Madison Vocational, Technical and Adult Schools

Day Catalog
# CONTENTS

<table>
<thead>
<tr>
<th>Section</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>GENERAL INFORMATION</td>
<td>5</td>
</tr>
<tr>
<td>SCHOOL CALENDAR</td>
<td>9</td>
</tr>
<tr>
<td>GENERAL EDUCATION</td>
<td>17</td>
</tr>
<tr>
<td>ACADEMIC</td>
<td>12</td>
</tr>
<tr>
<td>ART</td>
<td>15</td>
</tr>
<tr>
<td>DRIVER EDUCATION</td>
<td>18</td>
</tr>
<tr>
<td>MUSIC</td>
<td>20</td>
</tr>
<tr>
<td>SCHOOL OF BUSINESS</td>
<td>22</td>
</tr>
<tr>
<td>BUSINESS ADMINISTRATION-ACCOUNTING</td>
<td>23</td>
</tr>
<tr>
<td>BUSINESS MACHINES</td>
<td>26</td>
</tr>
<tr>
<td>DATA PROCESSING FOR BUSINESS</td>
<td>29</td>
</tr>
<tr>
<td>RELATED BUSINESS</td>
<td>31</td>
</tr>
<tr>
<td>SECRETARIAL SCIENCE</td>
<td>33</td>
</tr>
<tr>
<td>SCHOOL OF MARKETING</td>
<td>38</td>
</tr>
<tr>
<td>SCHOOL OF HOME ECONOMICS</td>
<td>42</td>
</tr>
<tr>
<td>CLOTHING AND TEXTILES</td>
<td>43</td>
</tr>
<tr>
<td>FOODS AND NUTRITION</td>
<td>48</td>
</tr>
<tr>
<td>HOME FURNISHINGS</td>
<td>51</td>
</tr>
<tr>
<td>MANAGEMENT</td>
<td>54</td>
</tr>
<tr>
<td>PERSONAL FAMILY RELATIONSHIPS</td>
<td>54</td>
</tr>
<tr>
<td>HOMEMAKERS CLUB</td>
<td>55</td>
</tr>
<tr>
<td>CLASSES AT CENTERS</td>
<td>55</td>
</tr>
<tr>
<td>SCHOOL OF VOCATIONAL TRADE AND TECHNICAL EDUCATION</td>
<td>56</td>
</tr>
<tr>
<td>PRE-APPRENTICE COURSES</td>
<td>57</td>
</tr>
<tr>
<td>TECHNICAL COURSES</td>
<td>60</td>
</tr>
<tr>
<td>SCHOOL OF HEALTH OCCUPATIONS</td>
<td>63</td>
</tr>
</tbody>
</table>
GENERAL INFORMATION

The Madison Vocational, Technical and Adult Schools is a public school offering state approved two year post high school technical courses*, one year approved health occupation courses**, vocational trade courses***, marketing, 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. Diplomas are issued to students who successfully complete the one year course. An Associate Degree is granted to students who successfully complete the two year approved courses.

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 138.

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.

STUDENT ACTIVITY FEE

All students enrolled in the Madison Vocational, Technical and Adult Schools for twenty or more periods per week, with a vocational objective, shall pay a student activity fee of $2 at the beginning of the school year, or $1 if enrolled at the beginning of the second semester. There shall be no refunds of
this student activity fee. These funds shall be under the control of the Student Council, the two faculty advisors appointed by the administration and confirmed by the Board of Vocational and Adult Education, and the Business Manager.

NON-RESIDENT STUDENTS

In accordance with the laws of Wisconsin, non-resident tuition for persons under twenty-one years of age is chargeable to the county in which the student resides. Those desiring to enroll under the benefits of this law are required to obtain the proper blank from the Registration Office and have it signed and returned to the school as evidence of residence.

Persons over twenty-one years of age pay their own tuition. Tuition is 30 cents per period or a maximum of $1.50 per day.

For those who pay their own tuition, payment 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.

ASSOCIATE DEGREE

Under the provisions of Chapter 51, Laws of 1961, the State Board of Vocational and Adult Education is empowered to authorize local boards of vocational and adult education to grant associate degrees in the appropriate areas to students who successfully complete two years of post-high school technical level instruction.

The Madison Board of Vocational and Adult Education is conducting courses in Business Administration - Accounting, Secretarial Science, Automotive Technology, Mechanical Design Technology, and Electronics Technology which have been evaluated and approved in accordance with policies established by the State Board of Vocational and Adult Education. An Associate Degree is granted upon successful completion of these courses.

HIGH SCHOOL CREDIT

Students wishing to secure high school credits for work done in the Vocational, Technical and Adult Schools will take this matter up with the Registrar before enrolling in the course. 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</th>
<th>Points</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>Superior—93-100</td>
<td>4</td>
<td></td>
</tr>
<tr>
<td>B</td>
<td>Above Average—85.92</td>
<td>3</td>
<td></td>
</tr>
<tr>
<td>C</td>
<td>Average—77-84</td>
<td>2</td>
<td></td>
</tr>
<tr>
<td>D</td>
<td>Below Average—70-76</td>
<td>1</td>
<td></td>
</tr>
<tr>
<td>U</td>
<td>Unsatisfactory—Below 70</td>
<td>0</td>
<td></td>
</tr>
<tr>
<td>Inc.</td>
<td>Incomplete</td>
<td></td>
<td></td>
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<tr>
<td>W</td>
<td>Withdrawn</td>
<td></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 at any time. The first transcript is furnished without charge; others are $1 each.

CLASS ATTENDANCE

The Madison Vocational, Technical and Adult Schools seek 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 course 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 abseences since students are withdrawn if they have more than three consecutive unreported absences.
3. When a student has been withdrawn from a class, he reports to room 136 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 458. This department is at the service of all students who have health, welfare, placement or guidance problems. It offers counseling service to all adults. Aptitude, interest and general information tests are given when indicated as a part of this service. Any young student or adult wishing to avail himself of an opportunity to take these tests may arrange for them at this office. Adults who are retired or about to retire because of age are invited to use the counseling services.

The services of the Placement Office, Room 458, 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
In an emergency any student will be given help by contacting the Registration Office, Room 136.

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 128. Any student who has lost any article should report it at Room 128. 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, Technical and Adult School. It is located in Room 3B on the ground floor, and is open from 11:20 a.m. to 12:30 p.m. for lunch, and from 9:30 to 10:30 a.m. for a coffee break.

ELEVATOR
The large elevator near the Dayton Street entrance to the school is for the use of students and an operator is on duty between 7:45 a.m. and 4:30 p.m. daily. At other times it is self operated.

REGISTRATION
Mail registration for day school starts August 19 and closes August 28, 1963. Registration blanks may be obtained in the newspaper ad on Sunday, August 18, 1963.

Advance registration in person will be Thursday and Friday, September 5 and 6, 1963, from 8:30 to 11:30 a.m. and from 1:30 to 3:30 p.m.

Registration during the school year from September 9, 1963, to June 12, 1964, will be Monday through Friday, from 9:00 to 11:00 a.m. and 1:00 to 3:00 p.m.

STUDENT LOANS
Under Chapter 53, Laws of 1963, loans are available to high school graduates needing financial aid who are enrolled in full-time vocational and technical programs in schools of vocational, technical and adult education. Application blanks, rules, and information sheets may be obtained from the registrar.

SCHOOL CALENDAR
1963-1964
Mail registration for day school
August 19 through 28 (Monday through Thursday)
Workshop for supervisors
September 3 and 4 (Tuesday and Wednesday)
Day school registration (8:30 to 11:30 a.m. and 1:30 to 3:30 p.m.
September 5 and 6 (Thursday and Friday)
Meetings of staff and supervisors
September 7 (Saturday)
Day school opens
September 9 (Monday)
Mail registration for evening school
September 3, 4, and 5 (Tuesday, Wednesday, and Thursday)
Registration for evening school (5 to 8:30 p.m.)
October 1 and 2 (Tuesday and Wednesday)
Meeting of evening school staff
October 3 (Thursday)
Evening School begins
October 7 (Monday)

School Visitation Day (10 a.m. to noon)
October 26 (Saturday)

Day school classes (Milwaukee meeting of Wisconsin Education Association and Wisconsin Federation of Teachers)
November 7 and 8 (Thursday and Friday)

Evening school close (Thanksgiving vacation)
November 27, 28, and 29 (Wednesday, Thursday, and Friday)

Day School classes (Thanksgiving vacation)
November 28 and 29 (Thursday and Friday)

Evening school classes (Christmas vacation)
December 14 through January 12 (Saturday through Sunday)

Day school classes (Christmas vacation)
December 21 through January 5 (Saturday through Sunday)

Day school reopens
January 6 (Monday)

Registration for evening school (6 to 8 p.m.)
January 6 and 7 (Monday and Tuesday)

Evening school reopens
January 13 (Monday)

End of first semester of day school
January 31 (Friday)

Beginning of second semester of day school
February 3 (Monday)

School Visitation Day (10 a.m. to noon)
March 7 (Saturday)

Evening school classes
March 20 (Friday)

Day school classes for spring vacation
(Good Friday, March 27; Easter Sunday, March 29)
March 27 through April 5 (Friday through Sunday)

Day school reopens
April 6 (Monday)

Awards Day
April 30 (Thursday)

Day school classes (Meeting of Wisconsin Association for Vocational and Adult Education at Green Bay)
May 7 (afternoon) and 8 (Thursday afternoon and Friday)

All school graduation
June 2 (Tuesday)

End of school year
June 12 (Friday)

Summer school session
June 15 through July 24 (Monday through Friday)
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 Wolf, 4th ed.
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.

ENGLISH GRAMMAR
LENGTH OF COURSE—18 weeks, 5 fifty minute periods per week.
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.

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 1A
LENGTH OF COURSE—18 weeks, 5 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 1B
LENGTH OF COURSE—18 weeks, 5 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 School of Quantity Food Preparation and Service learn how to pronounce, spell and use the basic English and foreign language menu terms which they will need in classes or on the job.

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 School of Quantity Food Preparation and Service 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
See GEMS AND SILVER

CERAMIC SCULPTURE
LENGTH OF COURSE—18 weeks, 3 fifty minute periods per week. Wednesday 9:24 a.m. to 12:13 p.m.
FEE—(In addition to registration fee) $2 per semester.
COURSE CONTENT—An introductory course in clay sculpture dealing with basic problems of designing, carving, building, decorating and firing. Bas-relief and sculpture in the round will be stressed within fifteen inch height limits.

CHAIR CANING
LENGTH OF COURSE—18 weeks, 2, 4 or 6 fifty minute periods per week. Monday and/or Wednesday and/or Friday, 10:29 a.m. to 12:13 p.m.
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.

FIGURE DRAWING
LENGTH OF COURSE—12 weeks, 3 or 6 fifty minute periods per week. Monday and/or Friday 12:52 to 3:30 p.m.
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.

GEMS AND SILVER
LENGTH OF COURSE—18 weeks, 3, 6, or 9 fifty minute periods per week. Monday, Wednesday, Friday.
FEE—(In addition to registration fee) $2 per semester for each class day enrolled.
COURSE CONTENT—Instruction in the fabrication or casting of silver into a variety of projects, the cutting (lapidary) of semi-precious stones for jewelry and enameling on silver or copper. For the beginner in jewelry or lapidary, the basic processes are taught. Advanced students will be encouraged to improve their design and craftsmanship.

GENERAL CRAFTS
LENGTH OF COURSE—18 weeks, 3, 6, or 9 fifty minute periods per week. Monday and/or Wednesday and/or Friday, 12:52 to 3:30 p.m.
FEE—(In addition to registration fee) $1.50 per semester for each class day enrolled.
COURSE CONTENT—Leather Craft (tooling and carving), Roslining (painted 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 WATER COLOR PAINTING
LENGTH OF COURSE—18 weeks, 3 or 6 fifty minute periods per week. Tuesday and/or Thursday 12:52 to 3:30 p.m.
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. Friday, 12:52 to 3:30 p.m.
COURSE CONTENT—Constructional elements for more beautiful and functional homes. Study of backgrounds—floors, walls, ceilings; window treatment; color; fabrics; furniture selection and arrangement; accessories and illumination. Includes lectures, discussion of individual home problems, and field trips.

LAPIDARY
See GEMS AND SILVER

PORTRAIT PAINTING
LENGTH OF COURSE—18 weeks, 3 fifty minute periods per week. Wednesday, 9:24 a.m. to 12:13 p.m.
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. Tuesday and/or Thursday 9:24 a.m. to 12:13 p.m. to 3:30 p.m.
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.

STUDIO PAINTING
LENGTH OF COURSE—18 weeks, 3 or 6 fifty minute periods per week. Tuesday and/or Thursday 12:52 to 3:30 p.m.
FEE—(In addition to registration fee) $1.50 per semester for each class day enrolled.
COURSE CONTENT—Study of form, arrangement, color, and texture from still-life. Outdoor sketching (weather permitting). Emphasis is given to techniques, preparation of painting grounds, the palette, under painting, and critical analysis. Painting media: oil, casein, gouache. Materials to be furnished by the student.

ADVANCED PAINTING
LENGTH OF COURSE—18 weeks, 3 fifty minute periods per week. Wednesday, 9:24 a.m. to 12:13 p.m.
FEE—(In addition to registration fee) 1.50 per semester.
COURSE CONTENT—A course designed to encourage new directions for individual development and creativity. Discussion emphasis will be on basic structure and direction; differences in size, shape, brightness; color and texture of works. Media are oil, encaustic, polymer or casein and experimentation in collage. Materials to be furnished by the student.

FUNDAMENTALS OF OIL PAINTING
LENGTH OF COURSE—18 weeks, 6 fifty minute periods per week. Tuesday and Thursday, 9:24 a.m. to 12:13 p.m.
FEE—(In addition to registration fee) $3 per semester.
COURSE CONTENT—An introduction to painting the course covers a quick review of perspective drawing, the tools of the painter’s craft and the theory of color. The first half of the semester stresses representational painting, expression of third dimensional form in space through still-life or outdoor painting accompanied by a continuous stress on design. The second half of the semester stresses a more imaginative and interpretive presentation.

WEAVING
LENGTH OF COURSE—18 weeks, 3 or 6 fifty minute periods per week. Monday, 12:2 to 3:30 p.m. Tuesday and Thursday, 9:24 a.m. to 12:13 p.m.
FEE—(In addition to registration fee) $1.50 per semester for each class day enrolled.
COURSE CONTENT—Weaving as a medium for self expression; its possibilities; the loom; loom accessories; threads and color; making warp; threading; study of basic weaves; finishing of woven articles.
WEAVING
(Advanced)
LENGTH OF COURSE—18 weeks, 6 fifty minute periods per week, Monday and Wednesday, 9:24 a.m. to 12:13 p.m.
FEE—(In addition to registration fee) $3 per semester; materials to be purchased by students.
COURSE CONTENT—Design methods in advanced weaving techniques; use of multiple harness looms; designing textiles for home and personal use.

CREATIVE WEAVING AND DRAFT WRITING
LENGTH OF COURSE—18 weeks, 3 fifty minute periods per week, Friday, 9:24 a.m. to 12:13 p.m.
FEE—(In addition to registration fee) $1 per semester.
COURSE CONTENT—The analysis of materials, patterns and drafts; thadings for techniques; designing for contemporary textiles. Creating new and original drafts with emphasis on color texture.

CREATIVE WEAVING AND DRAFT WRITING
LENGTH OF COURSE—18 weeks, 3 fifty minute periods per week, Friday, 9:24 a.m. to 12:13 p.m.
FEE—(In addition to registration fee) $1 per semester.
COURSE CONTENT—The analysis of materials, patterns and drafts; thadings for techniques; designing for contemporary textiles. Creating new and original drafts with emphasis on color texture.

SCHOOL OF COMMERCIAL ART
A Two Year Program—Special brochure sent upon request.

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, Technical and Adult Schools 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—
Madison Non-
Residents Residents
Registration $2 $2
Text and Materials 1 1
Tuition — 4
Total $3 $7
TEXT—How to Drive by American Automobile Association.

SCHOOL OF GENERAL EDUCATION

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 1963-64 classes begin on the following dates:
- September 10, 1963
- November 12, 1963
- January 28, 1964
- April 7, 1964
- June 2, 1964

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.)

FEE—
Madison Non-
Residents Residents
Eight individual lessons and $26 $28
and equal observation time
Registration fee for those not taking classroom instruction
at the Madison Vocational, $2 $2
Technical and Adult Schools

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 1963-64 behind-the-wheel training begins on the following dates:
- September 23, 1963
- November 25, 1963
- February 10, 1964
- April 20, 1964
- June 15, 1964
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 classical music students, since it provides reading short cuts and helps create a technique usually ignored by other methods. A practical course, students learning to do their own arranging.

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
(Intermediate)
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
(Advanced)
LENGTH OF COURSE—37 fifty minute periods.
FEE—(in addition to registration fee) $1 per lesson, payable nine weeks in advance.
COURSE CONTENT—Czerny exercises, Mozart, Beethoven and Haydn sonatas—solas to suit the individuals.

PIANO ENSEMBLE
LENGTH OF COURSE—37 fifty minute periods.
COURSE CONTENT—Duet and two-piano works.

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

ORGAN KEYBOARD HARMONY I
LENGTH OF COURSE—37 fifty minute periods.
FEE—(in addition to registration fee) $1 per lesson, payable nine weeks in advance.

ORGAN KEYBOARD HARMONY II
LENGTH OF COURSE—37 fifty minute periods.
FEE—(in addition to registration fee) $1 per lesson, payable nine weeks in advance.

GLEE CLUB
LENGTH OF COURSE—37 fifty minute periods
COURSE CONTENT—This course in recreational singing is planned for all post-high school students.
SCHOOL OF BUSINESS

Business Administration-
Accounting
Business Machines
Data Processing
Related Business
Secretarial Science

BUSINESS ADMINISTRATION-
ACCOUNTING

ACCOUNTING I
(Sole Proprietorship and Partnerships)
LENGTH OF COURSE—18 weeks, 5 fifty minute periods per week.
COURSE CONTENT—This course is for students enrolled in the one-year accounting program and covers the elementary principles of accounting and the procedures of double entry bookkeeping. No previous knowledge of bookkeeping 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. Emphasis is also placed upon the theories and practices in use today in partnership organizations.

ACCOUNTING I
(Sole Proprietorship)
LENGTH OF COURSE—18 weeks, 5 fifty minute periods per week.
COURSE CONTENT—This course is for students enrolled in the two-year technical program, and covers the fundamental principles of accounting and the procedures of double entry bookkeeping. Emphasis is placed upon journalizing, posting, accounting statements, adjusting and closing entries, accruals, depreciation, voucher system and accounting systems.

ACCOUNTING II
(Partnership and Corporation)
LENGTH OF COURSE—18 weeks, 5 fifty minute periods per week.
COURSE CONTENT—This course is for students enrolled in the one-year accounting program and is a continuation of Accounting I, stressing present practices in partnership and corporate types of organizations. Classification of accounts, admission of new partners, partnership dissolution, acquisition and disposal of fixed assets; as well as the 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 and closing the books of a manufacturer are subjects covered.
ACCOUNTING II
(Partnerships and Corporations)
LENGTH OF COURSE—18 weeks, 5 fifty minute periods per week.
COURSE CONTENT—This course is for students enrolled in the two-year technical program and is a continuation of Accounting I, enforcing upon the theories and practices in use today in partnerships and corporate type organizations. Other accounting areas covered include payroll, taxes, departmentalization, branch operations, manufacturing operations, cost accounting (job order and process systems), budgeting, funds statements, statement analysis, stocks and bonds and dividends. It is considered basic for students majoring in accounting or for work as a junior accountant.

ACCOUNTING III-IV
(Intermediate Problems)
LENGTH OF COURSE—37 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, statement analysis, modern terminology and depreciation measurements. Prerequisite—Accounting II or its equivalent.

ACCOUNTING V
(Cost)
LENGTH OF COURSE—18 weeks, 5 fifty minute periods per week.
TEXT—Two-year technical students—Cost Accounting, Matz, Curry, and Frank.
COURSE CONTENT—The subject matter of each chapter is treated as: a) cost principle; b) cost determination; c) cost control; and, d) cost analysis. Differences that exist between financial accounting and cost accounting are stressed. Job order cost, process cost and estimated cost procedure, standard cost, and managerial cost accounting are stressed. Prerequisite—Accounting II or its equivalent.

ACCOUNTING VII
(Income Tax)
LENGTH OF COURSE—18 weeks, 3 fifty minute periods per week.
COURSE CONTENT—A study of the principles of federal and state income tax laws. Withholding tax, declaration of estimated tax by individuals, individual, partnership, and corporation tax 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 II or its equivalent.

ACCOUNTING SYSTEMS AND DATA PROCESSING
LENGTH OF COURSE—18 weeks, 3 fifty minute periods per week.
TEXT—Accounting Systems and Data Processing, Nelson and Woods.
COURSE CONTENT—Up-to-date and comprehensive treatment of all aspects of modern system building with appropriate emphasis on data processing. The student's attention is constantly focused on the basic needs of an accounting system from the point of view of management at all levels: (1) efficient recording, (2) efficient processing, and (3) analysis and interpretation.

AUDITING
LENGTH OF COURSE—18 weeks, 3 fifty minute periods per week.
TEXT—Basic Auditing Principles, Arthur W. Holmes.
COURSE CONTENT—The primary purpose of this course is to present internal control features, followed by internal and independent audit principles, standards, procedures and techniques applicable to materials under examination, and presentation of proper financial statement standards. Prerequisite—Accounting II or its equivalent.

GOVERNMENTAL ACCOUNTING
LENGTH OF COURSE—18 weeks, 3 fifty minute periods per week.
TEXT—Governmental Accounting, Mikesell and Hay.
COURSE CONTENT—Course emphasizes need for and characteristics of governmental accounting, use of budget as a control device and division of governmental resources into groups known as "funds", expenditure accounting, institutional accounting. Acquaints the student with municipal accounting terminology, municipal funds and their balance sheets.

PAYROLL ACCOUNTING
LENGTH OF COURSE—18 weeks, 2 fifty minute periods per week.
TEXT—Payroll Records and Accounting, Sherwood,
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.

NATIONAL CASH REGISTER
(Bookkeeping Machine, Class 31)
LENGTH OF COURSE—3 weeks, 5 fifty minute periods per week.
FEE—(In addition to registration fee) $3.
COURSE CONTENT—Prerequisite: Ability to operate a typewriter. The student learns the procedures involved in handling accounts receivable, accounts payable, payroll, and sales distribution.

DUPICATING MACHINES
LENGTH OF COURSE—9 weeks, 2 fifty minute periods per week.
FEE—(In addition to registration fee) $1.
COURSE CONTENT—This course is intended to provide students with an adequate working knowledge of the operation and care of duplicating machines used in the modern business office. Emphasis is placed on planning, layout, and accuracy of the master copy.
In the mimeograph stencil process, instruction consists of cutting stencils; use of the mimeoscope, styls, screen plates, and lettering guides; running of copies; and proper filing of stencils for future use.
In the spirit or liquid process, instruction includes training in the preparation of carbon masters, color work, and the running of copies.
Prerequisite—Typewriting speed of 40 words per minute.

TRANSCRIBING MACHINES
LENGTH OF COURSE—9 weeks, 3 fifty minute periods per week.
FEE—(In addition to registration fee) $1.
COURSE CONTENT—This course is designed to train students to transcribe from machine dictation. All popular makers of machines are used employing belts, discs and magnetic tape and belts; the student transcribes a series for each machine. Instruction is also given on dictating machines.
Prerequisite—Typewriting speed of 40 words per minute.

CARD PUNCH MACHINES
(IBM 024 and 026)
LENGTH OF COURSE—9 weeks, 6 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. Payroll, numeric sales analysis, and alphabetic sales analysis is included with the studying, planning and preparation of the master cards necessary for these different applications. Nine lectures are included in this course and opportunity is offered, through field trips, for observation of key punching and its relationship to a punched card accounting system.
Prerequisite—Typewriting speed of 40 words per minute and an aptitude test for card punch operators.

DATA PROCESSING FOR BUSINESS

DATA PROCESSING MATHEMATICS I
LENGTH OF COURSE—18 weeks, 3 fifty minute periods per week.
TEXT—To be selected.
COURSE CONTENT—This is the first of two mathematics courses designed to provide a necessary foundation in numerical concepts as they pertain to business. Topics to be covered in this context will be the concepts of notation, basic algebra, the number systems, number systems utilizing an arbitrary base, fixed and floating point numbers, precision and significance, and linear equations.
Prerequisite—One year of high school algebra.

DATA PROCESSING MATHEMATICS II
LENGTH OF COURSE—18 weeks, 3 fifty minute periods per week.
TEXT—To be selected.
COURSE CONTENT—This is a continuation of Data Processing Mathematics I with concepts encountered in the preliminary course extended and amplified. Additional topics to be covered include the concept of an iterative process, solution of simultaneous linear equations, logic, Boolean algebra, application of numerical solutions to physical problems and classification of errors in solution of problems.

BASIC COMPUTER CONCEPTS
LENGTH OF COURSE—18 weeks, 3 fifty minute periods per week.
TEXT—To be selected.
COURSE CONTENT—This course is designed to provide the fundamental concepts and operational principles underlying all data processing systems. It provides a foundation for detailed study of specific systems. Topics to be covered will include the evaluation of data processing systems, introduction to problem organization, types of storage media, fundamentals of input and output operations, and elementary programming techniques.

ELECTRO-MECHANICAL MACHINES
LENGTH OF COURSE—18 weeks, 3 fifty minute periods per week.
and finance. The course is organized into four parts: 1) Basic mathematics, thorough foundation of arithmetic and algebraic operations; 2) Mathematics in general business, fundamental statistical methods, simple interest and bank discount; 3) Mathematics in investment, mathematics of long-term investment, compound interest and annuities; 4) Mathematics of bonds, depreciation, depletion, perpetuity and life insurance. 

Prerequisite—Business Mathematics I or its equivalent.

BUSINESS ECONOMICS
LENGTH OF COURSE—18 weeks, 3 fifty minute periods per week.
TEXT—to be selected.
COURSE CONTENT—This course reviews the origin and development of our country’s economic system. The varied financial and industrial problems studied are those of “production, distribution and consumption of economic goods; markets and trading; mining and agriculture; capital and labor; money and banking; foreign exchange and tariffs.”

BUSINESS LAW
LENGTH OF COURSE—18 weeks, 3 fifty minute periods per week.
TEXT—Business Law by Smith and Roberson.
COURSE CONTENT—The purpose of this course is to acquaint the student with the general principles of law which are followed in business and to train him to apply these principles to typical business situations. The text material is supplemented with selected cases which demonstrate the application of legal principles to specific cases.

BUSINESS ORGANIZATION
LENGTH OF COURSE—18 weeks, 3 fifty minute periods per week.
COURSE CONTENT—This course is a survey of the ever changing American business scene. Emphasis is placed upon the treatment of the several divisions of business such as production, distribution, finance and control. The student will develop an awareness of the economic framework that constitutes our capitalistic system. This course will be especially helpful to students planning to work in business administration.

OFFICE AND PERSONNEL MANAGEMENT
LENGTH OF COURSE—18 weeks, 3 fifty minute periods per week.
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.

PERSONAL DEVELOPMENT
LENGTH OF COURSE—18 weeks, 2 fifty minute periods per week.
TEXT—Selected references.
COURSE CONTENT—An elective course offered in the School of Home Economics. It is planned for young women training for a position in the business field. Students will study maturity, personality, posture, appropriate dress for various occasions, personal appearance, the importance of sound health, managing your life, and that important job interview. Characteristics needed for obtaining a job and for job advancements will be stressed.

The School of Home Economics offers additional electives to business students in:
Word and Meal Management
a. Planning
b. Comparative buying
c. Demonstrations

SECRETARIAL SCIENCE

COMMUNICATION SKILLS I
LENGTH OF COURSE—18 weeks, 3 fifty minute periods per week.
TEXT—College English for Business, Reigner.
COURSE CONTENT—A review of the basic principles of grammar, sentence structure, and punctuation. A study of correct usage, diction, vocabulary, spelling, and use of the dictionary, and library facilities are stressed. Oral and written applications are practiced. Emphasis is placed upon good reading and listening habits.

COMMUNICATION SKILLS II
LENGTH OF COURSE—18 weeks, 3 fifty minute periods per week.
COURSE CONTENT—An introduction to the importance of language in human activities, and orientation in the use of the library and resource materials. Improvement in oral and written expression, listening techniques and development of reading efficiency. A study of effective personal messages and business letters. The use of notations, outlines, bibliographies, footnotes, charts, and graphs is included.
TYPEWRITING II
LENGTH OF COURSE—18 weeks, 5 fifty minute periods per week.
FEE—(In addition to registration fee) $1.
COURSE CONTENT—An intermediate course designed to develop speed and accuracy in typewriting and training in letter placement and tabulation. Rough drafts, carbon copies and a review of typewriting techniques. Instruction is offered on both manual and electric typewriters. A goal of 40 to 50 words a minute should be attained.

TYPEWRITING III
LENGTH OF COURSE—18 weeks, 5 fifty minute periods per week.
FEE—(In addition to registration fee) $1.
COURSE CONTENT—Emphasis is placed upon typical office problems. Study is made of advanced work on letter styles, rough drafts, tabulations, business forms, accounting reports, and legal forms. Essential information needed for employment tests and application forms is included. Stress is centered on speed of production.
Prerequisite—Typewriting II or its equivalent.

TYPEWRITING IV
LENGTH OF COURSE—18 weeks, 5 fifty minute periods per week.
TEXT—Applied Office Typewriting, Frisch and Sivinski.
Typing Employment Tests, Stuart and Gibson.
FEE—(In addition to registration fee) $1.
COURSE CONTENT—This course is designed for students who have completed Typewriting III or its equivalent. The work will include a review of basic business forms, speed in typing numbers and symbols, special projects, and timed production tests. Emphasis is placed upon proofreading of numbers, symbols, names, and spelling. Typists drill on sample employment tests.

GENERAL TYPEWRITING
LENGTH OF COURSE—18 weeks, 3 or 5 fifty minute periods per week.
FEE—(In addition to registration fee) $1.
COURSE CONTENT—Designed to accommodate the adult refresher student, the course is taught on an individual basis. Keyboard knowledge is a prerequisite. The content of the course is described under Typewriting I, II, and III.

TWO-YEAR TECHNICAL COURSES
Associate of Business degree is granted graduates in:
Business Administration
Accounting
Secretarial Science
Data Processing for Business

ONE-YEAR COURSES
Diplomas are awarded graduates in:
Accounting
Business Machines
General Clerical
Medical Secretary
Stenography

REFRESHER COURSES
Classes are offered to adult students desiring a refresher course prior to entering the field of clerical work. Classes are scheduled three or five times per week in the four general areas of Accounting, Business Machines, General Clerical or Stenography.

BROCHURES
A special brochure illustrating courses offered by the School of Business is available by contacting the school.
A six-week summer session brochure is also available in the spring of each year.
PSYCHOLOGY OF HUMAN RELATIONS
LENGTH OF COURSE—18 weeks, 3 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.

MERCHANDISE MATHEMATICS
LENGTH OF COURSE—18 weeks, 3 fifty minute periods per week. (First semester.)
COURSE CONTENT—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 practical to the average business situation.

PRINCIPLES OF ADVERTISING I
LENGTH OF COURSE—18 weeks, 3 fifty minute periods per week. (First semester.)
COURSE CONTENT—The purpose of advertising, the economic and social aspects of advertising, slogans, trademarks, idea visualization, the mechanical production of advertisements, the media plan, newspaper advertising, radio advertising, television advertising, direct mail advertising, outdoor advertising, packaging and labeling, budgets, writing copy, psychology behind advertising, and coordinating with total sales promotion plan.

MERCHANDISE DISPLAY
LENGTH OF COURSE—18 weeks, 3 fifty minute periods per week. (Second semester.)
FEE—(In addition to registration fee) $2.
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, 3 fifty minute periods per week. (Second semester.)
FEE—(In addition to registration fee) $1.50.

COURSE CONTENT—The course teaches the basic skills involved in using pens to construct 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.

BUYING PROCEDURES
LENGTH OF COURSE—18 weeks, 2 fifty minute periods per week. (Second semester.)
COURSE CONTENT—Buying in the economic cycle, the buyer's job, the organization for buying, cycles and trends, what and how much to buy, where to buy, when to buy, price policies, and inventory control.

CREDIT PROCEDURES
LENGTH OF COURSE—18 weeks, 2 fifty minute periods per week. (Second semester.)
COURSE CONTENT—includes a study of the principles and methods of credit administration in the mercantile and retail field, including sources of information, credit policy, credit control, legal remedies, and collection techniques.

PRINCIPLES OF WHOLESALING
LENGTH OF COURSE—18 weeks, 3 fifty minute periods per week. (Second semester.)

SALES MANAGEMENT
LENGTH OF COURSE—18 weeks, 3 fifty minute periods per week. (Second semester.)
COURSE CONTENT—Topics studied include product planning, investigation of the market, sales organizations, sales programs and campaigns, and management of sales and service personnel including selection, training, and supervision.

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.

TWO-YEAR DIPLOMA COURSES
Business Administration—Marketing Major
Business Administration—Fashion Merchandising Major
Contact the school for special brochures on the above courses.
CLOTHING AND TEXTILES

CLOTHING 1—Firsts in Clothing Construction
LENGTH OF COURSE—18 weeks, 4 fifty minute periods once a week.

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

COURSE CONTENT—First lessons in clothing construction include the making of a wool skirt, (fitted or gently flared), and a cotton dress. 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 at first class.

CLOTHING 2—Casual Clothes
LENGTH OF COURSE—18 weeks, 3 fifty minute periods once a week.

PREREQUISITE—Clothing 1 or its equivalent.

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

COURSE CONTENT—Techniques and subject matter of this course are planned to follow Clothing 1 or its equivalent. Types of garments to be made—sport or casual dresses, robes, shirts or tailored 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. Patterns and material should not be purchased until after attendance at the first class.

CLOTHING 3—Dresses for All Occasions
LENGTH OF COURSE—18 weeks, 3 fifty minute periods once a week.

PREREQUISITE—Clothing 2 or its equivalent.

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

COURSE CONTENT—Dresses of cotton, linen, silk, wool, man-made fibers and blends are constructed in this course. Latest information and techniques for sewing on the new fabrics are included. Dresses which may be made in this class are one and two piece dresses, jacket dresses and dinner dresses. Patterns and fabric should not be purchased until after attendance at first class.

CLOTHING 4—That Made To Order Look
LENGTH OF COURSE—18 weeks, 3 or 4 fifty minute periods once a week.
CLOTHING 1—Workshop
LENGTH OF COURSE—18 weeks, 4 fifty minute periods once a week.
PREREQUISITE—Clothing 4.
FEE—(In addition to registration fee) $1.
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.

CLOTHING 2—Tailoring Techniques (advanced)
LENGTH OF COURSE—18 weeks, 3 fifty minute periods once a week.
PREREQUISITE—Clothing 5.
FEE—(In addition to registration fee) $1.
COURSE CONTENT—Review of procedures covered in Clothing 5 is given. Greater emphasis is put upon detail, such as pocket types, worked buttonholes and construction details. Latest information on fabrics, and construction techniques for these fabrics, will be studied. Suits and coats will be made.

CLOTHING 3—Tailoring Techniques (beginning)
LENGTH OF COURSE—18 weeks, 3 fifty minute periods once a week.
PREREQUISITE—Clothing 4.
FEE—(In addition to registration fee) $1.
COURSE CONTENT—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. This course is for the advanced student who has successfully completed Clothing IV.

CLOTHING 4—Tailoring Techniques (beginning)
LENGTH OF COURSE—18 weeks, 4 fifty minute periods once a week.
PREREQUISITE—Clothing 3 or equivalent.
FEE—(In addition to registration fee) $1.
COURSE CONTENT—This course is for students who have an advanced knowledge of clothing construction. Emphasis will be placed on proper fit. A basic dress pattern may be worked out if the student desires. Techniques for sewing on more difficult fabrics will be studied. The student has the opportunity to choose widely for her project; however, emphasis is placed on planning the total costume. Examples may be: one-piece dress, dress and jacket combination, skirt, blouse and jacket combination, evening wear, cocktail dresses, coat and dress combinations.

CLOTHING 5—Tailoring Techniques (beginning)
LENGTH OF COURSE—18 weeks, 4 fifty minute periods once a week.
PREREQUISITE—Clothing 4.
FEE—(In addition to registration fee) $1.
COURSE CONTENT—The 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. 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.

CLOTHING 6—Tailoring Techniques (advanced)
LENGTH OF COURSE—18 weeks, 3 fifty minute periods once a week.
PREREQUISITE—Clothing 5.
FEE—(In addition to registration fee) $1.
COURSE CONTENT—This course is planned to cover a variety of projects, such as blouses, suits, jumpers, slacks, shorts, bermudas, robes and dresses (everything but lined suits and coats) made from a variety of fabrics. The student may sew for herself, or for any member of her family. She may work on new fabrics, or remodel garments. Emphasis is placed on determining figure types and correct pattern size, coordinating patterns and fabrics, and on selecting becoming lines and colors. Attention is given to working with synthetic fibers and how to handle them. Plans for this course are flexible to enable the student and teacher to develop desired learning experiences.

CLOTHING 7—Workshop
LENGTH OF COURSE—18 weeks, 4 fifty minute periods once a week.
PREREQUISITE—Clothing 4.
FEE—(In addition to registration fee) $1.
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.

CLOTHING 8—New Models from Old
LENGTH OF COURSE—18 weeks, 3 fifty minute periods once a week.
PREREQUISITE—Ability and experience in garment construction.
FEE—(In addition to registration fee) $1.
COURSE CONTENT—Evaluation of garment to be remodeled is the first consideration. Preparation of garment for class work and selection of design or pattern to be used are a necessary part of this course. Combination of new material with old is considered.

CLOTHING 9—General Clothing
LENGTH OF COURSE—18 weeks, 3 fifty minute periods once a week.
FEE—(In addition to registration fee) $1.
COURSE CONTENT—This course is planned to cover a variety of projects, such as blouses, shirts, jumpers, slacks, shorts, bermudas, robes and dresses (everything but lined suits and coats) made from a variety of fabrics. The student may sew for herself, or for any member of her family. She may work on new fabrics, or remodel garments. Emphasis is placed on determining figure types and correct pattern size, coordinating patterns and fabrics, and on selecting becoming lines and colors. Attention is given to working with synthetic fibers and how to handle them. Plans for this course are flexible to enable the student and teacher to develop desired learning experiences.

CLOTHING 10—Children’s Clothing (Beginning)
LENGTH OF COURSE—18 weeks, 3 fifty minute periods once a week.
FEE—(In addition to registration fee) $1.
COURSE CONTENT—This course is planned to cover a variety of projects, such as blouses, suits, jumpers, slacks, shorts, bermudas, robes and dresses (everything but lined suits and coats) made from a variety of fabrics. The student may sew for herself, or for any member of her family. She may work on new fabrics, or remodel garments. Emphasis is placed on determining figure types and correct pattern size, coordinating patterns and fabrics, and on selecting becoming lines and colors. Attention is given to working with synthetic fibers and how to handle them. Plans for this course are flexible to enable the student and teacher to develop desired learning experiences.

CLOTHING 11—Plastic Leather-Like Coats and Jackets
LENGTH OF COURSE—12 weeks, 3 fifty minute periods once a week.
PREREQUISITE—Clothing 6, Advanced Tailoring Techniques.
FEE—(In addition to registration fee) $1.
CLOTHING 17—Special Construction Techniques
LENGTH OF COURSE—18 weeks, 2 fifty minute periods once a week.

PREREQUISITE—Clothing 2 or its equivalent.
COURSE FEE—(In addition to registration fee) $1.

COURSE CONTENT—For the student who has had construction courses and experience, and wishes to keep up with the newest developments in techniques and fabrics. This course consists of demonstrations of all types of construction details including buttonholes, pockets and variations, gussets, sleeves, collars and neckline, and any clothing construction technique the student may request. No garments will be made in class.

MILLINERY 1
LENGTH OF COURSE—18 weeks, 3 fifty minute periods once a week.
FEE—(In addition to registration fee) $1.50.

COURSE CONTENT—This course, for the beginner, includes the fundamental principles and techniques basic to the design and construction of hats. It will include the covering of frames with fabrics of various types; feathers, fur, straw, berries, flowers, and leaves. Students will be taught how to make their own frames. Felts and straws will also be blocked. Spring hats of straw braid, straw cloth, maline, orgonza, and flowers and petals are treated. Throughout the course, correct hats for the individual face, figure, personality and wardrobe needs are stressed.

MILLINERY 2
LENGTH OF COURSE—18 weeks, 3 fifty minute periods once a week.
PREREQUISITE—Completion of Millinery 1.
FEE—(In addition to registration fee) $1.50.

COURSE CONTENT—This course is planned for students who have completed Millinery 1. More advanced techniques will be taught in covering frames with the various materials, as well as blocking felts and straws.

MILLINERY 3—Designing and Advanced Techniques
LENGTH OF COURSE—18 weeks, 3 fifty minute periods once a week.
PREREQUISITE—Millinery 2.
FEE—(In addition to registration fee) $1.50.

COURSE CONTENT—This is an advanced course for students who have completed Millinery 1 and 2. Original, independent work will be stressed. Techniques being used in commercial hats will be analyzed and studied.

FUR REMODELING 1
LENGTH OF COURSE—18 weeks, 3 fifty minute periods once a week.
FEE—(In addition to registration fee) $1.
COURSE CONTENT—Instruction will include restyling fur garments. Attention is given to fitting problems. Students may make fur accessories such as collars and neckpieces. Care and identification of fur will be studied.

FUR REMODELING 2
LENGTH OF COURSE—18 weeks, 3 fifty minute periods once a week.
FEE—(In addition to registration fee) $1.
COURSE CONTENT—This is an advanced course in fur remodeling for the people who have had Fur Remodeling 1 for two semesters. All types of fur garments may be made in this class, including scarfs and stoles. Drafting of patterns is included.

KNITTING 1
LENGTH OF COURSE—18 weeks, 3 fifty minute periods once a week.
FEE—(In addition to registration fee) $1.
MATERIALS NEEDED—1 pair 10" No. 4 or 5 needles, small ball wastered weight yarn, notebook and pencil.
COURSE CONTENT—basic knitting stitches and processes; pattern interpretation; understanding and selecting yarns will be studied. Suitable articles to be made are: mittens, scarfs, hats and hots, and simple sweaters. The care of knitted garments and basic blocking will be discussed and demonstrated.

KNITTING 2
LENGTH OF COURSE—18 weeks, 3 fifty minute periods once a week.
FEE—(In addition to registration fee) $1.
MATERIALS NEEDED—No. 6 needles and yarn, measuring equipment (tape line or rule).
COURSE CONTENT—This course is for the advanced student and will include planning, styling and more intricate pattern interpretation. Articles to be made include pattern stitch sweaters, dresses, coats, and gloves.

FOODS AND NUTRITION

FOODS 1—Planning and Preparation of Family Meals
LENGTH OF COURSE—18 weeks, 3 fifty minute periods per week. (First Semester).
FEE—(In addition to registration fee) $4.
COURSE CONTENT—This course is designed to refresh the homemaker in her knowledge of family meal planning and preparation. The basic preparation methods of meats, vegetables, salads, quick breads, casseroles and desserts will be included in the meals prepared. The efficient use of time, wise use of the food dollar, stocking the freezer, freezer packaging, and freezing of meals will be included. Comparison of new techniques and products with standard methods will aid each student in wiser food selection and preparation.

FOODS 2—Double Quick Meals
LENGTH OF COURSE—18 weeks, 3 fifty minute periods per week. (Second semester)
FEE—(In addition to registration fee) $5.
COURSE CONTENT—This course is designed to aid the busy homemaker in the preparation of nutritious, eye-appealing meals in half the time. Short cuts in food preparation, fascinating uses of mixes, budgeting of time and energy, evaluating new food products, planning efficient kitchen food storage and efficient use of appliances will be included. An excellent food preparation course for today's active homemaker who combines both a community and family role.

FOODS 7—Hospitality Foods; Gracious Hostessing
LENGTH OF COURSE—12 weeks (second semester), 3 fifty minute periods once a week, February 13 to April 16.
FEE—(In addition to registration fee) $4.
COURSE CONTENT—This course is planned for those who are interested in learning more about the art of being a successful hostess. It will include table settings to fit party themes, centerpiece, the selection, care and use of table accessories, as well as menus for special occasions. Practice in the preparation and service of hospitality foods for buffet meals, teas, receptions and dessert parties will be given. The pleasure of entertaining in the spring and summer months will be featured with emphasis on patio and outdoor dining.

FOODS 8—Cake Decorating 1
LENGTH OF COURSE—18 weeks, 2 fifty minute periods once a week. (First semester.
FEE—(In addition to registration fee) $5.
COURSE CONTENT—This course will include basic fundamentals of cake decorating, proper frosting mix and timing, writing borders, scrolls, basket weaving and techniques of many flower types. Cakes will be decorated for birthdays, anniversaries, holidays and novelties. Christmas cookies and meringue 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 9—Cake Decorating 2
LENGTH OF COURSE—18 weeks, 2 fifty minute periods once a week. (Second semester)
FEE—(In addition to registration fee) $5.
COURSE CONTENT—This is an advanced course to
FOODS 10—Six or Twelve Week Units

MEATS AND VEGETABLES
LENGTH OF COURSE—6 weeks, 3 fifty minute periods once a week. September 16 - October 21.
FEE—(In addition to registration fee) $2.
COURSE CONTENT—This course develops interesting uses of meats and vegetables to add variety and interest in family meals. Selection, buying, storage and principles of preparation will be stressed. These foods will be studied in relation to their nutritional contribution in daily meal plans.

CASSEROLES AND SALADS
LENGTH OF COURSE—6 weeks, 3 fifty minute periods once a week. September 17 - October 22.
FEE—(In addition to registration fee) $2.
COURSE CONTENT—New and unusual casserole dishes and salads will be developed, together with ideas for desirable accompaniments. Appealing combinations to serve different purposes in the menu will be emphasized. Consideration will be given to the selection and care of acceptable ingredients, and equipment for the preparation and serving of these foods.

TEAS, RECEPTIONS, AND GROUP ENTERTAINING
LENGTH OF COURSE—6 weeks, 3 fifty minute periods once a week. September 19 - October 24.
FEE—(In addition to registration fee) $3.
COURSE CONTENT—This course is planned for the homemaker who often must hostess or serve on a committee to plan and carry out the details of preparing and serving for a crowd, such as weddings, anniversaries, pot-luck suppers, and other functions. Ideas for home, club, or church decorations, as well as the etiquette of teas and receptions will be offered. Class preparation will include punches, tea foods, dainty desserts, money-saving dishes and take-along foods.

HOLIDAY MEALS
LENGTH OF COURSE—6 weeks, 3 fifty minute periods once a week. November 4 or 5 to December 9 or 10 (two sections).
FEE—(In addition to registration fee) $3.50.
COURSE CONTENT—Designed to present new and interesting ideas in holiday fare, including salads, casseroles, poultry, pastry, cookies and dessert. Attention will be given to planning and preparing ahead, and table service for entertaining family and guests.

BREADS—QUICK, YEAST, SPECIAL OCCASION
LENGTH OF COURSE—12 weeks, 3 fifty minute periods once a week. February 10 or 11 to April 13 or 14 (two sections).
FEE—(In addition to registration fee) $5.
COURSE CONTENT—The principles and procedures of yeast and quick breads and rolls; including dinner and sweet rolls, coffee cakes, bread variations in both standard and time-saving methods. Designed to present basic techniques and proceed to more advanced problems and breads for special occasions.

FOODS 11—Meal Management
(Planning, Comparative Buying, Demonstrations)
LENGTH OF COURSE—18 weeks, 2 fifty minute periods once a week.
FEE—(In addition to registration fee) $2.
COURSE CONTENT—This course is designed to aid the business girl or homemaker in developing a knowledge of meal planning and preparation, wise buying of food for better nutrition, and the selection, use and care of kitchen appliances and equipment. This is not a student food preparation course. Effect of new developments in prepared and packaged food on meal preparation will be stressed. The problems facing today's woman who combines both career and home will be analyzed. Food and equipment demonstrations will be given on a teacher and student basis. Field trips and resource speakers are planned.

HOME FURNISHINGS

DRAPE RIES
LENGTH OF COURSE—18 weeks, 3 fifty minute periods once a week.
FEE—(In addition to registration fee) $1.
COURSE CONTENT—Draperies are studied from the standpoint of fabric, style, and color. Emphasis is placed upon the techniques in construction of draperies for both stationary and traverse rods. Other highlights of the course are estimation of yardage,
importance of proper measuring, application of lining and tailoring techniques used in drapery making. Calculation of size and spacing of pleats is stressed. Various kinds of pleats are taught. Actual construction of draperies is carried on in class under the supervision of the instructor; spreads and pillows are also made.

FLORAL DESIGN 1
LENGTH OF COURSE—18 weeks, 3 fifty minute periods once a week.
FEE—(In addition to registration fee) $5.
COURSE CONTENT—Basic principles of design and the technique of flower arrangement are offered. Emphasis will be placed upon mechanics of floral design, selection of containers, color, and the preparation and care of plant material. Fresh flowers and foliage are provided for class members so that they may practice making actual arrangements during the activity period.

FLORAL DESIGN 2
LENGTH OF COURSE—18 weeks, 3 fifty minute periods once a week.
PREREQUISITE—Floral Design 1.
FEE—(In addition to registration fee) $5.
COURSE CONTENT—This course will emphasize the art of individual and original Floral Designing in the Traditional Manner. The elegance of Early American arrangements keps alive our heritage and is inspiring in content, color, and texture. Practice in these forms is offered as well as the selection and use of containers in the American home.

FLORAL DESIGN 3
LENGTH OF COURSE—18 weeks, 3 fifty minute periods once a week.
PREREQUISITE—Floral Design 1.
FEE—(In addition to registration fee) $5.
COURSE CONTENT—In response to the growing enthusiasm for advanced practice in the Art of Arranging Flowers, this course will stress the contemporary type of design. The modern technique of Free Form Arrangements combines flowers and foliage with driftwood, rocks, shells and figurines. A study of the psychology of color will highlight the course.

HOLIDAY DECORATIONS FOR YOUR HOME
LENGTH OF COURSE—5 weeks, 3 fifty minute periods per week, November 5-December 3.
FEE—(In addition to registration fee) $1.50.
COURSE CONTENT—This short course will help the class member plan decorations for the holiday season to add sparkle and a festive effect to the entire home—indoors and outside. Demonstrations and displays will feature evergreens, dried materials, fresh flowers, and various types of holiday art objects. Many techniques of designing to make decorations distinctive and meaningful for such a celebrated season of the year will be studied. A student activity period will follow the demonstration session.

SLIPCOVERS
LENGTH OF COURSE—18 weeks, 4 fifty minute periods once a week.
PREREQUISITE—Ability to do plain sewing.
FEE—(In addition to registration fee) $1.
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 weave 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 1 (Beginning)
LENGTH OF COURSE—18 weeks, 4 or 8 fifty minute periods a week.
FEE—(In addition to registration fee) $1 per semester, once a week; $4 per semester, twice a week.
COURSE CONTENT—This is an introductory course in simple upholstery techniques. Emphasis is placed upon proper use and care of tools, 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 2 (Intermediate)
LENGTH OF COURSE—18 weeks, 4 fifty minute periods once a week.
PREREQUISITE—Upholstery 1.
FEE—(In addition to registration fee) $2.
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, current trends in fillings, styles and fabrics are studied. All projects under constant supervision with emphasis on selection, estimation and application of fabric use.
UPHOLSTERY 3—(Advanced)
LENGTH OF COURSE—18 weeks, 4 fifty minute periods once a week.
PREREQUISITE—Upholstery 2 (Intermediate).
FEE—(In addition to registration fee) $2.
COURSE CONTENT—Attention will be given to stitched edges, to wire frames, channeling, tufting, small minor repairs and reupholstering. Supported plastics in furniture is introduced in this course. Projects with greater degree of difficulty are undertaken. Channel back chairs, chairs with tufting and certain types of arm chairs may be re-upholstered. Due to limited space, items such as davenport and love seats cannot be accepted in class. These could be home projects with planning and instruction under supervision in class.

UPHOLSTERING 4—Victorian and Antique Furniture (Special Projects—Headboards)
LENGTH OF COURSE—18 weeks, 4 fifty minute periods each week.
PREREQUISITE—Upholstery 2.
FEE—(In addition to registration fee) $2.
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 and rebuilding foundations. Tufting, channeling and finishing techniques and accents through accessories for the home are studied.

HOME MANAGEMENT
LENGTH OF COURSE—10 weeks, 2 fifty minute periods each week.
COURSE CONTENT—The course includes selection and efficient use of equipment and appliances, principles of good kitchen arrangements, improving storage areas in the home, and simplified housekeeping practices. Wise selection and buying of products or cleaning agents and equipment, and protective agents will be studied. Consideration will be given to time and energy management, and spending your dollars wisely.

MEAL MANAGEMENT
See Foods 11.

PERSONAL AND FAMILY RELATIONSHIPS

CHILD BIRTH AND INFANT CARE
LENGTH OF COURSE—8 weeks, 2 fifty minute periods once a week. Beginning dates—September 10 or 20, November 5, January 14, March 10.

PERSONAL DEVELOPMENT
LENGTH OF COURSE—18 weeks, 2 fifty minute periods once a week.
OFFERED TO—Students enrolled in the School of Business, School of Practical Nursing, School of Medical Assistants, School of Dental Assisting.
COURSE CONTENT—This course is planned for young women and men training for a position in the business field. Students will study maturity, personality, poise, appropriate dress for various occasions, the importance of sound health, managing your life, and that important job interview. Characteristics needed for obtaining a job and for job advancement will be stressed.

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

CLASSES ARE OFFERED AT THE FOLLOWING CENTERS

FRANKLIN SCHOOL
Clothing 9—Tuesday, 12:52 to 4:12 p.m.

LAPHAM SCHOOL
Fur Remodeling—Wednesday, 12:52 to 3:30 p.m.

MIDVALE SCHOOL
Clothing 1—Tuesday, 12:52 to 3:30 p.m.
Clothing 3—Wednesday, 12:52 to 3:30 p.m.
Clothing 5—Tuesday, 8:30 to 11:19 a.m.
Clothing 7—Wednesday, 8:30 to 11:19 a.m.
Clothing 15—Monday, 12:52 to 3:30 p.m.
AUTO BODY
LENGTH OF COURSE—74 weeks, 25 fifty minute periods per week, 2 school years.
TEXT—Automotive Collision Work, by Frazel, Bedell and Spicer; Sheet Metal Repair, by Robert L. Sargent.
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, 20 fifty minute periods per week, 2 school years.
TEXT—Automotive Mechanics, by Crouse; Automotive Electrical Equipment, by Crouse; Bean Wheel Alignment, Axle and Frame Straightening Service, and Principles of Wheel Alignment, by Bean.
FEE—(In addition to registration fee) $14 per semester, 4 periods daily; $7 per semester, 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 Nicholson and Jones. (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-minutes periods per week.
TEXT—Blueprint Reading, by Nicholson and Jones.
FEE—(In addition to registration fee) $2 per semester, one period per day.
COURSE CONTENT—Fundamentals of blueprint reading essential to success in the machine trades.

CABINETMAKING
LENGTH OF COURSE—74 weeks, 20 fifty-minute periods per week, 2 school years.
TEXT—Principles of Woodwork, by Herman Hjorth; Machine Woodworking, by Herman Hjorth; General Woodworking, by Johnson and Newkirk.
FEE—(In addition to registration fee) $8 per semester for two periods daily, $16 per semester for four periods daily.
COURSE CONTENT—Core, use and sharpening of tools; project making and machine woodworking; glues and gluing; preparing surfaces for and application of finishes.

DIESEL MECHANICS
LENGTH OF COURSE—37 weeks, 12 periods per week, one school year.
FEE—(In addition to registration fee) $12 per semester.
COURSE CONTENT—This course consists of two areas of study, theoretical and practical. The theoretical portion is intended to give an understanding of the basic principles involved in the construction and operation of diesel engines, while the practical portion is designed to familiarize the student with the operation maintenance and testing of diesels and diesel units.

DRAFING, MECHANICAL
LENGTH OF COURSE—37 weeks, equivalent to 15 fifty minute periods per week.
FEE—(In addition to registration fee) $2 per semester.
COURSE CONTENT
DRAFTING I—A fundamental course in basic drafting including lettering, geometric constructions, orthographic projection, dimensioning, and freehand sketching.
DRAFTING II—Continuation of Drafting I plus cross sections, auxiliary views, pattern layouts, construction of curves, intersections, triangulation, pictorial drawings, screw threads and thread conventions.
DRAFTING III—A work book course including completion problems, freehand sketching, visualization exercises, auxiliary views, evolutions 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 deflection, 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—$6 per semester 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 postpress, 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) $18 per semester, 4 periods daily; $9 per semester, 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.

PHOTOGRAPHY
LENGTH OF COURSE—37 weeks, 4 fifty minute periods per week.
FEE—(In addition to registration fee) $4 per semester. The student is required to supply all film, paper, and other small items for his personal project.
COURSE CONTENT—A study of photographic techniques, equipment and materials. Experience is offered in contact printing, print control, enlargement, color processing, print mounting, flash photography and electronic flash. The related instruction
includes use of light meter, types and use of films, developing procedures, lighting problems, light control, negative control, picture composition, copy work in line and making of photocopies.

SHEET METAL
(Pre-Apprentice)
LENGTH OF COURSE—37 weeks, 16 fifty-minute periods per week.
TEXT—Sheet Metal Pattern Drafting and Shop Problems, by Dougherty; Sheet Metal Layout, by Leo A. Meyer.
FEE—(In addition to registration fee) $18 per semester, 4 periods daily; $9 per semester, 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 Suck.
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, 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
The Automotive Technology program is designed to prepare the student to do quality maintenance work and to be able to diagnose technical difficulties encountered in the operation of motor vehicles. A knowledge of basic scientific principles and technical information is emphasized so that students have an understanding of why difficulties occur. Included within the curriculum besides automotive laboratory and theory are courses in management, business operations, mathematics, science, machine tools and communication skills. An associate degree in Applied Science is awarded upon successful completion of the program.

CIVIL TECHNOLOGY
Civil Technology covers a very broad field with work responsibilities falling in many areas; namely, highway surveying, land surveying, highway and construction drafting, field testing and inspection. The young man in this field is taught to work with the civil engineer and relieve him of many of the responsibilities in the above named categories. This is a helpful, challenging, remunerative occupation. An associate degree in Applied Science is awarded upon successful completion of the program.

ELECTRONIC TECHNOLOGY
Electronic Technology deals with the design and application of electron tubes, transistors, transducers, and related solid-state devices. The technician may be involved with radio, radar, television or telephony, or in the manufacture, test, or maintenance of electronic systems and components (such as guided missiles, satellites, computers, etc.). An associate degree in Applied Science is awarded upon successful completion of this course of study.

GRAPHIC ARTS TECHNOLOGY
The printing industry needs young men and women who have a fairly good knowledge of English grammar, spelling and punctuation and who would like to work with their hands in creative effort, or who would like to work with machinery. There is a need for young people who would like to become typesetters, proof readers, estimators, line operators, compositors, pressmen, compositors, strippers, and layout men. This program prepares the young person for employment in combinations or specialized phases of the work in the categories aforementioned. This is a diploma program.

MECHANICAL DESIGN TECHNOLOGY
The Mechanical Design curriculum is basically concerned with manufacturing and its various aspects. It is designed for students who are interested in the preparation for work in the design and development of mechanical products of the machines, tools and equipment used in their fabrication or assembly. The instruction is planned to enable the graduates of this program to take positions as assistants to mechanical engineers or technicians. An associate degree in Applied Science is awarded upon successful completion of the program.
QUANTITY FOOD PREPARATION AND SERVICE

This program, extending over a two-year period, offers practical training in its model kitchen and bake shop in the quantity preparation of fine foods, in the important phases of restaurant management, purchasing, cost control, storage, stewarding food supplies, and restaurant and supper club management. This is a diploma course.

SCHOOL OF BARBERING

This program is designed to prepare students for entrance into the barber field as apprentices. It consists of one school year of full-time instruction, a total of 1248 hours. Upon completion, the student is given nine months of credit toward his apprenticeship. Two years and three months of apprentice training follow during which time he follows a state approved plan, including part-time instruction. Applicants meeting minimum entrance standards will have their applications filed in the order in which they are received and will be called for enrollment in that order.
DENIAL ASSISTANTS
LENGTH OF COURSE—37 weeks.
COURSE CONTENT—A minimum of 926 hours of classroom instruction and supervised clinical practice. The course in dental assisting is planned to give students an adequate orientation to the duties of the dental assistant from general office work to the technical phases of chairside assisting, laboratory techniques, and radiology. Typing and one unit of science are requisites. Application must be made in advance. Contact the school for special brochure.

MEDICAL ASSISTANTS
LENGTH OF COURSE—37 weeks.
COURSE CONTENT—A minimum of 900 hours of classroom instruction plus three weeks of supervised clinical practice in a physician’s office or clinic. The course is designed to prepare girls for assisting in a physician’s office. Typing is a requisite. Application must be made in advance. Contact the school for special brochure.

PRACTICAL NURSING
LENGTH OF COURSE—52 weeks.
COURSE CONTENT—A minimum of 590 hours of classroom instruction in nursing theory and related sciences plus 35 weeks of supervised clinical practice at affiliated hospitals. Application must be made in advance. Contact the school for special brochure.

MEDICAL SECRETARY
LENGTH OF COURSE—37 weeks.
COURSE CONTENT—A minimum of 920 hours of classroom instruction. The course includes medical terminology, the study of the human body in health and disease, first aid, medical ethics and medicolegal principles, medical record keeping, medical dictation, and related course work necessary to become proficient in the duties of the medical secretary. The course is cooperatively taught by the faculty of the School of Business and the School of Medical Assistants. Typing and one unit of shorthand are requisites. Application must be made in advance. Contact the school for special brochure.
adison Vocational, Technical and Adult Schools

Catalog 1963 1964
Madison Vocational, Technical and Adult Schools

Evening Catalog 1963-1964

Board of Vocational and Adult Education

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Frank G. Collester, Vice-President
Robert D. Gilberts, Secretary
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Norman P. Mitby, Director
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Telephone 255-4541
## CONTENTS

<table>
<thead>
<tr>
<th>Section</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>General Information</td>
<td>5</td>
</tr>
<tr>
<td>Evening School Calendar</td>
<td>9</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>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>Business Machines</td>
<td>25</td>
</tr>
<tr>
<td>Data Processing</td>
<td>26</td>
</tr>
<tr>
<td>Related Business</td>
<td>28</td>
</tr>
<tr>
<td>Secretarial Science</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>Clothing and Textiles</td>
<td>40</td>
</tr>
<tr>
<td>Foods and Nutrition</td>
<td>44</td>
</tr>
<tr>
<td>Home Furnishings</td>
<td>46</td>
</tr>
<tr>
<td>Management</td>
<td>48</td>
</tr>
<tr>
<td>Personal and Family Relationships</td>
<td>48</td>
</tr>
<tr>
<td>School of Vocational and Technical Education</td>
<td>53</td>
</tr>
<tr>
<td>Aeronautics</td>
<td>54</td>
</tr>
<tr>
<td>Automotive</td>
<td>54</td>
</tr>
<tr>
<td>Building Trades</td>
<td>56</td>
</tr>
<tr>
<td>Diesel</td>
<td>57</td>
</tr>
<tr>
<td>Drafting</td>
<td>59</td>
</tr>
<tr>
<td>Electronics</td>
<td>60</td>
</tr>
<tr>
<td>Graphic Arts</td>
<td>61</td>
</tr>
<tr>
<td>Machine Trades</td>
<td>64</td>
</tr>
<tr>
<td>Photography</td>
<td>65</td>
</tr>
<tr>
<td>Service Trades</td>
<td>65</td>
</tr>
<tr>
<td>Surveying</td>
<td>65</td>
</tr>
<tr>
<td>Welding</td>
<td>66</td>
</tr>
<tr>
<td>School of Health Occupations</td>
<td>67</td>
</tr>
</tbody>
</table>
GENERAL INFORMATION

The Madison Vocational, Technical and Adult Evening Schools 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 register 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 14, 1963.

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.
ASSOCIATE DEGREE

Under the provisions of Chapter 51, Laws of 1961, the State Board of Vocational and Adult Education is empowered to authorize local boards of vocational and adult education to grant associate degrees in the appropriate areas to students who successfully complete two years of post high school technical level instruction.

The Madison Board of Vocational and Adult Education is conducting courses in Business Administration, Secretarial Science, Automotive Technology, Mechanical Design Technology, and Electronics Technology, which have been evaluated and approved in accordance with policies established by the State Board of Vocational and Adult Education. An Associate Degree is granted upon successful completion of these courses.

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—90-100</td>
<td>4</td>
</tr>
<tr>
<td>B</td>
<td>Above Average—85-89</td>
<td>3</td>
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<tr>
<td>C</td>
<td>Average—77-84</td>
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<tr>
<td>D</td>
<td>Below Average—70-76</td>
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</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>
</tr>
</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 are absent are requested to call 255-4541.

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 5:00 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 3 through 5, 1963.

Advance Registration in Person at the Vocational School
Tuesday and Wednesday, October 1 and 2, 1963, from 5:00 p.m. to 8:30 p.m.

Registration During Evening School Session
Monday, Tuesday, Wednesday, and Thursday, October 7, 1963 to March 13, 1964, from 6:30 p.m. to 7:30 p.m.

TESTING SERVICE AND COUNSELING

The Guidance Office, located in Room 458, 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 458 where an effort is made to place students in positions suitable to aptitudes and skills demonstrated in classroom.

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

WOMAN’S SERVICE EXCHANGE

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

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 at the Johnson Street and the Carroll Street entrances, and on the fourth floor near Room 422.

LOST AND FOUND
Any article that is found should be turned in at Room 136. Any student who has lost any article should report it at Room 136. 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 is for the use of students.

EVENING SCHOOL CALENDAR
1963-64

Mail registration for evening school
September 3, 4, and 5 (Tuesday, Wednesday, and Thursday)

Registration for evening school (5 to 8:30 p.m.)
October 1 and 2 (Tuesday and Wednesday)

Meeting of evening school staff
October 3 (Thursday)

Evening school begins
October 7 (Monday)

Evening school classes (Thanksgiving vacation)
November 27, 28, and 29 (Wednesday, Thursday, and Friday)

Evening school classes (Christmas vacation)
December 14 through January 12 (Saturday through Sunday)

Registration for evening school (6 to 8 p.m.)
January 6 and 7 (Monday and Tuesday)

Evening school reopens
January 13 (Monday)

Evening school closes
March 20 (Friday)
ACADEMIC

ALGEBRA I
LENGTH OF COURSE—20 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—"Algebra—It's Big Ideas and Basic Skills" (Book I) by Aiken, Henderson, and Pingry.
COURSE CONTENT—The basic skills involved in this course are using and interpreting symbols of algebra, fundamental operations, evaluating expressions, using exponents, solving equations, solving word problems, drawing and reading graphs, and factoring. Modern terminology of mathematics is used throughout the course, which consists of fourteen assignment sheets. Unit tests are given when each assignment sheet is completed. A final test is given. One high school credit may be obtained.

ALGEBRA II
LENGTH OF COURSE—20 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—"Algebra—It's Big Ideas and Basic Skills" (Book II) by Aiken, Henderson, and Pingry.
PREREQUISITE—Algebra I.
COURSE CONTENT—A very brief review of Algebra I is accomplished first. Advanced work in quadratics and factoring are covered as well as work with irrationalities, exponents, logarithms, complex numbers, functions, systems of equations, linear functions, trigonometric functions and progressions and series. The course has thirteen assignment sheets with tests given at the end of the unit. A final test is given and upon completion one-half high school credit may be obtained.

GEOMETRY
LENGTH OF COURSE—20 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—The course consists of concepts and inference patterns from logic as well as concepts of set theory statements, postulates, and theorems. There are twelve assignment sheets and tests with a final test at the completion of the course. One high school credit is given upon successful completion of the course.

TRIGONOMETRY
LENGTH OF COURSE—20 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.

SCHOOL OF GENERAL EDUCATION

TEXT—"Plane Trigonometry", by Rasonobach, Whitman, Maskovitz.
PREREQUISITE—Algebra.
COURSE CONTENT—A study of basic trigonometric functions, solutions of right and oblique triangles, fundamental trigonometric identities, the use of logarithms, and complex number notations. There are twenty assignment sheets covering the course after which a final examination is completed to allow one-half high school credit.

CITIZENSHIP
LENGTH OF COURSE—20 weeks.
Thursday, 7:00 p.m. to 9:00 p.m.
PREREQUISITE—Knowledge of the English language (written and oral).
COURSE CONTENT—A series of lessons presenting basic information and studies of the constitution, governmental organization, the obligations of a citizen, voting procedures, outlines of the United States history, state and local governments, needed to become an effective citizen of the United States.

ENGLISH I
LENGTH OF COURSE—20 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 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—20 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—20 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—An elementary course in applied grammar which places emphasis upon spelling, vo-
ENGLISH IV
LENGTH OF COURSE—20 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—10 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)
LENGTH OF COURSE—20 weeks.
Thursday, 7:00 p.m. to 9:00 p.m.
COURSE CONTENT—This is a writing course for those
interested in expressing their thoughts and feelings
in such forms as articles, plays, poems, and short
stories. Members of the group bring their manu-
scripts as a basis for discussion and for help in
their individual writing problems.

FRENCH I
LENGTH OF COURSE—20 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—The course aims at maximum use-
fulness to enable the student to speak and write
from the very beginning in simple, natural French.
In addition, a Graded French Reader is used to build up a
more extensive vocabulary.

FRENCH II
LENGTH OF COURSE—20 weeks.
Tuesday and Thursday, 7:00 p.m. to 9:00 p.m.
COURSE CONTENT—This course is for students who
completed French II, or had one year of college
French, or two years of high school French. It will
include training in conversation at the intermediate
level and reading and discussion of selections of
French literature.

GERMAN I
LENGTH OF COURSE—20 weeks.
Monday and Wednesday, 7:00 p.m. to 9:00 p.m.
COURSE CONTENT—This course aims at maximum use-
fulness to enable the student to speak and to write
in simple, natural German. In addition, a Graded
German Reader is used to build up a more exten-
sive vocabulary.

GREAT LITERATURE
LENGTH OF COURSE—20 weeks.
Wednesday, 7:00 p.m. to 9:00 p.m.
COURSE CONTENT—This course is designed for those
who wish to read and interpret the great classics
of the ages.

PREPARING FOR RETIREMENT
LENGTH OF COURSE—7 weeks.
Thursday, 7:00 p.m. to 9:00 p.m., Scanlan Hall.
Beginning Oct 10.
COURSE CONTENT—Housing (public and private), financ-
ing retirement (social security, investments, pensions),
legal aspects of retirement (wills, taxes), health,
creative use of leisure, part-time employment.

SPANISH I
LENGTH OF COURSE—20 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—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.

SPANISH II
LENGTH OF COURSE—20 weeks.
Monday and Wednesday, 7:00 p.m. to 9:00 p.m.
COURSE CONTENT—For those who have had Spanish I
or its equivalent. Continuing the conversational ap-
proach, adding some literature and special activities.

YOUR SPEECH
LENGTH OF COURSE—20 weeks.
Monday, 7:00 p.m. to 9:00 p.m.
COURSE CONTENT—This course consists of two units.
The first emphasizes breathing, posture, tone placement, vocal technique through relaxation and articulation; the second unit consists of preparing and delivering speeches suitable for committee meetings, conferences, clubs, or similar groups.

MIDVALE SCHOOL

READING THE LANDSCAPE
(Second term only)
LENGTH OF COURSE—12 weeks.
Monday, 7:30 p.m. to 9:30 p.m., beginning January 13, 1964; Tuesday 7:30 p.m. to 9:30 p.m., beginning January 14, 1964; Thursday, 7:30 p.m. to 9:30 p.m., beginning January 16, 1964.
COURSE CONTENT—Lectures, discussions, and visual aids for increasing the awareness of plants, animals, and the land, and understanding their interrelationships and behavior. The principles discussed provide a framework for increasing appreciation of nature and maintaining enough of it to meet society’s needs. Spring field trips will be conducted.

SCHOOL OF ART

ANTIO ChES—Collecting and Identifying
LENGTH OF COURSE—10 weeks.
Tuesday, 7:00 p.m. to 9:00 p.m.
FEE—In addition to registration fee $3.
COURSE CONTENT—Historical background of present day antiques. Lectures and discussion on antique furniture, china, glassware, textiles, metal accessories, restorations in Wisconsin and use of antiques in homes of today.

ART METAL AND ENAMELING
LENGTH OF COURSE—20 weeks.
Wednesday, 7:00 p.m. to 9:00 p.m.
FEE—In addition to registration fee $3.
COURSE CONTENT—Design principles 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—20 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.

COMMERCIAL ART TECHNIQUES
LENGTH OF COURSE—20 weeks.
Thursday, 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, air brush, and various mechanical devices.

FREE HAND DRAWING
LENGTH OF COURSE—20 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 relationships of form, mass, line, value and perspective from still life and imagination. Study of the figure, sketching from models, emphasis on individual interpretation. Mediums: pencil, charcoal, pen and ink, crayon and wash. Students pay for materials used.

GENERAL CRAFTS
LENGTH OF COURSE—20 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), tussah spinning (painting decoration), black printing, textile painting, and other current crafts according to demand.

*INTERIOR DECORATION
LENGTH OF COURSE—20 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.
**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 18.

*For Interior Decoration class offered at Cherokee Heights, Midvale and LaFollette Schools see page 18.

**JEWELRY**

**LENGTH OF COURSE—20 weeks.**

**TUESDAY, 7:00 p.m. to 9:00 p.m.**

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

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

For Jewelry I classes offered at outlying centers, see page 18.

**JEWELRY II AND LAPIDARY**

**LENGTH OF COURSE—20 weeks.**

**THURSDAY, 7:00 p.m. to 9:00 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—20 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—20 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.**

**OIL PAINTING**

**LENGTH OF COURSE—20 weeks.**

**MONDAY and WEDNESDAY, 7:00 p.m. to 9:00 p.m.**

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

**COURSE CONTENT—A basic course in oil painting for the beginning and intermediate student with strong emphasis on fundamentals of color, composition and handling of media.**

**PORTRAIT PAINTING**

**LENGTH OF COURSE—20 weeks.**

**TUESDAY and/or 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 shadow; the anatomy; structure of solidity, gesture, expression; design element and composition. Medias: pastel, charcoal, charcoal crayon, water color and oil. Students pay for materials used.**

**POTTERY**

**LENGTH OF COURSE—20 weeks.**

**MONDAY and/or WEDNESDAY, 7:00 p.m. to 9:00 p.m.**

**TUESDAY and/or THURSDAY, 6:30 p.m. to 9:30 p.m.**

**WEDNESDAY, 5:00 p.m. to 7:00 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.**

**ROSEMAILING (Decorative Painting)**

**LENGTH OF COURSE—20 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...**
WEAVING
LENGTH OF COURSE—20 weeks.
Tuesday and Thursday, 6:30 p.m. to 9:30 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
Rosemaling and Textile Painting
Tuesday, 7:30 p.m. to 9:30 p.m.

MIDVALE SCHOOL
Interior Decoration
Rosemaling and Textile Painting
Thursday, 7:30 p.m. to 9:30 p.m.

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

SCHENK SCHOOL
Rosemaling and Textile Painting
Art Metal and Enameling and Jewelry
Braided Rugs
Thursday, 7:30 p.m. to 9:30 p.m.

LA FOULETTE SCHOOL
(Evening to be announced)
Art Metal and Enameling
Interior Decoration
Oil Painting
Rosemaling

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, Technical and Adult Schools or another school offering a comparable course.

The total cost of the course (including classroom instruction and behind-the-wheel training) is $25 for Madison residents and $35 for nonresidents.

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

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

TEXT—“How to Drive” by the 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 1963-64 classes begin on the following dates:
- September 10, 1963
- November 12, 1963
- January 28, 1964
- April 7, 1964
- June 2, 1964
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
day per week for eight weeks)

FEE

<table>
<thead>
<tr>
<th>Madison Residents</th>
<th>Non-Residents</th>
</tr>
</thead>
<tbody>
<tr>
<td>Eight Individual lessons and equal observation time in driver training car.</td>
<td>$26.00</td>
</tr>
</tbody>
</table>

Registration fee for those not taking classroom instruction at the Madison Vocational, Technical and Adult Schools. $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 cor. 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 1963-64 behind-the-wheel training begins on the following dates:
- September 23, 1963
- November 25, 1963
- February 10, 1964
- April 20, 1964
- June 15, 1964

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 9:30 p.m.
COURSE CONTENT—Standard a cappella and concert repertoire in several concerts with Civic Orchestra. Made up of adults who must qualify.

MADISON MUNICIPAL BAND
LENGTH OF COURSE—20 weeks.
Thursday, 7:30 p.m. to 9:30 p.m.
COURSE CONTENT—Standard concert band repertoire. Made up of adults who must qualify.

MADISON CIVIC OPERA WORKSHOP
LENGTH OF COURSE—32 weeks.
Wednesday, 7:30 p.m. to 9:30 p.m.
COURSE CONTENT—Standard opera repertoire. Made up of adults who must qualify.

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 9:30 p.m.
COURSE CONTENT—Standard a cappella and concert repertoire in several concerts with Civic Orchestra. Made up of adults who must qualify.

MADISON MUNICIPAL BAND
LENGTH OF COURSE—20 weeks.
Thursday, 7:30 p.m. to 9:30 p.m.
COURSE CONTENT—Standard concert band repertoire. Made up of adults who must qualify.

MADISON CIVIC OPERA WORKSHOP
LENGTH OF COURSE—32 weeks.
Wednesday, 7:30 p.m. to 9:30 p.m.
COURSE CONTENT—Standard opera repertoire. Made up of adults who must qualify.

PIANO

PIANO (Beginners)
LENGTH OF COURSE—20 weeks.
Monday, 6:00 p.m. to 7:00 p.m. or 7:00 p.m. to 8:00 p.m. Wednesday, 6:00 p.m. to 7:00 p.m.
FEE—(In addition to registration fee) $1 per lesson payable 10 weeks in advance.
COURSE CONTENT—Basic principles, easy solo pieces.

PIANO I B (Intermediate)
LENGTH OF COURSE—20 weeks.
Monday, 8:00 p.m. to 9:00 p.m.
FEE—(In addition to registration fee) $1 per lesson payable 10 weeks in advance.
COURSE CONTENT—A refresher course for adult students with limited previous training. Sight reading, rhythm and expression stressed.

PIANO II AND III (Advanced)
LENGTH OF COURSE—20 weeks.
Wednesday, 8:00 p.m. to 9:00 p.m.
FEE—(In addition to registration fee) $1 per lesson payable 10 weeks in advance.
COURSE CONTENT—Scales, arpeggios, hand building exercises, sonatas, two piano ensemble music.

POPULAR PIANO THROUGH KEYBOARD HARMONY
LENGTH OF COURSE—20 weeks.
Thursday, 7:00 p.m. to 8:00 p.m.
TEXT—Modern Piano by Leo Sims.
FEE—(In addition to registration fee) $1 per lesson payable 10 weeks in advance.
COURSE CONTENT—Designed for students having some knowledge of piano. An intermediate 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—20 weeks.
Monday, 6:00 p.m. to 7:00 p.m.
COURSE CONTENT—Fundamentals of violin playing for adult beginners.
VOICE CLASS
LENGTH OF COURSE—20 weeks.
Wednesday, 7:30 p.m. to 8:30 p.m. for beginners,
8:30 p.m. to 9:30 p.m. for advanced students.
COURSE CONTENT—A fundamental lecture course in
voice placing, tone production, breathing, articulation.

EAR TRAINING AND SOLFEGGIO
LENGTH OF COURSE—20 weeks.
Tuesday, 7:30 p.m. to 9:00 p.m.
COURSE CONTENT—For the untrained. Open to all
adult students unfamiliar with reading music, clefs
and intervals. Planned as an aid to church choir
singers.

ORGAN KEYBOARD HARMONY I
LENGTH OF COURSE—20 weeks.
Wednesday, 7:00 p.m. to 8:00 p.m.
FEE—(In addition to registration fee) $1 per lesson
payable 10 weeks in advance.
COURSE CONTENT—Designed for home organs. A
course in practical harmony for people who do
not read music. Useful in playing without sheet
music and playing piano music on the organ. Not
regulation organ lessons.

ORGAN KEYBOARD HARMONY II
LENGTH OF COURSE—20 weeks.
Thursday, 7:00 p.m. to 8:00 p.m.
FEE—(In addition to registration fee) $1 per lesson
payable 10 weeks in advance.
COURSE CONTENT—Designed for home organs. A
course in practical harmony, useful in arranging,
playing without sheet music, transposition, and ar-
raging piano music for organ. Not regulation
organ lessons.

MUSIC APPRECIATION
LENGTH OF COURSE—20 weeks.
Friday, 7:00 p.m. to 9:00 p.m.
COURSE CONTENT—A series of lectures on music and
the related arts intended to guide the serious
listener to a better understanding of the art of
music.

EVENING CLASSES AT CENTERS

MIDVALE SCHOOL
PIANO I—Tuesday, 7:00 p.m. to 8:00 p.m.
PIANO II—Tuesday, 8:00 p.m. to 9:00 p.m.
BUSINESS ADMINISTRATION-ACCOUNTING

ACCOUNTING I
(Elementary)
LENGTH OF COURSE—20 weeks.
Monday, 3:30 p.m. to 6:30 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 course will provide the student with a general knowledge of accounting useful in business or professional fields.

ACCOUNTING II
(Partnership and Corporation)
LENGTH OF COURSE—20 weeks.
Monday, 6:30 p.m. to 9:30 p.m.
COURSE CONTENT—A continuation of Accounting I enlarging upon the theories and practices in use today in partnership and corporate types of organizations. Classification of accounts, admission of new partners, partnership dissolution, negotiable instruments, taxes, and the acquisition and disposal of fixed assets will be a part of this course. It is considered basic for students planning to major in accounting or for work as a bookkeeper or junior accountant.

ACCOUNTING III
(Corporation and Manufacturing)
LENGTH OF COURSE—20 weeks.
Wednesday, 6:30 p.m. to 9:30 p.m.
PREREQUISITE—Accounting II.
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 at a manufacturer are subjects covered.

ACCOUNTING IV
(Intermediate Problems)
LENGTH OF COURSE—20 weeks.
Wednesday, 6:30 p.m. to 9:30 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
(Cost)
LENGTH OF COURSE—20 weeks.
Wednesday, 6:30 p.m. to 9:30 p.m.
PREREQUISITE—Accounting III or its equivalent.
COURSE CONTENT—The job cost or production order system, the process cost system and the standard cost system are discussed. Accounting for materials, labor and factory overhead expenses gives the student knowledge basic in the field of cost accounting.

ACCOUNTING VI
(Advanced Accounting Problems)
LENGTH OF COURSE—20 weeks.
Monday, Wednesday, Thursday, or Friday, 6:30 p.m. to 9:30 p.m.
COURSE CONTENT—A course for junior accountants designed to improve problem solving. Prerequisite—Intermediate Accounting. Emphasis is also placed on the preparation and interpretation of forms and reports used in public accounting.

BUSINESS MACHINES
COMPTOMETER AND BURROUGHS
(Key-driven Calculators)
LENGTH OF COURSE—20 weeks.
Monday, Tuesday, Wednesday, Thursday, or Friday, 6:00 p.m. to 9:00 p.m.
FEE—(In addition to registration fees) $2.
COURSE CONTENT—A foundation course in which the student learns correct techniques and the four basic operations in addition, multiplication, subtraction and division. Permanent decimal multiplication, split and three-factor multiplication are mastered.
Trade discount, chain discount, interest, payroll, and invoice extensions are studied. Speed drills in addition are a part of this course. Upon satisfactory completion of this work the student will qualify for simple calculator jobs which do not require high speed operation. Students may also work on ten and full keyboard adding machines and printing calculators.

**MACHINE CALCULATION**

(Automatic Electric Calculators—Friden, Marchant, Monroe)

**LENGTH OF COURSE—10 weeks.**


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

**COURSE CONTENT—**The student learns the basic operations on the rotary electric calculator. Accumulation, negative multiplication, percentage, discounts, realeases, distribution, proration, and invoicing are a part of this course. Practical applications as used in business and industry are stressed. Training is also given on ten and full keyboard adding machines and on printing calculators.

**CARD PUNCH**

**LENGTH OF COURSE—10 weeks.**

**TEXT—**Introduction to Punched Card Accounting. Selected IBM Manuals.

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

**COURSE CONTENT—**An intensified course in machine accounting, providing training in control panel wiring and machine operations for the 402 accounting machine. Practical machine problems as well as instruction in theory are included in this course.

**COMPUTER CONCEPTS**

**LENGTH OF COURSE—10 weeks.**

**TEXT—**Selected IBM Manuals.

**COURSE CONTENT—**This course will cover a brief history of computers, a general description of how computers operate, an abridged study of programming with some practical exercises and an extended investigation of various applications typical to business and industrial uses of computers. The utility and economic advantage of a computer in these areas will be discussed. Selected areas
will be covered as case studies of practical problems with exercises involving student use of the IBM 1620 computer.

BASIC PROGRAMMING OF THE IBM 1620 COMPUTER
LENGTH OF COURSE—20 weeks.
Thursday, 6:30 p.m. to 9:30 p.m.
FEE—(In addition to registration fee) $10.
TEXT—Selected IBM Manuals.
COURSE CONTENT—This is a basic course in programming an electronic computer with the IBM 1620 available for class use. Practical problems are used to afford the student an opportunity to apply programming techniques. Such subjects as machine components, data flow, instruction format, operation codes, timing, and checking will be studied.

RELATED BUSINESS

BUSINESS ARITHMETIC
LENGTH OF COURSE—10 weeks.
Tuesday and Thursday, 7:00 p.m. to 9:00 p.m.
TEXT—College Business Arithmetic, by Hanna.
COURSE CONTENT—Especially intended to serve the needs of people in business. Cashiers, clerks, general office workers, students preparing for civil service examinations, accounting and business machines students, and those who are not strong in arithmetic will find this course well adapted to their needs. An intensive review of fundamentals, percentage, practical short methods, bank discounts, trade and cash discounts, profit and loss, and payrolls will be a part of this course.

BUSINESS CORRESPONDENCE
LENGTH OF COURSE—10 weeks. Second semester.
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, acknowledgment, 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.

BUSINESS ECONOMICS
LENGTH OF COURSE—20 weeks.
Wednesday, 7:00 p.m. to 9:00 p.m.
TEXT—To be selected.

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

BUSINESS LAW
LENGTH OF COURSE—20 weeks.
Tuesday, 7:00 p.m. to 9:00 p.m.
TEXT—Principles of Business Law, by Dillavou and Howard.
COURSE CONTENT—The purpose of this course is to acquaint the student with the general principles of law which are followed in business and train him to apply these principles to typical business situations. The text material is supplemented with selected cases which demonstrate the application of legal principles to concrete cases.

CIVIL SERVICE REVIEW
LENGTH OF COURSE—10 weeks.
Monday, 7:00 p.m. to 9:00 p.m.
COURSE CONTENT—This course is designed for students desiring to take city, state, and federal civil service examinations for various office and clerical positions. Review is given in grammar, spelling, arithmetic, with preliminary practice in various types of tests—matching, true-false, completion, multiple choice. Typewriting, shorthand and accounting are not a part of this course.

FUNDAMENTALS OF BUSINESS ENGLISH
LENGTH OF COURSE—10 weeks.
Monday and Wednesday, 7:00 p.m. to 9:00 p.m.
TEXT—College English for Business, 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.

INCOME TAX CLINIC
LENGTH OF COURSE—5 weeks.
Wednesday, 7:00 p.m. to 9:00 p.m.
First class begins Wednesday, November 13, 1963.
Second class begins Wednesday, January 15, 1964.
COURSE CONTENT—A short course consisting of a series of lectures on individual income tax returns, both federal and state. It is designed to supply information to persons interested mainly in their own returns, however, those who prepare tax returns for
others will also benefit. Such subjects as farms, gross income, deductions, changes in the law, calculation of the tax, rent income, depreciations, and tax savings are covered.

PERSONNEL PSYCHOLOGY
LENGTH OF COURSE—10 weeks. Second semester.
Tuesday, 7:00 p.m. to 9:00 p.m.
TEXT—To be selected.
COURSE CONTENT—A continuation of Supervisory Development stressing the psychological approach in dealing with personnel problems arising in business and industry. Students may enroll in this course without having taken the Supervisory Development course.

RECORDS MANAGEMENT
LENGTH OF COURSE—10 weeks.
Monday, 6:30 p.m. to 9:30 p.m.
TEXT—Progressive Filing for Colleges, by Kahn and Yorion.
COURSE CONTENT—A course teaching the basic principles of filing. Learn rules by coding and filing cards alphabetically. Study methods of filing and application by using miniature letters and filing boxes. Methods include: alphabetic, variadic, numeric, and geographic. Advanced methods will be taught if time permits and will include: subject, triple check and soundex.

SUPERVISORY DEVELOPMENT
(For offices)
LENGTH OF COURSE—10 weeks.
Tuesday, 7:00 p.m. to 9:00 p.m.
TEXT—To be selected.
COURSE CONTENT—Emphasis will be centered on the practical application of theories and techniques in solving personnel problems. The role of the supervisor in the organizational structure, tools and techniques of the supervisor, communications, and counseling techniques are areas to be studied. Persons responsible for supervising employees now or in the future will profit from this course.

SECRETARIAL SCIENCE

SHORTHAND I
LENGTH OF COURSE—20 weeks.
Monday and Wednesday, 7:00 p.m. to 9:00 p.m. or Tuesday and Thursday, 7:00 p.m. to 9:00 p.m.
TEXT—Gregg Shorthand, Diamond Jubilee Series.
Student's Transcript and Reference Manual.
FEE—(In addition to registration fee) $2.
COURSE CONTENT—This is a study of Gregg Shorthand 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 I
(Dictation and Transcription)
LENGTH OF COURSE—10 weeks.
Tuesday and Thursday, 7:00 p.m. to 9:00 p.m.
TEXT—Refresher Course in Gregg Shorthand Simplified, by Strony, Garvey and Newhouse.
FEE—(In addition to registration fee) $2.
COURSE CONTENT—This is a refresher course for those who have completed the shorthand theory and wish to review courses.

SHORTHAND REVIEW II
(Dictation and Transcription)
LENGTH OF COURSE—10 weeks.
Tuesday and Thursday, 7:00 p.m. to 9:00 p.m.
TEXT—Refresher Course in Gregg Shorthand Simplified by Strony, Garvey and Newhouse.
FEE—(In addition to registration fee) $2.
COURSE CONTENT—This is a refresher course for those who have completed the shorthand theory and wish to review courses.

STENOGRAPHY I
(Intermediate Dictation)
LENGTH OF COURSE—10 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 typing. Students may transfer at the end of the semester to the advanced dictation class upon satisfactory completion of this course.

STENOGRAPHY II
(Advanced Dictation)
LENGTH OF COURSE—20 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.

TYPEWRITING I
(Beginning)
LENGTH OF COURSE—16 weeks.
Monday and Wednesday, 5:00 p.m. to 7:00 p.m., or 7:00 p.m. to 9:00 p.m.
Wednesday, 6:30 p.m. to 8:30 p.m.
Tuesday and Thursday, 6:00 p.m. to 8:00 p.m.
FEE—(In addition to registration fee) $2.

COURSE CONTENT—Development of typewriting power, speed and accuracy, through the use of good techniques in typing from problem copy as well as from sustained writing copy is the course objective. Problems include letter arrangement, special types of business letters, planning and typing tables, tabulations, rough drafts and simple business forms.

TYPEWRITING II
(Advanced)
LENGTH OF COURSE—20 weeks.
Tuesday, 7:00 p.m. to 9:00 p.m. (Electric)
Wednesday, 7:00 p.m. to 9:00 p.m. (Electric)
FEE—(In addition to registration fee) $2.

COURSE CONTENT—This course is designed to provide the typist with problems comparable to actual office situations. Letter styles, invoices, statements, rough drafts, tabulations, and report writing. Students may work on copy to be duplicated by the mimeograph stencil process, the spirit duplicating process, or the Multilith process. It will be possible for students to work on transcribing machines in this course. Timed writings will also be an important part of the work.

CLASSES AT CENTERS
LA FOLLETTE SCHOOL
Accounting I (Elementary)—Evening to be announced, 6:30 p.m. to 9:30 p.m., twenty weeks.
Typewriting I (Beginning)—Evening to be announced, 7:00 p.m. to 9:00 p.m., twenty weeks.

SCHOOL OF BUSINESS
STORE SALESMASTERNSHIP
(First Term)
LENGTH OF COURSE—10 weeks.
Tuesday, 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—10 weeks.
Monday, 7:00 p.m. to 9:00 p.m.
FEE—(in addition to registration fee) $1.
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.

CREATIVE SALES DEVELOPMENT
(Second Term)
LENGTH OF COURSE—10 weeks.
Tuesday, 7:00 p.m. to 9:00 p.m.
FEE—(in addition to registration fee) $1.
COURSE CONTENT—Introductions to various types of “idea building” techniques as applied to sales. Includes developing a creative mind, brainstorming, imagery, problem-solving and emotional blocks to creativity. A majority of the time is spent on individual and group activities to assist the student in developing his own creative sales ideas.

EFFECTIVE SALES SPEECH
(Second Term)
LENGTH OF COURSE—10 weeks.
Wednesday, 7:00 p.m. to 9:00 p.m.
COURSE CONTENT—Assists the student to develop practical ways of building speech confidence, particularly as applied to the sales field. Includes planning, writing, presentation of material; group analysis and persuasion techniques; actual classroom demonstrations plus guest speakers.

RETAIL STORE ADVERTISING
(Second Term)
LENGTH OF COURSE—10 weeks.
Wednesday, 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.

SCHOOL OF MARKETING

MERCHANDISE DISPLAY
(First Term)
LENGTH OF COURSE—10 weeks.
Wednesday, 7:00 p.m. to 9:00 p.m.
FEE—(in addition to registration fee) $1.
COURSE CONTENT—Basic window and interior display techniques; two 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.
Tuesday and Thursday, 7:00 p.m. to 9:00 p.m.
(Begins October 29).
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.

EFFECTIVE GIFT WRAPPING
LENGTH OF COURSE—4 weeks.
Wednesday, 7:00 p.m. to 9:30 p.m.
Begins October 16.
FEE—(in addition to registration fee) $2.
COURSE CONTENT—Basic techniques for business personnel on package wrapping and bow tying.

CREDIT MANAGEMENT
(First Term)
LENGTH OF COURSE—8 weeks.
Tuesday, 7:00 p.m. to 9:00 p.m.
COURSE CONTENT—Tasks of credit management; organize and administer credit department work; credit and collection policy; statistics and research. Cooperate with other credit granters.

RETAIL MEAT MERCHANDISING
(First Term)
LENGTH OF COURSE—10 weeks.
Wednesday, 7:30 p.m. to 9:30 p.m.
Begins August 28.
COURSE CONTENT—Workshop situation covering primarily actual cutting tests and the figuring of percentages.

HOSTESS TRAINING
( Waitress)
LENGTH OF COURSE—10 weeks.
Wednesday, 7:00 p.m. to 9:00 p.m.
COURSE CONTENT—Knowing 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 assembl-
billing orders; serving the customer for breakfast, lunch, dinner and dessert; serving beverages; serving entrees, desserts, and common foods; children's service; clearing; serving before and after dinner drinks.

REAL ESTATE
LENGTH OF COURSE—20 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; how to handle commissions; residential appraisals; legal aspects; mortgages and titles; real estate licenses; and preparation for examination.

INVESTMENTS
(Basic)
LENGTH OF COURSE—8 weeks.
Wednesday, 7:00 p.m. to 9:00 p.m.
FEE—(In addition to registration fee) $1.
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—10 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
(First term)
LENGTH OF COURSE—10 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
(Second term)
LENGTH OF COURSE—10 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.
CLOTHING AND TEXTILES

CLOTHING 1—Firsts in Clothing Construction
LENGTH OF COURSE—20 weeks.
Monday, Tuesday, Wednesday, Thursday or Friday, 7:00 p.m. to 9:30 p.m.
FEE—(In addition to registration fee) $1.
COURSE CONTENT—First lessons in clothing construction include the making of a wool skirt, (fitted or gently flared), and a cotton dress. 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. Up-to-date information on new fabrics is made available. Material and pattern should not be purchased until after attendance at first class.

CLOTHING 2—Casual Clothes
LENGTH OF COURSE—20 weeks.
Monday or Wednesday, 7:00 p.m. to 9:30 p.m.
FEE—(In addition to registration fee) $1.
PREREQUISITE—Clothing 1
COURSE CONTENT—Techniques and subject matter of this course are planned to follow Clothing 1 or its equivalent. Types of garments to be made—sport or casual dresses, robes, shirts or tailored blouses, slacks, shorts or Bermuda. 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. Patterns and materials should not be purchased until after attendance at first class.

CLOTHING 3—Dresses for All Occasions
LENGTH OF COURSE—20 weeks.
Tuesday or Friday, 7:00 p.m. to 9:30 p.m.
7:00 p.m. to 9:30 p.m.
FEE—(In addition to registration fee) $1.
PREREQUISITE—Clothing 2 or its equivalent
COURSE CONTENT—Dresses of cotton, linen, silk, wool, man-made fibers and blends are constructed in this course. Latest information and techniques for sewing on the new fabrics are included. Dresses which may be made in this class are one and two piece dresses, jacket dresses and dinner dresses. Patterns and fabric should not be purchased until after attendance at first class.

CLOTHING 4—that Made to Order Look
LENGTH OF COURSE—20 weeks.
Thursday, 7:00 p.m. to 9:30 p.m.
FEE—(In addition to registration fee) $1.
PREREQUISITE—Clothing 3 or equivalent
COURSE CONTENT—This course is for students who have an advanced knowledge of clothing construction. Emphasis will be placed upon proper fit. A basic dress pattern may be worked out if the student desires. Techniques for sewing on more difficult fabrics will be studied. The student has the opportunity to choose widely for her project; however, emphasis is placed on planning the total costume. Examples may be: one-piece dress, dress and jacket combination, skirt, blouse and jacket combination, evening wear, cocktail dresses, coat and dress combinations.

CLOTHING 5—Tailoring Techniques (beginning)
LENGTH OF COURSE—20 weeks.
Monday, Tuesday, or Friday, 6:30 p.m. to 9:30 p.m.
FEE—(In addition to registration fee) $1.
PREREQUISITE—Clothing 4
COURSE CONTENT—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. This course is for the advanced student who has successfully completed Clothing 4.

CLOTHING 6—Tailoring Techniques (advanced)
LENGTH OF COURSE—20 weeks.
Wednesday, 6:30 p.m. to 9:30 p.m.
FEE—(In addition to registration fee) $1.
PREREQUISITE—Clothing 5
COURSE CONTENT—Review of procedure covered in Clothing 5 is given. Greater emphasis is put upon detail, such as pocket types, worked buttonhole and construction details. Latest information on fabrics, and construction techniques for these fabrics will be studied. Suits and coats will be made.

CLOTHING 10—Children’s Clothing (beginning)
LENGTH OF COURSE—20 weeks.
Monday or Tuesday, 7:00 p.m. to 9:00 p.m.
FEE—(In addition to registration fee) $1.
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. 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.

CLOTHING 13—Wardrobe Coordination
LENGTH OF COURSE—10 weeks.
Tuesday, 7:00 p.m. to 9:00 p.m.
FEE—None.
COURSE CONTENT—A clothing course designed to help the contemporary woman choose the best in fashion for herself and her family. Consideration will be given to the effective use of line, design, and color to achieve appropriate and becoming dress for all occasions. The course will include the development of an awareness of quality, labels and their meaning, and shopping techniques. Consideration will be given to helping a woman develop her taste and her personal style in selecting clothes and accessories.

CLOTHING 14—Special Tailoring Problems
LENGTH OF COURSE—6 sessions.
Thursday, 7:00 p.m. to 9:30 p.m.
October 10, October 17, November 14, January 16, February 6, March 5.
FEE—(In addition to registration fee) $1.
PREREQUISITE—Clothing 6 (Advanced Tailoring).
COURSE CONTENT—This course is offered to the student who has had advanced tailoring. It includes work on individual problems. Changes and improvements in tailoring techniques and methods of handling new fabrics and designs will be covered. Students will be encouraged to contribute any new experience in tailoring techniques.

MILLINERY 1
LENGTH OF COURSE—20 weeks.
Monday, Tuesday, or Thursday, 7:00 p.m. to 9:00 p.m.
FEE—(In addition to registration fee) $1.50.
COURSE CONTENT—This course, for the beginner, includes the fundamental principles and techniques basic to the design and construction of hats. It will include the covering of frames with fabrics of various types; feathers, fur, straw, berries, flowers, and leaves. Students will be taught how to make their own frames. Felts and straws will also be blocked. Spring hats of straw braid, straw cloth, maline, orgonze, and flowers and petals are created. Throughout the course, correct hats for the individual face, figure, personality and wardrobe needs are stressed.

MILLINERY 2
LENGTH OF COURSE—20 weeks.
Wednesday, 7:00 p.m. to 9:00 p.m.
FEE—(In addition to registration fee) $1.50.
COURSE CONTENT—This class is planned for the student who has had Millinery 1 or has had professional experience, and who desires to adapt current styles in a creative and individual manner. Velvets, satins, brocades, fur, feathers, draping fabrics, veilings, flowers, leaves, berries and straw braids are used. Instruction in advanced blocking of felts and velours and instruction in more intricate types of designers’ hats is given. Designing of individual trims, including fabric flowers is included. Perking up last season’s hat will be considered.

FUR REMODELING
LENGTH OF COURSE—20 weeks.
Wednesday or Friday, 7:00 p.m. to 9:30 p.m.
FEE—(In addition to registration fee) $1.
COURSE CONTENT—Instruction will include restyling for garments. Attention is given to fitting problems. Students may make fur accessories such as collars and neckpieces. Care and identification of fur will be studied.

KNITTING 1
LENGTH OF COURSE—20 weeks.
Monday, Tuesday, Wednesday, or Thursday, 7:00 p.m. to 9:00 p.m.
FEE—(In addition to registration fee) $1.
MATERIALS NEEDED—1 pair 10" No. 4 or 5 needles, small ball worsted weight yarn, notebook and pencil.
COURSE CONTENT—Basic knitting stitches and processes, pattern interpretation; understanding and selecting yarns will be studied. Suitable articles to be made are; mittens, scarves, hoods and hats, and simple sweaters. The care of knitted garments and basic blocking will be discussed and demonstrated.

KNITTING 2
LENGTH OF COURSE—20 weeks.
Thursday, 7:00 p.m. to 9:00 p.m.
FEE—(In addition to registration fee) $1.
MATERIALS NEEDED—Notebook and pencil, needles and yarn, measuring equipment (tape line or ruler).
COURSE CONTENT—This course is for the advanced student and will include planning, styling and more intricate pattern interpretation. Articles to be made include pattern stitch sweaters, dresses, coats, and gloves.
FOODS AND NUTRITION

FOODS 1—Planning and Preparation of Family Meals
LENGTH OF COURSE—20 weeks.
Tuesday, 7:00 p.m. to 9:30 p.m.
FEE—(In addition to registration fee) $5.
COURSE CONTENT—This course is designed to help the student with the modern concepts of family meal planning and preparation. The course will include the newest techniques for quick breads, meats, vegetables, salads, casseroles, casseroles, sandwiches, and simple deserts. Geared to streamlined 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, or business persons who wish to develop a working knowledge for family meal planning and preparation.

FOODS 2—Double Quick Meals
LENGTH OF COURSE—20 weeks.
Thursday, 7:00 p.m. to 9:30 p.m.
FEE—(In addition to registration fee) $5.
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 with imaginative use of mixes and prepared foods, utilizing of time and energy, planning efficient storage of food and equipment and wise use of freezer space and other appliances will be included. An excellent course for business women, or men, working wives and mothers desiring nutritious meals in less time. Previous experience in meal preparation or Foods 1 would be helpful.

FOODS 3—Meats, Poultry, and Seafoods
LENGTH OF COURSE—20 weeks.
Tuesday, 7:00 p.m. to 9:30 p.m.
FEE—(In addition to registration fee) $7.50.
COURSE CONTENT—This course is designed to help you make the most of your meat dollar in selection, storage and preparation of meats, poultry, and seafoods. Meat study will include beef, veal, lamb, and pork. Attractive service will be presented. Garnishes, accompaniments, and vegetables will be prepared.

FOODS 4—Salads and Casseroles
LENGTH OF COURSE—10 weeks.
Monday, 7:00 p.m. to 9:00 p.m. (second term)
FEE—(In addition to registration fee) $4.
COURSE CONTENT—New and unusual salads and casseroles, for family and guest meals, will be featured in this course. Appealing combinations of vegetables, fruits, gelatin, fish, meats and chicken will be included in dinner, luncheon and main course salads. Selection and preparation of greens will be highlighted. Salad dressings will be included. Designed to help the student combine and attractively serve salads and casseroles. Menu planning will be included.

FOODS 5—Breads, Cakes and Pastries
LENGTH OF COURSE—20 weeks.
Thursday, 7:00 p.m. to 9:30 p.m.
FEE—(In addition to registration fee) $4.
COURSE CONTENT—This course is planned to give the homemaker a general knowledge of all baking as related to materials, techniques and standards in the baking of quick breads, cakes and cookies during the first term (10 weeks); yeast breads and pastries the second term (10 weeks). Christmas cookies and fruit cakes are studied prior to the holiday season. Streamlined methods are taught to be compared with mixes and conventional methods. These lessons are helpful to beginners, as well as the experienced homemaker who wishes to improve and modernize her baking techniques.

FOODS 6—Hospitality Foods—Gracious Hostessing
LENGTH OF COURSE—20 weeks.
Thursday, 7:00 p.m. to 9:30 p.m.
FEE—(In addition to registration fee) $7.50.
COURSE CONTENT—Two teachers will conduct this course in food preparation, in food service, and in the selection and use of table appointments. This course is planned for those who are interested in learning more about the art of being a successful hostess. It will include table settings to fit party themes, centerpieces, selection of china, silver and crystal, as well as menus for special occasions and practice in preparing and serving hospitality foods for buffet meals, teas, receptions, desserts, and holiday entertaining.

FOODS 7—Cake Decorating
LENGTH OF COURSE—10 weeks.
Monday or Wednesday (first term)
Monday (second term)
7:00 p.m. to 9:00 p.m.
FEE—(In addition to registration fee) $3.
COURSE CONTENT—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. Marzipan is presented prior
to the holiday season. Pressed sugar bells for Christmas and weddings are included. The basic course is open to anyone who wishes to acquire the art of food decoration.

**FOODS 9—Cake Decorating 2**

**LENGTH OF COURSE—10 weeks.**

Wednesday, 7:00 p.m. to 9:00 p.m. (Second term).

FEE—(In addition to registration fee) $4.

PREREQUISITE—Food 8.

**COURSE CONTENT—**This course explains the basic principles of food decoration. More elaborate 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 cakes 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.

## HOME FURNISHINGS

**DRAPERS**

**LENGTH OF COURSE—20 weeks.**

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

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

**COURSE CONTENT—**Properties are studied from the standpoint of fabric, styles, and colors. Emphasis is placed upon the techniques in construction of draperies for both stationary and traverse rods. Other highlights of the course are estimation of yardage, importance of proper measuring, application of lining and tailoring techniques used in drapery making. Calculation of size and spacing of pleats is stressed. Various kinds of pleats are taught. Actual construction of draperies is carried on in class under the supervision of the instructor; spreads and pillows are also made.

**FLORAL DESIGN 1**

**LENGTH OF COURSE—10 weeks (first term).**

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

FEE—(In addition to registration fee) $4.

**COURSE CONTENT—**This course explains the basic principles of good design and shows how the individual designers can develop artistic skills and taste. Use of a wide variety of flower, foliage, fruit and dried materials is stressed, as well as practical suggestions for the care and handling of floral material. Fresh flowers and foliage are provided for class members so that they may practice making actual arrangements during the activity period.

**SLIPCOVERS**

**LENGTH OF COURSE—20 weeks.**

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

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

PREREQUISITE—Ability to do plain sewing

**COURSE CONTENT—**This course 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 (Beginning)**

**LENGTH OF COURSE—20 weeks.**

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

FEE—(In addition to registration fee) $2.50.

**COURSE CONTENT—**This is an introductory course in simple upholstery techniques. Emphasis is placed upon the proper selection, use and care of tools, webbing construction, types and applications of springs, kinds of fillings and fabrics and their application. Careful supervision and instruction is given to the selection, estimation and application of fabrics. The first project will be a footstool or pull-up chair.

**UPHOLSTERY 2 (Intermediate)**

**LENGTH OF COURSE—20 weeks.**

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

FEE—(In addition to registration fee) $2.50.

PREREQUISITE—Upholstery 1 (beginning)

**COURSE CONTENT—**Comparison and construction procedures of various seat construction, including stitched edges, wire frames, padded seats and “filling” considerations will be studied. The course will include study of fabrics, protective finishes, supported plastics and their selection and care; repair and
rebuilding of larger pieces of furniture including reversible cushions, and "finishings" for the chairs. Space will not permit work on davenports or articles of similar size.

**MANAGEMENT**

**HOME MANAGEMENT**

LENGTH OF COURSE—10 weeks.

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

COURSE CONTENT—The course includes selection and efficient use of equipment and appliances, principles of good kitchen arrangements, improving storage areas in the home, and simplified housekeeping practices. Wise selection and buying of products or cleaning agents and equipment, and protective agents will be studied. Consideration will be given to time and energy management, and spending your dollars wisely.

**PERSONAL AND FAMILY RELATIONSHIPS**

**CHILDBIRTH AND INFANT CARE**

LENGTH OF COURSE—8 weeks.

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

Beginning dates: September 16, October 9, November 11, January 15, February 3, March 11, April 13, May 12, and June 4.

FEE—In addition to registration fee $1.

COURSE CONTENT—Course includes lectures, demonstrations, and relaxation exercises which aim to give the expectant mother an understanding of childbirth, thereby eliminating fear. Expectant mothers may enroll for the entire course, or may attend the last three meetings. No one may enter lesson 3, 4, or 5.

This is a continuous 11 month program, from September through July. About 4 series of classes are held each semester. Summer schedule varies somewhat.

**GUIDING YOUR CHILD'S PERSONALITY GROWTH**

LENGTH OF COURSE—8 weeks (Second term).

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

January 28 through March 17.

Sherman School.

Thursday, 7:30 p.m. to 9:30 p.m.

January 30 through March 19.

Van Hise School.

Herbert Schenk School.

FEE—(No registration fee or tuition), $1 per couple for educational materials. To be paid at first meeting.

COURSE CONTENT—Parent discussion groups led by trained leaders from the Dane County Guidance Center will be organized in 4 centers. Because of joint sponsorship by the Dane County Guidance Center and the Madison Vocational, Technical and Adult Schools, there is no fee for these courses and they are open to all residents of Dane County. Parent couples are urged to register, even though it may not be possible for both parents to attend all sessions.

Everyday problems of child-rearing and parent-child relationships will be considered. Topics such as discipline, helping children learn to take responsibility, to have wholesome attitudes toward sex, problems of sibling rivalry, shyness and rebelliousness will be discussed. Reasons for the behavior of children will be sought through use of instructional films and materials.

In order to develop common interests and discussion subjects in a group, members may be shifted among the four sections so that parents of young children and parents of older children will find similar interests within a group.
LOOKING TOWARD MARRIAGE
LENGTH OF COURSE—6 weeks, January 30 to March 5.
Thursday, 7:30 p.m. to 9:30 p.m., Cafeteria.
FEE—(No registration fee or tuition) $1 per couple for educational materials. To be paid at first meeting.
COURSE CONTENT—A lecture-discussion course of 6 weekly meetings. This course is a free public service sponsored jointly by the Dane County Guidance Center and the Madison Vocational, Technical and Adult Schools. The course is open to young adults in Dane County between the ages of 16 and 25.
January 30—“Appraising Your Readiness for Marriage”
February 6—Films and Discussion: “How Do You Know It’s Love?” “How Much Affection?”
February 13—Financial Problems of Homemaking
February 20—“Male and Female Physiological Functions”
February 27—Panel presentation by members of the clergy—“Dating and Boy-Girl Relationships Before Marriage”
March 5—“Appraising Your Readiness for Parenthood”

PERSONALITY AND CHARM
LENGTH OF COURSE—10 weeks.
Tuesday or Wednesday, 7:00 p.m. to 9:00 p.m.
COURSE CONTENT—Many phases of personality are studied in this course. Some of the highlights of the course are: development of a philosophy of life; naturalness of manner and relaxation; importance of personality in career life and in home life; gaining self-assurance and poise; selection 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.

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

CHEROKEE HEIGHTS SCHOOL
Clothing I—Tuesday, 7:00 p.m. to 9:30 p.m.
Knitting—I—Tuesday, 7:30 p.m. to 9:30 p.m.
Clothing 2—Thursday, 7:30 p.m. to 9:30 p.m.
Knitting—Thursday, 7:30 p.m. to 9:30 p.m.
Draperies—Tuesday, 7:30 p.m. to 9:30 p.m.

LA FOLLETTE SCHOOL
(Classes to be announced)

MIDVALE SCHOOL
Clothing 1—Monday, 7:30 p.m. to 10:00 p.m.
Clothing 3—Tuesday, 7:30 p.m. to 10:00 p.m.
Clothing 2—Thursday, 7:30 p.m. to 10:00 p.m.
Knitting 1—Thursday, 7:30 p.m. to 9:30 p.m.
SCHOOL OF VOCATIONAL TRADE AND TECHNICAL EDUCATION

Vocational Trade
Pre-Apprentice and Technical Courses
AERONAUTICS

GROUND SCHOOL COURSE
LENGTH OF COURSE—20 weeks.
Tuesday, 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—20 weeks.
Monday or Wednesday, 6:30 p.m. to 9:30 p.m.
FEE—(In addition to registration fee) $10.
COURSE CONTENT—Repairing, rebuilding and painting of damaged auto bodies.

AUTOMOTIVE COURSE FOR CONSUMERS
LENGTH OF COURSE—10 weeks.
Monday, 6:30 p.m. to 9:30 p.m.
(To be repeated second term.)
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)
LENGTH OF COURSE—10 weeks.
Tuesday, 6:30 p.m. to 9:30 p.m.
TEXT—To be purchased by student.
FEE—(In addition to registration fee) $4.
COURSE CONTENT—This course is designed to cover the theory and servicing of brakes and power brakes.

AUTO MECHANICS II
(Front Wheel Alignment, Steering, Balancing)
LENGTH OF COURSE—20 weeks.
Monday, 6:30 p.m. to 9:30 p.m.
TEXT—To be purchased by student.
FEE—(In addition to registration fee) $5.
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—20 weeks.
Wednesday, 6:30 p.m. to 9:30 p.m.
TEXT—To be purchased by student.
FEE—(In addition to registration fee) $5.
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
(Engines)
LENGTH OF COURSE—20 weeks.
Wednesday, 6:30 p.m. to 9:30 p.m.
TEXT—To be purchased by student.
FEE—(In addition to registration fee) $5.
COURSE CONTENT—This course is designed to cover the theory and servicing operations of modern gasoline engines.

AUTO MECHANICS V
(Advanced Carburetion and Tune-up)
PREREQUISITE—Journeyman Auto Mechanic.
LENGTH OF COURSE—20 weeks.
Monday, 6:30 p.m. to 9:30 p.m.
TEXT—To be purchased by student.
FEE—(In addition to registration fee) $5.
COURSE CONTENT—A highly technical course in carburetors and engine tune-up using Sun diagnostic equipment and the Clayton Dynamometer.

AUTO MECHANICS VI
(Automatic Transmission)
PREREQUISITE—Journeyman Auto Mechanic.
LENGTH OF COURSE—20 weeks.
Tuesday, 6:30 p.m. to 9:30 p.m.
FEE—(In addition to registration fee) $5.
COURSE CONTENT—Disassembly, inspection, reassembly and adjusting of various transmissions and the adjusting of their linkage.

AUTO MECHANICS VII
(Advanced Engines)
LENGTH OF COURSE—20 weeks.
PREREQUISITE—Auto Mechanics IV.
Thursday, 6:30 p.m. to 9:30 p.m.
FEE—(In addition to registration fee) $6.
COURSE CONTENT—This course will cover the servicing of and overhauling of gasoline engines.

AUTO MECHANICS VIII
(Alternators, Generators, Regulators)
(Advanced Course)
PREREQUISITE—Journeyman Auto Mechanic.
LENGTH OF COURSE—10 weeks.
Thursday, 6:30 p.m. to 9:30 p.m.
TEXT—To be purchased by student.
FEE—(In addition to registration fee) $4.
COURSE CONTENT—This course will cover the theory and servicing of alternators, generators, and regulators used on late model vehicles.
AUTO MECHANICS IX
(Transistorized Ignition Systems)
PREREQUISITE—Journeyman Auto Mechanic.
LENGTH OF COURSE—5 weeks.
Friday, 6:30 p.m. to 9:30 p.m.
TEXT—To be purchased by student.
FEE—(In addition to registration fee) $3.
COURSE CONTENT—The theory and some testing of various types of transistorized ignition systems. (Standard equipment and optional equipment.)

AUTO MECHANICS X
(Advanced Carburetion)
PREREQUISITE—Journeyman Auto Mechanic.
LENGTH OF COURSE—10 weeks.
Friday, 6:30 p.m. to 9:30 p.m.
TEXT—To be purchased by student.
FEE—(In addition to registration fee) $5.
COURSE CONTENT—This course will cover disassembly, inspection, adjusting to manufacturer's specification and assembling of various late model and makes of carburetors.

BUILDING TRADES
BLUE PRINT READING I
LENGTH OF COURSE—10 weeks.
Monday, 7:00 p.m. to 9:00 p.m.
TEXT—Building Trades Blue Print Reading Part I—Fundamentals, by Dalzell.
FEE—(In addition to registration fee) $1 per term.
COURSE CONTENT—An introduction to the interpretation of blue prints used in the building trades. Topics include working drawings, elevation views, plan views, dimensioning and scaling, structural details, survey and plot plans, and regional variations. Quizzes will follow each major discussion topic.

BLUE PRINT READING II
PREREQUISITE—Blue Print Reading I
LENGTH OF COURSE—10 weeks.
Monday, 7:00 p.m. to 9:00 p.m.
TEXT—Building Trades Blue Print Reading Part II, by Sunberg, Battenberg and Paul.
FEE—(In addition to registration fee) $1 per term.
COURSE CONTENT—A continuation of Blue Print Reading I with emphasis on the practical application of the fundamentals learned to actual blue prints. Also included are topics on specifications, material variations, purpose of structure and how they affect the blue prints. Quizzes will follow each major discussion topic.

SCHOOL OF VOCATIONAL TRADE
PAGE 57

CABINETMAKING
LENGTH OF COURSE—20 weeks.
Monday, Tuesday, Wednesday, or Thursday, 6:30 p.m. to 9:30 p.m.
FEE—(In addition to registration fee) $4 per term.
COURSE CONTENT—Core, use and sharpening of tools; project making and machine woodworking; gluing and gluing; preparing surfaces for and application of finishes.

GENERAL MATHEMATICS
LENGTH OF COURSE—20 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—Essential Mathematics, by Larkford, Ulrich, Clark.
COURSE CONTENT—A course in the use of everyday arithmetic covering the fundamental processes using whole numbers, fractions, and decimals, as well as per cents. Numerous applications are made to cover insurance, social security, banking and interest, taxation, investments, and budgets. Geometric measurements are introduced as well as simple algebraic formulas. To complete the course, twelve assignments must be finished with a final test in order to obtain one-half high school credit.

HOME BUILDING AND REMODELING
LENGTH OF COURSE—8 weeks.
Tuesday, 7:00 p.m. to 9:00 p.m.
Starts October 29.
FEE—None.
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.

RELATED SCIENCE
LENGTH OF COURSE—20 weeks.
Tuesday, 7:00 p.m. to 9:00 p.m.
FEE—None.
COURSE CONTENT—The principles of measurement, density of materials, specific gravity, machines, power, thermal expansion, sensible and latent heat and electric circuits, as they are applied in the steamfitter and plumbing trades. Five meetings of the class will be devoted to labor and industrial relations, rigging, and principles of safety.

DIESEL
DIESEL I—(Theory)
LENGTH OF COURSE—10 weeks.
Monday, 6:30 p.m. to 9:30 p.m.
(To be continued second term.)

TEXT—Diesel Engine Operation and Maintenance, by Maleev.

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

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, mechanic experience desirable.
LENGTH OF COURSE—10 weeks.

Wednesday, 6:30 p.m. to 9:30 p.m.
(To be continued second term.)


FEE—(In addition to registration fee) $4 per term.

COURSE CONTENT—This course is designed to familiarize the student with the construction details, disassembly, inspection, and reassembly of the GM 71 Series and the Cummins JT Engines.

DIESEL IV—(Diesel Fuel Systems)
PREREQUISITE—Diesel I and II, or IV. A working experience with gasoline or Diesel engines is most desirable.
LENGTH OF COURSE—10 weeks.

Tuesday, 6:30 p.m. to 9:30 p.m.
(To be continued second term.)


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

COURSE CONTENT—This course is designed for the Diesel mechanic. It deals with Diesel fuel systems service, testing and calibrating, together with engine tune-up and trouble shooting. The fuel systems to be studied are as follows: Bosch, Caterpillar, Cummins, G. M. C., International, and Roosa Master.

DRAFTING—Architectural
ARCHITECTURAL DRAFTING I
LENGTH OF COURSE—10 weeks.

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

TEXT—Various references.

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

COURSE CONTENT—A fundamental course in basic architectural drafting including orthographic projection, architectural symbols, lettering, dimensioning and sketching. Fundamental concepts in the design and planning of a residence including frame, masonry, and modular construction types. Preparation of preliminary sketches.

ARCHITECTURAL DRAFTING II
PREREQUISITE—Architectural Drafting I.
LENGTH OF COURSE—10 weeks.

TEXT—Various references.

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

COURSE CONTENT—A continuation of Architectural Drafting I. Execution of the drawing of the plans for a single family dwelling. Perspective and rendering of the final design.

DRAFTING—Mechanical
LENGTH OF COURSE—20 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 per term.

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, warm 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 I
LENGTH OF COURSE—20 weeks.
Thursday, 7:00 p.m. to 9:00 p.m.
TEXT—Fundamentals of Electricity, by Graham, McDougall, Ranson, Dunlop.
FEE—(In addition to registration fee) $2 per term.
COURSE CONTENT—Fundamental course designed primarily for maintenance men who need general information in the field of electricity. A study is made of circuits and circuit components, instruments and their uses, transformers, and electric motors.

RADIO I
LENGTH OF COURSE—10 weeks.
Monday and Wednesday, 7:00 p.m. to 9:00 p.m.
TEXT—Elements of Electronics (Second Edition), by Hickey and Villines.
FEE—(In addition to registration fee) $1.
COURSE CONTENT—A lecture-demonstration course to include: DC and AC electrical theory; introduction to vacuum tubes; vacuum tube circuits and circuit analysis; AM and FM superheterodyne radio receivers.

RADIO Ila
LENGTH OF COURSE—20 weeks.
Tuesday, 6:30 p.m. to 9:30 p.m.
PREREQUISITE—Radio I or equivalent.
TEXT—Elements of Radio Servicing (Second Edition), by Marcus and Levy.
FEE—(In addition to registration fee) $6 per term.
COURSE CONTENT—A lecture-laboratory course in radio receiver servicing. Includes operations and use of test equipment; individual instruction on methods and techniques of servicing AM and FM radio receivers, auto radios, and phone combinations.

RADIO IIb
PREREQUISITE—Radio I or equivalent.
LENGTH OF COURSE—10 weeks.
Monday and Wednesday, 6:30 p.m. to 9:30 p.m.
(Second term only.)
TEXT—Elements of Radio Servicing (Second Edition), by Marcus and Levy.
FEE—(In addition to registration fee) $6.
COURSE CONTENT—Same as Radio Ila above.

TRANSISTORS I
PREREQUISITE—Radio I and II or equivalent.
LENGTH OF COURSE—10 weeks.
Thursday, 6:30 p.m. to 9:30 p.m.
(First term only.)
FEE—(In addition to registration fee) $5.
COURSE CONTENT—A lecture-demonstration course to include: modern electron theory; operation of solid-state diodes and transistors; types and fabrication of transistors; circuits and circuit analysis; transistor-like devices other than the triode transistor.

TELEVISION I
PREREQUISITE—Radio I and Radio II or equivalent; ability to pass entrance examination.
LENGTH OF COURSE—20 weeks.
Monday and Wednesday, 6:30 p.m. to 9:30 p.m.
TEXT—Basic Television, by Grab; Basic Television Lab Manual, by Zbor and Schildkraut.
FEE—(In addition to registration fee) $12 per term.
COURSE CONTENT—Theory of operation and servicing procedures for CRT circuits, the vertical and horizontal deflection sections, the low and high voltage power supplies. About 60 per cent of class time used for laboratory procedures.

TELEVISION II
PREREQUISITE—Television I or permission of instructor.
LENGTH OF COURSE—20 weeks.
Tuesday and Thursday, 6:30 p.m. to 9:30 p.m.
TEXT—Same as used in Television I.
FEE—(In addition to registration fee) $12 per term.
COURSE CONTENT—Continuation of Television I; sections studied are synchronization, video and intermediate frequency, and frequency modulation sound. About 40 per cent theory, 60 per cent laboratory with emphasis on receiver testing and repair.

COLOR TELEVISION I
PREREQUISITE—Television II or permission of instructor.
LENGTH OF COURSE—10 weeks.
Friday, 6:30 p.m. to 9:30 p.m.
TEXT—Color Television Training Manual, by Oliphant.
FEE—(In addition to registration fee) $3.
COURSE CONTENT—Lecture-demonstrations of principles of the color television system; how color circuits differ from ordinary receivers, color receiver set-up procedures, frequency response curves, color equations, and trouble shooting methods.

GRAPHIC ARTS

REPRODUCTION PROCESSES
LENGTH OF COURSE—20 weeks.
Tuesday, 6:30 p.m. to 9:30 p.m.
FEE—(In addition to registration fee) $8.
COURSE CONTENT—A lecture-laboratory course in the
theor y and practice of preparation of art copy for reproduction. Student projects include the preparation of mechanicals for reproduction by offset-lithography, letterpress and silk screen. Students make drawings for line and halftone reproduction using Ben Day, tints and substitutes, and color separations. Students work with Velox prints, keyline techniques, flapp art, full color prints and drawings. Related instruction includes a study of photoengraving techniques, lithographic plating processes and some criteria to use in selecting art techniques for these processes.

LETTERPRESS PRINTING
LENGTH OF COURSE—20 weeks.
Tuesday, 6:30 p.m. to 9:30 p.m.
FEE—(In addition to registration fee) $2.
COURSE CONTENT—A general laboratory course to provide demonstrations and practical experience to students in typesetting, linotype operation and operator maintenance, make-up, imposition, automatic platen and cylinder presswork. It is not necessary for students to work in all areas. He may select any or all areas for gaining additional experience in the letter press process.

LITHOGRAPHIC PRESS OPERATION
LENGTH OF COURSE—20 weeks.
Monday, 6:30 p.m. to 8:30 p.m.—Lecture and demonstration.
Saturday, (every other Saturday morning) 8:00 a.m. to 12:00 noon. Press operation—actual experience running lithographic presses.
FEE—(In addition to registration fee) $4.
COURSE CONTENT—A basic course set up for beginning press operators or those having no experience in offset press operation. The course covers press principles, basic maintenance, press feeders, register systems, conveyors, delivery, blankets and packing, lithographic plates, ink, make-ready, PH, and press operating.

PHYSICS IN LITHOGRAPHY
LENGTH OF COURSE—20 weeks.
Thursday, 6:30 p.m. to 8:30 p.m.
FEE—(In addition to registration fee) $2.
COURSE CONTENT—The text used is the Lithographic Technical Foundation's course in Physics. The part of physics which relates to the trade is covered and discussed. The course deals with systems of measurement, mechanics, sound, heat, light and color. This course is taught in the science laboratory and the instructor is a physicist.

ADVANCED LITHOGRAPHIC PRESSWORK
LENGTH OF COURSE—20 weeks.
Monday, 6:30 p.m. to 8:30 p.m.—Lecture and demonstration.
Saturday, (every other Saturday afternoon) 12:30 p.m. to 4:30 p.m. Actual press demonstration and operation.
FEE—(In addition to registration fee) $6.
COURSE CONTENT—Press operators maintenance in setting bearer pressures, timing feeders, adjusting timing, setting impression cylinder grippers, aligning delivery grippers, setting delivery grippers, aligning cylinders, principles of packing short and long, matching colors, study of different types of lithographic plates, adjusting ink to paper. Press experience is offered in running process jobs, varnishing, scoring, and perforating, and running numerous paper and color registration.

PROCESS COLOR
LENGTH OF COURSE—20 weeks.
Wednesday, 6:30 p.m. to 9:30 p.m.
FEE—(In addition to registration fee) $10.
COURSE CONTENT—Development of test plates for checking out press, calculation of hue error, purity and efficiency, making color separations by camera back reflection copy, separation by contact, camera back separation from transparency, and running of process jobs on the offset press.
PREREQUISITE—At least two years experience in presswork or camera. Enrollment limited to eight people.

PROCESS CAMERA I
(First term.)
LENGTH OF COURSE—10 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.

PROCESS CAMERA II
(Second term.)
LENGTH OF COURSE—10 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.

SURVEY OF LITHOGRAPHY
LENGTH OF COURSE—20 weeks.
Tuesday, 6:30 p.m. to 8:30 p.m.
FEE—(In addition to registration fee) $2.

COURSE CONTENT—This course is designed for the purchaser of lithography and the printer interested in adding litho to his present facilities.

STRIPPING AND PLATE MAKING FOR LITHOGRAPHY I
(First term only)
LENGTH OF COURSE—10 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—10 weeks.
TUESDAY and THURSDAY, 7:00 p.m. to 9:00 p.m.
FEE—(In addition to registration fee) $1 per term.

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 machined parts and the machine shop processes including drilling, turning, milling, boring, and threading. Some time is devoted to sketching.

MACHINE SHOP I
LENGTH OF COURSE—10 weeks.
WEDNESDAY, 6:30 p.m. to 9:30 p.m.
FEE—(In addition to registration fee) $2 per term.

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

MACHINE SHOP II
LENGTH OF COURSE—10 weeks.
MONDAY, 6:30 p.m. to 9:30 p.m.
FEE—(In addition to registration fee) $2 per term.

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

Information pertaining to special courses offered in the machine tool area may be obtained by contacting the Madison Vocational, Technical and Adult Schools.

PHOTOGRAPHY

PHOTOGRAPHY I
LENGTH OF COURSE—10 weeks.
(To be continued second term)
THURSDAY, 6:30 p.m. to 9:30 p.m.
FEE—(In addition to registration fee) $5.
TEXT—Successful Color Photography by Feininger.

PHOTOGRAPHY II
LENGTH OF COURSE—10 weeks.
TUESDAY, 6:30 p.m. to 9:30 p.m.
FEE—(In addition to registration fee) $2.

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

SERVICE TRADES

CATERING SPECIALTIES
LENGTH OF COURSE—10 weeks.
TUESDAY, 5:00 p.m. to 7:00 p.m.
FEE—(In addition to registration fee) $3.

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

REFRIGERATION
LENGTH OF COURSE—20 weeks.
TUESDAY, 6:00 p.m. to 9:00 p.m.
TEXT—Basic Refrigeration by King.
FEE—(In addition to registration fee) $2 per term.

COURSE CONTENT—Fundamentals of refrigeration machines and systems.

SURVEYING

SURVEYING MATHEMATICS I
LENGTH OF COURSE—20 weeks.
MONDAY and WEDNESDAY, 7:00 p.m. to 9:30 p.m.
TEXT—To be purchased by student.
FEE—None.

COURSE CONTENT—Fundamental mathematics necessary as a foundation for surveying.

SURVEYING MATHEMATICS II
LENGTH OF COURSE—20 weeks.
TUESDAY and THURSDAY, 7:00 p.m. to 9:00 p.m.
TEXT—To be purchased by student.
SCHOOL OF VOCATIONAL TRADES

WELDING

LENGTH OF COURSE—20 weeks.

Monday, 6:00 p.m. to 9:00 p.m.

FEE—(In addition to registration fee) $20 per term.

COURSE CONTENT—Fundamentals of electric arc welding. This course is basic to all other arc welding courses. Fundamental understanding and skill in the use of arc and torch welding equipment are developed. Typical operations such as running beads and butt, cap and fillet welding, are performed, using shielded, straight and reverse polarity electrodes on mild steel plate, in flat and horizontal positions.

Fundamentals of oxy-acetylene welding. This course provides instruction on the welding of various types of joints on steel plate in the flat, vertical, and horizontal positions with the oxy-acetylene torch. Also instruction on flame cutting of steel and the fundamental steps in brazing of steel and cast iron.

WELDING II

PREREQUISITE—Welding I, previous training, or shop

LENGTH OF COURSE—7.0 weeks.

Wednesday, 6:00 p.m. to 9:00 p.m.

FEE—(In addition to registration fee) $20 per term.

COURSE CONTENT—Continuation of fundamentals of electric arc welding, to further develop manipulative skills in horizontal, vertical and overhead positions using several classification types of electrodes.

Continuation of oxy-acetylene welding of steel, cast iron, aluminum, and small pipe.

WELDING III

(Trade Extension or Prerequisite—Welding II)

LENGTH OF COURSE—20 weeks.

Tuesday, 6:00 p.m. to 9:00 p.m.

FEE—(In addition to registration fee) $20 per term.

COURSE CONTENT—This course is designed to prepare the welding operators to become certified in structural steel, pipe welding, boiler and pressure vessel welding in conformance with the A. W. S. and the A. S. M. E. Codes applicable to the Industrial Commission of Wisconsin. Some instruction is given on the application of the various semi-automatic welding processes on mild steel, stainless steel and aluminum.

NOTICE: Laboratory fees for Trade and Technical courses refundable from the date of withdrawal to the end of the term. Laboratory fees for absence prior to the date of withdrawals are not refundable.
MEDICAL TERMINOLOGY
(For those working as medical assistants)
LENGTH OF COURSE—20 weeks.
Monday, 7:00 p.m. to 8:00 p.m. for beginners.
Monday, 8:00 p.m. to 9:00 p.m. for advanced.
Madison Vocational, Technical and Adult Schools

Day Catalog
Madison Vocational, Technical and Adult Schools

Day Catalog 1963-1964

Board of Vocational and Adult Education
Fred M. Mason, President
Frank G. Collester, Vice-President
Robert D. Gilberts, Secretary
Russell E. Dresser
George Hall

Norman P. Mitby, Director
211 North Carroll Street
Madison, Wisconsin, 53703

Telephone 255-4541
# CONTENTS

<table>
<thead>
<tr>
<th>Section</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>GENERAL INFORMATION</td>
<td>5</td>
</tr>
<tr>
<td>SCHOOL CALENDAR</td>
<td>9</td>
</tr>
<tr>
<td>GENERAL EDUCATION</td>
<td>11</td>
</tr>
<tr>
<td>ACADEMIC</td>
<td>12</td>
</tr>
<tr>
<td>ART</td>
<td>15</td>
</tr>
<tr>
<td>DRIVER EDUCATION</td>
<td>18</td>
</tr>
<tr>
<td>MUSIC</td>
<td>20</td>
</tr>
<tr>
<td>SCHOOL OF BUSINESS</td>
<td>22</td>
</tr>
<tr>
<td>BUSINESS ADMINISTRATION-ACCOUNTING</td>
<td>23</td>
</tr>
<tr>
<td>BUSINESS MACHINES</td>
<td>26</td>
</tr>
<tr>
<td>DATA PROCESSING FOR BUSINESS</td>
<td>29</td>
</tr>
<tr>
<td>RELATED BUSINESS</td>
<td>31</td>
</tr>
<tr>
<td>SECRETARIAL SCIENCE</td>
<td>33</td>
</tr>
<tr>
<td>SCHOOL OF MARKETING</td>
<td>38</td>
</tr>
<tr>
<td>SCHOOL OF HOME ECONOMICS</td>
<td>42</td>
</tr>
<tr>
<td>CLOTHING AND TEXTILES</td>
<td>43</td>
</tr>
<tr>
<td>FOODS AND NUTRITION</td>
<td>48</td>
</tr>
<tr>
<td>HOME FURNISHINGS</td>
<td>51</td>
</tr>
<tr>
<td>MANAGEMENT</td>
<td>54</td>
</tr>
<tr>
<td>PERSONAL FAMILY RELATIONSHIPS</td>
<td>54</td>
</tr>
<tr>
<td>HOMEMAKERS CLUB</td>
<td>55</td>
</tr>
<tr>
<td>CLASSES AT CENTERS</td>
<td>55</td>
</tr>
<tr>
<td>SCHOOL OF VOCATIONAL TRADE AND TECHNICAL EDUCATION</td>
<td>56</td>
</tr>
<tr>
<td>PRE-APPRENTICE COURSES</td>
<td>57</td>
</tr>
<tr>
<td>TECHNICAL COURSES</td>
<td>60</td>
</tr>
<tr>
<td>SCHOOL OF HEALTH OCCUPATIONS</td>
<td>63</td>
</tr>
</tbody>
</table>
GENERAL INFORMATION

The Madison Vocational, Technical and Adult Schools is a public school offering state approved two year post high school technical courses*, one year approved health occupation courses**, vocational trade courses***, marketing, 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. Diplomas are issued to students who successfully complete the one year course. An Associate Degree is granted to students who successfully complete the two year approved courses.

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 138.

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.

STUDENT ACTIVITY FEE

All students enrolled in the Madison Vocational, Technical and Adult Schools for twenty or more periods per week, with a vocational objective, shall pay a student activity fee of $2 at the beginning of the school year, or $1 if enrolled at the beginning of the second semester. There shall be no refunds of
this student activity fee. These funds shall be under
the control of the Student Council, the two faculty
advisors appointed by the administration and con-
firmed by the Board of Vocational and Adult Edu-
cation, and the Business Manager.

NON-RESIDENT STUDENTS

In accordance with the laws of Wisconsin, non-
resident tuition for persons under twenty-one years
of age is chargeable to the county in which the student
resides. Those desiring to enroll under the benefits
of this law are required to obtain the proper blank from
the Registration Office and have it signed and re-
turned to the school as evidence of residence.

Persons over twenty-one years of age pay their
own tuition. Tuition is 30 cents per period or a
maximum of $1.50 per 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.

ASSOCIATE DEGREE

Under the provisions of Chapter 51, Laws of 1961,
the State Board of Vocational and Adult Education is
empowered to authorize local boards of vocational
and adult education to grant associate degrees in
the appropriate areas to students who successfully
 complète two years of post-high school technical-level
instruction.

The Madison Board of Vocational and Adult
Education is conducting courses in Business Admin-
istration - Accounting, Secretarial Science, Automotive
Technology, Mechanical Design Technology, and Elec-
tronics Technology which have been evaluated and
approved in accordance with policies established by
the State Board of Vocational and Adult Education.
An Associate Degree is granted upon successful com-
pletion of these courses.

HIGH SCHOOL CREDIT

Students wishing to secure high school credits for
work done in the Vocational, Technical and Adult
Schools will take this matter up with the Registrar
before enrolling in the course. 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>Grade</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>
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<tr>
<td>Inc.</td>
<td>Incomplete</td>
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<tr>
<td>W</td>
<td>Withdrawn</td>
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</tbody>
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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
purpose by the student at any time. The first trans-
script is furnished without charge; others are $1 each.

CLASS ATTENDANCE

The Madison Vocational, Technical and Adult
Schools seek 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 136 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 458. 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, in-
terest and general information tests are given when
indicated as a part of this service. Any young student
or adult wishing to avail himself of an opportunity to
take these tests may arrange for them at this office.
Adults who are retired or about to retire because of
age are invited to use the counseling services.

The services of the Placement Office, Room 458,
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

In an emergency any student will be given help by contacting the Registration Office, Room 136.

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, Technical and Adult School. It is located in Room 3B on the ground floor, and is open from 11:20 a.m. to 12:30 p.m. for lunch, and from 9:30 to 10:30 a.m. for a coffee break.

ELEVATOR

The large elevator near the Dayton Street entrance to the school is for the use of students and an operator is on duty between 7:45 a.m. and 4:30 p.m. daily. At other times it is self operated.

REGISTRATION

Mail registration for day school starts August 19 and closes August 28, 1963. Registration blanks may be obtained in the newspaper ad on Sunday, August 18, 1963.

Advance registration in person will be Thursday and Friday, September 5 and 6, 1963, from 8:30 to 11:30 a.m. and from 1:30 to 3:30 p.m.

Registration during the school year from September 9, 1963, to June 12, 1964, will be Monday through Friday, from 9:00 to 11:00 a.m. and 1:00 to 3:00 p.m.

STUDENT LOANS

Under Chapter 53, Laws of 1963, loans are available to high school graduates needing financial aid who are enrolled in full-time vocational and technical programs in schools of vocational, technical and adult education. Application blanks, rules, and information sheets may be obtained from the registrar.

SCHOOL CALENDAR 1963-1964

Mail registration for day school August 19 through 28 (Monday through Thursday)

Workshop for supervisors September 3 and 4 (Tuesday and Wednesday)

Day school registration (8:30 to 11:30 a.m. and 1:30 to 3:30 p.m.)

September 5 and 6 (Thursday and Friday)

Meetings of staff and supervisors September 7 (Saturday)

Day school opens

September 9 (Monday)

Mail registration for evening school September 3, 4, and 5 (Tuesday, Wednesday, and Thursday)

Registration for evening school (5 to 8:30 p.m.)

October 1 and 2 (Tuesday and Wednesday)

Meeting of evening school staff October 3 (Thursday)
Evening School begins
October 7 (Monday)

School Visitation Day (10 a.m. to noon)
October 26 (Saturday)

Day school classes (Milwaukee meeting of Wisconsin Education Association and Wisconsin Federation of Teachers)
November 7 and 8 (Thursday and Friday)

Evening school classes (Thanksgiving vacation)
November 27, 28, and 29 (Wednesday, Thursday, and Friday)

Day School classes (Thanksgiving vacation)
November 28 and 29 (Thursday and Friday)

Evening school classes (Christmas vacation)
December 14 through January 12 (Saturday through Sunday)

Day school classes (Christmas vacation)
December 21 through January 5 (Saturday through Sunday)

Day school reopens
January 6 (Monday)

Registration for evening school (6 to 8 p.m.)
January 8 and 7 (Monday and Tuesday)

Evening school reopens
January 13 (Monday)

End of first semester of day school
January 31 (Friday)

Beginning of second semester of day school
February 3 (Monday)

School Visitation Day (10 a.m. to noon)
March 7 (Saturday)

Evening school classes
March 20 (Friday)

Day school classes for spring vacation
(Good Friday, March 27; Easter Sunday, March 29)
March 27 through April 5 (Friday through Sunday)

Day school reopens
April 6 (Monday)

Awards Day
April 30 (Thursday)

Day school classes (Meeting of Wisconsin Association for Vocational and Adult Education at Green Bay)
May 7 (afternoon) and 8 (Thursday afternoon and Friday)

All school graduation
June 2 (Tuesday)

End of school year
June 12 (Friday)

Summer school session
June 15 through July 24 (Monday through Friday)
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 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 Wolfer.
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—18 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.

ENGLISH GRAMMAR
LENGTH OF COURSE—18 weeks, 5 fifty minute periods per week.
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.

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 1A
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 1B
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 School of Quantity Food Preparation and Service learn how to pronounce, spell and use the basic English and foreign language menu terms which they will need in classes or on the job.

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 School of Quantity Food Preparation and Service 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
See GEMS AND SILVER

CERAMIC SCULPTURE
LENGTH OF COURSE—18 weeks, 3 fifty minute periods per week. Wednesday 9:24 a.m. to 12:13 p.m.
FEE—(In addition to registration fee) $2 per semester.
COURSE CONTENT—An introductory course in clay sculpture dealing with basic problems of designing, carving, building, decorating and firing. Bas-relief and sculpture in the round will be stressed within fifteen inch height limits.

CHAIR CANING
LENGTH OF COURSE—18 weeks, 2, 4 or 6 fifty minute periods per week. Monday and/or Wednesday and/or Friday, 10:29 a.m. to 12:13 p.m.
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 own chairs and pay for materials used.

FIGURE DRAWING
LENGTH OF COURSE—18 weeks, 3 or 6 fifty minute periods per week. Monday and/or Friday 12:52 to 3:30 p.m.
FEE—(In addition to registration fee) $2 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.

GEMS AND SILVER
LENGTH OF COURSE—18 weeks, 3, 6, or 9 fifty minute periods per week. Monday, Wednesday, Friday.
FEE—(In addition to registration fee) $2 per semester for each class day enrolled.
COURSE CONTENT—Instruction in the fabrication or casting of silver into a variety of projects, the cutting (lapidary) of semi-precious stones for jewelry and enameling on silver or copper. For the beginner in jewelry or lapidary, the basic processes are taught. Advanced students will be encouraged to improve their design and craftsmanship.

GENERAL CRAFTS
LENGTH OF COURSE—18 weeks, 3, 6, or 9 fifty minute periods per week. Monday and/or Wednesday and/or Friday, 12:52 to 3:30 p.m.
FEE—(In addition to registration fee) $1.50 per semester for each class day enrolled.
COURSE CONTENT—Leather Craft (tooling and carving), Rosmaling (painted 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 WATER COLOR PAINTING
LENGTH OF COURSE—18 weeks, 3 or 6 fifty minute periods per week. Tuesday and/or Thursday 12:52 to 3:30 p.m.
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, Friday, 12:52 to 3:30 p.m.
COURSE CONTENT—Constructional elements for more beautiful and functional homes. Study of backgrounds—floors, walls, ceilings; window treatment; color; fabrics; furniture selection and arrangement; accessories and illumination. Includes lectures, discussion of individual home problems, and field trips.

LAPIDARY
See GEMS AND SILVER

PORTRAIT PAINTING
LENGTH OF COURSE—18 weeks, 3 fifty minute periods per week. Wednesday, 9:24 a.m. to 12:13 p.m.
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. Tuesday and/or Thursday 9:24 a.m. to 12:13 p.m. and Tuesday and/or Thursday 12:52 to 3:30 p.m.
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.

STUDIO PAINTING
LENGTH OF COURSE—18 weeks, 3 or 6 fifty minute periods per week. Tuesday and/or Thursday 12:52 to 3:30 p.m.
FEE—(In addition to registration fee) $1.50 per semester for each class day enrolled.
COURSE CONTENT—Study of form, arrangement, color, and texture from still-life. Outdoor sketching (weather permitting). Emphasis is given to techniques, preparation of painting grounds, the palette, under painting, and critical analysis. Painting media: oil, casein, gouache. Materials to be furnished by the student.

ADVANCED PAINTING
LENGTH OF COURSE—18 weeks, 3 fifty minute periods per week. Wednesday, 9:24 a.m. to 12:13 p.m.
FEE—(In addition to registration fee) $3 per semester.
COURSE CONTENT—A course designed to encourage new directions for individual development and creativity. Discussion emphasis will be on basic structure and direction; differences in size, shape, brightness; color and texture of works. Media are oil, encaustic polymer or casein and experimentation in collage. Materials to be furnished by the student.

FUNDAMENTALS OF OIL PAINTING
LENGTH OF COURSE—18 weeks, 6 fifty minute periods per week, Tuesday and Thursday, 9:24 a.m. to 12:13 p.m.
FEE—(In addition to registration fee) $3 per semester.
COURSE CONTENT—As an introduction to painting the course covers a quick review of perspective drawing, the tools of the painter's craft and the theory of color. The first half of the semester stresses representational painting, expression of third dimensional form in space through still-life or outdoor painting accompanied by a continuous stress on design. The second half of the semester stresses a more imaginative and interpretive presentation.

WEAVING (Elementary)
LENGTH OF COURSE—18 weeks, 3 or 6 fifty minute periods per week. Monday, 9:24 a.m. to 12:13 p.m.
FEE—(In addition to registration fee) $1.50 per semester for each class day enrolled.
COURSE CONTENT—Weaving as a medium for self expression; its possibilities; the loom; loom accessories; threads and color; making warps; threading; study of basic weaves; finishing of woven articles.
WEAVING
(Advanced)
LENGTH OF COURSE—18 weeks, 6 fifty minute periods per week, Monday and Wednesday, 9:24 a.m. to 12:13 p.m.
FEE—(In addition to registration fee) $2 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, Friday, 9:24 a.m. to 12:13 p.m.
FEE—(In addition to registration fee) $1 per semester.
COURSE CONTENT—The analysis of materials, patterns and drafts; threedings for techniques; designing for contemporary textiles. Creating new and original drafts with emphasis on color texture.

SCHOOL OF COMMERCIAL ART
A Two Year Program—Special brochure sent upon request.

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, Technical and Adult Schools 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>Madison Non-Residents</th>
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<tr>
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TEXT—How to Drive by American Automobile Association.

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.)

FEE—
<table>
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<th>Madison Non-Residents</th>
<th>Madison Residents</th>
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<tr>
<td>Eight individual lessons and equal observation time in driver training car</td>
<td>$26</td>
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<tr>
<td>Registration fee for those not taking classroom instruction at the Madison Vocational, Technical and Adult Schools</td>
<td>$2</td>
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</tbody>
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COURSE CONTENT—This course consists of eight fifty-minute lessons in either a standard or 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 1963-64 behind-the-wheel training begins on the following dates:

September 23, 1963
November 25, 1963
February 10, 1964
April 20, 1964
June 15, 1964
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 classical music students, since it provides reading short cuts and helps create a technique usually ignored by other methods. A practical course, students learning to do their own arranging.

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
(Intermediate)
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
(Advanced)
LENGTH OF COURSE—37 fifty minute periods.
FEE—(In addition to registration fee) $1 per lesson, payable nine weeks in advance.
COURSE CONTENT—Czerny exercises, Mozart, Beethoven and Haydn sonatas—solos to suit the individuals.

PIANO ENSEMBLE
LENGTH OF COURSE—37 fifty minute periods.
COURSE CONTENT—Duet and two-piano works.

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

ORGAN KEYBOARD HARMONY I
LENGTH OF COURSE—37 fifty minute periods.
FEE—(In addition to registration fee) $1 per lesson, payable nine weeks in advance.

ORGAN KEYBOARD HARMONY II
LENGTH OF COURSE—37 fifty minute periods.
FEE—(In addition to registration fee) $1 per lesson, payable nine weeks in advance.

GLEE CLUB
LENGTH OF COURSE—37 fifty minute periods.
COURSE CONTENT—This course in recreational singing is planned for all post-high school students.
BUSINESS ADMINISTRATION-
ACCOUNTING

ACCOUNTING I
(Sole Proprietorship and Partnerships)
LENGTH OF COURSE—18 weeks, 5 fifty minute periods per week.
COURSE CONTENT—This course is for students enrolled in the one-year accounting program and covers the elementary principles of accounting and the procedures of double entry bookkeeping. No previous knowledge of bookkeeping 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. Emphasis is also placed upon the theories and practices in use today in partnership organizations.

ACCOUNTING II
(Partnership and Corporation)
LENGTH OF COURSE—18 weeks, 5 fifty minute periods per week.
COURSE CONTENT—This course is for students enrolled in the one-year accounting program and is a continuation of Accounting I, stressing present practices in partnership and corporate types of organizations. Classification of accounts, admission of new partners, partnership dissolution, acquisition and disposal of fixed assets, as well as the 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 and closing the books of a manufacturer are subjects covered.
ACCOUNTING II
(Partnerships and Corporations)
LENGTH OF COURSE—18 weeks, 5 fifty minute periods per week.
COURSE CONTENT—This course is for students enrolled in the two-year technical program and is a continuation of Accounting I, enforcing upon the theories and practices in use today in partnerships and corporate type organizations. Other accounting areas covered include payroll, taxes, departmentalization, branch operations, manufacturing operations, cost accounting (job order and process systems), budgeting, funds statements, statement analysis, stocks and bonds and dividends. It is considered basic for students majoring in accounting or for work as a junior accountant.

ACCOUNTING III-IV
(Intermediate Problems)
LENGTH OF COURSE—37 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, statement analysis, modern terminology and depreciation measurements. Prerequisite—Accounting II or its equivalent.

ACCOUNTING VI
(Cost)
LENGTH OF COURSE—18 weeks, 5 fifty minute periods per week.
TEXT—Two-year technical students—Cost Accounting, Matz, Curry and Frank.
COURSE CONTENT—The subject matter of each chapter is treated as: a) cost principle; b) cost determination; c) cost control; and, d) cost analysis. Differences that exist between financial accounting and cost accounting are stressed. Job order cost, process cost and estimated cost procedures, standard cost, and managerial cost accounting are stressed. Prerequisite—Accounting II or its equivalent.

ACCOUNTING VII
(Income Tax)
LENGTH OF COURSE—18 weeks, 3 fifty minute periods per week.
TEXT—Federal Tax Guide, Practice Hall.
COURSE CONTENT—A study of the principles of federal and state income tax laws. Withholding tax, declaration of estimated tax by individuals, individual, partnership, and corporation tax 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 II or its equivalent.

ACCOUNTING SYSTEMS AND DATA PROCESSING
LENGTH OF COURSE—18 weeks, 3 fifty minute periods per week.
TEXT—Accounting Systems and Data Processing, Nelson and Woods.
COURSE CONTENT—Up-to-date and comprehensive treatment of all aspects of modern system building with appropriate emphasis on data processing. The student's attention is constantly focused on the basic needs of an accounting system from the point of view of management at all levels: (1) efficient recording, (2) efficient processing, and (3) analysis and interpretation.

AUDITING
LENGTH OF COURSE—18 weeks, 3 fifty minute periods per week.
TEXT—Basic Auditing Principles, Arthur W. Holmes.
COURSE CONTENT—The primary purpose of this course is to present internal control features, followed by internal and independent audit principles, standards, procedures and techniques applicable to materials under examination, and presentation of proper financial statement standards. Prerequisite—Accounting II or its equivalent.

GOVERNMENTAL ACCOUNTING
LENGTH OF COURSE—18 weeks, 3 fifty minute periods per week.
TEXT—Governmental Accounting, Mikesell and Hay.
COURSE CONTENT—Course emphasizes need and characteristics of governmental accounting, use of budget as a control device and division of government resources into groups known as "funds", expenditure accounting, institutional accounting. Acquaints the student with municipal accounting terminology, municipal funds and their balance sheets.

PAYROLL ACCOUNTING
LENGTH OF COURSE—18 weeks, 2 fifty minute periods per week.
TEXT—Payroll Records and Accounting, Sherwood,
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.

NATIONAL CASH REGISTER
(Bookkeeping Machine, Class 31)
LENGTH OF COURSE—3 weeks, 5 fifty minute periods per week.
FEE—(In addition to registration fee) $3.
COURSE CONTENT—Prerequisite: Ability to operate a typewriter. The student learns the procedures involved in handling accounts receivable, accounts payable, payroll and sales distribution.

DUPICATING MACHINES
LENGTH OF COURSE—9 weeks, 2 fifty minute periods per week.
FEE—(In addition to registration fee) $1.
COURSE CONTENT—This course is intended to provide students with an adequate working knowledge of the operation and care of duplicating machines used in the modern business office. Emphasis is placed on planning, layout, and accuracy of the master copy.
In the mimeograph stencil process, instruction consists of cutting stencils, use of the mimeoscope, stylus, screen plates, and lettering guides; running of copies; and proper filing of stencils for future use.
In the spirit or liquid process, instruction includes training in the preparation of carbon masters, color work and the running of copies.
Prerequisite—Typewriting speed of 40 words per minute.

TRANSCRIBING MACHINES
LENGTH OF COURSE—9 weeks, 3 fifty minute periods per week.
FEE—(In addition to registration fee) $1.
COURSE CONTENT—This course is designed to train students to transcribe from machine dictation. All popular makes of machines are used employing belts, discs, and magnetic tape and belts; the student transcribes a series for each machine. Instruction is also given on dictating machines.
Prerequisite—Typewriting speed of 40 words per minute.

CARD PUNCH MACHINES
(IBM 024 and 026)
LENGTH OF COURSE—9 weeks, 6 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. Payroll, numeric sales analysis, and alphabetic sales analysis is included with the studying, planning and preparation of the master cards necessary for these different applications. Nine lectures are included in this course and opportunity is offered, through field trips, for observation of key punching and its relationship to a punched card accounting system.
Prerequisite—Typewriting speed of 40 words per minute and an aptitude test for card punch operators.

DATA PROCESSING FOR BUSINESS

DATA PROCESSING MATHEMATICS I
LENGTH OF COURSE—18 weeks, 3 fifty minute periods per week.
TEXT—To be selected.
COURSE CONTENT—This is the first of two mathematics courses designed to provide a necessary foundation in numerical concepts as they pertain to business. Topics to be covered in this context will be the concepts of notation, basic algebra, the number systems, number systems utilizing an arbitrary base, fixed and floating point numbers, precision and significance, and linear equations.
Prerequisite—One year of high school algebra.

DATA PROCESSING MATHEMATICS II
LENGTH OF COURSE—18 weeks, 3 fifty minute periods per week.
TEXT—To be selected.
COURSE CONTENT—This is a continuation of Data Processing Mathematics I with concepts encountered in the preliminary course extended and amplified. Additional topics to be covered include the concept of an iterative process, solution of simultaneous linear equations, logic, Boolean algebra, application of numerical solutions to physical problems and classification of errors in solution of problems.

BASIC COMPUTER CONCEPTS
LENGTH OF COURSE—18 weeks, 3 fifty minute periods per week.
TEXT—To be selected.
COURSE CONTENT—This course is designed to provide the fundamental concepts and operational principles underlying all data processing systems. It provides a foundation for detailed study of specific systems. Topics to be covered will include the evaluation of data processing systems, introduction to problem organization, types of storage media, fundamentals of input and output operations, and elementary programming techniques.

ELECTRO-MECHANICAL MACHINES
LENGTH OF COURSE—18 weeks, 3 fifty minute periods per week.
and finance. The course is organized into four parts:
1) Basic mathematics, thorough foundation of arithmetic and algebraic operations; 2) Mathematics in general business, fundamental statistical methods, simple interest and bank discount; 3) Mathematics in investment, mathematics of long-term investment, compound interest and annuities; 4) Mathematics of bonds, depreciation, depletion, perpetuity and life insurance.
Prerequisite—Business Mathematics I or its equivalent.

**BUSINESS ECONOMICS**
LENGTH OF COURSE—18 weeks, 3 fifty minute periods per week.
TEXT—To be selected.
COURSE CONTENT—This course reviews the origin and development of our country’s economic system. The varied financial and industrial problems studied are those of “production, distribution and consumption of economic goods; markets and trading; mining and agriculture; capital and labor; money and banking; foreign exchange and tariffs.”

**BUSINESS LAW**
LENGTH OF COURSE—18 weeks, 3 fifty minute periods per week.
TEXT—Business Law by Smith and Roberson.
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 those principles to typical business situations. The text material is supplemented with selected cases which demonstrate the application of legal principles to specific cases.

**BUSINESS ORGANIZATION**
LENGTH OF COURSE—18 weeks, 3 fifty minute periods per week.
COURSE CONTENT—This course is a survey of the ever changing American business scene. Emphasis is placed upon the treatment of the several divisions of business such as production, distribution, finance and control. The student will develop an awareness of the economic framework that constitutes our capitalistic system. This course will be especially helpful to students planning to work into business management.

**OFFICE AND PERSONNEL MANAGEMENT**
LENGTH OF COURSE—18 weeks, 3 fifty minute periods per week.
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.

**PERSONAL DEVELOPMENT**
LENGTH OF COURSE—18 weeks, 2 fifty minute periods per week.
TEXT—Selected references.
COURSE CONTENT—An elective course offered in the School of Home Economics. It is planned for young women training for a position in the business field. Students will study maturity, personality, posture, appropriate dress for various occasions, personal appearance, the importance of sound health, managing your life, and that important job interview. Characteristics needed for obtaining a job and for job advancements will be stressed. The School of Home Economics offers additional electives to business students in:
- Wardrobe and Meal Management
  a. Planning
  b. Comparative buying
  c. Demonstrations
- Knitting

**SECRETARIAL SCIENCE**

**COMMUNICATION SKILLS I**
LENGTH OF COURSE—18 weeks, 3 fifty minute periods per week.
TEXT—College English for Business, Reigner.
COURSE CONTENT—A review of the basic principles of grammar, sentence structure, and punctuation. A study of correct usage, diction, vocabulary, spelling, and use of the dictionary, and library facilities are stressed. Oral and written applications are practiced. Emphasis is placed upon good reading and listening habits.

**COMMUNICATION SKILLS II**
LENGTH OF COURSE—18 weeks, 3 fifty minute periods per week.
COURSE CONTENT—An introduction to the importance of languages in human activities, and orientation in the use of the library and resource materials. Improvement in oral and written expression, listening techniques and development of reading efficiency. A study of effective personal messages and business letters. The use of jottings, outlines, bibliographies, footnotes, charts, and graphs is included.
TYPEWRITING II
LENGTH OF COURSE—18 weeks, 5 fifty minute periods per week.
FEE—(In addition to registration fee) $1.
COURSE CONTENT—An intermediate course designed to develop speed and accuracy in typewriting and training in letter placement and tabulation. Rough drafts, carbon copies and a review of typewriting techniques. Instruction is offered on both manual and electric typewriters. A goal of 40 to 50 words a minute should be attained.

TYPEWRITING III
LENGTH OF COURSE—18 weeks, 5 fifty minute periods per week.
FEE—(In addition to registration fee) $1.
COURSE CONTENT—Emphasis is placed upon typical office problems. Study is made of advanced work on letter styles, rough drafts, tabulations, business forms, accounting reports, and legal forms. Essential information needed for employment tests and application forms is included. Stress is centered on speed of production.
Prerequisite—Typewriting II or its equivalent.

TYPEWRITING IV
LENGTH OF COURSE—18 weeks, 5 fifty minute periods per week.
TEXT—Applied Office Typewriting, Frisch and Sivinski.
Typing Employment Tests, Stuurt and Gibson.
FEE—(In addition to registration fee) $1.
COURSE CONTENT—This course is designed for students who have completed Typewriting III or its equivalent. The work will include a review of basic business forms, speed in typing numbers and symbols, special projects, and timed production tests. Emphasis is placed upon proofreading of numbers, symbols, names, and spelling. Typists drill on sample employment tests.

GENERAL TYPEWRITING
LENGTH OF COURSE—18 weeks, 3 or 5 fifty minute periods per week.
FEE—(In addition to registration fee) $1.
COURSE CONTENT—Designed to accommodate the adult refresher student, the course is taught on an individual basis. Keyboard knowledge is a prerequisite. The content of the course is described under Typewriting I, II, and III.

TWO-YEAR TECHNICAL COURSES
Associate of Business degree is granted graduates in:
Business Administration-Accounting
Secretarial Science
Data Processing for Business

ONE-YEAR COURSES
Diplomas are awarded graduates in:
Accounting
Business Machines
General Clerical
Medical Secretary
Stenography

REFRESHER COURSES
Classes are offered to adult students desiring a refresher course prior to entering the field of clerical work. Classes may be scheduled three or five times per week in the four general areas of Accounting, Business Machines, General Clerical or Stenography.

BROCHURES
A special brochure illustrating courses offered by the School of Business is available by contacting the school.
A six-week summer session brochure is also available in the spring of each year.
PSYCHOLOGY OF HUMAN RELATIONS
LENGTH OF COURSE—18 weeks, 3 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.

MERCHANDISE MATHEMATICS
LENGTH OF COURSE—18 weeks, 3 fifty minute periods per week (first semester.)
COURSE CONTENT—Material covered will include percents, 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 practical to the average business situation.

PRINCIPLES OF ADVERTISING I
LENGTH OF COURSE—18 weeks, 3 fifty minute periods per week (first semester.)
COURSE CONTENT—the purpose of advertising, the economic and social aspects of advertising, slogans, trademarks, idea visualization, the mechanical production of advertisements, the media plan, newspaper advertising, radio advertising, television advertising, direct mail advertising, outdoor advertising, packaging and labeling, budgets, writing copy, psychology behind advertising, and coordinating with total sales promotion plan.

MERCHANDISE DISPLAY
LENGTH OF COURSE—18 weeks, 5 fifty minute periods per week (second semester.)
FEE—In addition to registration fee $2.
COURSE CONTENT—This is a study of the principles of window and interior display techniques and how to coordinate these techniques with current merchandising 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, 3 fifty minute periods per week (second semester.)
FEE—In addition to registration fee $1.50.

COURSE CONTENT—The course teaches the basic skills involved in using pens to construct 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.

BUYING PROCEDURES
LENGTH OF COURSE—18 weeks, 2 fifty minute periods per week (second semester.)
COURSE CONTENT—Buying in the economic cycle, the buyer's job, the organization for buying, the buying of merchandise, where to buy, when to buy, price policies, and inventory control.

CREDIT PROCEDURES
LENGTH OF COURSE—18 weeks, 2 fifty minute periods per week (second semester.)
COURSE CONTENT — Includes a study of the principles and methods of credit administration in the mercantile and retail field, including sources of information, credit policy, credit control, legal remedies, and collection techniques.

PRINCIPLES OF WHOLESALING
LENGTH OF COURSE—18 weeks, 3 fifty minute periods per week (second semester.)

SALES MANAGEMENT
LENGTH OF COURSE—18 weeks, 5 fifty minute periods per week (second semester.)
COURSE CONTENT—Topics studied include product planning, investigation of the market, sales organizations, sales programs and campaigns, and management of sales and service personnel including selection, training, and supervision.

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.

TWO-YEAR DIPLOMA COURSES
Business Administration—Marketing Major
Business Administration—Fashion Merchandising Major
Contact the school for special brochures on the above courses.
CLOTHING AND TEXTILES

CLOTHING 1—Firsts in Clothing Construction
LENGTH OF COURSE—18 weeks, 4 fifty minute periods
once a week.

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

COURSE CONTENT—First lessons in clothing construction include the making of a wool skirt, (fitted or gently flared), and a cotton dress. Streamlined methods of clothing construction are taught. Emphasis is given to care and use of the sewing machine; selection and use of patterns; preparation of fabrics for grain perfection; cutting and fitting garments; basic principles in construction of simple garments. Up-to-date information on new fabrics is made available. Material and pattern should not be purchased until after attendance at first class.

CLOTHING 2—Casual Clothes
LENGTH OF COURSE—18 weeks, 3 fifty minute periods
once a week.

PREREQUISITE—Clothing 1 or its equivalent.

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

COURSE CONTENT—Techniques and subject matter of this course are planned to follow Clothing 1 or its equivalent. Types of garments to be made—sport or casual dresses, robes, shirts or tailored 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. Patterns and material should not be purchased until after attendance at the first class.

CLOTHING 3—Dresses for All Occasions
LENGTH OF COURSE—18 weeks, 3 fifty minute periods
once a week.

PREREQUISITE—Clothing 2 or its equivalent.

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

COURSE CONTENT—Dresses of cotton, linen, silk, wool, man-made fibers and blends are constructed in this course. Latest information and techniques for sewing on the new fabrics are included. Dresses which may be made in this class are one and two piece dresses, jacket dresses and dinner dresses. Patterns and fabric should not be purchased until after attendance at first class.

CLOTHING 4—That Made To Order Look
LENGTH OF COURSE—18 weeks, 3 or 4 fifty minute periods once a week.
CLOTHING 5—Tailoring Techniques (beginning)

LENGTH OF COURSE—18 weeks, 4 fifty minute periods once a week.

PREREQUISITE—Clothing 4.

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

COURSE CONTENT—This course is for students who have completed Clothing 3 or equivalent. Emphasis is placed on planning the total costume. Examples may be: one-piece dress, dress and jacket combination, skirt, blouse and jacket combination, evening wear, cocktail dresses, coat and dress combinations.

CLOTHING 6—Tailoring Techniques (advanced)

LENGTH OF COURSE—18 weeks, 3 fifty minute periods once a week.

PREREQUISITE—Clothing 5.

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

COURSE CONTENT—Review of procedures covered in Clothing 5 is given. Greater emphasis is put upon detail, such as pocket types, worked buttonholes and construction details. Latest information on fabrics, and construction techniques for these fabrics, will be studied. Suits and coats will be made.

CLOTHING 7—Workshop

LENGTH OF COURSE—18 weeks, 4 fifty minute periods once a week.

PREREQUISITE—Clothing 4.

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

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.
CLOTHING 17—Special Construction Techniques
LENGTH OF COURSE—18 weeks, 2 fifty minute periods once a week.

CLOTHING 16—Design Through Cutting to Fit
LENGTH OF COURSE—18 weeks (second semester), 3 fifty minute periods once a week.
PREREQUISITE—Clothing 4 or 5.
FEE—(In addition to registration fee) $1.
COURSE CONTENT—This course will include an evaluation of the personal need for a better understanding of dress design and figure types. Emphasis will be given to methods of adjusting a commercial pattern to make it "fit" with satisfaction for comfort and style. This course will also provide opportunity to develop self-confidence in applying basic principles of fitting to a dress pattern before the garment is cut from fabric.

CLOTHING 15—Modified Tailoring Techniques
LENGTH OF COURSE—18 weeks, 3 fifty minute periods once a week.
PREREQUISITE—Clothing 4.
FEE—(In addition to registration fee) $1.
COURSE CONTENT—A clothing course designed to help the contemporary woman choose the best in fashion for herself and her family. Consideration will be given to the effective use of line, design, and color to achieve appropriate and becoming dress for all occasions. The course will include the development of an awareness of quality, labels and their meaning, and shopping techniques. Consideration will be given to helping a woman develop her taste and personal style in selecting clothes and accessories.

CLOTHING 13—Wardrobe Coordination
LENGTH OF COURSE—18 weeks, 2 fifty minute periods once a week.

MILLINERY 3—Designing and Advanced Techniques
LENGTH OF COURSE—18 weeks, 3 fifty minute periods once a week.
PREREQUISITE—Millinery 2.
FEE—(In addition to registration fee) $1.50.
COURSE CONTENT—This is an advanced course for students who have completed Millinery 1 and 2. Original, independent work will be stressed. Techniques being used in commercial hats will be analyzed and studied.

FUR REMODELING I
LENGTH OF COURSE—18 weeks, 3 fifty minute periods once a week.
FEE—(In addition to registration fee) $1.
COURSE CONTENT—Instruction will include restyling fur garments. Attention is given to fitting problems. Students may make fur accessories such as collars and neckpieces. Care and identification of fur will be studied.

FUR REMODELING 2
LENGTH OF COURSE—18 weeks, 3 fifty minute periods once a week.
FEE—(In addition to registration fee) $1.
COURSE CONTENT—This is an advanced course in fur remodeling for the people who have had Fur Remodeling 1 for two semesters. All types of fur garments may be made in this class, including scarfs and stoles. Drafting of patterns is included.

KNITTING 1
LENGTH OF COURSE—18 weeks, 3 fifty minute periods once a week.
FEE—(In addition to registration fee) $1.
MATERIALS NEEDED—Notebook and pencil, needles and yarn, measuring equipment (tape line or rule).
COURSE CONTENT—This course is planned for the advanced student and will include planning, styling and more intricate pattern interpretation. Articles to be made include pattern stitch sweaters, dresses, coats, and gloves.

KNITTING 2
LENGTH OF COURSE—18 weeks, 3 fifty minute periods once a week.
FEE—(In addition to registration fee) $1.
MATERIALS NEEDED—Notebook and pencil, needles and yarn, measuring equipment (tape line or rule).
COURSE CONTENT—This course is for the advanced student and will include planning, styling and more intricate pattern interpretation. Articles to be made include pattern stitch sweaters, dresses, coats, and gloves.

FOODS AND NUTRITION

FOODS 1—Planning and Preparation of Family Meals
LENGTH OF COURSE—18 weeks, 3 fifty minute periods per week. (First Semester).
FEE—(In addition to registration fee) $4.
COURSE CONTENT—This course is designed to refresh the homemaker in her knowledge of family meal planning and preparation. The basic preparation methods of meats, vegetables, salads, quick breads, casseroles and desserts will be included in the meals prepared. The efficient use of time, wise use of the food dollar, stocking the freezer, freezer packaging, and freezing of meals will be included. Comparison of new techniques and products with standard methods will aid each student in wiser food selection and preparation.

FOODS 2—Double Quick Meals
LENGTH OF COURSE—18 weeks, 3 fifty minute periods per week. (Second semester)
FEE—(In addition to registration fee) $4.
COURSE CONTENT—This course is designed to aid the busy homemaker 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, evaluating new food products, planning efficient kitchen food storage and efficient use of appliances will be included. An excellent food preparation course for today's active homemaker who combines both a community and family role.

FOODS 3—Hospitality Foods; Gracious Hostessing
LENGTH OF COURSE—12 weeks (second semester), 3 fifty minute periods once a week. February 13 to April 16.
FEE—(In addition to registration fee) $4.
COURSE CONTENT—This course is planned for those who are interested in learning more about the art of being a successful hostess. It will include table settings to fit party themes, centerpieces, the selection, care and use of table accessories, as well as menus for special occasions. Practice in the preparation and service of hospitality foods for buffet meals, teas, receptions and dessert parties will be given. The pleasure of entertaining in the spring and summer months will be featured with emphasis on patio and outdoor dining.

FOODS 4—Cake Decorating 1
LENGTH OF COURSE—18 weeks, 2 fifty minute periods once a week. (First semester).
FEE—(In addition to registration fee) $5.
COURSE CONTENT—This course will include basic fundamentals of cake decorating, proper frosting mix and timing, writing borders, scrolls, basket weaving and techniques of many flower types. Cakes will be decorated for birthdays, anniversaries, holidays and novelties. Christmas cookies and meringues are presented prior to the holiday season. Pressed sugar balls for Christmas and weddings are included. This basic course is open to anyone who wishes to acquire the art of food decoration.

FOODS 5—Cake Decorating 2
LENGTH OF COURSE—10 weeks, 2 fifty minute periods once a week. (Second semester)
FEE—(In addition to registration fee) $5.
COURSE CONTENT—This is an advanced course to
FOODS
COURSE CONTENT - This course develops interesting use of meats and vegetables to add variety and interest to family meals. Selection, buying, storage and principles of preparation will be stressed. These foods will be studied in relation to their nutritional contribution in daily meal plans.

CASSEROLES AND SALADS
LENGTH OF COURSE - 6 weeks, 3 fifty minute periods once a week. September 17 - October 22.
FEE - (In addition to registration fee) $2.
COURSE CONTENT - This course develops interesting use of meats and vegetables to add variety and interest to family meals. Selection, buying, storage and principles of preparation will be stressed. These foods will be studied in relation to their nutritional contribution in daily meal plans.

TEAS, RECEPTIONS, AND GROUP ENTERTAINING
LENGTH OF COURSE - 6 weeks, 3 fifty minute periods once a week. September 19 - October 24.
FEE - (In addition to registration fee) $3.
COURSE CONTENT - This course is planned for the homemaker who often must hostess or serve on a committee to plan and carry out the details of preparing and serving food for a crowd, such as weddings, anniversaries, pot-luck suppers, and other functions. Ideas for home, club, or church decorations, as well as the etiquette of teas and receptions will be offered. Class preparation will include punches, tea foods, teatime desserts, money-saving dishes and take-along foods.

HOLIDAY MEALS
LENGTH OF COURSE - 6 weeks, 3 fifty minute periods once a week. September 4 or 5 to December 9 or 10 (two sections).
FEE - (In addition to registration fee) $2.50.
COURSE CONTENT - Designed to present new and interesting ideas in holiday fare, including salads, casseroles, poultry, pastry, cookies and desserts. Attention will be given to planning and preparing ahead, and table service for entertaining family and guests.

BREADS - QUICK, YEAST, SPECIAL OCCASION
LENGTH OF COURSE - 12 weeks, 3 fifty minute periods once a week. February 10 or 11 to April 13 or 14 (two sections).
FEE - (In addition to registration fee) $2.
COURSE CONTENT - Designed to present basic techniques and proceed to more advanced problems and breads for special occasions.

FOODS II - MEAL MANAGEMENT (Planning, Comparative Buying, Demonstrations)
LENGTH OF COURSE - 18 weeks, 2 fifty minute periods once a week.
FEE - (In addition to registration fee) $2.
COURSE CONTENT - This course is designed to aid the business girl or homemaker in developing a knowledge of meal planning and preparation, wise buying of food for better nutrition, and the selection, use and care of kitchen appliances and equipment. This is not a student food preparation course. Effect of new developments in prepared and packaged food on meal preparation will be stressed. The problems facing today's woman who combines both career and home will be analyzed. Food and equipment demonstrations will be given on an teacher and student basis. Field trips and resource speakers are planned.

HOME FURNISHINGS
DRAPERIES
LENGTH OF COURSE - 18 weeks, 3 fifty minute periods once a week.
FEE - (In addition to registration fee) $1.
COURSE CONTENT - Draperies are studied from the standpoint of fabric, style, and color. Emphasis is placed upon the techniques in construction of draperies for both stationary and traverse rods. Other highlights of the course are estimation of yardage,
importance of proper measuring, application of lining and tailoring techniques used in drapery making. Calculation of size and spacing of pleats is stressed. Various kinds of pleats are taught. Actual construction of draperies is carried on in class under the supervision of the instructor; spreads and pillows are also made.

**FLORAL DESIGN 1**
LENGTH OF COURSE—18 weeks, 3 fifty minute periods once a week.
FEE—(In addition to registration fee) $5.
COURSE CONTENT—Basic principles of design and the technique of flower arrangement are offered. Emphasis will be placed upon mechanics of floral design, selection of containers, color, and the preparation and care of plant material. Fresh flowers and foliage are provided for class members so that they may practice making actual arrangements during the activity period.

**FLORAL DESIGN 2**
LENGTH OF COURSE—18 weeks, 3 fifty minute periods once a week.
PREREQUISITE—Floral Design 1.
FEE—(In addition to registration fee) $5.
COURSE CONTENT—This course will emphasize the art of individual and original Floral Designing in the Traditional Manner. The elegance of Early American arrangements keeps alive our heritage and is inspiring in content, color, and texture. Practice in these forms is offered as well as the selection and use of containers in the American home.

**FLORAL DESIGN 3**
LENGTH OF COURSE—18 weeks, 3 fifty minute periods once a week.
PREREQUISITE—Floral Design 1.
FEE—(In addition to registration fee) $5.
COURSE CONTENT—In response to the growing enthusiasm for advanced practice in the Art of Arranging Flowers, this course will stress the contemporary type of design. The modern technique of Free Form Arrangements combines flowers and foliage with driftwood, rocks, shells and figurines. A study of the psychology of color will highlight the course.

**HOLIDAY DECORATIONS FOR YOUR HOME**
LENGTH OF COURSE—5 weeks, 3 fifty minute periods per week, November 5-December 3.
FEE—(In addition to registration fee) $1.50.
COURSE CONTENT—This short course will help the class member plan decorations for the holiday season to add sparkle and a festive effect to the entire home—indoors and outside. Demonstrations and displays will feature evergreens, dried materials, fresh flowers, and various types of holiday art objects. Many techniques of designing to make decorations distinctive and meaningful for such a celebrated season of the year will be studied. A student activity period will follow the demonstration session.

**SLIPCOVERS**
LENGTH OF COURSE—18 weeks, 4 fifty minute periods once a week.
PREREQUISITE—Ability to do plain sewing.
FEE—(In addition to registration fee) $1.
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 weave 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 1** (Beginning)
LENGTH OF COURSE—18 weeks, 4 or 8 fifty minute periods a week.
FEE—(In addition to registration fee) $1 per semester, once a week; $4 per semester, twice a week.
COURSE CONTENT—This is an introductory course in simple upholstery techniques. Emphasis is placed upon proper use and care of tools, 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 2** (Intermediate)
LENGTH OF COURSE—18 weeks, 4 fifty minute periods once a week.
PREREQUISITE—Upholstery 1.
FEE—(In addition to registration fee) $2.
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, current trends in fillings, styles and fabrics are studied. All projects under constant supervision with emphasis on selection, estimation and application of fabric use.
UPHOLSTERY 3—Intermediate
LENGTH OF COURSE—18 weeks, 4 fifty minute periods
once a week.
PREREQUISITE—Upholstery 2 (Intermediate).
FEE—(In addition to registration fee) $2.
COURSE CONTENT—Attention will be given to stitched
edges, to wire frames, channeling, tufting, small
minor repairs and restyling. Supported plastics in
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 love
seats cannot be accepted in class. These could be
home projects with planning and instruction under
supervision in class.

UPHOLSTERING 4—Victorian and Antique Furniture
(Special Projects—Headboards)
LENGTH OF COURSE—18 weeks, 4 fifty minute periods
each week.
PREREQUISITE—Upholstery 2.
FEE—(In addition to registration fee) $2.
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, strip­
ing and rebuilding foundations. Tufting, channel­
ing and finishing techniques and accents through
accessories for the home are studied.

MANAGEMENT

HOME MANAGEMENT
LENGTH OF COURSE—10 weeks, 2 fifty minute periods
each week.
COURSE CONTENT—The course includes selection and
efficient use of equipment and appliances, principles
of good kitchen arrangements, improving storage
areas in the home, and simplified housekeeping
practices. Wise selection and buying of products
or cleaning agents and equipment, and protective
agents will be studied. Consideration will be given
to time and energy management, and spending
your dollars wisely.

MEAL MANAGEMENT
See Foods 11.

PERSONAL AND FAMILY RELATIONSHIPS

CHILDBIRTH AND INFANT CARE
LENGTH OF COURSE—8 weeks, 2 fifty minute periods
once a week. Beginning dates—September 10 or
20, November 5, January 14, March 10.

SCHOOL OF HOME ECONOMICS
AUTO BODY
LENGTH OF COURSE—74 weeks, 25 fifty minute periods per week, 2 school years.
TEXT—Automotive Collision Work, by Frozel, Bedell and Spicer; Sheet Metal Repair, by Robert L. Sargent.
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, 20 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) $14 per semester, 4 periods daily; $7 per semester, 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 Nicholson and Jones. (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-minutes periods per week.
TEXT—Blueprint Reading, by Nicholson and Jones.
FEE—(In addition to registration fee) $2 per semester, one period per day.
COURSE CONTENT—Fundamentals of blueprint reading essential to success in the machine trades.

CABINET MAKING
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) $8 per semester for two periods daily; $16 per semester for four periods daily.
COURSE CONTENT—Core, use and sharpening of tools; project making and machine woodworking; glues and gluing; preparing surfaces for and application of finishes.

DIESEL MECHANICS
LENGTH OF COURSE—37 weeks, 12 periods per week, one school year.
FEE—(In addition to registration fee) $12 per semester.
COURSE CONTENT—This course consists of two areas of study, theoretical and practical. The theoretical portion is intended to give an understanding of the basic principles involved in the construction and operation of diesel engines, while the practical portion is designed to familiarize the student with the operation maintenance and testing of diesels and diesel units.

DRAFTING, MECHANICAL
LENGTH OF COURSE—37 weeks, equivalent to 15 fifty-minute periods per week.
FEE—(In addition to registration fee) $2 per semester.
COURSE CONTENT
DRAFTING I—A fundamental course in basic drafting including lettering, geometric constructions, orthographic projection, dimensioning, and freehand sketching.
DRAFTING II—Continuation of Drafting I plus cross sections, auxiliary views, pattern layouts, construction of curves, intersections, triangulation, pictorial drawings, screw threads and thread conventions.
DRAFTING III—A work book course including completion problems, freehand sketching, visualization exercises, auxiliary views, evaluations 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; hydrostatic pressure and retaining vessels; welded joints; torsion, torque and strength of shafts; beams, shear and moment diagrams, design of beams; stresses in beams; beam deflection; 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—$6 per semester 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) $15 per semester, 4 periods daily; $9 per semester, 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
(Industrial)
LENGTH OF COURSE—Variable.
TEXT—Depending on subject.
COURSE CONTENT—Applied Mathematics relating to the subject in which the student is majoring; individual instruction procedure followed.

PHOTOGRAPHY
LENGTH OF COURSE—37 weeks, 4 fifty minute periods per week.
TEXT—Photography, by Thomas H. Miller and Wyatt Burritt; Commercial Photography, by Kenneth McCambs.
FEE—(In addition to registration fee) $4 per semester. The student is required to supply all film, paper, and other small items for his personal projects.
COURSE CONTENT—A study of photographic techniques, equipment and materials. Experience is offered in contact printing, print control, enlargement, color processing, print mounting, flash photography and electronic flash. The related instruction
includes use of light meter, types and use of films, developing procedures, lighting problems, light control, negative control, picture composition, copy work in line and making of photomontage.

**SHEET METAL**
*(Pre-Apprentice)*

**LENGTH OF COURSE**—37 weeks, 16 fifty minute periods per week.

**TEXT**—Sheet Metal Pattern Drafting and Shop Problems, by Dougherty; Sheet Metal Layout, by Leo A. Meyer.

**FEE**—(In addition to registration fee) $18 per semester, 4 periods daily; $9 per semester, 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 Suck.

**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 welding; 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**

The Automotive Technology program is designed to prepare the student to do quality maintenance work and to be able to diagnose technical difficulties encountered in the operation of motor vehicles. A knowledge of basic scientific principles and technical information is emphasized so that students have an understanding of why difficulties occur. Included within the curriculum besides automotive laboratory and theory are courses in management, business operations, mathematics, science, machine tools and communication skills. An associate degree in Applied Science is awarded upon successful completion of the program.

**CIVIL TECHNOLOGY**

Civil Technology covers a very broad field with work responsibilities falling in many areas; namely, highway surveying, land surveying, highway and construction drafting, field testing and inspection. The young man in this field is taught to work with the civil engineer and relieve him of many of the responsibilities in the above named categories. This is a helpful, challenging, remunerative occupation. An associate degree in Applied Science is awarded upon successful completion of the program.

**ELECTRONIC TECHNOLOGY**

Electronic Technology deals with the design and application of electron tubes, transistors, transducers, and related solid-state devices. The technician may be involved with radio, radar, television or telephony, or in the manufacture, test, or maintenance of electronic systems and components (such as guided missiles, satellites, computers, etc.). An associate degree in Applied Science is awarded upon successful completion of this course of study.

**GRAPHIC ARTS TECHNOLOGY**

The printing industry needs young men and women who have a fairly good knowledge of English grammar, spelling and punctuation and who would like to work with their hands in creative effort, or who would like to work with machinery. There is a need for young people who would like to become platemakers, proof readers, estimators, linotype operators, compositors, pressmen, cameramen, strippers, and layout men. This program prepares the young person for employment in combinations or specialized phases of the work in the categories aforementioned. This is a diploma program.

**MECHANICAL DESIGN TECHNOLOGY**

The Mechanical Design curriculum is basically concerned with manufacturing and its various aspects. It is designed for students who are interested in the preparation for work in the development and design of mechanical products of the machines, tools and equipment used in their fabrication or assembly. The instruction is planned to enable the graduates of this program to take positions as assistants to mechanical engineers or technicians. An associate degree in Applied Science is awarded upon successful completion of the program.
QUANTITY FOOD PREPARATION AND SERVICE

This program, extending over a two-year period, offers practical training in its model kitchen and bake shop in the quantity preparation of fine foods, in the important phases of restaurant management, purchasing, cost control, storage, stewarding food supplies, and restaurant and supper club management. This is a diploma course.

SCHOOL OF BARBERING

This program is designed to prepare students for entrance into the barber field as apprentices. It consists of one school year of full-time instruction, a total of 1248 hours. Upon completion, the student is given nine months of credit toward his apprenticeship. Two years and three months of apprentice training follow during which time he follows a state approved plan, including part-time instruction. Applicants meeting minimum entrance standards will have their applications filed in the order in which they are received and will be called for enrollment in that order.

CONTACT THE SCHOOL FOR SPECIAL BROCHURES FOR THE ABOVE COURSES.
DENIAL ASSISTANTS
LENGTH OF COURSE—37 weeks.
COURSE CONTENT—A minimum of 926 hours of classroom instruction and supervised clinical practice. The course in dental assisting is planned to give students an adequate orientation to the duties of the dental assistant from general office work to the technical phases of chairside assisting, laboratory techniques, and radiology. Typing and one unit of science are requisites. Application must be made in advance. Contact the school for special brochure.

MEDICAL ASSISTANTS
LENGTH OF COURSE—37 weeks.
COURSE CONTENT—A minimum of 900 hours of classroom instruction plus three weeks of supervised clinical practice in a physician’s office or clinic. The course is designed to prepare girls for assisting in a physician’s office. Typing is a requisite. Application must be made in advance. Contact the school for special brochure.

PRACTICAL NURSING
LENGTH OF COURSE—52 weeks.
COURSE CONTENT—A minimum of 590 hours of classroom instruction in nursing theory and related sciences plus 35 weeks of supervised clinical practice at affiliated hospitals. Application must be made in advance. Contact the school for special brochure.

MEDICAL SECRETARY
LENGTH OF COURSE—37 weeks.
COURSE CONTENT—A minimum of 920 hours of classroom instruction. The course includes medical terminology, the study of the human body in health and disease, first aid, medical ethics and medicolegal principles, medical record keeping, medical dictation, and related course work necessary to become proficient in the duties of the medical secretary. The course is cooperatively taught by the faculty of the School of Business and the School of Medical Assistants. Typing and one unit of shorthand are requisites. Application must be made in advance. Contact the school for special brochure.
Madison Vocational, Technical and Adult Schools

Evening Catalog 1963-1964

Board of Vocational and Adult Education

Fred M. Mason, President
Frank G. Collester, Vice-President
Robert D. Gilberts, Secretary
Russell E. Dresser
George Hall

Norman P. Mitby, Director
211 North Carroll Street
Madison, Wisconsin, 53703

Telephone 255-4541
## CONTENTS

<table>
<thead>
<tr>
<th>Section</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>GENERAL INFORMATION</td>
<td>5</td>
</tr>
<tr>
<td>EVENING SCHOOL CALENDAR</td>
<td>9</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>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>BUSINESS MACHINES</td>
<td>25</td>
</tr>
<tr>
<td>DATA PROCESSING</td>
<td>26</td>
</tr>
<tr>
<td>RELATED BUSINESS</td>
<td>28</td>
</tr>
<tr>
<td>SECRETARIAL SCIENCE</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>CLOTHING AND TEXTILES</td>
<td>40</td>
</tr>
<tr>
<td>FOODS AND NUTRITION</td>
<td>44</td>
</tr>
<tr>
<td>HOME FURNISHINGS</td>
<td>46</td>
</tr>
<tr>
<td>MANAGEMENT</td>
<td>48</td>
</tr>
<tr>
<td>PERSONAL AND FAMILY RELATIONSHIPS</td>
<td>48</td>
</tr>
<tr>
<td>SCHOOL OF VOCATIONAL AND TECHNICAL EDUCATION</td>
<td>53</td>
</tr>
<tr>
<td>AERONAUTICS</td>
<td>54</td>
</tr>
<tr>
<td>AUTOMOTIVE</td>
<td>54</td>
</tr>
<tr>
<td>BUILDING TRADES</td>
<td>56</td>
</tr>
<tr>
<td>DIESEL</td>
<td>57</td>
</tr>
<tr>
<td>DRAFTING</td>
<td>59</td>
</tr>
<tr>
<td>ELECTRONICS</td>
<td>60</td>
</tr>
<tr>
<td>GRAPHIC ARTS</td>
<td>61</td>
</tr>
<tr>
<td>MACHINE TRADES</td>
<td>64</td>
</tr>
<tr>
<td>PHOTOGRAPHY</td>
<td>65</td>
</tr>
<tr>
<td>SERVICE TRADES</td>
<td>65</td>
</tr>
<tr>
<td>SURVEYING</td>
<td>65</td>
</tr>
<tr>
<td>WELDING</td>
<td>66</td>
</tr>
<tr>
<td>SCHOOL OF HEALTH OCCUPATIONS</td>
<td>67</td>
</tr>
</tbody>
</table>
GENERAL INFORMATION

The Madison Vocational, Technical and Adult Education Schools 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 register 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 14, 1963.

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 fee is 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.
ASSOCIATE DEGREE

Under the provisions of Chapter 51, Laws of 1961, the State Board of Vocational and Adult Education is empowered to authorize local boards of vocational and adult education to grant associate degrees in the appropriate areas to students who successfully complete two years of post high school technical level instruction.

The Madison Board of Vocational and Adult Education is conducting courses in Business Administration, Accounting, Secretarial Science, Automotive Technology, Mechanical Design Technology, and Electronics Technology, which have been evaluated and approved in accordance with policies established by the State Board of Vocational and Adult Education. An Associate Degree is granted upon successful completion of these courses.

GRADES

Grades are based upon the following schedule:

<table>
<thead>
<tr>
<th>Grade</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>
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<tr>
<td>C</td>
<td>Average—77-84</td>
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<tr>
<td>D</td>
<td>Below Average—70-76</td>
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<tr>
<td>U</td>
<td>Unsatisfactory—Below 70</td>
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<tr>
<td>Inc.</td>
<td>Incomplete</td>
<td></td>
</tr>
<tr>
<td>W</td>
<td>Withdrawn</td>
<td></td>
</tr>
</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 255-4541.

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 5:00 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 3 through 5, 1963.

Advance Registration in Person at the Vocational School
Tuesday and Wednesday, October 1 and 2, 1963, from 5:00 p.m. to 8:30 p.m.

Registration During Evening School Session
Monday, Tuesday, Wednesday, and Thursday, October 7, 1963 to March 13, 1964, from 6:30 p.m. to 7:30 p.m.

TESTING SERVICE AND COUNSELING

The Guidance Office, located in Room 458, 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 458 where an effort is made to place students in positions suitable to aptitudes and skills demonstrated in classroom.

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

WOMAN'S SERVICE EXCHANGE

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

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 at the Johnson Street and the Carroll Street entrances, and on the fourth floor near Room 422.

LOST AND FOUND
Any article that is found should be turned in at Room 136. Any student who has lost any article should report it at Room 136. 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.

EVENING SCHOOL CALENDAR 1963-64
Mail registration for evening school
September 3, 4, and 5 (Tuesday, Wednesday, and Thursday)

Registration for evening school (5 to 8:30 p.m.)
October 1 and 2 (Tuesday and Wednesday)

Meeting of evening school staff
October 3 (Thursday)

Evening school begins
October 7 (Monday)

Evening school closes (Thanksgiving vacation)
November 27, 28, and 29 (Wednesday, Thursday, and Friday)

Evening school closes (Christmas vacation)
December 14 through January 12 (Saturday through Sunday)

Registration for evening school (6 to 8 p.m.)
January 6 and 7 (Monday and Tuesday)

Evening school reopens
January 13 (Monday)

Evening school closes
March 20 (Friday)
ACADEMIC

ALGEBRA I
LENGTH OF COURSE—20 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—“Algebra—It’s Big Ideas and Basic Skills” (Book I) by Aiken, Henderson, and Pingry.
COURSE CONTENT—The basic skills involved in this course are: using and interpreting symbols of algebra, fundamental operations, evaluating expressions, using exponents, solving equations, solving word problems, drawing and reading graphs, and factoring. Modern terminology of mathematics is used throughout the course, which consists of fourteen assignment sheets. Unit tests are given when each assignment sheet is completed. A final test is given. One high school credit may be obtained.

ALGEBRA II
LENGTH OF COURSE—20 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—“Algebra—It’s Big Ideas and Basic Skills” (Book II) by Aiken, Henderson, and Pingry.
PREREQUISITE—Algebra I.
COURSE CONTENT—A very brief review of Algebra I is accomplished first. Advanced work in quadratics and factoring are covered as well as work with irrational, exponents, logarithms, complex numbers, functions, systems of equations, linear functions, trigonometric functions and progressions and series. The course has thirteen assignment sheets with tests given at the end of the unit. A final test is given and upon completion one-half high school credit may be obtained.

GEOMETRY
LENGTH OF COURSE—20 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—“Modern Geometry—It’s Structure and Function”, by Henderson, Pingry, and Robinson.
COURSE CONTENT—The course consists of concepts and inference patterns from logic as well as concepts of set theory; statements, postulates, and theorems. There are twelve assignment sheets and tests with a final test at the completion of the course. One high school credit is given upon successful completion of the course.

TRIGONOMETRY
LENGTH OF COURSE—20 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 Rasonbach, Whitman, Maxcovitz.
PREREQUISITE—Algebra.
COURSE CONTENT—A study of basic trigonometric functions, solutions of right and oblique triangles, fundamental trigonometric identities, the use of logarithms, and complex number notations. There are twenty assignment sheets covering the course after which a final examination is completed to allow one-half high school credit.

CITIZENSHIP
LENGTH OF COURSE—20 weeks.
Thursday, 7:00 p.m. to 9:00 p.m.
PREREQUISITE—Knowledge of the English language (written and oral).
COURSE CONTENT—A series of lessons presenting basic information and studies of the constitution, governmental organization, the obligations of a citizen, voting procedures, outlines of the United States history, state and local governments, needed to become an effective citizen of the United States.

ENGLISH I
LENGTH OF COURSE—20 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—20 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—20 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, vo-
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—20 weeks.**
Monday and Wednesday, 7:00 p.m. to 9:00 p.m.

**COURSE CONTENT—**An advanced course in English grammar giving the student 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—10 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)

**LENGTH OF COURSE—20 weeks.**

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

**COURSE CONTENT—**This is a writing course for those interested in expressing their thoughts and feelings in such forms as articles, plays, poems, and short stories. Members of the group bring their manuscripts as a basis for discussion and for help in their individual writing problems.

**FRENCH I**

**LENGTH OF COURSE—20 weeks.**

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

**COURSE CONTENT—**This course aims at maximum usefulness to enable the student to speak and write in simple, natural French. In addition, a Graded French Reader is used to build up a more extensive vocabulary.

**FRENCH II**

**LENGTH OF COURSE—20 weeks.**

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

**COURSE CONTENT—**This course is for students who completed French I, or had one year of college French, or two years of high school French. It will include training in conversation at the intermediate level and reading and discussion of selections of French literature.

**GERMAN I**

**LENGTH OF COURSE—20 weeks.**

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

**COURSE CONTENT—**This course aims at maximum usefulness to enable the student to speak and write in simple, natural German. In addition, a Graded German Reader is used to build up a more extensive vocabulary.

**GREAT LITERATURE**

**LENGTH OF COURSE—20 weeks.**

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

**COURSE CONTENT—**This course is designed for those who wish to read and interpret the great classics of the ages.

**PREPARING FOR RETIREMENT**

**LENGTH OF COURSE—7 weeks.**

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

Beginning October 10.

**COURSE CONTENT—**Housing (public and private), financing retirement (social security, investments, pensions), legal aspects of retirement (wills, taxes), health, creative use of leisure, part-time employment.

**SPANISH I**

**LENGTH OF COURSE—20 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—**A class in conversational Spanish with practice in pronunciation, comprehension of the spoken language and conversational drill. Grammatical structure of the Spanish language is given adequate consideration.

**SPANISH II**

**LENGTH OF COURSE—20 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—**For those who have had Spanish I or its equivalent. Continuing the conversational approach, adding some literature and special activities.

**YOUR SPEECH**

**LENGTH OF COURSE—20 weeks.**

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

**COURSE CONTENT—**This course consists of two units.
The first emphasizes breathing, poise, tone placement, vocal technique through relaxation and articulation; the second unit consists of preparing and delivering speeches suitable for committees, clubs, or similar groups.

**MIDDLETOWN SCHOOL**

**READING THE LANDSCAPE**  
(Second term only)  
LENGTH OF COURSE—12 weeks.  
Monday, 7:30 p.m. to 9:30 p.m., beginning January 13, 1964; Tuesday 7:30 p.m. to 9:30 p.m., beginning January 14, 1964; Thursday, 7:30 p.m. to 9:30 p.m., beginning January 16, 1964.  
COURSE CONTENT—Lectures, discussions, and visual aids for increasing awareness of plants, animals, and the land, and understanding their interrelationships and behavior. The principles discussed provide a framework for increasing appreciation of nature and maintaining enough of it to meet society’s needs. Spring field trips will be conducted.

**SCHOOL OF ART**

**ANTIQUES—Collecting and Identifying**  
LENGTH OF COURSE—10 weeks.  
Tuesday, 7:00 p.m. to 9:00 p.m.  
FEE—(In addition to registration fee) $3.  
COURSE CONTENT—Historical background of present day antiques. Lectures and discussion of antique furniture, china, glassware, textiles, metal accessories, restorations in Wisconsin and use of antiques in homes of today.

**ART METAL AND ENAMELING**  
LENGTH OF COURSE—20 weeks.  
Wednesday, 7:00 p.m. to 9:00 p.m.  
FEE—(In addition to registration fee) $3.  
COURSE CONTENT—Design principles and techniques as applied to copper, brass and aluminum. Project chosen for execution will give students the fundamental processes as to behavior of non-ferrous metals, piercing, soldering, etching, oxidizing and finishing, in addition bowls and similar projects can be enameled. Students pay for materials used.

**BRAIDED RUGS**  
LENGTH OF COURSE—20 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, splaying, padding and lacing. Discarded materials recommended. Students furnish own materials.

**GENERAL CRAFTS**  
LENGTH OF COURSE—20 weeks.  
Monday and Wednesday, 7:00 p.m. to 9:00 p.m.  
FEE—(In addition to registration fee) $3.  
COURSE CONTENT—Instruction in replacing cane chair seats, either hand woven or machine cane; also artificial rush and flat splint weaving of chair seats. Students furnish own chairs and pay for materials used.

**COMMERCIAL ART TECHNIQUES**  
LENGTH OF COURSE—20 weeks.  
Thursday, 7:00 p.m. to 9:00 p.m.  
FEE—(In addition to registration fee) $3.  
PREREQUISITE—Previous training in 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—20 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 individual interpretation. Media: pencil, charcoal, pen and ink, crayon and wash. Students pay for materials used.

**SCHOOL OF GENERAL EDUCATION**

**CHAIR CANING**  
LENGTH OF COURSE—20 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.

**INTERIOR DECORATION**  
LENGTH OF COURSE—20 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.
**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 18.
*For Interior Decoration class offered at Cherokee Heights, Midvale and LaFollette Schools see page 18.

JEWELRY I
LENGTH OF COURSE—20 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, chasing, piercing, repoussé, chasing, casting, enameling, stone setting and finishing. Students pay for materials used. For the layman.

JEWELRY II
LENGTH OF COURSE—20 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 LAPIDARY
LENGTH OF COURSE—20 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—20 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 pol-
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, Technical and Adult Schools or another school offering a comparable course.

The total cost of the course (including classroom instruction and behind-the-wheel training) is $27 for Madison residents and $35 for nonresidents.

CLASSROOM INSTRUCTION (Evening Only)

LENGTH OF COURSE—8 weeks.
Tuesday and Thursday—7:00 p.m. to 9:00 p.m.

FEE

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

TEXT—"How to Drive" by the 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 1963-64 classes begin on the following dates:
September 10, 1963
November 12, 1963
January 28, 1964
April 7, 1964
June 2, 1964
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
eight days per week for eight weeks)

FEE

<table>
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<tr>
<th></th>
<th>Madison Residents</th>
<th>Non-Residents</th>
</tr>
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<tr>
<td>Eight Individual lessons and equal observation time in driver training car.</td>
<td>$26.00</td>
<td>$28.00</td>
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</table>

Registration fee for those not taking classroom instruction at the Madison Vocational, Technical and Adult Schools. $2.00 $2.00

COURSE CONTENT—This course consists of eight fifteen-minute lessons in either a standard or an automatic transmission dual control car and eight fifty-minute observation periods in the cor. 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 1963-64 behind-the-wheel training begins on the following dates:
- September 23, 1963
- November 25, 1963
- February 10, 1964
- April 20, 1964
- June 15, 1964

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, 7:00 p.m. to 9:00 p.m.
COURSE CONTENT—Standard oratorio and concert repertoire in several concerts with Civic Orchestra. Made up of adults who must qualify.

MADISON MUNICIPAL BAND
LENGTH OF COURSE—20 weeks.
Thursday, 7:30 p.m. to 9:30 p.m.
COURSE CONTENT—Standard concert band repertoire. Made up of adults who must qualify.

MADISON CIVIC OPERA WORKSHOP
LENGTH OF COURSE—32 weeks.
Wednesday, 7:30 p.m. to 9:30 p.m.
COURSE CONTENT—Standard opera repertoire. Made up of adults who must qualify.

PIANO

(Intermediate)
LENGTH OF COURSE—20 weeks.
Monday, 8:00 p.m. to 9:00 p.m.
FEE—(In addition to registration fee) $1 per lesson payable 10 weeks in advance.
COURSE CONTENT—A refresher course for adult students with limited previous training. Sight reading, rhythm and expression stressed.

PIANO II AND III
(Advanced)
LENGTH OF COURSE—20 weeks.
Wednesday, 8:00 p.m. to 9:00 p.m.
FEE—(In addition to registration fee) $1 per lesson payable 10 weeks in advance.
COURSE CONTENT—Scales, arpeggios, hand building exercises, sonatas, two piano ensemble music.

POPULAR PIANO THROUGH KEYBOARD HARMONY
LENGTH OF COURSE—20 weeks.
Thursday, 7:00 p.m. to 8:00 p.m.
TEXT—Modern Piano by Leo Sims.
FEE—(In addition to registration fee) $1 per lesson payable 10 weeks in advance.
COURSE CONTENT—Designed for students having some knowledge of piano. An intermediate 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—20 weeks.
Monday, 6:00 p.m. to 9:00 p.m.
COURSE CONTENT—Fundamentals of violin playing for adult beginners.
VOICE CLASS
LENGTH OF COURSE—20 weeks.
Wednesday, 7:30 p.m. to 8:30 p.m. for beginners,
8:30 p.m. to 9:30 p.m. for advanced students.
COURSE CONTENT—A fundamental lecture course in
voice placing, tone production, breathing, articulation.

EAR TRAINING AND SOLFEGGIO
LENGTH OF COURSE—20 weeks.
Tuesday, 7:30 p.m. to 9:00 p.m.
COURSE CONTENT—For the untrained. Open to all
adult students unfamiliar with reading music, clefs
and intervals. Planned as an aid to church choir
singers.

ORGAN KEYBOARD HARMONY I
LENGTH OF COURSE—20 weeks.
Wednesday, 7:00 p.m. to 8:00 p.m.
FEE—(In addition to registration fee) $1 per lesson
payable 10 weeks in advance.
COURSE CONTENT—Designed for home organs. A
course in practical harmony for people who do
not read music. Useful in playing without sheet
music and playing piano music on the organ. Not
regulation organ lessons.

ORGAN KEYBOARD HARMONY II
LENGTH OF COURSE—20 weeks.
Thursday, 7:00 p.m. to 8:00 p.m.
FEE—(In addition to registration fee) $1 per lesson
payable 10 weeks in advance.
COURSE CONTENT—Designed for home organs. A
course in practical harmony, useful in arranging,
playing without sheet music, transposition, and ar-
ranging piano music for organ. Not regulation
organ lessons.

MUSIC APPRECIATION
LENGTH OF COURSE—20 weeks.
Friday, 7:00 p.m. to 9:00 p.m.
COURSE CONTENT—A series of lectures on music and
the related arts intended to guide the serious
listener to a better understanding of the art of
music.

EVENING CLASSES AT CENTERS

MIDVALE SCHOOL
PIANO I—Tuesday, 7:00 p.m. to 8:30 p.m.
PIANO II—Tuesday, 8:00 p.m. to 9:00 p.m.
BUSINESS ADMINISTRATION—ACCOUNTING

ACCOUNTING I (Elementary)
LENGTH OF COURSE—20 weeks.
Monday, 5:00 p.m. to 8:00 p.m. or 6:30 p.m. to 9:30 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—20 weeks.
Monday, 6:30 p.m. to 9:30 p.m. or Tuesday, 6:30 p.m. to 9:30 p.m.
COURSE CONTENT—A continuation of Accounting I enlarging upon the theories and practices in use today in partnership and corporate types of organizations. Classification of accounts, admission of new partners, partnership dissolution, negotiable instruments, taxes, and the acquisition and disposal of fixed assets will be a part of this course. It is considered basic for students planning to major in accounting or for work as a bookkeeper or junior accountant.

ACCOUNTING III
(Corporation and Manufacturing)
LENGTH OF COURSE—20 weeks.
Wednesday, 6:30 p.m. to 9:30 p.m.
PREREQUISITE—Accounting II.
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 at the close of the business are subjects covered.

ACCOUNTING IV
(Intermediate Problems)
LENGTH OF COURSE—20 weeks.
Wednesday, 6:30 p.m. to 9:30 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
(Cost)
LENGTH OF COURSE—20 weeks.
Wednesday, 6:30 p.m. to 9:30 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.

ADVANCED ACCOUNTING PROBLEMS
LENGTH OF COURSE—20 weeks.
Monday, 6:30 p.m. to 9:30 p.m.
COURSE CONTENT—A course for junior accountants designed to improve problem solving. Prerequisite, Intermediate Accounting. Emphasis is also placed on the preparation and interpretation of forms and reports used in public accounting.

BUSINESS MACHINES

COMPTOMETER AND BURROUGHS
(Key-driven Calculators)
LENGTH OF COURSE—20 weeks.
Monday, Tuesday, Wednesday, Thursday, or Friday, 7:00 p.m. to 9:00 p.m.
FEE—(In addition to registration fee) $2.
COURSE CONTENT—A foundation course in which the student learns correct techniques and the four basic operations in addition, multiplication, subtraction and division. Permanent decimal multiplication, split and three-factor multiplication are mastered.
Trade discount, chain discount, interest, payroll, and invoice extensions are studied. Speed drills in addition are a part of this course. Upon satisfactory completion of this work the student will qualify for simple calculator jobs which do not require high speed operation. Students may also work on ten and full keyboard adding machines and printing calculators.

**MACHINE CALCULATION**
(Automated Electric Calculators—Friden, Marchant, Monroe)

**LENGTH OF COURSE—10 weeks.**
Monday, Tuesday, Wednesday, Thursday, or Friday, 7:00 p.m. to 9:00 p.m.

**TEXT—Machine Calculation Rotary Calculator Course, Agnew and Pasewark, 4th edition.**

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

**COURSE CONTENT—The student learns basic operations on the rotary electric calculator. Accumulation, negative multiplication, percentage, discounts, reciprocals, distribution, proration, and invoicing are a part of this course. Practical applications as used in business and industry are stressed. Training is also given on ten and full keyboard adding machines and on printing calculators.**

**CARD PUNCH**

**LENGTH OF COURSE—10 weeks.**
Monday, Tuesday, Wednesday, Thursday, or Friday, 7:00 p.m. to 9:00 p.m.

**Lecture, Monday, 5:30 p.m. to 6:30 p.m.**

**FEE—(In addition to registration fee) $5.**

**PREREQUISITE—Typewriting, minimum 40 words per minute. Aptitude test; arrange with Supervisor, School of Business.**

**COURSE CONTENT—Students are required to attend the lecture and one evening of two hours card punch practice. Emphasis is on the development of speed and accuracy on the alphabetic and numeric keyboard, by the touch method. Also on the design of program cards, principles of the punched card, and error detection. Practice is on IBM 024 and 026 card punch machines.**

**DATA PROCESSING**

Students enrolling in data processing courses will register one week early, Wednesday, September 25, in Scanlan Hall, from 6:00 p.m. to 8:00 p.m.

An aptitude test will be given all persons desiring Card Punch and Tabulating Machine Operation I.

Counselors will be present to assist students in class selections.

**SCHOOL OF BUSINESS PAGE 27**

**INTRODUCTION TO PUNCHED CARD ACCOUNTING**

**LENGTH OF COURSE—10 weeks.**
Monday, 7:00 p.m. to 9:00 p.m.

**COURSE CONTENT—For those with no previous knowledge of data processing equipment and whose work requires familiarity with the machine accounting department. Also for those persons who want to take more advanced courses. This course covers card principles and design, unit record methods, coding and procedure development and operating principles of card punchers, sorters and interpreters, reproducers, collators, and tabulating machines. No prerequisite.**

**PRINCIPLES OF TABULATING MACHINE OPERATION I**

**LENGTH OF COURSE—10 weeks.**
Monday, 6:30 p.m. to 9:30 p.m.

**FEE—(In addition to registration fee) $5.**

**PREREQUISITE—Machine operators aptitude test; arrange with Supervisor, School of Business. Introduction to Punched Card Accounting, or operating experience.**

**TEXT—Selected IBM Manuals.**

**COURSE CONTENT—An intensified course in machine accounting, providing training in control panel wiring and machine operations for the 402 accounting machine. Practical machine problems as well as instruction in theory are included in this course.**

**PRINCIPLES OF TABULATING MACHINE OPERATION II**

**LENGTH OF COURSE—10 weeks.**
Wednesday, 6:30 p.m. to 9:30 p.m.

**FEE—(In addition to registration fee) $5.**

**PREREQUISITE—Principles of Tabulating Machine Operation I, or basic accounting machine wiring experience.**

**TEXT—Selected IBM Manuals.**

**COURSE CONTENT—This course increases and broadens the student's knowledge of machine accounting. Specific instruction is provided for the 402 and 407 tabulating machines, with advanced work on control panel wiring.**

**COMPUTER CONCEPTS**

**LENGTH OF COURSE—10 weeks.**
Tuesday, 7:00 p.m. to 9:00 p.m.

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

**TEXT—Selected IBM Manuals.**

**COURSE CONTENT—This course will cover a brief history of computers, a general description of how computers operate, an abbreviated study of programming with some practical exercises, and an extensive investigation of various applications typical to business and industrial uses of computers. The utility and economic advantage of a computer in these areas will be discussed. Selected areas
will be covered as case studies of practical problems with exercises involving student use of the IBM 1620 computer.

BASIC PROGRAMMING OF THE IBM 1620 COMPUTER
LENGTH OF COURSE—20 weeks.
Thursday, 6:30 p.m. to 9:30 p.m.
FEE—(In addition to registration fee) $10.
TEXT—Selected IBM Manuals.
COURSE CONTENT—This is a basic course in programming an electronic computer with the IBM 1620 available for class use. Practical problems are used to afford the student an opportunity to apply programming techniques. Such subjects as machine components, data flow, instruction format, operation codes, timing, and checking will be studied.

RELATED BUSINESS
BUSINESS ARITHMETIC
LENGTH OF COURSE—10 weeks.
Tuesday and Thursday, 7:00 p.m. to 9:00 p.m.
TEXT—College Business Arithmetic, by Hanna.
COURSE CONTENT—Especially intended to serve the needs of people in business. Cashiers, clerks, general office workers, students preparing for civil service examinations, accounting and business machines students, and those who are not strong in arithmetic will find this course well adapted to their needs. An intensive review of fundamentals, percentage, practical short methods, bank discounts, trade and cash discounts, profit and loss, and payrolls will be a part of this course.

BUSINESS CORRESPONDENCE
LENGTH OF COURSE—10 weeks. Second semester.
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, the composition of the standard types of business letters, order letters, acknowledgment 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.

BUSINESS ECONOMICS
LENGTH OF COURSE—20 weeks.
Wednesday, 7:00 p.m. to 9:00 p.m.
TEXT—To be selected.
COURSE CONTENT—This course reviews the origin and development of our country's economic system. The varied financial and industrial problems studied are those of production, distribution and consumption of economic goods; markets and trading; mining and agriculture; capital and labor; money and banking; foreign exchanges and tariffs.

BUSINESS LAW
LENGTH OF COURSE—20 weeks.
Tuesday, 7:00 p.m. to 9:00 p.m.
TEXT—Principles of Business Law, by Dillavou and Howard.
COURSE CONTENT—The purpose of this course is to acquaint the student with the general principles of law which are followed in business and to train him to apply these principles to typical business situations. The text material is supplemented with selected cases which demonstrate the application of legal principles to concrete cases.

CIVIL SERVICE REVIEW
LENGTH OF COURSE—10 weeks.
Monday, 7:00 p.m. to 9:00 p.m.
COURSE CONTENT—This course is designed for students desiring to take city, state, and federal civil service examinations for various office and clerical positions. Review is given in grammar, spelling, arithmetic, with preliminary practice in various types of tests—matching, true-false, completion, multiple choice. Typewriting, shorthand and accounting are not a part of this course.

FUNDAMENTALS OF BUSINESS ENGLISH
LENGTH OF COURSE—10 weeks.
Monday and Wednesday, 7:00 p.m. to 9:00 p.m.
TEXT—College English for Business, 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.

INCOME TAX CLINIC
LENGTH OF COURSE—5 weeks.
Wednesday, 7:00 p.m. to 9:00 p.m.
First class begins Wednesday, November 13, 1963.
Second class begins Wednesday, January 15, 1964.
COURSE CONTENT—A short course consisting of a series of lectures on individual income tax returns, both federal and state. It is designed to supply information to persons interested mainly in their own returns, however, those who prepare tax returns for
SECRETARIAL SCIENCE

SHORTHAND I
LENGTH OF COURSE—20 weeks.
Monday and Wednesday, 7:00 p.m. to 9:00 p.m.
TEXT—Gregg Shorthand, Diamond Jubilee Series.
FEE—(in addition to registration fee) $2.
COURSE CONTENT—This is a study of Gregg Shorthand and is intended for students who are skilled typists, but who have had little or no previous training in shorthand. All of the theory of shorthand is covered. Dictation and transcription on the typewriter are introduced later in the course. The speed obtained at the completion of the term will be dependent upon the individual ability, but it is possible to attain a speed that can be used vocationally. Home work and regular attendance are necessary for progress in the study of beginning shorthand.

SHORTHAND REVIEW I
(Dictation and Transcription)
LENGTH OF COURSE—10 weeks.
Tuesday and Thursday, 7:00 p.m. to 9:00 p.m.
TEXT—Refresher Course in Gregg Shorthand Simplified, by Strony, Garvey and Newhouse.
FEE—(In addition to registration fee) $2.
COURSE CONTENT—This is a refresher course for those who have completed the shorthand theory and wish to review courses. Dictation will be given at the rate of 40 to 60 words per minute. Students may transfer later to an advanced class upon satisfactory completion of this course.

SHORTHAND REVIEW II
(Dictation and Transcription)
LENGTH OF COURSE—10 weeks.
Tuesday and Thursday, 7:00 p.m. to 9:00 p.m.
TEXT—Refresher Course in Gregg Shorthand Simplified, by Strony, Garvey and Newhouse.
FEE—(In addition to registration fee) $2.
COURSE CONTENT—This is a refresher course for those who have completed the shorthand theory and wish to review courses. Dictation will be given at the rate of 60 to 80 words per minute. Students who choose this course should be good typists and should have had training in transcription work. Students may later transfer to an advanced class upon satisfactory completion of this course.

STENOGRAPHY I
(Intermediate Dictation)
LENGTH OF COURSE—10 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 typing. Students may transfer at the end of the semester to the advanced dictation class upon satisfactory completion of this course.

STENOGRAPHY II
(Advanced Dictation)
LENGTH OF COURSE—20 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.

TYPEWRITING I
(Beginning)
LENGTH OF COURSE—16 weeks.
Monday and Wednesday, 5:00 p.m. to 7:00 p.m., or 7:00 p.m. to 9:00 p.m.
Wednesday, 6:30 p.m. to 8:30 p.m.
Tuesday and Thursday, 6:00 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 parts of the machine, mastery of the keyboard, drills for rhythm and accuracy, correct typing habits, simple letter set-up and tabulation, and timed writings. Instruction is given on various makes of manual and electric typewriters. Students will be qualified to take Typewriting II, the second semester, upon satisfactory completion of this course and by attending a two night per week class.

TYPEWRITING II
(Intermediate)
LENGTH OF COURSE—20 weeks.
Monday, 6:30 p.m. to 8:30 p.m. (Manual) or, 7:00 p.m. to 9:00 p.m. (Electric)
Tuesday and Thursday, 6:00 p.m. to 7:00 p.m. (Electric)
Thursday, 7:00 p.m. to 9:00 p.m. (Electric)

SCHOOL OF BUSINESS

TYPEWRITING III
(Advanced)
LENGTH OF COURSE—20 weeks.
Tuesday, 7:00 p.m. to 9:00 p.m. (Electric)
Wednesday, 7:00 p.m. to 9:00 p.m. (Electric)
FEE—(In addition to registration fee) $2.
COURSE CONTENT—This course is designed to provide the typist with problems comparable to actual office situations. Letter styles, invoices, statements, rough drafts, tabulations, and report writing. Students may work on copy to be duplicated by the mimeograph stencil process, the spirit duplicating process, or the Multilith process. It will be possible for students to work on transcribing machines in this course. Timed writings will also be an important part of the work.

CLASSES AT CENTERS

LA FOLLETTE SCHOOL
Accounting I (Elementary)—Evening to be announced, 6:30 p.m. to 9:30 p.m., twenty weeks.
Typewriting I (Beginning)—Evening to be announced, 7:00 p.m. to 9:00 p.m., twenty weeks.
STORE SALESMANSHIP
(First Term)
LENGTH OF COURSE—10 weeks.
Tuesday, 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—10 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.

CREATIVE SALES DEVELOPMENT
(Second Term)
LENGTH OF COURSE—10 weeks.
Tuesday, 7:00 p.m. to 9:00 p.m.
FEE—(In addition to registration fee) $1.
COURSE CONTENT—Acquaints the student with various types of “idea building” techniques as applied to sales. Includes developing a creative mind, brainstorming, imagery, problem-solving and emotional blocks to creativity. A majority of the time is spent on individual and group activities to assist the student in developing his own creative sales ideas.

EFFECTIVE SALES SPEECH
(Second Term)
LENGTH OF COURSE—10 weeks.
Wednesday, 7:00 p.m. to 9:00 p.m.
COURSE CONTENT—Assists the student to develop practical ways of building speech confidence, particularly as applied to the sales field. Includes planning, writing, presentation of material; group analysis and persuasion techniques; actual classroom demonstrations plus guest speakers.

RETAIL STORE ADVERTISING
(Second Term)
LENGTH OF COURSE—10 weeks.
Wednesday, 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.

SCHOOL OF MARKETING

MERCHANDISE DISPLAY
(First Term)
LENGTH OF COURSE—10 weeks.
Wednesday, 7:00 p.m. to 9:00 p.m.
FEE—(In addition to registration fee) $1.
COURSE CONTENT—Basic window and interior display techniques; two 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.
Tuesday and Thursday, 7:00 p.m. to 9:00 p.m.
(Begins October 29).
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.

EFFECTIVE GIFT WRAPPING
LENGTH OF COURSE—4 weeks.
Wednesday, 7:00 p.m. to 9:30 p.m.
(Begins October 16).
FEE—(In addition to registration fee) $2.
COURSE CONTENT—Basic techniques for business personnel on package wrapping and bow tying.

CREDIT MANAGEMENT
(First Term)
LENGTH OF COURSE—8 weeks.
Tuesday, 7:00 p.m. to 9:00 p.m.
COURSE CONTENT—Tasks of credit management; organize and administer credit department work; credit and collection policy; statistics and research. Cooperate with other credit granters.

RETAIL MEAT MERCHANDISING
(First Term)
LENGTH OF COURSE—10 weeks.
Wednesday, 7:00 p.m. to 9:30 p.m.
(Begins August 29).
COURSE CONTENT—Workshop situation covering primarily actual cutting tests and the figuring of percentages.

HOSTESS TRAINING
(Waitresses)
LENGTH OF COURSE—10 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 assem-
billing orders; serving the customer breakfast, lunch, and dinner; serving beverages; serving entrees, desserts, and common foods; children's service; cleaning; serving before and after dinner drinks.

REAL ESTATE
LENGTH OF COURSE—20 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; how for commissions; residential appraisals; legal aspects; mortgages and titles; real estate licenses; and preparation for examination.

INVESTMENTS
(Basic)
LENGTH OF COURSE—8 weeks.
Wednesday, 7:00 p.m. to 9:00 p.m.
FEE—(In addition to registration fee) $1.
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—10 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
(First term)
LENGTH OF COURSE—10 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
(Second term)
LENGTH OF COURSE—10 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.
CLOTHING AND TEXTILES

CLOTHING 1—Firsts in Clothing Construction
LENGTH OF COURSE—20 weeks.
Monday, Tuesday, Wednesday, Thursday or Friday
7:00 p.m. to 9:30 p.m.
FEE—(In addition to registration fee) $1.
COURSE CONTENT—First lessons in clothing construction include the making of a wool skirt, (fitted or gently flared), and a cotton dress. 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. Up-to-date information on new fabrics is made available. Material and pattern should not be purchased until after attendance at first class.

CLOTHING 2—Casual Clothes
LENGTH OF COURSE—20 weeks.
Monday or Wednesday, 7:00 p.m. to 9:30 p.m.
FEE—(In addition to registration fee) $1.
PREREQUISITE—Clothing 1
COURSE CONTENT—Techniques and subject matter of this course are planned to follow Clothing 1 or its equivalent. Types of garments to be made—sport or casual dresses, robes, shirts or tailored 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. Patterns and materials should not be purchased until after attendance at first class.

CLOTHING 3—Dresses for All Occasions
LENGTH OF COURSE—20 weeks.
Tuesday or Friday, 7:00 p.m. to 9:30 p.m.
7:00 p.m. to 9:30 p.m.
FEE—(In addition to registration fee) $1.
PREREQUISITE—Clothing 2 or its equivalent
COURSE CONTENT—Dresses of cotton, linen, silk, wool, man-made fibers and blends are constructed in this course. Latest information and techniques for sewing on the new fabrics are included. Dresses which may be made in this class are one and two piece dresses, jacket dresses and dinner dresses. Patterns and fabric should not be purchased until after attendance at first class.

CLOTHING 4—That Made to Order Look
LENGTH OF COURSE—20 weeks.
Thursday, 7:00 p.m. to 9:30 p.m.
FEE—(In addition to registration fee) $1.
PREREQUISITE—Clothing 3 or equivalent.
COURSE CONTENT—This course is for students who have an advanced knowledge of clothing construction. Emphasis will be placed on proper fit. A basic dress pattern may be worked out if the student desires. Techniques for sewing on more difficult fabrics will be studied. The student has the opportunity to choose widely for her project, however, emphasis is placed on planning the total costume. Examples may be: one-piece dress, dress and jacket combination, skirt, blouse and jacket combination, evening wear, cocktail dresses, coat and dress combinations.

CLOTHING 5—Tailoring Techniques (beginning)
LENGTH OF COURSE—20 weeks.
Monday, Thursday, or Friday, 6:30 p.m. to 9:30 p.m.
FEE—(In addition to registration fee) $1.
PREREQUISITE—Clothing 4.
COURSE CONTENT—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. This course is for the advanced student who has successfully completed Clothing 4.

CLOTHING 6—Tailoring Techniques (advanced)
LENGTH OF COURSE—20 weeks.
Wednesday, 6:30 p.m. to 9:30 p.m.
FEE—(In addition to registration fee) $1.
PREREQUISITE—Clothing 5.
COURSE CONTENT—Review of procedure covered in Clothing 5 is given. Greater emphasis is put upon detail, such as pocket types, worked buttonhole and construction details. Latest information on fabrics, and construction techniques for these fabrics will be studied. Suits and coats will be made.

CLOTHING 10—Children's Clothing (beginning)
LENGTH OF COURSE—20 weeks.
Monday or Tuesday, 7:00 p.m. to 9:00 p.m.
FEE—(In addition to registration fee) $1.
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. 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.

CLOTHING 13—Wardrobe Coordination
LENGTH OF COURSE—10 weeks.
Tuesday, 7:00 p.m. to 9:00 p.m.
FEE—None.
COURSE CONTENT—A clothing course designed to help the contemporary woman choose the best in fashion for herself and her family. Consideration will be given to the effective use of line, design, and color to achieve appropriate and becoming dress for all occasions. The course will include the development of an awareness of quality, labels and their meaning, and shopping techniques. Consideration will be given to helping a woman develop her taste and her personal style in selecting clothes and accessories.

CLOTHING 14—Special Tailoring Problems
LENGTH OF COURSE—6 sessions.
Thursday, 7:00 p.m. to 9:30 p.m.
October 10, October 17, November 14, January 16, February 6, March 5.
FEE—(In addition to registration fee) $1.
PREREQUISITE—Clothing 6 (Advanced Tailoring).
COURSE CONTENT—This course is offered to the student who has had advanced tailoring. It includes work on individual problems. Changes and improvements in tailoring techniques and methods of handling new fabrics and designs will be covered. Students will be encouraged to contribute any new experience in tailoring techniques.

MILLINERY 1
LENGTH OF COURSE—20 weeks.
Monday, Tuesday, or Thursday, 7:00 p.m. to 9:00 p.m.
FEE—(In addition to registration fee) $1.50.
COURSE CONTENT—This course, for the beginner, includes the fundamental principles and techniques basic to the design and construction of hats. It will include the covering of frames with fabrics of various types; feathers, fur, straw, berries, flowers, and leaves. Students will be taught how to make their own frames. Felts and straws will also be blocked. Spring hats of straw braid, straw cloth, maline, orgonze, and flowers and petals are created. Throughout the course, correct hats for the individual face, figure, personality and wardrobe needs are stressed.

MILLINERY 2
LENGTH OF COURSE—20 weeks.
Wednesday, 7:00 p.m. to 9:00 p.m.
FEE—(In addition to registration fee) $1.50.
COURSE CONTENT—This course is planned for the student who has had Millinery 1 or has had professional experience, and who desires to adapt current styles in a creative and individual manner. Velvets, scalins, brocades, fur, feathers, drooping fabrics, veilings, flowers, leaves, berries and straw braids are used. Instruction in advanced blocking of felts and velours and instruction in more intricate types of designers' hats is given. Designing of individual trims, including fabric flowers is included. Perking up last season's hat will be considered.

FUR REMODELING
LENGTH OF COURSE—20 weeks.
Wednesday or Friday, 7:00 p.m. to 9:30 p.m.
FEE—(In addition to registration fee) $1.
COURSE CONTENT—Instruction will include restyling of garments. Attention is given to fitting problems. Students may make fur accessories such as collars and neckpieces. Care and identification of fur will be studied.

KNITTING 1
LENGTH OF COURSE—20 weeks.
Monday, Tuesday, Wednesday, or Thursday, 7:00 p.m. to 9:00 p.m.
FEE—(In addition to registration fee) $1.
MATERIALS NEEDED—1 pair 10" No. 4 or 5 needles, small ball worsted weight yarn, notebook and pencil.
COURSE CONTENT—Basic knitting stitches and processes; pattern interpretation; understanding and selecting yarns will be studied. Suitable articles to be made are mittens, scarfs, hoods and hats, and simple sweaters. The care of knitted garments and basic blocking will be discussed and demonstrated.

KNITTING 2
LENGTH OF COURSE—20 weeks.
Thursday, 7:00 p.m. to 9:00 p.m.
FEE—(In addition to registration fee) $1.
MATERIALS NEEDED—Notebook and pen, needles and yarn, measuring equipment (tape line or ruler).
COURSE CONTENT—This course is for the advanced student and will include planning, styling and more intricate pattern interpretation. Articles to be made include pattern stitch sweaters, dresses, coats, and gloves.
FOODS AND NUTRITION

FOODS 1—Planning and Preparation of Family Meals
LENGTH OF COURSE—20 weeks.

Tuesday, 7:00 p.m. to 9:30 p.m.
FEE—(In addition to registration fee) $5.

COURSE CONTENT—This course is designed to provide the student with the modern concepts of family meal planning and preparation. The meals will include the newest techniques for quick breads, meats, vegetables, salads, casseroles, sandwiches, and simple desserts, geared to streamlined 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, or business persons who wish to develop a working knowledge for family meal planning and preparation.

FOODS 2—Double Quick Meals
LENGTH OF COURSE—20 weeks.

Thursday, 7:00 p.m. to 9:30 p.m.
FEE—(In addition to registration fee) $5.

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 imaginative use of mixes and prepared foods, budgeting of time and energy, planning efficient storage of food and equipment and wise use of freezer space and other appliances will be included. An excellent course for business women, or men, working wives and mothers desiring nutritious meals in less time. Previous experience in meal preparation or Foods 1 would be helpful.

FOODS 3—Meats, Poultry, and Seafoods
LENGTH OF COURSE—20 weeks.

Tuesday, 7:00 p.m. to 9:30 p.m.
FEE—(In addition to registration fee) $7.50.

COURSE CONTENT—This course is designed to help you make the most of your meat dollar in selection, storage and preparation of meats, poultry, and seafoods. Meat study will include beef, veal, lamb, and pork. Attractive service will be presented. Garnishes, accompaniments, and vegetables will be prepared.

FOODS 4—Salads and Casseroles
LENGTH OF COURSE—10 weeks.

Monday, 7:00 p.m. to 9:00 p.m. (second term)
FEE—(In addition to registration fee) $4.

COURSE CONTENT—New and unusual salads and casserole dishes, for family and guest meals, will be featured in this course. Appealing combinations of vegetables, fruits, gelatin, fish, meats and chicken will be included in dinner, luncheon and main course salads. Selection and preparation of greens will be highlighted. Salad dressings will be included. Designed to help the student combine and attractively serve salads and casseroles. Menu planning will be included.

FOODS 5—Breads, Cakes and Pastries
LENGTH OF COURSE—20 weeks.

Thursday, 7:00 p.m. to 9:30 p.m.
FEE—(In addition to registration fee) $7.50.

COURSE CONTENT—This course is planned to give the homemaker a general knowledge of all baking as related to materials, techniques and standards in the baking of quick breads, cakes and cookies during the first term (10 weeks), yeast breads and pastry the second term (10 weeks). Christmas cookies and fruit cakes are studied prior to the holiday season. Streamlined methods are taught to be compared with mixes and conventional methods. These classes are helpful to beginners, as well as the experienced homemaker who wishes to improve and modernize her baking techniques.

FOODS 6—Hospitality Foods—Gracious Entertaining
LENGTH OF COURSE—20 weeks.

Wednesday, 7:00 p.m. to 9:30 p.m.
FEE—(In addition to registration fee) $7.50.

COURSE CONTENT—Two teachers will conduct this course in food preparation, in food service, and in the selection and use of table appointments. This course is planned for those who are interested in learning more about the art of being a successful hostess. It will include table settings to fit party themes, centerpieces, selection of china, silver and crystal, as well as menus for special occasions and practice in preparing and serving hospitality foods for buffet meals, teas, receptions, desserts, and holiday entertaining.

FOODS 7—Cake Decorating 1
LENGTH OF COURSE—10 weeks.

Monday or Wednesday (first term)
Monday (second term)
7:00 p.m. to 9:00 p.m.
FEE—(In addition to registration fee) $3.

COURSE CONTENT—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. Marzipan is presented prior
to the holiday season. Pressed sugar bells for
Christmas and weddings are included. The basic
course is open to anyone who wishes to acquire
the art of food decoration.

**FOODS 9—Cake Decorating 2**

LENGTH OF COURSE—10 weeks.

Wednesday, 7:00 p.m. to 9:00 p.m. (Second term).

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

PREREQUISITE—Foods 8.

COURSE CONTENT—This is an advanced course to en­
taxed. Various kinds of pleats are taught. Actual
making and tailoring techniques used in drapery mak­
ing. Calculation of size and spacing of pleats is
stressed. Various kinds of pleats are taught. Actual
construction of draperies is carried on in class under
the supervision of the instructor; spreads and pillows
are also made.

**HOME FURNISHINGS**

**DRAPERIES**

LENGTH OF COURSE—20 weeks.

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

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

COURSE CONTENT—Draperies are studied from the
standpoint of fabric, styles, and colors. Emphasis is
placed upon the techniques in construction of drap­
eries for both stationary and traverse rods. Other
highlights of the course are estimation of yardage,
importance of proper measuring, application of lin­
ing and tailoring techniques used in drapery mak­
ing. Calculation of size and spacing of pleats is
stressed. Various kinds of pleats are taught. Actual
construction of draperies is carried on in class under
the supervision of the instructor; spreads and pillows
are also made.

**FLORAL DESIGN 1**

LENGTH OF COURSE—10 weeks (first term).

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

FEE—(In addition to registration fee) $4.

COURSE CONTENT—This course explains the basic
principles of good design and shows how the indi­
vidual designers can develop artistic skills and
taste. Use of a wide variety of flower, foliage,
fruit and dried materials is stressed, as well as prac­
tical suggestions for the care and handling of
floral material. Fresh flowers and foliage are pro­
vided for class members so that they may practice
making actual arrangements during the activity
period.

**SLIPCOVERS**

LENGTH OF COURSE—20 weeks.

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

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

PREREQUISITE—Ability to do plain sewing

COURSE CONTENT—This course 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 cush­
jions in need of repair before slipcovering is also
included. All projects are completed under super­
vision.

**UPHOLSTERY 1 (Beginning)**

LENGTH OF COURSE—20 weeks.

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

FEE—(In addition to registration fee) $2.50.

COURSE CONTENT—This is an introductory course in
simple upholstery techniques. Emphasis is placed
upon the proper selection, use and care of tools,
webbing construction, types and applications of
springs, kinds of fillings and fabrics and their ap­
lication. Careful supervision and instruction is given
to the selection, estimation and application of fab­
rics. The first project will be a footstool or pull-up
chair.

**UPHOLSTERY 2 (Intermediate)**

LENGTH OF COURSE—20 weeks.

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

FEE—(In addition to registration fee) $2.50.

PREREQUISITE—Upholstery 1 (beginning)

COURSE CONTENT—Comparison and construction pro­
cedures of various seat construction, including stitch­
ed edges, wire frames, padded seats and "filling"
considerations will be studied. The course will in­
clude study of fabrics, protective finishes, support­
ed plastics and their selection and care; repair and
rebuilding of larger pieces of furniture including reversible cushions, and "finishings" for the chair. Space will not permit work on davenports or articles of similar size.

MANAGEMENT

HOME MANAGEMENT
LENGTH OF COURSE—10 weeks.
Monday, 7:00 p.m. to 9:00 p.m.
COURSE CONTENT—The course includes selection and efficient use of equipment and appliances, principles of good kitchen arrangements, improving storage areas in the home, and simplified housekeeping practices. Wise selection and buying of products or cleaning agents and equipment, and protective agents will be studied. Consideration will be given to time and energy management, and spending your dollars wisely.

PERSONAL AND FAMILY RELATIONSHIPS

CHILDBIRTH AND INFANT CARE
LENGTH OF COURSE—6 weeks.
Monday or Wednesday, 7:00 p.m. to 9:00 p.m.
Beginning dates: September 16, October 9, November 11, January 15, February 3, March 11, April 13, May 12, and June 4.
FEE—(In addition to registration fee) $1.
COURSE CONTENT—Course includes lectures, demonstrations, and relaxation exercises which aim to give the expectant mother an understanding of childbirth, thereby eliminating fear. Expectant mothers may enroll for the entire course, or may attend the last three meetings. No one may enter lesson 3, 4, or 5.
This is a continuous 11 month program, from September through July. About 4 series of classes are held each semester. Summer schedule varies somewhat.

GUIDING YOUR CHILDRS PERSONITY GROWTH
LENGTH OF COURSE—8 weeks (Second term).
Tuesday, 7:30 p.m. to 9:30 p.m.
January 28 through March 17.
Sherman School.
Thursday, 7:30 p.m. to 9:30 p.m.
January 30 through March 19.
Van Hise School.
Herber! Schenk School.
FEE—(No registration fee or tuition), $1 per couple for educational materials. To be paid at first meeting.
COURSE CONTENT—Parent discussion groups led by trained leaders from the Dane County Guidance Center will be organized in 4 centers. Because of joint sponsorship by the Dane County Guidance Center and the Madison Vocational, Technical and Adult Schools, there is no fee for these courses and they are open to all residents of Dane County. Parent couples are urged to register, even though it may not be possible for both parents to attend all sessions.
Everyday problems of child-rearing and parent-child relationships will be considered. Topics such as discipline, helping children learn to take responsibility, to have wholesome attitudes toward sex; problems of sibling rivalry, shyness and rebelliousness will be discussed. Reasons for the behavior of children will be sought through use of instructional films and materials.
In order to develop common interests and discussion subjects in a group, members may be shifted among the four sections so that parents of young children and parents of older children will find similar interests within a group.

and emotional growth. Individually of children will be studied. The growth patterns of the child from infancy to 5 years of age will be included. Following the lecture, the class will be divided into small groups to formulate questions or statements which will be presented to the lecturer.
October 10—"Importance of Your Family Philosophy—Values, Goals, Relationships" October 17—"Helping Your Child's Physical and Mental growth"
October 24—"How to Help Your Child Enjoy Learning" October 31—"Social and Emotional Growth of Your Child"
November 7—"Relationships within a Family Group—How They Influence Emotional Growth" November 14—Panel: "Helping Your Child Develop Moral Concepts"
LOOKING TOWARD MARRIAGE
LENGTH OF COURSE—6 weeks, January 30 to March 5.
Thursday, 7:30 p.m. to 9:30 p.m., Cafeteria.
FEE—(No registration fee or tuition) $1 per couple for educational materials. To be paid at first meeting.
COURSE CONTENT—A lecture-discussion course of 6 weekly meetings. This course is a free public service sponsored jointly by the Dane County Guidance Center and the Madison Vocational, Technical and Adult Schools. The course is open to young adults in Dane County between the ages of 16 and 25.
January 30—"Appraising Your Readiness for Marriage"
February 6—Films and Discussion: "How Do You Know It's Love?" "How Much Affection?"
February 13—Financial Problems of Homemaking"
February 20—"Male and Female Physiological Functions"
February 27—Panel presentation by members of the clergy—"Dating and Boy-Girl Relationships Before Marriage"
March 5—"Appraising Your Readiness for Parenthood"

PERSONALITY AND CHARM
LENGTH OF COURSE—10 weeks.
Tuesday or Wednesday, 7:00 p.m. to 9:00 p.m.
COURSE CONTENT—Many phases of personality are studied in this course. Some of the highlights of the course are: development of a philosophy of life; naturalness of manner and relaxation; importance of personality in career life and in home life; gaining self-assurance and poise; relation of dress and grooming to personality; leisure time activities; types of personalities; development of individuality; desirable personality traits and how to cultivate them; how to get along with people.

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

CHEDOKE HEIGHTS SCHOOL
Clothing 1—Tuesday, 7:00 p.m. to 9:30 p.m.
Knitting—Tuesday, 7:30 p.m. to 9:30 p.m.
Drapery—Tuesday, 7:30 p.m. to 9:30 p.m.

LA FOLLETTE SCHOOL
(Classes to be announced)

MIDVALE SCHOOL
Clothing 1—Monday, 7:30 p.m. to 10:00 p.m.
Clothing 2—Tuesday, 7:30 p.m. to 10:00 p.m.
Clothing 2—Thursday, 7:30 p.m. to 10:00 p.m.
Knitting 1—Thursday, 7:30 p.m. to 9:30 p.m.

SCHENK SCHOOL
Clothing 1—Thursday, 7:00 p.m. to 9:30 p.m.
Clothing 2—Thursday, 7:00 p.m. to 9:30 p.m.
Knitting 1—Thursday, 7:00 p.m. to 9:00 p.m.
Foods 8—(Cake Decorating 1)—Thursday, 7:00 p.m. to 9:00 p.m.
Family Living Discussion Group (second term). "Guiding Your Child's Personality Growth" Thursday, 7:30 p.m. to 9:30 p.m.

SHERMAN SCHOOL
Clothing 2—Tuesday, 7:00 p.m. to 9:30 p.m.
Knitting—Tuesday, 7:00 p.m. to 9:00 p.m.
Family Living Discussion Group (second term) "Guiding Your Child's Personality Growth" Tuesday, 7:30 p.m. to 9:30 p.m.

VAN HISE SCHOOL
Clothing 4—Thursday, 7:00 p.m. to 9:30 p.m.
Knitting—Thursday, 7:30 p.m. to 9:30 p.m.
Family Living Discussion Group (second term) "Guiding Your Child's Personality Growth" Thursday, 7:30 p.m. to 9:30 p.m.

WEST HIGH SCHOOL
Clothing 1—Tuesday, 7:30 p.m. to 10:00 p.m.
Clothing 2—Tuesday, 7:30 p.m. to 10:00 p.m.
Clothing 10—Tuesday, 7:30 p.m. to 10:00 p.m.
Fur Remodeling—Tuesday, 7:30 p.m. to 10:00 p.m.
SCHOOL OF VOCATIONAL TRADE AND TECHNICAL EDUCATION

Vocational Trade
Pre-Apprentice and Technical Courses
AERONAUTICS

GROUND SCHOOL COURSE
LENGTH OF COURSE—20 weeks.
Tuesday, 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—20 weeks.
Monday or Wednesday, 6:30 p.m. to 9:30 p.m.
FEE—(In addition to registration fee) $10.
COURSE CONTENT—Repairing, rebuilding and painting of damaged auto bodies.

AUTOMOTIVE COURSE FOR CONSUMERS
LENGTH OF COURSE—10 weeks.
Monday, 6:30 p.m. to 9:30 p.m.
(To be repeated second term.)
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)
LENGTH OF COURSE—10 weeks.
Tuesday, 6:30 p.m. to 9:30 p.m.
TEXT—To be purchased by student.
FEE—(In addition to registration fee) $4.
COURSE CONTENT—This course is designed to cover the theory and servicing of brakes and power brakes.

AUTO MECHANICS II
(Front Wheel Alignment, Steering, Balancing)
LENGTH OF COURSE—20 weeks.
Monday, 6:30 p.m. to 9:30 p.m.
TEXT—To be purchased by student.
FEE—(In addition to registration fee) $5.
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—20 weeks.
Wednesday, 6:30 p.m. to 9:30 p.m.
TEXT—To be purchased by student.
FEE—(In addition to registration fee) $5.
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
(Engines)
LENGTH OF COURSE—20 weeks.
Wednesday, 6:30 p.m. to 9:30 p.m.
TEXT—To be purchased by student.
FEE—(In addition to registration fee) $5.
COURSE CONTENT—This course is designed to cover the theory and servicing operations of modern gasoline engines.

AUTO MECHANICS V
(Advanced Carburetion and Tune-up)
PREREQUISITE—Journeyman Auto Mechanic.
LENGTH OF COURSE—20 weeks.
Monday, 6:30 p.m. to 9:30 p.m.
TEXT—To be purchased by student.
FEE—(In addition to registration fee) $5.
COURSE CONTENT—A highly technical course in carburetors and engine tune-up using Sun diagnostic equipment and the Clayton Dynamometer.

AUTO MECHANICS VI
(Automatic Transmission)
PREREQUISITE—Journeyman Auto Mechanic.
LENGTH OF COURSE—20 weeks.
Tuesday, 6:30 p.m. to 9:30 p.m.
TEXT—To be purchased by student.
FEE—(In addition to registration fee) $6.
COURSE CONTENT—Disassembly, inspection, reassembly and adjusting of various transmissions and the adjusting of their linkage.

AUTO MECHANICS VII
(Advanced Engines)
LENGTH OF COURSE—20 weeks.
PREREQUISITE—Auto Mechanics IV.
Thursday, 6:30 p.m. to 9:30 p.m.
FEE—(In addition to registration fee) $6.
COURSE CONTENT—This course will cover the servicing of and overhauling of gasoline engines.

AUTO MECHANICS VIII
(Alternators, Generators, Regulators)
(Advanced Course)
PREREQUISITE—Journeyman Auto Mechanic.
LENGTH OF COURSE—10 weeks.
Thursday, 6:30 p.m. to 9:30 p.m.
TEXT—To be purchased by student.
FEE—(In addition to registration fee) $4.
COURSE CONTENT—This course will cover the theory and servicing of alternators, generators, and regulators used in late model vehicles.
AUTO MECHANICS IX  
(Transistorized Ignition Systems)  
PREREQUISITE—Journeyman Auto Mechanic.  
LENGTH OF COURSE—5 weeks.  
FRIDAY, 6:30 P.M. TO 9:30 P.M.  
TEXT—To be purchased by student.  
FEE—(In addition to registration fee) $3.  
COURSE CONTENT—The theory and some testing of  
various types of transistorized ignition systems.  
(Standard equipment and optional equipment.)  

AUTO MECHANICS X  
(Advanced Carburation)  
PREREQUISITE—Journeyman Auto Mechanic.  
LENGTH OF COURSE—10 weeks.  
FRIDAY, 6:30 P.M. TO 9:30 P.M.  
TEXT—To be purchased by student.  
FEE—(In addition to registration fee) $5.  
COURSE CONTENT—This course will cover disassembly,  
inspection, adjusting to manufacturer’s specification  
and assembling of various late model and makes  
of carburetors.

BUILDING TRADES

BLUE PRINT READING I  
LENGTH OF COURSE—10 weeks.  
MONDAY, 7:00 P.M. TO 9:00 P.M.  
TEXT—Building Trades Blue Print Reading Part I—  
Fundamentals, by Dalzell.  
FEE—(In addition to registration fee) $1 per term.  
COURSE CONTENT—An introduction to the interpretation  
of blue prints used in the building trades.  
Topics include working drawings, elevation views,  
plan views, dimensioning and scaling, structural  
details, survey and plot plans, and regional  
variations. Quizzes will follow each major discussion  
topic.

BLUE PRINT READING II  
PREREQUISITE—Blue Print Reading I  
LENGTH OF COURSE—10 weeks.  
MONDAY, 7:00 P.M. TO 9:00 P.M.  
TEXT—Building Trades Blue Print Reading Part II, by  
Sunberg, Battenberg and Paul.  
FEE—(In addition to registration fee) $1 per term.  
COURSE CONTENT—A continuation of Blue Print Reading I  
with emphasis on the practical application of  
the fundamentals learned to actual blue prints.  
Also included are topics on specifications, material  
variations, purpose of structure and how they affect  
the blue prints. Quizzes will follow each major discussion  
topic.

CABINETMAKING
LENGTH OF COURSE—20 weeks.  
MONDAY, TUESDAY, WEDNESDAY, OR THURSDAY, 6:30 P.M. TO 9:00 P.M.  
FEE—(In addition to registration fee) $4 per term.  
COURSE CONTENT—Core, use and sharpening of tools;  
project making and machine woodworking; gluing  
and gluing; preparing surfaces for and application  
of finishes.

GENERAL MATHEMATICS
LENGTH OF COURSE—20 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—Essential Mathematics, by Larkford, Ulrich, Clark.  
COURSE CONTENT—A course in the use of everyday  
arithmetic covering the fundamental processes using  
whole numbers, fractions, and decimals, as well as  
per cents. Numerous applications are made to cover  
insurance, social security, banking and interest,  
taxation, investments, and budgets. Geometric  
measurements are introduced as well as simple  
algebraic formulas. To complete the course twelve  
assignments must be finished with a final test in  
order to obtain one-half high school credit.

HOME BUILDING AND REMODELING
LENGTH OF COURSE—6 weeks.  
TUESDAY, 7:00 P.M. TO 9:00 P.M.  
STARTS OCTOBER 29.  
FEE—None.  
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, heat­  
ing and air conditioning; painting and decorating;  
remodeling problems.

RELATED SCIENCE
LENGTH OF COURSE—20 weeks.  
TUESDAY, 7:00 P.M. TO 9:00 P.M.  
FEE—None.  
COURSE CONTENT—The principles of measurement,  
density of materials, specific gravity, machines, pow­  
er, thermal expansion, sensible and latent heat  
and electric circuits, as they are applied in the  
steamfitting and plumbing trades. Five meetings  
of the class will be devoted to labor and industrial  
relations, rigging, and principles of safety.

DIESEL
DIESEL I—(Theory)  
LENGTH OF COURSE—10 weeks.
Monday, 6:30 p.m. to 9:30 p.m.
(To be continued second term.)
TEXT—Diesel Engine Operation and Maintenance, by Maleev.
FEE—(In addition to registration fee) $3 per term.
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, mechanic experience desirable.
LENGTH OF COURSE—10 weeks.
Wednesday, 6:30 p.m. to 9:30 p.m.
(To be continued second term.)
FEE—(In addition to registration fee) $4 per term.
COURSE CONTENT—This course is designed to familiarize the student with the construction details, disassembly, inspection, and reassembly of the GM 71 Series and the Cummins JT Engines.

DIESEL IV—(Diesel Field Service and Trouble Shooting.)
PREREQUISITE—None. General understanding of diesel engine principles desirable.
LENGTH OF COURSE—10 weeks.
Thursday, 6:30 p.m. to 9:30 p.m.
FEE—(In addition to registration fee) $4.
COURSE CONTENT—This course is designed to be of utmost usefulness to the owner and service man of small and high speed diesels. It deals primarily with fuel system service on the vehicle, together with trouble shooting and timing.

DIESEL V—(Diesel Fuel Systems)
PREREQUISITE—Diesel I and II, or IV. A working experience with gasoline or Diesel engines is most desirable.
LENGTH OF COURSE—10 weeks.
Tuesday, 6:30 p.m. to 9:30 p.m.
(To be continued second term.)
FEE—(In addition to registration fee) $3 per term.
COURSE CONTENT—This course is designed for the Diesel mechanic. It deals with Diesel fuel systems service, testing and calibrating, together with engine tune-up and trouble shooting. The fuel systems to be studied are as follows: Bosch, Caterpillar, Cummins, G. M. C., International, and Roosa Master.

DRAFTING—Architectural
ARCHITECTURAL DRAFTING I
LENGTH OF COURSE—10 weeks.
Wednesday, 6:30 p.m. to 9:30 p.m.
TEXT—Various references.
FEE—(In addition to registration fee) $1 per term.
COURSE CONTENT—A fundamental course in basic architectural drafting including orthographic projection, architectural symbols, lettering, dimensioning and sketching. Fundamental concepts in the design and planning of a residence including frame, masonry, and modular construction types. Preparation of preliminary sketches.

ARCHITECTURAL DRAFTING II
PREREQUISITE—Architectural Drafting I.
LENGTH OF COURSE—10 weeks.
TEXT—Various references.
FEE—(In addition to registration fee) $1 per term.
COURSE CONTENT—A continuation of Architectural Drafting I. Execution of the drawing of the plans for a single family dwelling. Perspective and rendering of the final design.

DRAFTING—Mechanical
LENGTH OF COURSE—20 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 per term.

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 I
LENGTH OF COURSE—20 weeks.
Thursday, 7:00 p.m. to 9:00 p.m.
TEXT—Fundamentals of Electricity, by Graham, McDou­
gal, Ranson, Dunlop.
FEE—(In addition to registration fee) $2 per term.
COURSE CONTENT— Fundamental course designed pri­
marily for maintenance men who need general in­
formation in the field of electricity. A study is made
of circuits and circuit components, instruments and
their uses, transformers, and electric motors.

RADIO I
LENGTH OF COURSE—10 weeks.
Monday and Wednesday, 7:00 p.m. to 9:00 p.m.
PREREQUISITE—Radio I or equivalent.
TEXT—Elements of Electronics (Second Edition), by
Hickey and Villines.
FEE—(In addition to registration fee) $1.
COURSE CONTENT—A lecture-demonstration course to
include: DC and AC electrical theory; introduction
to vacuum tubes; vacuum tube circuits and circuit
analysis; AM and FM superheterodyne radio receiv­
ers.

RADIO Ila
LENGTH OF COURSE—20 weeks.
Tuesday, 6:30 p.m. to 9:30 p.m.
PREREQUISITE—Radio I or equivalent.
TEXT—Elements of Radio Servicing (Second Edition),
by Marcus and Levy.
FEE—(In addition to registration fee) $6 per term.
COURSE CONTENT—A lecture-laboratory course in ra­
dio receiver servicing. Includes operations and use
of test equipment; individual instruction on meth­
ods and techniques of servicing AM and FM radio
receivers, auto radios, and phone combinations.

RADIO IIb
PREREQUISITE—Radio I or equivalent.
LENGTH OF COURSE—10 weeks.
Monday and Wednesday, 6:30 p.m. to 9:30 p.m.
(Second term only.)
TEXT—Elements of Radio Servicing (Second Edition),
by Marcus and Levy.
FEE—(In addition to registration fee) $6.
COURSE CONTENT—Same as Radio Ila above.

TRANSISTORS I
PREREQUISITE—Radio I and II or equivalent.
LENGTH OF COURSE—10 weeks.
Thursday, 6:30 p.m. to 9:30 p.m.
(First term only.)
FEE—(In addition to registration fee) $5.
COURSE CONTENT—A lecture-demonstration course to
include: modern electron theory; operation of sol­
lidade-state diodes and transistors; types and fabri­
cation of transistors; circuits and circuit analysis;
transistor-like devices other than the trade transis­
tor.

TELEVISION I
PREREQUISITE—Radio I and Radio II or equivalent;
ability to pass entrance examination.
LENGTH OF COURSE—20 weeks.
Monday and Wednesday, 6:30 p.m. to 9:00 p.m.
TEXT—Basic Television, by Grab; Basic Television Lab
Manual, by Zbor and Schildkraut.
FEE—(In addition to registration fee) $12 per term.
COURSE CONTENT—Theory of operation and servicing
procedures for CRT circuits, the vertical and hori­
zontal deflection sections, the low and high voltage
power supplies. About 60 per cent of class time
used for laboratory procedures.

TELEVISION II
PREREQUISITE—Television I or permission of instruc­
tor.
LENGTH OF COURSE—20 weeks.
Tuesday and Thursday, 6:30 p.m. to 9:30 p.m.
TEXT—Same as used in Television I.
FEE—(In addition to registration fee) $12 per term.
COURSE CONTENT—Continuation of Television I; sec­
tions studied are synchronization, video and inter­
mediate frequency, and frequency modulation sound.
About 40 per cent theory, 60 per cent laboratory
with emphasis on receiver testing and repair.

COLOR TELEVISION I
PREREQUISITE—Television II or permission of instruc­
tor.
LENGTH OF COURSE—10 weeks.
Friday, 6:30 p.m. to 9:30 p.m.
TEXT—Color Television Training Manual, by Oliphant.
FEE—(In addition to registration fee) $3.
COURSE CONTENT—Lecture-demonstrations of principles
of the color television system; how color circuits
differ from ordinary receivers, color receiver set-up
procedures, frequency response curves, color equa­
tions, and trouble shooting methods.

GRAPHIC ARTS

REPRODUCTION PROCESSES
LENGTH OF COURSE—20 weeks.
Tuesday, 6:30 p.m. to 9:30 p.m.
FEE—(In addition to registration fee) $8.
COURSE CONTENT—A lecture-laboratory course in the
theory and practice of preparation of art copy for reproduction. Student projects include the preparation of mechanicals for reproduction by offset-lithography, letterpress and silk screen. Students make drawings for line and halftone reproduction using Ben Day, tints and substitutes, and color separations. Students work with Velox prints, keyline techniques, flaps, full color prints and drawings. Related instruction includes a study of photoengraving techniques, lithographic plotting processes and some criteria to use in selecting art techniques for these processes.

LETTERPRESS PRINTING
LENGTH OF COURSE—20 weeks.
Tuesday, 6:30 p.m. to 9:30 p.m.
FEE—(In addition to registration fee) $2.
COURSE CONTENT—A general laboratory course to provide demonstrations and practical experience to students in typesetting, linotype operation and operator maintenance, make-up, imposition, automatic platen and cylinder presswork. It is not necessary for students to work in all areas. He may select any or all areas for gaining additional experience in the letter press process.

LITHOGRAPHIC PRESS OPERATION
LENGTH OF COURSE—20 weeks.
Monday, 6:30 p.m. to 8:30 p.m.—Lecture and demonstration.
Saturday, (every other Saturday morning) 8:00 a.m. to 12:00 noon. Press operation—actual experience running lithographic presses.
FEE—(In addition to registration fee) $4.
COURSE CONTENT—A basic course set up for beginning press operators or those having no experience in offset press operation. The course covers press principles, basic maintenance, press feeders, register systems, conveyors, delivery, blankets and pocketing, lithographic plates, ink, make-ready, PH, and press operating.

PHYSICS IN LITHOGRAPHY
LENGTH OF COURSE—20 weeks.
Thursday, 6:30 p.m. to 8:30 p.m.
FEE—(In addition to registration fee) $2.
COURSE CONTENT—The text used is the Lithographic Technical Foundation’s course in Physics. The part of physics which relates to the trade is covered and discussed. The course deals with systems of measurement, mechanics, sound, heat, light and color. This course is taught in the science laboratory and the instructor is a physicist.

ADVANCED LITHOGRAPHIC PRESSWORK
LENGTH OF COURSE—20 weeks.
Monday, 6:30 p.m. to 8:30 p.m.—Lecture and demonstration.
Saturday, (every other Saturday afternoon) 12:30 p.m. to 4:30 p.m. Actual press demonstration and operation.
FEE—(In addition to registration fee) $6.
COURSE CONTENT—Press operators maintenance in setting bearing pressures, timing feeders, adjusting timing, setting impression cylinder grippers, aligning delivery grippers, setting delivery grippers, aligning cylinders, principles of packing short and long, matching colors, study of different types of lithographic plates, adjusting ink to paper. Press experience is offered in running process jobs, varnishing, scoring, and perforating, and running numerous paper and color registration.

PROCESS COLOR
LENGTH OF COURSE—20 weeks.
Wednesday, 6:30 p.m. to 9:30 p.m.
FEE—(In addition to registration fee) $10.
COURSE CONTENT—Development of test plates for checking out press, calculation of hue error, purity and efficiency, making color separations by camera back reflection copy, separation by contact, camera back separation from transparency, and running of process jobs on the offset press.
PREREQUISITE—At least two years experience in press work or camera. Enrollment limited to eight people.

PROCESS CAMERA I
(First term.)
LENGTH OF COURSE—10 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—This is a basic course in the study of camera operations, films, emulsions, optics, light reflection and techniques in shooting line copy, and basic halftone principles.

PROCESS CAMERA II
(Second term.)
LENGTH OF COURSE—10 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.

SURVEY OF LITHOGRAPHY
LENGTH OF COURSE—20 weeks.
Tuesday, 6:30 p.m. to 8:30 p.m.
COURSE CONTENT—This course is designed for the purchaser of lithography and the printer interested in adding litho to his present facilies.

STRIPPING AND PLATE MAKING FOR LITHOGRAPHY I
(First term only)
LENGTH OF COURSE—10 weeks.
Tuesday, 6:30 p.m. to 9:30 p.m.
FEE—(In addition to registration fee) $3.
COURSE CONTENT—Advance stripping techniques and making of presssensitized plates.

STRIPPING AND PLATE MAKING FOR LITHOGRAPHY II
(Second term only)
LENGTH OF COURSE—10 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—10 weeks.
Tuesday and Thursday, 7:00 p.m. to 9:00 p.m.
(TEXT—Blueprint Reading—Understanding Shop Practices, by Nicholson, Jones, and Boughman.
FEE—(In addition to registration fee) $2 per term.
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 machined parts and the machine shop processes including drilling, turning, milling, boring, and threading. Some time is devoted to sketching.

MACHINE SHOP I
LENGTH OF COURSE—10 weeks.
Wednesday, 6:30 p.m. to 9:30 p.m.
(TEXT—Blueprint Reading—Understanding Shop Practices, by Nicholson, Jones, and Boughman.
FEE—(In addition to registration fee) $2 per term.
COURSE CONTENT—Covers operation, care and nomenclature of machine tools, use and care of hand tools and precision instruments and the computation and layout for basic machine operations.

MACHINE SHOP II
LENGTH OF COURSE—10 weeks.
Monday, 6:30 p.m. to 9:30 p.m.
(TEXT—Blueprint Reading—Understanding Shop Practices, by Nicholson, Jones, and Boughman.
FEE—(In addition to registration fee) $2 per term.
COURSE CONTENT—Covers the advanced operations}

SCHOOL OF VOCATIONAL TRADE

of machine tools, the more difficult layout and transfer methods and computations necessary for advanced machine work.

Information pertaining to special courses offered in the machine tool area may be obtained by contacting the Madison Vocational, Technical and Adult Schools.

PHOTOGRAPHY

PHOTOGRAPHY I
LENGTH OF COURSE—10 weeks.
(TEXT—Successful Color Photography by Feininger.
FEE—(In addition to registration fee) $3.
COURSE CONTENT—Fundamentals of photography, theory of color, composition, and the making of color transparencies only.

PHOTOGRAPHY II
LENGTH OF COURSE—10 weeks.
(TEXT—Color Work and Experience with Various Processing by Kistner.
FEE—(In addition to registration fee) $3.
COURSE CONTENT—Successful Color Photography by Feininger.

CATERING SPECIALTIES

LENGTH OF COURSE—10 weeks.
(TEXT—Basic Refrigeration by King.
FEE—(In addition to registration fee) $2 per term.
COURSE CONTENT—Fundamentals of refrigeration machines and systems.

SURVEYING

SURVEYING MATHEMATICS I
LENGTH OF COURSE—20 weeks.
(TEXT—Surveying Mathematics I.
FEE—None.
COURSE CONTENT—Surveying mathematics necessary as a foundation for surveying.

SURVEYING MATHEMATICS II
LENGTH OF COURSE—20 weeks.
(TEXT—Surveying Mathematics II.
FEE—None.
COURSE CONTENT—Surveying mathematics necessary as a foundation for surveying.
FEE—None.
COURSE CONTENT—Continuation of Surveying Mathematics I.

WELDING

WELDING I
LENGTH OF COURSE—20 weeks.
Monday, 6:00 p.m. to 9:00 p.m.
FEE—(In addition to registration fee) $20 per term.
COURSE CONTENT—Fundamentals of electric arc welding. This course is basic to all other arc welding courses. Fundamental understanding and skill in the use of arc and torch welding equipment are developed. Typical operations such as running beads and butt, cap and fillet welding, are performed, using shielded, straight and reverse polarity electrodes on mild steel plate, in flat and horizontal positions.
Fundamentals of oxy-acetylene welding. This course provides instruction on the welding of various types of joints on steel plate in the flat, vertical, and horizontal positions with the oxy-acetylene torch. Also instruction on flame cutting of steel and the fundamental steps in brazing of steel and cast iron.

WELDING II
PREREQUISITE—Welding I, previous training, or shop
LENGTH OF COURSE—20 weeks.
Wednesday, 6:00 p.m. to 9:00 p.m.
FEE—(In addition to registration fee) $20 per term.
COURSE CONTENT—Continuation of fundamentals of electric arc welding, to further develop manipulative skills in horizontal, vertical and overhead positions using several classification types of electrodes.
Continuation of oxy-acetylene welding of steel, cast iron, aluminum, and small pipe.

WELDING III
(Trade Extension or Prerequisite—Welding II)
LENGTH OF COURSE—20 weeks.
Tuesday, 6:00 p.m. to 9:00 p.m.
FEE—(In addition to registration fee) $20 per term.
COURSE CONTENT—This course is designed to prepare the welding operators to become certified in structural steel, pipe welding, boiler and pressure vessel welding in conformance with the A.W.S. and the A.S.M.E. Codes applicable to the Industrial Commission of Wisconsin. Some instruction is given on the application of the various semi-automatic welding processes on mild steel, stainless steel and aluminum.
NOTICE: Laboratory fees for Trade and Technical courses refundable from the date of withdrawal to the end of the term. Laboratory fees for absence prior to the date of withdrawals are not refundable.
MEDICAL TERMINOLOGY
(For those working as medical assistants)
LENGTH OF COURSE—20 weeks.
Monday, 7:00 p.m. to 8:00 p.m. for beginners.
Monday, 8:00 p.m. to 9:00 p.m. for advanced.