACHINE TRADES
BLUEPRINT READING FOR THE MACHINE TRADES
LENGTH OF COURSE—24 week.
Tuesday and Thursday, 7:00 p.m. to 9:00 p.m.
FEE—(In addition to registration fee) $2.
COURSE CONTENT—The course covers the basic elements of lines and figures of common or simple objects and introduces the student to the principles of working drawings. The course proceeds to develop with the consideration of machine parts and the machine shop process including drilling, turning, milling, boring, threading, etc. Some time is devoted to sketching.

MACHINE SHOP I
LENGTH OF COURSE—24 weeks.
Wednesday, 6:30 p.m. to 9:30 p.m.
FEE—(In addition to registration fee) $3.
COURSE CONTENT—Covers operation, care and nomenclature of machine tools, use and care of hand tools and precision instruments and the computation and layout for basic machine operations.

PHOTOGRAPHY
PHOTOGRAPHY I
LENGTH OF COURSE—12 weeks.
Thursday, 6:30 p.m. to 9:30 p.m.
FEE—(In addition to registration fee) $5.
TEXT—This is Photography by Miller and Brummitt.
COURSE CONTENT—Fundamentals of black and white photography.

PHOTOGRAPHY II
LENGTH OF COURSE—12 weeks.
Tuesday, 6:30 p.m. to 9:30 p.m.
TEXT—Successful Color Photography by Feininger.
FEE—(In addition to registration fee) $5.
COURSE CONTENT—Fundamentals of photography, theory of color, composition, and the making of color transparencies only.

SERVICE TRADES
CATERING SPECIALTIES
LENGTH OF COURSE—12 weeks.
Tuesday, 5:00 p.m. to 7:00 p.m.
FEE—None.
COURSE CONTENT—Fundamental mathematics necessary as a foundation for surveying.

SURVEYING
SURVEYING MATHEMATICS I
LENGTH OF COURSE—24 weeks.
Monday and Wednesday, 7:00 p.m. to 9:00 p.m.
TEXT—To be purchased by student.
FEE—None.
COURSE CONTENT—Fundamental mathematics necessary as a foundation for surveying.
CHILDBIRTH EDUCATION

LENGTH OF COURSE—8 weeks.
Monday or Wednesday, 7:00 p.m. to 9:00 p.m.

COURSE CONTENT—
Unit I—5 lessons consisting of lectures, demonstrations, and relaxation exercises which aim to give the expectant mother an understanding of childbirth, thereby eliminating fear.
Unit II—3 lessons consisting of lectures, demonstrations, and practice, emphasizing baby care. Expectant mothers may register and attend both units or either one.

Advanced W. & J.A.
Smith, Connie - 6/1-7-48
107 H. Kendall 8/2/58
Madison Vocational
and Adult
School

Day
Catalog
1961-1962

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Norman P. Mitby, Director
211 North Carroll Street
Madison 3, Wisconsin
Telephone Alpine 5-4541
CONTENTS

GENERAL INFORMATION 5
CALENDAR 9
SCHOOL OF GENERAL EDUCATION 11
ACADEMIC 12
ART 14
DRIVER EDUCATION 19
MUSIC 20
SCHOOL OF BUSINESS 23
BUSINESS ADMINISTRATION-ACCOUNTING 24
OFFICE MACHINES 28
SECRETARIAL MACHINES 29
SECRETARIAL 30
SCHOOL OF MARKETING 35
SCHOOL OF HOME ECONOMICS 39
FOOD FOR THE FAMILY 40
CLOTHING 40
SELECTION AND CARE OF THE HOME AND ITS FURNISHINGS 48
PERSONAL AND FAMILY RELATIONS 50
MANAGEMENT OF FAMILY RESOURCES 51
SCHOOL OF VOCATIONAL TRADE AND TECHNICAL EDUCATION 53
VOCATIONAL TRADE AND PRE-APPRENTICE COURSES 54
TECHNICAL COURSES 57
SCHOOL OF HEALTH EDUCATION 59
GENERAL INFORMATION

The Madison Vocational and Adult School is a public school offering state approved two year post high school technical courses*, one year approved health occupation courses**, vocational trade courses***, marketing, and business courses, and general adult courses in the fields of home economics, business, art, music, and general subjects.

High school graduation is required for enrolling in post high school technical courses. Registration for these courses must be at the beginning of the course. Certificates are issued to students who successfully complete the one year course. An Associate Degree is granted to students who successfully complete the two year course.

In many adult courses persons may enroll at any time during the year for part time or full time attendance. Most of these courses are open to persons regardless of educational attainment. Students who are working may arrange a part time school program to fit their work schedule.

*Business Administration, Accounting, Secretarial Science, Automobile Technology, Electronics, Mechanical Design Technology

**Medical Assistants, Practical Nursing

***Auto Body, Cabinetmaking, Printing, Machine Shop, Sheet Metal, Welding

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.

FEES

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

Laboratory fees are found under each individual subject heading. These help defray incidental course costs.

Materials used are paid for by the student.

Registration is complete when all fees are paid.

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 for the benefits of this law are required to obtain a proper blank from the Registration Office and have it signed and re-
turned to the school as evidence of residence.

Persons over twenty-one years of age pay their own tuition. Tuition is $1.50 per day or 75 cents per half day.

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.

HIGH SCHOOL CREDIT

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

GRADES

Students are expected to maintain a high level of scholarship. Grades are based upon the following schedule:

<table>
<thead>
<tr>
<th>Grades</th>
<th>Description</th>
<th>Grade Points</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>Superior—92-100</td>
<td>4</td>
</tr>
<tr>
<td>B</td>
<td>Above Average—85-92</td>
<td>3</td>
</tr>
<tr>
<td>C</td>
<td>Average—77-84</td>
<td>2</td>
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<td>D</td>
<td>Below Average—70-76</td>
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<td>W</td>
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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 absences 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 be reinstated.

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.
SCHOOL STORE
The school store is located on the first floor in Room 151. Here students may buy the necessary books and supplies from 8:00 a.m. to 12:00 noon and 12:45 p.m. to 4:00 p.m.

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

TELEPHONES
Public telephone booths are located on the first floor of the Johnson Street and the Carroll Street entrances, and on the fourth floor near Room 452.

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. for lunch, and from 10:14 to 10:29 for a coffee break.

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 21 and closes August 30, 1961. Registration blanks may be obtained in the newspaper ad on Sunday, August 20, 1961.

Advance registration by person will be Thursday and Friday, September 7 and 8, 1961, 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 11, 1961 to June 15, 1962, 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
1961-62

Mail Registration for Day School
Monday through Wednesday, August 21 through August 30

Workshop for Supervisors
Tuesday and Wednesday, September 5 and 6

Day School Registration
Thursday and Friday, September 7 and 8

Meetings of Staff and Supervisors
Saturday, September 9

Day School Opens
Monday, September 11

Mail Registration for Evening School
Tuesday, Wednesday, and Thursday, September 19 and 20

Registration for Evening School
(5:00 p.m. to 8:30 p.m. Tuesday and Wednesday, September 19 and 20)

Meeting of Evening School Staff
Thursday, September 21

Evening School Begins
Monday, September 25

Day and Evening School Close
(Milwaukee meeting of Wisconsin Education Association and Wisconsin Federation of Teachers)
Thursday and Friday, November 2 and 3

Evening School Classes
(Thanksgiving Vacation)
Thursday and Friday, November 23 and 24

Day School Classes
(Christmas Vacation)
Thursday and Friday, November 23, 24, and 25

Day and Evening School Close
Saturday through Monday, December 16 through January 1

Day and Evening School Reopen
Tuesday, January 2

End of First Semester of Day School
Friday, February 2
Beginning of Second Semester of Day School
Monday, February 5

Day School Closes
(Meeting of Southern Wisconsin Education Association)
Friday, February 16

Evening School Closes
Friday, March 23

Day School Classes for Spring Vacation
(Good Friday, April 20; Easter Sunday, April 22)
Friday through Sunday, April 20 through 29

Day School Reopens
Monday, April 30

Day School Closes
(Meeting of Wisconsin Association of Vocational and Adult Education)
Friday, May 4

Day School Closes
(Memorial Day)
Wednesday, May 30

End of School Year
Friday, June 15

Summer School Session
Monday through Friday, June 18 through July 27
ACADEMIC

MATHEMATICS

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

ENGLISH FOR TECHNICAL STUDENTS

COMMUNICATION (Principles and Practice)
This course of two units is designed to present to the technical student one semester of intensive, integrated language study.

COMMUNICATION IA
LENGTH OF COURSE—18 weeks, 2 fifty minute periods per week.
COURSE CONTENT—This course emphasizes the speaking and listening skills. An effort is made to teach students how to use the voice effectively in a variety of speaking situations and how to relate personal listening habits to social needs.

COMMUNICATION IB
LENGTH OF COURSE—18 weeks, 2 fifty minute periods per week.
COURSE CONTENT—This course emphasizes the reading and writing skills. An effort is made to teach students good reading habits and to prepare them to write technical material clearly and accurately.
CULINARY LANGUAGE I
LENGTH OF COURSE—18 weeks, 5 fifty minute periods per week.
COURSE CONTENT—This course is planned to help the first year students of the Restaurant Institute learn how to pronounce, spell, and use the basic English and foreign language menu terms which they will need in classes or on jobs.

CULINARY LANGUAGE II (Business English)
LENGTH OF COURSE—36 weeks, 1 fifty minute period per week.
COURSE CONTENT—This course is planned to help second year students of the Restaurant Institute review English essentials and culinary terms. The emphasis is placed on business form and writing problems of the prospective food specialist.

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

AMERICAN INSTITUTIONS
LENGTH OF COURSE—18 weeks, 2 fifty minute periods per week.
COURSE CONTENT—Various aspects of the complexity of our modern society are examined from the viewpoint of our heritage of traditional American values. Emphasis is placed on the meaning of freedom, democracy, and individualism in the changing light of such economic forces as business, labor, agriculture, and the consumer. The role of science and technology, politics and government, and marriage and the family as they affect the individual in our society are examined and discussed.

SCHOOL OF ART
Commercial Art . . . Fine Arts . . . Crafts
ART METAL AND ENAMELING
LENGTH OF COURSE—18 weeks, 3 fifty minute periods per week.
COURSE CONTENT—Design processes and techniques
FEE—(In addition to registration fee) $2 per semester.

as applied to copper, brass, and aluminum. Project chosen for execution will give students the fundamental processes as to behavior of non ferrous metals, plating, soldering, etching, oxidizing and finishing. In addition bowls and similar projects can be enameled. Students pay for material used.

CERAMICS
LENGTH OF COURSE—18 weeks, 3 or 6 fifty minute periods per week.
FEE—(In addition to registration fee) $2 per semester

COURSE CONTENT—An elementary course which includes processes in the making of pottery. Instruction in pinch method, slab method, free form building, hammock pottery, and coil method. Mixing, testing and application of glazes made in the laboratory. Placing and firing kiln.

CHAIR CANING
LENGTH OF COURSE—18 weeks, 2, 4 or 6 fifty minute periods per week.
FEE—(In addition to registration fee) $2 per semester

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 TECHNIQUES
LENGTH OF COURSE—18 weeks, 2, 4 or 6 fifty minute periods per week.
FEE—(In addition to registration fee) $1.50 per semester

COURSE CONTENT—Acquiring a working knowledge of the artist’s tools and materials, experimenting and rendering class problems in accepted media and techniques including pencil, pen and ink, wash, scratchboard, air brush, and various mechanical devices.

DESIGN
LENGTH OF COURSE—18 weeks, 4 fifty minute periods per week.
FEE—(In addition to registration fee) $3 per semester.
COURSE CONTENT—For the artist, craftsman, and home-maker. The application and practice, using correct procedures, of the basic principles of design executed through class problems in creative expression involving form, line, space, color organization, and two and three dimensional design application, using various media and materials.
FREE HAND DRAWING I
LENGTH OF COURSE—18 weeks, 2, 4 or 6 fifty minute periods per week.
FEE—(In addition to registration fee) $1.50 per semester for each class day enrolled.
COURSE CONTENT—A course designed for beginning art students, dealing primarily with the techniques of various drawing media. Special emphasis is placed upon composition, perspective, shading, form development, and other elements of design. Still life, landscape, and figure drawing are included, and the course is supplemented by visiting current art exhibits.

FREE HAND DRAWING II (ADVANCED)
LENGTH OF COURSE—18 weeks, 3, 6 or 9 fifty minute periods per week.
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 fifty minute periods per week.
FEE—(In addition to registration fee) $3 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 fifty minute periods per week.
FEE—(In addition to registration fee) $1.50 per semester for each class day enrolled.
COURSE CONTENT—Leather Craft (tooling and carving), Rosemaling (pointed decoration of woodenware), Block Printing, Textile Printing (stencil and silk screen method), Liquid Plastics (laminating and molding), and other current crafts as the demand arises.

INTRODUCTION TO PAINTING
LENGTH OF COURSE—18 weeks, 3 or 6 fifty minute periods per week.
FEE—(In addition to registration fee) $1.50 per semester for each class day enrolled.
COURSE CONTENT—A course designed to introduce the beginning student to the various elements of design as they relate to painting. Emphasis is placed upon composition, perspective, balance, texture and color relationships. Still life, landscape, and figure drawing will be pursued, although individuality and personal expression are constantly stressed.

INTERIOR DECORATION
LENGTH OF COURSE—36 weeks, 3 fifty minute periods per week.
COURSE CONTENT—Constructional elements for more beautiful and functional homes. Study of backgrounds—floors, walls, ceilings; window treatment; color; fabrics; furniture selection and arrangement; accessories and illumination. Includes lectures, discussion of individual home problems, and field trips.

JEWELRY
LENGTH OF COURSE—18 weeks, 3 or 6 fifty minute periods per week.
FEE—(In addition to registration fee) $2 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 fifty minute periods per week.
FEE—(In addition to registration fee) $2 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 fifty minute periods per week.
FEE—(In addition to registration fee) $2 per semester.
COURSE CONTENT—A fundamental course especially for those training for careers in commercial art and related fields such as printing. Problems in design of advertising layouts, lettering, type analysis, copy interpretation, color theory, and advertising trends are included.

PAINTING
LENGTH OF COURSE—18 weeks, 3, 6 or 9 fifty minute periods per week.
FEE—(In addition to registration fee) $1.50 per semester for each class day enrolled.
COURSE CONTENT—Study of form, arrangement, color, and texture from still-life. Outdoor sketching. Emphasis is given to techniques, preparation of painting grounds, the palette, under painting, and critical analysis. Painting mediums: oil, casein, water color, wax. Materials to be furnished by the student.

PORTRAIT PAINTING
LENGTH OF COURSE—18 weeks, 3 or 6 fifty minute periods per week.
FEE—(In addition to registration fee) $3 per semester for each class day enrolled.
COURSE CONTENT—Study of the head in light and shade; the anatomy; structure for solidity; expression; design elements, and composition. Mediums: pencil, charcoal, conte crayon, water color, and oil.

POTTERY
LENGTH OF COURSE—18 weeks, 3 or 6 fifty minute periods per week.
FEE—(In addition to registration fee) $2 per semester for each class day enrolled.
COURSE CONTENT—A basic course that will prepare the student to work on the potter’s wheel. Designing and building of forms by the coil and slab methods, to be followed by throwing on the wheel. Glaze preparation and application, both high and low fire are introduced, as is stacking and firing of kilns. Students pay for materials used.

SHOW CARD WRITING AND SIGN PAINTING
LENGTH OF COURSE—18 weeks, 2 or 4 fifty minute periods per week.
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, 3 or 6 fifty minute periods per week.
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; weaving; study of basic weaves; finishing of woven articles.

WEAVING
(Advanced)
LENGTH OF COURSE—18 weeks, 6 fifty minute periods per week.
FEE—(In addition to registration fee) $3 per semester; materials to be purchased by students.

CREATIVE WEAVING AND DRAFT WRITING
LENGTH OF COURSE—18 weeks, 3 fifty minute periods per week.
FEE—(In addition to registration fee) $1 per semester.
COURSE CONTENT—The analysis of materials, patterns and drafts; threadings for techniques; designing for contemporary textiles. Creating new and original drafts with emphasis on color texture.

DRIVER EDUCATION
This is an eight week course consisting of classroom instruction and behind-the-wheel driving. The classroom instruction is held in the evening and the behind-the-wheel driving during the day. The classroom instruction may be taken without the behind-the-wheel training, but the behind-the-wheel training cannot be taken without having had the classroom instruction at the Madison Vocational and Adult School or another school offering a comparable course.

The total cost of the course (including classroom instruction and behind-the-wheel training) is $29 for Madison residents and $35 for non-residents.

CLASSROOM INSTRUCTION (Evening Only)
LENGTH OF COURSE—8 weeks
Tuesday and Thursday—7:00 p.m. to 9:00 p.m.

FEE—

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<th>Madison Residents</th>
<th>Non-Residents</th>
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<tr>
<td>Registration</td>
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TEXT—How to Drive by American Automobile Association.
COURSE CONTENT—This is a sixteen hour lecture, demonstration, discussion type course. The class meets for eight sessions. The class is open to licensed as well as beginning drivers. Course content covers the following: Study of “Wisconsin Manual for Motorists,” state traffic laws, local ordinances, driver and pedestrian responsibilities, correct driving practices, the art of driving, and psycho-physical tests and testing. The instruction is supplemented with visual aids, filmstrips, and resource personnel.

Students who successfully pass the written test given by the State Motor Vehicle Department License Examiners and are either enrolled in or have
completed the classroom course, are eligible to take the behind-the-wheel training in the school's dual control car during the daylight hours. The 1961-62 classes begin on the following dates:

- September 5, 1961
- October 31, 1961
- January 25, 1962
- March 29, 1962
- June 7, 1962

BEHIND-THE-WHEEL TRAINING (Day Only)
LENGTH OF COURSE—8 weeks.
Monday through Friday, 8:00 a.m. to 3:00 p.m. (One two-hour period is to be selected for driving one day per week for eight weeks.)

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<th>Madison Non-Residents</th>
<th>Madison Residents</th>
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<td>Registration fee for those not taking classroom instruction at the Madison Vocational Adult School</td>
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COURSE CONTENT—This course consists of eight fifty-minute lessons in either a standard or an automatic transmission dual control car and eight fifty-minute observation periods in the car. Only persons who are enrolled in or have successfully completed the sixteen hour classroom course are eligible to take the behind-the-wheel training.

The 1961-62 behind-the-wheel training begins on the following dates:

- September 11, 1961
- November 13, 1961
- February 5, 1962
- April 9, 1962
- June 18, 1962

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

PIANO I
(Beginning)
LENGTH OF COURSE—37 fifty minute periods.
FEE—(In addition to registration fee) $1 per lesson, payable nine weeks in advance.
COURSE CONTENT—Fundamentals, easy solo pieces.

PIANO II
(Advanced)
LENGTH OF COURSE—37 fifty minute periods.
FEE—(In addition to registration fee) $1 per lesson, payable nine weeks in advance.
COURSE CONTENT—Exercises, individual solo pieces, for students not interested in popular music.

PIANO III
LENGTH OF COURSE—37 fifty minute periods.
FEE—(In addition to registration fee) $1 per lesson, payable nine weeks in advance.
SCHOOL OF BUSINESS

Business Administration
Office Machines
Secretarial Machines
Secretarial
BUSINESS ADMINISTRATION

ACCOUNTING I
(Elementary)
LENGTH OF COURSE—18 weeks, 5 fifty minute periods 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 fifty minute periods 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 fifty minute periods 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 fifty minute periods 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 fifty minute periods 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 fifty minute periods 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—18 weeks, 5 fifty minute periods per week.
COURSE CONTENT—A study of the principles of federal and state income tax laws. Withholding tax, declar-
BOOKKEEPING (Elementary)
LENGTH OF COURSE—18 weeks, 5 fifty minute periods per week.
TEXT—20th Century Bookkeeping and Accounting, Car- 
son, Finkner, Prickett. Workbook, Hunter Wholesale 
Grocery, practice set. Pottan and Bond Wholesale 
COURSE CONTENT—The fundamental procedures of 
double entry bookkeeping necessary in the complete 
bookkeeping cycle; journals, ledgers, financial state-
ments, 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 fifty minute periods 
per week.
TEXT—Arithmetic Skill Builder.
COURSE CONTENT—For those who are weak in arith-
metic. 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 interpreta-
tion of work methods of proof; also practical appli-
cation of common business forms.

BUSINESS ARITHMETIC II
LENGTH OF COURSE—18 weeks, 5 fifty minute periods 
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: in-
tensive review of the fundamentals, percentage, 
practical short methods, bank discounts, trade and 
cash discounts, profit and loss, and payrolls.
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 fifty minute periods per week.  
FEE—(In addition to registration fee) $1.  
COURSE CONTENT—This course involves handling customer and creditor accounts, cash receipts and disbursements, payroll, labor and material reports, statements and journals.

**NATIONAL CASH REGISTER**  
(Bookkeeping Machine, Class 31)  
LENGTH OF COURSE—2 weeks, 5 fifty minute periods per week.  
FEE—(In addition to registration fee) $1.  
COURSE CONTENT—Prerequisite: Ability to operate a typewriter. The student learns the procedures involved in handling accounts receivable, accounts payable, payroll and sales distribution.

**MONROE BOOKKEEPING MACHINE**  
LENGTH OF COURSE—1 week, 5 fifty minute periods per week.  
FEE—(In addition to registration fee) $1.  
COURSE CONTENT—The primary purpose of this course is to instruct the students in posting, entering, balancing, and totaling on bills, ledgers, and journals by machine. A practice set is completed to carry out the entire cycle.

**IBM KEY-PUNCH MACHINE**  
(Alphabetic and Numeric Key-board)  
LENGTH OF COURSE—4 weeks, 5 fifty minute periods per week.  
FEE—(In addition to registration fee) $3.  
COURSE CONTENT—Development of speed and accuracy on the alphabetic and numeric keyboard is the ultimate aim of this course. Opportunity is offered, through field trips, for observation of key punching and its relationship to sorting, tabulating, and accounting as performed on IBM equipment.

**MACHINE CALCULATION**  
(Comptometer and Burroughs)  
LENGTH OF COURSE—15 weeks, 5 fifty minute periods per week.  
TEXT—Key-driven Calculator Course by Goodfellow and Agnew.  
FEE—(In addition to registration fee) $1.

**DUPLICATING MACHINES**  
(Mimeograph and Ditto)  
LENGTH OF COURSE—2 weeks, 5 fifty minute periods per week.  
FEE—(In addition to registration fee) $1.  
COURSE CONTENT—The aim of this course is to teach the techniques necessary to develop speed and accuracy on the above machines. It covers the four basic operations: addition, subtraction, multiplication, and division.

**SECRETARIAL MACHINES**  
(Machine Calculation)  
LENGTH OF COURSE—6 weeks, 5 fifty minute periods per week.  
FEE—(In addition to registration fee) $1.  
COURSE CONTENT—This course covers the four basic operations, addition, subtraction, multiplication, and division. Advanced work may be taken which will include the application of fundamentals to business problems with emphasis on speed.

**THEORY OF BUSINESS**  
(Theory of Business)  
LENGTH OF COURSE—1 week, 5 fifty minute periods per week.  
FEE—(In addition to registration fee) $1.  
COURSE CONTENT—This course covers the theory of business with emphasis on speed.

**MACHINE CALCULATION**  
(Office Machines)  
LENGTH OF COURSE—4 weeks, 5 fifty minute periods per week.  
FEE—(In addition to registration fee) $1.  
COURSE CONTENT—This course takes advanced work which will include the application of fundamentals to business problems with emphasis on speed.

**SECRETARIAL MACHINES**  
(Punching Machines)  
LENGTH OF COURSE—6 weeks, 5 fifty minute periods per week.  
FEE—(In addition to registration fee) $1.  
COURSE CONTENT—This course covers the theory of business with emphasis on speed.
TRANSCRIBING MACHINES
(Dictaphone, Ediphone and Gray Audigraph)
LENGTH OF COURSE—2 weeks, 5 fifty minute periods per week.
FEE—(In addition to registration fee) $1.
COURSE CONTENT—Designed to train students to become experienced operators on the Dictaphone, Ediphone and Gray Audigraph. Each operator transcribes a prescribed set of permanent practice records on all machines. Instruction is also given on the dictating machine. Prerequisites: Minimum typing speed of 50 words per minute.

SECRETARIAL

BUSINESS CORRESPONDENCE
(Second Semester)
LENGTH OF COURSE—18 weeks, 5 fifty minute periods 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 fifty minute periods 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 fifty minute periods per week.
COURSE CONTENT—Simplified rules of indexing, coding, and filing are applied in the alphabetizing of cards and miniature letters. Alphabetic, varidx, 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 fifty minute periods 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 fifty minute periods per week.
FEE—(In addition to registration fee) $1 per semester.
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 fifty minute periods per week.
FEE—(In addition to registration fee) $1 per semester.
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 fifty minute periods per week.
FEE—(In addition to registration fee) $1 per semester.
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 fifty minute periods per week.
TEXT—To be selected.
FEE—(In addition to registration fee) $1 per semester.
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 fifty minute periods per week.
FEE—(In addition to registration fee) $1 per semester.
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 fifty minute periods per week.
FEE—(In addition to registration fee) $1 per semester.
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 fifty minute periods per week.

THE MODERN WOMAN
LENGTH OF COURSE—19 weeks first semester, 21 fifty periods per week; 18 weeks second semester, 22 fifty minute periods per week.
TEXTS—Arithmetic Skill Builder; College English for Business by Reigner; College Accounting, Sixth Edition, by Sherwood, Carson, and Boiling. Workbook, Part I, W. L. Mann Merchandising Practice Set; College Business Correspondence by Reigner; College Typewriting by Lesenberry and Wanous, Sixth Edition; Key-Driven Calculator Course by Goodfellow and Agnew; Progressive Filing by Kahn and Yerian.
FEE—(In addition to registration fee) $6.
COURSE CONTENT—This advanced course covers statistical typing such as reports, ruled tabulation tables, financial statements, stencils, theses, title pages, and legal forms. Typing short cuts and special problems which may infrequently confront a typist are also presented.

TECHNICAL COURSES
BUSINESS ADMINISTRATION-ACCOUNTING
SECRETARIAL SCIENCE

Contact the school for special brochures for the above two courses.
PSYCHOLOGY OF HUMAN RELATIONS
LENGTH OF COURSE—18 weeks, 2 fifty minute periods per week.
COURSE CONTENT—Human relations problems encountered in actual job situations. The student will become familiar with current practices involved in getting and holding a job. Time is spent in analyzing and understanding human behavior on and off the job, individual differences, organization and communication in business, leadership training, co-worker relations, and employer-employee relations. Some time will also be spent on the problems of management and what makes a good manager.

MODERN SALESMAINSHP
FEE—(In addition to registration fee) $1.
LENGTH OF COURSE—18 weeks, 3 fifty minute periods per week. (1st semester)
COURSE CONTENT—The principles of selling and their practical application. Through class discussions of varied sales situations, special attention will be given to such subjects as getting customer’s point of view, developing a sales personality, appealing to buying motives, knowing the merchandise, planning the sale, getting the customer’s attention, arousing interest, creating a desire for the product, closing the sale, and building goodwill.

MERCHANDISE STUDIES
LENGTH OF COURSE—18 weeks, 2 fifty minute periods per week. (1st semester)
COURSE OF STUDY—Designed to prepare the student for intelligent consumer buying as well as studying the facts and benefits of the merchandise he works with. It will help the student show the customer how he will get his money’s worth by selling more creatively. The student will be expected to complete a class project on some phase of merchandise or product. Material will cover what to know about merchandise, where to find the information, and how to tie this information in with the benefits the customer will receive.

MERCHANDISE DISPLAY
LENGTH OF COURSE—18 weeks, 3 fifty minute periods per week. (1st semester)
FEE—(In addition to registration fee) $1.
COURSE CONTENT—This is a study of the principles of window and interior display techniques and how to coordinate these techniques with current advertising and promotional plans. The basic principles of display and design, color and arrangement will be applied in practical situations. The student will have the opportunity to construct actual displays in the School of Marketing display windows.

LETTERING AND LAYOUT
LENGTH OF COURSE—18 weeks, 2 fifty minute periods per week. (1st semester)
FEE—(In addition to registration fee) $1.50.
COURSE CONTENT—This course is designed to teach the basic skills involved in using various pens to construct effective window and interior showcards. Attention is given to various alphabets and the principles involved in showcard copy and layout. The course is not designed to meet commercial requirements, but to help the student design and construct simple, yet effective, showcards for immediate use.

MARKETING
LENGTH OF COURSE—18 weeks, 4 fifty minute periods per week. (2nd semester)
COURSE CONTENT—This course is designed to acquaint the student with the problems and policies of manufacturers, wholesalers and retailers, as these problems and policies relate to the marketing of goods and services. Particular attention will be given to channels of distribution, types of business enterprises, how to enter business, points to consider before entering business, competition, coordination of promotional plans, pricing policies, study of marketing costs, role of government, market research, credit policies, and management techniques.

ADVERTISING MEDIA AND PSYCHOLOGY
LENGTH OF COURSE—18 weeks, 3 fifty minute periods per week. (2nd semester)
COURSE CONTENT—This course is designed to teach the principles of buying and selling, types of media in current use, and which is most effective in a specific situation. Considerable attention is given to consumer buying motives, research techniques for investigating effectiveness, and writing effective copy.

MERCHANDISE MATHEMATICS
LENGTH OF COURSE—18 weeks, 3 fifty minute periods per week. (2nd semester)
COURSE CONTENT—The course is designed to teach the basic skills involved in using various pens to construct effective window and interior showcards. Attention is given to various alphabets and the principles involved in showcard copy and layout. The course is not designed to meet commercial requirements, but to help the student design and construct simple, yet effective, showcards for immediate use.

MERCHANDISE MATHEMATICS
LENGTH OF COURSE—18 weeks, 3 fifty minute periods per week. (2nd semester)
COURSE CONTENT—The course is designed to teach the basic skills involved in using various pens to construct effective window and interior showcards. Attention is given to various alphabets and the principles involved in showcard copy and layout. The course is not designed to meet commercial requirements, but to help the student design and construct simple, yet effective, showcards for immediate use.
buy, and invoice mathematics. The material will be presented through a collection of problems that are common to the average business situation.

ADVANCED SALES SEMINAR
LENGTH OF COURSE—18 weeks, 2 fifty minute periods per week. (2nd semester)
COURSE CONTENT—An individual study course in which the student investigates a product or service and constructs a sales kit. Also discuss current employment practices in the sales area.

SALES TRAINING—HOLIDAY EXTRAS
LENGTH OF COURSE—3 weeks, 4 fifty minute periods per week. (Begins October 18, 1961).
FEE—(In addition to registration fee) $1.
COURSE CONTENT—Basic selling techniques for persons desiring, or presently employed in, sales work on a part time basis. Persons taking the course usually are employed during Christmas and other holidays.

INSURANCE
COURSE CONTENT—Courses in Life, Property and Casualty, and General Insurance are offered in response to demands by local insurance personnel. Interested persons should contact the department supervisor for course schedules.

SCHOOL OF HOME ECONOMICS

Food for the Family
Clothing
Selection and Care of the Home and Its Furnishings
Personal and Family Relationships
Management of Resources
FOOD FOR THE FAMILY

FOODS I—Planning and Preparation of Family Meals
LENGTH OF COURSE—18 weeks, 3 fifty minute periods per week.
FEE—(In addition to registration fee) $4 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 gives 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 fifty minute periods per week.
(2nd semester)
FEE—(In addition to registration fee) $3 per semester.
COURSE CONTENT—Quick breads such as banana, date, nut and fruit breads are considered first. Then comes the modern, streamlined method of making yeast breads, including white, whole wheat and special breads. Varieties of dinner and sweet rolls are featured. The pastry unit includes principles of pastry preparation, digestibility, place in family meals, and for special occasions. One shell, two-crust, and individual pies are made. Party desserts are featured, such as meringues, Baked Alaska, tortes, refrigerator and frozen desserts. Attractive service is stressed.
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 marinating foods for the outdoor cookery; preparation of meats, sauces, chef salads, vegetables and fruits, patio style. Selection of equipment, patio menu-planning and hat weather food holding will be included.

FOODS III—Salads and Casseroles
LENGTH OF COURSE—19 weeks, 3 fifty minute periods per week.
FEE—(In addition to registration fee) $3 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 gives practice in the skill of using chicken, fish, vegetables, and meats; even leftovers become "planned-overs" in delicious new ways. A variety of new and unusual cakes is made by all of the methods—butter, sponge (angel), quick mix and chiffon. Frostings and iced cakes 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, 3 fifty minute periods once a week.
FEE—(In addition to registration fee) $3 per semester.
COURSE CONTENT—Purchase, storage and preparation of meats, poultry and fish constitute the first half of this course. Methods of preparation to make the most of the nutritive value are basic. Budget stretching, uses of meat extenders and leftovers are stressed. Holiday cookery of poultry is given. Attractive service, garnishes, the choice of vegetables and accompaniments for the meat and fish are suggested. Maximum use is made of the litchen freezes for storage of meats, vegetables and prepared dishes for convenience, efficiency and economy.

FOODS V—Hospitality Cookery
LENGTH OF COURSE—18 weeks, 3 fifty minute periods once a week.
FEE—(In addition to registration fee) $4 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 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-tasks. 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 fifty minute periods once a week.
FEE—In addition to registration fee $5 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 fifty minute periods once a week.
FEE—In addition to registration fee $5 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 nints and sugar cubes, hors d'oeuvres, fancy sandwiches and loaves is given. The preparation of royal 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—16 weeks, 3 fifty minute periods once a week.
FEE—In addition to registration fee $3 per semester.
COURSE CONTENT—Designed for the experienced and skillful homemaker, this course presents an overview of imaginative ways with food preparation and service. It will feature such topics as "Frozen Assets," "Making the Most of Meat," "Winning Ways with Vegetables," "Casserole Creations," "Holiday Fare" and "Poultry for the Holidays." Including suggestions for adding sparkle to family fare, it will also stress methods and principles for making the most of your foods, energy, time, and money.

LOW SODIUM DIET COOKERY COURSE
(Heart Kitchen)
LENGTH OF COURSE—6 weeks, 2 fifty minute periods 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
CLOTHING I—Firsts in Sewing
LENGTH OF COURSE—19 weeks 1st semester, 18 weeks 2nd semester, 4 fifty minute periods once a week.
FEE—In addition to registration fee $1 per semester.
COURSE CONTENT—First lessons in sewing include the construction of a wool skirt, (fitted or gently flared), a simple blouse and a cotton dress, with a set-in sleeve and waistline seam. Streamlined methods of clothing construction are taught. Emphasis is given to care and use of the sewing machine; selection and use of patterns; preparation of fabrics for grain perfection; cutting and fitting garments; basic principles in construction of simple garments. Up-to-date information on new fabrics is made available. Material and patterns should not be purchased until after attendance of first class.
CLOTHING II—Children's Garments  
LENGTH OF COURSE—19 weeks, 1st semester, 3 fifty minute periods once a week; 18 weeks, 2nd semester, 3 fifty minute periods once a week.  
FEE—(In addition to registration fee) $1 per semester.  
COURSE CONTENT—This course consists of a study of special problems in the selection and construction of children's garments. Selection of suitable patterns and fabrics for all types of garments will be considered with emphasis on new textiles with wash and wear characteristics. The Bishop method of construction is followed. Special attention will be given to worked and tailored buttonholes, placemats and zippers, making and applying collars. Decorative stitches, such as smocking, are given. A wide variety of garments may be made—from play clothes to dress clothes and coats.

CLOTHING III—Casual Clothes  
LENGTH OF COURSE—19 weeks, 2 fifty minute periods per week.  
PREREQUISITE—Clothing I or its equivalent.  
FEE—(In addition to registration fee) $1 per semester.  
COURSE CONTENT—This course is for the advanced student. The use of many of the techniques which tailors use in making a man's suit are applied to the construction of women's tailored garments. Emphasis is given to fabric selection for the garment and the selection and application of interfacing, interlinings and linings. Particular attention is focused on the moulding and handling of the fabric. Garments to be made are suits and coats.

CLOTHING IV—That Mode to Order Look  
LENGTH OF COURSE—19 weeks, 1st semester, 4 fifty minute periods once a week; 18 weeks, 2nd semester, 4 fifty minute periods once a week.  
PREREQUISITE—Clothing I or its equivalent.  
FEE—(In addition to registration fee) $1 per semester.  
COURSE CONTENT—How to secure that much desired custom-mode 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 fifty minute periods once a week.  
FEE—(In addition to registration fee) $1 per semester.  
COURSE CONTENT—This course is for the advanced student. The use of many of the techniques which tailors use in making a man's suit are applied to the construction of women's tailored garments. Emphasis is given to fabric selection for the garment and the selection and application of interfacing, interlinings and linings. Particular attention is focused on the moulding and handling of the fabric. Garments to be made are suits and coats.

CLOTHING VII—New Models from Old  
LENGTH OF COURSE—18 weeks, 4 fifty minute periods once a week.  
PREREQUISITE—Ability and experience in garment construction.  
FEE—(In addition to registration fee) $1 per semester.  
COURSE CONTENT—Evaluation of garment to be remodeled is the first consideration. Preparation of garment for dress 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 fifty minute periods once a week.  
PREREQUISITE—Completion of Clothing VI.  
FEE—(In addition to registration fee) $1 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 fifty minute periods once a week.  
PREREQUISITE—Completion of Clothing V.  
FEE—(In addition to registration fee) $1 per semester.
 COURSE CONTENT—Students in this class make the necessary adjustments on their basic pattern and construct a muslin model to be used as a guide for further work. Special emphasis is given to fitting problems. Any type of garment, with the exception of coats and suits, may be made.

MILLINERY I
LENGTH OF COURSE—19 weeks, 1st semester, 3 or 4 fifty minute periods once a week. 18 weeks, 2nd semester, 3 or 4 fifty minute periods 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 veillings. Selection of becoming hats and current styles are featured. Blocking of felts over simple hat blocks, as well as reshaping of good quality used felts, is included.

MILLINERY II
LENGTH OF COURSE—19 weeks, 1st semester, 3 or 4 fifty minute periods once a week. 18 weeks, 2nd semester, 3 or 4 fifty minute periods 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 veillings 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 fifty minute periods once a week. 18 weeks, 2nd semester, 3 or 4 fifty minute periods 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, are stressed. Color analysis, as related to millinery, including color schemes, colors for the individual, and seasonal colors are given.

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

FUR REMODELING II
LENGTH OF COURSE—19 weeks, 1st semester, 4 fifty minute periods once a week. 18 weeks, 2nd semester, 4 fifty minute periods once a week.
FEE—(In addition to registration fee) $1 per semester.
COURSE CONTENT—This is an advanced course in fur remodeling for the people who have had Fur Remodeling I for two semesters. All types of fur garments may be made in this class. Also scarfs and stoles may be made. Drafting of patterns is included.

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

SELECTION AND CARE OF THE HOME AND ITS FURNISHINGS
SLIPCOVERS
LENGTH OF COURSE—19 weeks, 1st semester, 4 fifty minute periods once a week. 18 weeks, 2nd semester, 4 fifty minute periods once a week.
PREREQUISITE—Ability to do plain sewing.
FEE—(In addition to registration fee) $1 per semester.
COURSE CONTENT—This includes a study of slipcovers, their advantages and disadvantages. Suggestions are given on color scheme, choice of fabrics, estimation of yardage, placing of design and weaves of materials, techniques 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—18 weeks, 4 fifty minute periods a week.
FEE—(In addition to registration fee) $2 per semester.
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 such as davenports and loveseats cannot be accepted for class work. These could be projects for home work.

UPHOLSTERY II—Victorian and Antique Furniture
LENGTH OF COURSE—18 weeks per semester, 4 fifty minute periods each week.
PREREQUISITE—Upholstery IA.
FEE—(In addition to registration fee) $2 per semester.
COURSE CONTENT—Special problems concerned with Victorian and antique furniture form the content of this course. Included are: History of furniture, selection of coverings typical of the period, stripping of chair, re-building of webbing, re-tying springs, stitched edge appropriate for this period, tufting and channeling, and finishing techniques.

DRAPERIES
LENGTH OF COURSE—19 weeks, 1st semester, 4 fifty minute periods once a week. 18 weeks, 2nd semester 4 fifty minute periods once a week.
FEE—(In addition to registration fee) $1 per semester.
COURSE CONTENT—Draperies are studied from the standpoint of fabric, styles, and colors. Emphasis is placed upon proper use and care of tools, webbing construction, types and 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 III
LENGTH OF COURSE—18 weeks per semester, 4 fifty minute periods each week.
PREREQUISITE—Upholstery IA.
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, coxswell and platform rockers will be undertaken.

Current trends in fillings, styles and fabrics are studied. All projects are under constant supervision, with emphasis on selection, estimation and application of fabric used.

Upholstery II
LENGTH OF COURSE—18 weeks per semester, 4 fifty minute periods each week; or 36 weeks, 8 fifty minute periods per week.
PREREQUISITE—Upholstery IA.
FEE—(In addition to registration fee) $2 per semester.
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 such as davenports and loveseats cannot be accepted for class work. These could be projects for home work.

Upholstery III—Victorian and Antique Furniture
LENGTH OF COURSE—18 weeks per semester, 4 fifty minute periods each week.
PREREQUISITE—Upholstery IA.
FEE—(In addition to registration fee) $2 per semester.
COURSE CONTENT—Special problems concerned with Victorian and antique furniture form the content of this course. Included are: History of furniture, selection of coverings typical of the period, stripping of chair, re-building of webbing, re-tying springs, stitched edge appropriate for this period, tufting and channeling, and finishing techniques.

Draperies
LENGTH OF COURSE—19 weeks, 1st semester, 4 fifty minute periods once a week. 18 weeks, 2nd semester 4 fifty minute periods once a week.
FEE—(In addition to registration fee) $1 per semester.
COURSE CONTENT—Draperies are studied from the standpoint of fabric, styles, and colors. Emphasis is placed upon proper use and care of tools, webbing construction, types and 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.

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 fifty minute periods each week; or 36 weeks, 8 fifty minute periods per week.
PREREQUISITE—Upholstery IA.
FEE—(In addition to registration fee) $2 per semester.
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 such as davenports and loveseats cannot be accepted for class work. These could be projects for home work.

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LAMPSHADES
LENGTH OF COURSE—19 weeks, 1st semester, 4 fifty minute periods once a week. 18 weeks, 2nd semester, 4 fifty minute periods once a week.
FEE—(in addition to registration fee) $1 per semester.
COURSE CONTENT—Construction technique as applied in making the paned 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, 3 fifty minute periods each week.
FEE—(in addition to registration fee) $4 per semester.
COURSE CONTENT—Principles of design and the technique of flower arrangement are 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.

FLOWER ARRANGEMENT II
LENGTH OF COURSE—18 weeks, 3 fifty minute periods per week.
FEE—(in addition to registration fee) $4 per 18 weeks.
COURSE CONTENT—This course will emphasize the art of individual and original designing, both Oriental and Occidental. It includes the basis of American geometrical design and the new fascinating free form design. A study of the history of these design principles and their application in the home is given.

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

PERSONAL AND FAMILY RELATIONSHIPS
PARENT EDUCATION I—Child Guidance
(1st semester)
LENGTH OF COURSE—18 weeks, 2 fifty minute periods once a week.
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 fifty minute periods once 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 fifty minute periods once a week.
COURSE CONTENT—This course is planned for anyone who is interested in a plan for spending or using income. It will apply to family spending and to individual spending. Highlights of the course are: estimating income; deciding on kind of spending plan; gaining cooperation and interest of all family members; planning for necessities and for emergencies; planning for retirement; record keeping; children’s spending; spending the food dollar, the clothing dollar, the health dollar, the home furnishing dollar and the recreation dollar. This is a lecture and discussion course.

WORK SIMPLIFICATION—Heart Kitchen
LENGTH OF COURSE—9 weeks, 2 fifty minute periods once a week.
COURSE CONTENT—Demonstrations and principles of methods of saving time and energy, including principles of good kitchen arrangements; improving storage areas in home; correct posture in household jobs; analysis of household tasks to save time and energy; new techniques for bed-making, laundry, ironing; time planning; good use of tools. This course is planned for heart patients, handicapped homemakers, or any homemaker interested in simplifying her work.
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

MIDVALE SCHOOL
Clothing I—Wednesday p.m. 3 fifty minute periods.
Clothing IV—Tuesday p.m. 3 fifty minute periods.
Clothing V—Thursday p.m. 3 fifty minute periods.
FEE—(In addition to registration fee) $1 per semester.

FRANKLIN SCHOOL
General Clothing—Tuesday p.m. 4 fifty minute periods.
FEE—(In addition to registration fee) $1 per semester.

LAPHAM SCHOOL
Fur Remodeling—Tuesday p.m. 3 fifty minute periods. Wednesday p.m. 3 fifty minute periods.
FEE—(In addition to registration fee) $1 per semester.
AUTO BODY
LENGTH OF COURSE—74 weeks, 25 fifty-minute periods per week, 2 school years.
FEE—(in addition to registration fee) $10 per quarter, four periods daily; $5 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, and Principles of Wheel Alignment by Bear.
FEE—(in addition to registration fee) $7 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.

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 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 Nawkirk.
FEE—(in addition to registration fee) $4 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 per semester, one fifty minute 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—I 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.

STRENGTH OF MATERIALS
LENGTH OF COURSE—18 weeks, three 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
LENGTH OF COURSE 74 weeks, 35 fifty minute periods per week, 2 school years.
TEXTS—to be purchased by student.
FEE—$3 per quarter for Photography only.
COURSE CONTENT—Composition, makeup, presswork (both letterpress and offset), linotype, layout and
design, graphic arts photography, printer's English, printer's math, production practices, copy preparation and pasteup, press technology, chemistry of lithography, printing estimating, production planning and procedures, bindery procedures, physics of lithophotography.

MACHINE SHOP
LENGTH OF COURSE—74 weeks, 20 fifty minute periods per week, 2 years.
FEE—(In addition to registration fee) $9 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—37 weeks, 4 fifty minute periods per week.
TEXT—This is Photography by Thomas H. Miller and Wyatt Burmitt. Commercial Photography by Kenneth McCombs.
FEE—(In addition to registration fee) 20¢ per day of four periods, minimum charge $2 per quarter.
COURSE CONTENT—Light meters, different types of film, processing by time and temperature, versus gamma. Contact printing, print control, enlargements on different types of paper, lighting problems, light control, photomontages, negative control, color exposures, color processing, mounting of prints, picture composition, copy work at lines, flash photography, electronic flash in black and white and color transparencies, line reproduction. The student will be required to supply all needed film, paper, and other small items for his own projects.

SHEET METAL
(Pre-apprentice)
LENGTH OF COURSE—37 weeks, 16 fifty minute periods per week.
TEXT—Sheet Metal Pattern Drafting and Shop Problems by Daugherty.

SCHOOL OF VOCATIONAL TRADES

WELDING—ELECTRIC ARC
LENGTH OF COURSE—54 weeks, 20 fifty-minute periods per week, 3 semesters.
TEXT—Theory and Practice for Arc Welding by Sack.
FEE—(In addition to registration fee) $36 per quarter, 4 periods daily; $18 per quarter, 2 periods daily; $4 per week, 4 periods daily; $2 per week, 2 periods daily.
COURSE CONTENT—Arc welding machines, accessories, electrodes, weld characteristics and welding in all positions; pipe pressure and electric welding of stainless steels and alloys.

WELDING—OXY-ACETYLENE
LENGTH OF COURSE—18 weeks, 20 fifty-minute periods per week.
FEE—(In addition to registration fee) $36 per quarter, 4 periods daily; $18 per quarter, 2 periods daily; $4 per week, 4 periods daily; $2 per week, 2 periods daily.
COURSE CONTENT—Basic welding in all positions, care of equipment, pipe welding, alloy welding, lead burning, and oxy-acetylene cutting.

TECHNICAL COURSES

AUTOMOTIVE TECHNOLOGY

ELECTRONICS TECHNOLOGY

HIGHWAY AND CONSTRUCTION TECHNOLOGY

MECHANICAL DESIGN TECHNOLOGY

QUANTITY FOOD PREPARATION AND SERVICE
(Reusour Institute)

Contact the school for special brochures for the above courses.
CHILDBIRTH EDUCATION
LENGTH OF COURSE—8 weeks.
Tuesday, 2:40 p.m. to 4:20 p.m.

COURSE CONTENT—
UNIT I—Five lessons, consisting of lectures, demonstra-
tions, and relaxation exercises which aim to
give the expectant mother an understanding of
childbirth, thereby eliminating fear.

UNIT II—Three lessons, consisting of lectures, demon-
strations, and practice, emphasizing baby care.
Expectant mothers may register and attend both
units or either one.

PRACTICAL NURSING
Contact school for special brochure. Advance ap-
plications are required.

MEDICAL ASSISTANTS
A one year course to prepare girls for assisting
in physician’s offices. Typing is a requisite. Application
must be made in advance. Contact school for
special brochure.