Madison Vocational,
Technical and
Adult Schools

Day
Catalog
1964-1965

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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, 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.

**Medical Assistants, Practical Nursing, Dental Assistants, and Medical Secretaries.
***Auto Mechanics, Auto Body, Cabinetmaking, Graphic Arts, Machine Shop, Sheet Metal, Welding, and Barbering.

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 140.

FEES

A registration fee of $2 is charged each person who registers, except those under 16 years of age. This fee is not refundable.

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

Materials and books used are paid for by the student.

All post-high school vocational technical students who have been accepted in the day school must pay an advance registration fee of $10 to reserve a place in the selected course. This fee cannot be refunded. It includes the registration fee of $2 and the student activity fee of $2. The balance is applied toward the payment of course fees when school begins. Registration is complete when all fees are paid.
STUDENT ACTIVITY FEE

All students enrolled in the Madison Vocational, Technical and Adult Schools for 20 or more periods per week, with a vocational objective, must 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 will be no refunds of this student activity fee. These funds will 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, tuition is charged all non-residents. For all non-residents under 21, the tuition is 50 cents for each 50-minute class period of attendance with a maximum charge of $1.50 per day.

Special payment provisions are:

Non-residents living in Wisconsin cities, towns, or villages and who are under 21 years of age may have their tuition paid through the county of their residence. This is a provision of the Wisconsin Statutes, Section 41.19. The student must present a statement of residence when registering.

Non-residents under the age of 21 who live in a city that has a school of vocational and adult education may have their tuition paid by their local board of vocational and adult education, if the non-resident obtains advance approval from the local director or the board secretary. Blanks for approval of tuition payment by a local board of vocational and adult education are available in the registration office.

Non-resident students over 21 pay their own tuition. It is payable in advance four times during the school year. Day school tuition is 30 cents for each 50-minute class period of attendance, with a maximum charge of $1.50 per day.

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 end of the school year.

ASSOCIATE DEGREE

Under the provisions of Chapter 51, Laws of 1961, the State Board of Vocational and Adult Education can 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, Business Administration-Secretarial Science, Automotive Technology, Mechanical Design Technology, Electronics Technology, Civil Technology, Business Ad-
STUDENT FINANCIAL AIDS

Grants in schools of vocational, technical, and adult education. Application blanks, rules, and information sheets may be obtained from the Business Office, Room 140.

Funds from the Student Recognition and Assistance Committee are available. Further information about these funds may be obtained from the registrar.

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. Aptitudes, 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.

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 a.m. to noon and 12:45 to 4 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.
SCHOOL CALENDAR
1964-1965

Mail registration for day school
August 17 through 28 (Monday through Wednesday)

Workshop for supervisors
September 8 and 9 (Tuesday and Wednesday)

Day school registration (8:30 to 11:30 a.m. and 1:30 to 3:30 p.m.)
September 10 and 11 (Thursday and Friday)

Meetings of staff and supervisors
September 12 (Saturday)

Day school opens
September 14 (Monday)

Mail registration for evening school
September 1, 2, and 3 (Tuesday, Wednesday, and Thursday)

Registration for evening school (3 to 8:30 p.m.)
September 29 and 30 (Tuesday and Wednesday)

Meeting of evening school staff
October 1 (Thursday)

Evening school begins
October 3 (Monday)

School Visitation Day (10 a.m. to noon)
October 24 (Saturday)

Day school classes (Milwaukee meeting of Wisconsin Education Association and Wisconsin Federation of Teachers)
November 5 and 6 (Thursday and Friday)

Evening school classes (Thanksgiving vacation)
November 25, 26, and 27 (Wednesday, Thursday, and Friday)

Day school classes (Thanksgiving vacation)
November 26 and 27 (Thursday and Friday)

Evening school classes (Christmas vacation)
December 12 through January 10

Day school classes (Christmas vacation)
December 19 through January 3

Day school reopens
January 4 (Monday)

Registration for evening school (6 to 8 p.m.)
January 6 and 7 (Wednesday and Thursday)

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Evening school reopens
January 11 (Monday)

End of first semester of day school
February 3 (Friday)

Beginning of second semester of day school
February 8 (Monday)

School Visitation Day (10 a.m. to noon)
February 27 (Saturday)

Evening school closes
March 19 (Friday)

Day school closes for spring vacation
April 16 through April 25

Day school reopens
April 26 (Monday)

Awards Day
April 29 (Thursday)

Day school classes (meeting of Wisconsin Association for Vocational and Adult Education at Eau Claire)
May 6 (afternoon) and 7 (Thursday afternoon and Friday)

Day school closes for Memorial Day observance
May 31 (Monday)

All school graduation
June 6 (Tuesday)

End of school year
June 18 (Friday)

Summer school session
June 21 through July 30 (Monday through Friday)
ACADEMIC

MATHEMATICS

ALGEBRA I
LENGTH OF COURSE—37 weeks, five 50-minute periods per week.
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, five 50-minute periods per week.
COURSE CONTENT—Reviews the principles learned in Algebra I. Advanced topics in factoring and quadratics are included. Progressions and the binomial theorem are introduced. There are 20 short assignments. A final test is given. A one-half high school unit is given upon completion.

GEOMETRY
LENGTH OF COURSE—37 weeks, five 50-minute periods per week.
COURSE CONTENT—Emphasis is on developing the ability to form a logical geometric proof. There are six assignment sheets. Tests are given when a unit is completed. A final examination is required. One high school unit is conferred upon successful completion of the course.

TRIGONOMETRY
LENGTH OF COURSE—18 weeks, five 50-minute periods per week.
COURSE CONTENT—A high school trigonometry course with emphasis on problem solving after trigonometric relations are mastered. There are 20 assignment sheets and a final examination. One-half a high school unit is given.

BUSINESS MATHEMATICS
LENGTH OF COURSE—18 weeks, five 50-minute periods per week.
TEXT—"College Business Arithmetic," by Hanna and Walker.
COURSE CONTENT—Students master arithmetic fundamentals and apply them to business situations. The student may progress at his own speed. One-half a high school unit is given.
ENGLISH

ENGLISH I FOR THE FOREIGN BORN
LENGTH OF COURSE—37 weeks, five 50-minute periods per week.
COURSE CONTENT—For persons needing basic English for communication purposes.

ENGLISH II FOR THE FOREIGN BORN
LENGTH OF COURSE—37 weeks, five 50-minute periods per week.
COURSE CONTENT—For persons who speak some English but who need to improve their knowledge of the language to qualify for advanced training or to improve their professional competence.

ENGLISH GRAMMAR
LENGTH OF COURSE—18 weeks, five 50-minute periods per week.
COURSE CONTENT—An advanced English grammar course giving a thorough review of the principles of sentence construction, punctuation, capitalization, paragraphing, spelling, and vocabulary building. Dictionary study and the correct grammatical use of parts of speech also will be included.

COMPOSITION AND LITERATURE
LENGTH OF COURSE—37 weeks, five 50-minute periods per week.
COURSE CONTENT—Literature is studied to improve the student's tastes in reading, to give him appreciation of good writing, and to help him in expressing himself in writing.

READING

DEVELOPMENTAL READING I
LENGTH OF COURSE—Five weeks, two 50-minute periods per week.
COURSE CONTENT—Ten sessions of practice in improving comprehension and speed in reading. Students are to purchase some materials.

DEVELOPMENTAL READING II
LENGTH OF COURSE—Five weeks, two 50-minute periods per week.
COURSE CONTENT—Ten sessions of practice in improving comprehension and speed in reading. Students are to purchase some materials.

READING WITH YOUR CHILDREN
LENGTH OF COURSE—Nine weeks, two 50-minute periods per week, beginning November 23, 1964.
COURSE CONTENT—Mothers will discuss with an expert librarian the books and poems most liked by and considered best for children. During some sessions mothers and children will join together for reading sessions in which mothers learn techniques of reading to children.

READING NOVELS
LENGTH OF COURSE—Nine weeks, two 50-minute periods per week, beginning November 23, 1964.
COURSE CONTENT—Eight novels will be read for enjoyment and to learn analytical skills.

HISTORY

UNITED STATES HISTORY
LENGTH OF COURSE—37 weeks, five 50-minute periods per week.
TEXT—"America's History," by Todd and Curti.
COURSE CONTENT—The course is designed to teach an understanding and an appreciation of our American heritage by tracing the development of our people and institutions through successive stages. There are nine units of work. An examination is given at the end of each unit and at the end of the course. Material covered is equivalent to two semesters of work.

SCHOOL OF ART

Commercial Art . . . Fine Arts . . . Crafts

ART METAL AND ENAMELING
See GEMS AND SILVER

CERAMIC SCULPTURE
LENGTH OF COURSE—18 weeks, three 50-minute periods per week. Wednesdays, 9:24 a.m. to 12:13 p.m.
FEE—(In addition to registration fee) $3 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 15 inch height limits.

FREE HAND DRAWING (An approach to art)
LENGTH OF COURSE—18 weeks, three or six 50-minute periods per week. Monday and/or Friday 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—A course designed for beginning art students dealing with the techniques of various drawing media, rendering of form, perspective, shading and composition. Still life, the figure, and landscape are included.

GENERAL CRAFTS
LENGTH OF COURSE—18 weeks, three, six, or nine 50-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), Rosemaling (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, three or six 50-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—Semester I—to introduce the beginning student to the elements of composition as related to drawing and painting. Emphasis is placed upon composition, perspective, balance, texture and color relationships. Individuality and personal expression are encouraged. Semester II—Watercolor Painting. Compositional strengths from Semester I are applied in watercolor painting. Emphasis is on use of media and new ways of expression.

INTERIOR DECORATION
LENGTH OF COURSE—36 weeks, three 50-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 arrangements; accessories and illumination. It includes lectures, discussion of individual home problems, and field trips.

LAPIDARY
See GEMS AND SILVER

PORTRAIT PAINTING
LENGTH OF COURSE—18 weeks, three 50-minute periods per week. Wednesday, 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 the head in light and shade; the anatomy; structure for solidity; expression; design element; and composition. Media: pencils, charcoal, conte crayon, watercolor, and oil.

POTTERY
LENGTH OF COURSE—18 weeks, three or six 50-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) $3 per semester for each class day enrolled.

COURSE CONTENT—A basic course to prepare the student for work on the potter’s wheel. It includes the designing and building of forms by the coil and slab methods followed by throwing on the wheel. Glaze preparation and application and the stacking and firing of kilns are introduced. Students pay for material used.

STUDIO PAINTING
LENGTH OF COURSE—18 weeks, three or six 50-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, three 50-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 all, encaustic polymer or casein and experimentation in collage. Materials to be furnished by the student.

FUNDAMENTALS OF OIL PAINTING
LENGTH OF COURSE—18 weeks, six 50-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 interpretative presentation.

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. The behind-the-wheel driving is held during the day.

Classroom instruction may be taken without the behind-the-wheel training. The behind-the-wheel training, however, may not be taken without the student having had the classroom instruction at the Madison Vocational, Technical and Adult Schools or at 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—Four weeks. From 7 to 9 p.m.

Tuesdays and Thursdays.

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<td><strong>Total</strong></td>
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TEXT—"How to Drive," by the American Automobile Association.

COURSE CONTENT—This is a 16 hour course which includes lectures, demonstrations, and discussions. The class meets for eight sessions and is open to licensed drivers 18 years of age or older. It includes a study of the 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.

Instruction is supplemented with visual aids, filmstrips, and resource personnel. Students who are enrolled in or have completed the classroom course are eligible to take the behind-the-wheel training if they successfully pass the written test given by the State Motor Vehicle Department's license examiners.

The 1964-65 classes begin on the following dates:

September 8, November 10, January 26, March 30, and June 1

BEHIND-THE-WHEEL TRAINING (Day Only)

LENGTH OF COURSE—Eight weeks.

Mondays through Fridays, 8 a.m. to 3 p.m. (One two hour period is to be selected for driving one day per week for eight weeks.)

SCHOOL OF MUSIC

POPULAR PIANO THROUGH KEYBOARD HARMONY

LENGTH OF COURSE—Thirty-seven 50-minute periods.


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

COURSE CONTENT—The course is designed for students with some knowledge of the piano. It consists of learning popular music, chords, creating necessary breaks, etc. It is valuable to classical music students since it provides reading short cuts and helps to create a technique usually ignored by other methods. Students learn to do their own arranging.

PIANO I (Beginning)

LENGTH OF COURSE—Thirty-seven 50-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—Thirty-seven 50-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—Thirty-seven 50-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—Thirty-seven 50-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 the music
supervisor, Room 132.

ORGAN I

LENGTH OF COURSE—Thirty-seven weeks.

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

COURSE CONTENT—This course for beginners includes
learning the staves, manuals, and pedals. Some chord
work and simple solos are included.

ORGAN KEYBOARD HARMONY I

LENGTH OF COURSE—Thirty-seven 50-minute periods.

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

COURSE CONTENT—The course in practical harmony
for home organs is designed for persons who do not
read music. It is useful in playing without sheet music
and for playing piano music on the organ. Not regu­
lation organ lessons.

ORGAN KEYBOARD HARMONY II

LENGTH OF COURSE—Thirty-seven 50-minute periods.

Tuesdays at 10:29 a.m. or Wednesdays at 2:40 p.m.

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

COURSE CONTENT—A course in practical harmony
designed for home organs. Students will find it use­
ful in arranging, playing without sheet music, trans·
position, and arranging piano music for the organ.
Not regulation organ lessons.

GLEE CLUB

LENGTH OF COURSE—Thirty-seven 50-minute periods.

COURSE CONTENT—This course in recreational sing­
ing is planned for all post-high school students.

SCHOOL OF BUSINESS

Business Administration
Accounting
Business Machines
Secretarial Science
BUSINESS ADMINISTRATION

ACCOUNTING

GENERAL ACCOUNTING
LENGTH OF COURSE—37 weeks, three or five 50-minute periods per week.
SELECTED PRACTICE SETS OR "COLLEGE ACCOUNTING" BY MARVIN, PALMER, AND ARCHER. WORKBOOKS I, II, AND III.

COURSE CONTENT—For students who have had the theory of double entry bookkeeping and accounting. It accommodates the adult refresher student or the student who, because of conflicts, cannot be scheduled in other accounting classes. The course is taught on an individual basis. Sole proprietorships, partnerships, and corporation-manufacturing accounting are studied.

BOOKKEEPING (Elementary)
LENGTH OF COURSE—18 weeks, three 50-minute periods per week.

COURSE CONTENT—The fundamental procedures of double entry bookkeeping necessary in the complete bookkeeping cycle: journals, ledgers, financial statements, adjusting and closing entries, post-closing trial balance. High school credit is given. Adults desiring a knowledge of bookkeeping, but not interested in the more detailed accounting courses, will find this adequately meets their needs.

ACCOUNTING VII (Income Tax)
LENGTH OF COURSE—18 weeks, three 50-minute periods per week.

PREREQUISITE—Accounting II or its equivalent.

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. The actual completion of various forms, as class projects, will be an important part of the course.

BUSINESS MATHEMATICS I
LENGTH OF COURSE—18 weeks, three 50-minute periods per week.

COURSE CONTENT—A course especially for students intending to study accounting, calculating machines, or preparing for civil service examinations. Intensive review of the fundamentals is given. The course includes percentages, discounts, commissions, markups, depreciation, federal income tax, mortgage loans, insurance and annuities, simple statistical measures, interest and bank discount, income and balance sheet analyses and payroll records and deductions.

BUSINESS MACHINES

BOOKKEEPING MACHINES
LENGTH OF COURSE—Nine weeks, five 50-minute periods per week.

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

PREREQUISITE—Typewriting and a knowledge of double entry bookkeeping.

COURSE CONTENT—The student works with the Monroe National Cash Register and Burroughs Sensimatic bookkeeping machines. The work involves handling accounts receivable, accounts payable, payroll and special journals.

GENERAL MACHINE CALCULATION
LENGTH OF COURSE—18 weeks, three or five 50-minute periods per week.

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

COURSE CONTENT—For the adult student desiring skill on the key-driven calculators (Comptometer and Burroughs) and the automatic electric calculators (Friden, Marchant and Monroe). Work is also given on the 10 and full keyboard adding and printing calculator machines. All basic operations are included: addition, subtraction, multiplication, and division. Practice projects include work on payroll, invoicing, bank reconciliation, deposit lists, discounts, interest, and other practical office calculations.

CARD PUNCH MACHINES—(IBM 024 and 026)
LENGTH OF COURSE—Nine weeks, six 50-minute periods per week.

PREREQUISITE—Typewriting speed of 40 words per minute and an aptitude test for card punch operators.

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

COURSE CONTENT—Development of speed and accuracy on the alphabetic and numeric keyboard is the aim of this course. Payroll, numeric sales analysis, and alphabetical sales analysis are included with the studying, planning, and preparation of the master cards necessary for these different applications. Nine lectures are included in the course. Opportunity is offered, through field trips, for observation of key punching and its relationship to a punched card accounting system.
DUPLICATING MACHINES
LENGTH OF COURSE—Nine weeks, two 50-minute periods per week.
PREREQUISITE—Typewriting speed of 40 words per minute.
FEE—(In addition to registration fee) $2.
COURSE CONTENT—This course provides students with an adequate knowledge of the operation and care of duplicating machines used in modern business offices. 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, lettering guides, running of copies, and proper filing of stencils for future use. In the spiral or liquid process, instruction includes training in the preparation of carbon masters, carbon work, and the running of copies.

SECRETARIAL SCIENCE
COMMUNICATION SKILLS I
LENGTH OF COURSE—18 weeks, three 50-minute periods per week.
TEXT—"College English for Business," by 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, three 50-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 jottings, outlines, bibliographies, footnotes, charts, and graphs is included.

RECORDS MANAGEMENT—Filing
LENGTH OF COURSE—Nine weeks, three 50-minute periods per week.
COURSE CONTENT—The course covers the basic principles and procedures of filing and considers the important managerial aspects of records management and maintenance. The filing cycle—inspecting, indexing, coding, sorting, and storing are included. The basic systems of filing correspondence and non-corrrespondence are introduced. The management aspects of establishing filing systems, transferring inactive records, disposing of records no longer useful, and evaluating filing efficiency are an integral part of the work. A study of case problems and instructional visits in industrial and business filing departments supplement the class work.

SECRETARIAL SCIENCE I (Shorthand)
LENGTH OF COURSE—18 weeks, five 50-minute periods per week.
FEE—(In addition to registration fee) $1.
COURSE CONTENT—The beginning shorthand course includes a study of the theory of shorthand, an automatic reinforcement of principles, and shorthand transcription skill building. Dictation ranges between 60 and 80 words per minute.

SECRETARIAL SCIENCE II (Intermediate Dictation)
LENGTH OF COURSE—18 weeks, five 50-minute periods per week.
FEE—(In addition to registration fee) $1.
COURSE CONTENT—For students who have fulfilled the requirements in the beginning dictation and transcription course. Dictation is given at rates ranging from 75 to 90 words per minute. Emphasis is placed on letter set-up, spelling, and typewriting. A carbon copy of each transcript is required.

SECRETARIAL SCIENCE III (Advanced Dictation)
LENGTH OF COURSE—18 weeks, five 50-minute periods per week.
TEXT—"Gregg Transcription for Colleges," Maslor, Grubbs & Wagoner.
FEE—(In addition to registration fee) $1.
COURSE CONTENT—For advanced dictation students. The objective is the development of shorthand power through sustained dictation at high rates of speed. Emphasis is placed on good phrasing and the building of a shorthand vocabulary of business terms. Dictation range is between 90 and 125 words per minute on a five-minute basis.

REFRESHER SHORTHAND
LENGTH OF COURSE—18 weeks, three or five 50-minute periods per week.
TEXT—"Refresher Course in Gregg Shorthand Simplify..."
"Fed," by Strongy, Govey, and Newhouse.

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

COURSE CONTENT—For students who have had the theory of Gregg shorthand. This course reviews outlines and brief forms. It is recommended for adults and students who have completed the shorthand theory in summer session or evening school. Dictation and transcription are a part of the course.

TRANSCRIBING MACHINES

LENGTH OF COURSE—Nine weeks, three 50-minute periods per week.
PREREQUISITE—Typewriting speed of 40 words per minute.
FEE—(In addition to registration fee) $2.

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.

TYPEWRITING I

LENGTH OF COURSE—18 weeks, five 50-minute periods per week.
FEE—(In addition to registration fee) $1.

COURSE CONTENT—This course covers fundamental skills in the operation of the typewriter. Simple tabulations, centering and minimum essentials of letter writing are included. A goal of 25 to 30 words a minute should be attained.

TYPEWRITING II

LENGTH OF COURSE—18 weeks, five 50-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, five 50-minute periods per week.
PREREQUISITE—Typewriting II or its equivalent.
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.

TYPEWRITING IV

LENGTH OF COURSE—18 weeks, five 50-minute periods per week.
"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, three or five 50-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 Applied Science degrees are granted graduates in the following areas:

Business Administration, Accounting
Secretarial Science
Business Administration, Data Processing

RE FRESHER COURSES

Refresher courses are offered in the four general areas of Accounting, Business Machines, General Clerical and Stenography. This is especially helpful to adults desiring to re-enter the office occupations on a full or part-time basis.
SCHOOL OF BUSINESS BROCHURES

Special brochures illustrating courses offered by the School of Business are available by contacting the school.

SUMMER SESSION

A six-week summer session featuring classes in Accounting, Business Machines, Stenography and Typewriting, is offered annually in the School of Business. These, as well as other summer courses, are explained in detail in the summer session brochure.

SCHOOL OF MARKETING
(Distributive Education)

Training in Sales, Marketing, And Fashion Merchandising Occupations
COURSE CONTENT — Motor covered will include: per·
COURSE CONTENT — Basics selling techniques for

LENGTH OF COURSE—18 weeks, three 50-minute periods
per week. (First semester.)
FEE—(In addition to registration fee) $1.
COURSE CONTENT—A class in the principles of selling
and the application to both retail and wholesale
business. Steps in the sale, rules of selling, pro·
spective problems, attitude of buyer and salesman,
the interview, methods of closing the sale, and
types of customers are given special attention.

PRINCIPLES OF MARKETING I

LENGTH OF COURSE—18 weeks, five 50-minute peri·
ods per week. (First semester).
COURSE CONTENT—An introductory course designed
to study the problems and policies of manufacturers,
wholesalers, and retailers as they relate to the
marketing of goods and services. Particular attention
will be given to channels of distribution, types of
business enterprises, how to enter business, points
to consider before entering business, competition, co·
ordination of promotional plans, pricing policies,
study of marketing costs, role of government, market
research, credit policies, and management techniques.

PRINCIPLES OF MARKETING II

LENGTH OF COURSE—18 weeks, five 50-minute peri·
ods per week. (Second semester).
COURSE CONTENT—A continuation of the study of
marketing policies and problems begun in Market·
ing 1.

SALES TRAINING—Holiday Extras

LENGTH OF COURSE—Three weeks, four 50-minute
periods per week. (Begins Oct. 27, 1964).
FEE—(In addition to registration fee) $1.
COURSE CONTENT—Basic selling techniques for per·
sons desiring, or presently employed in, sales work
on a part-time basis. Students usually are employed
during Christmas and other holidays.

MERCHANDISE MATHEMATICS

LENGTH OF COURSE—18 weeks, three 50-minute peri·
ds per week. (First semester).
COURSE CONTENT—Material covered will include: per·
centages, trade discounts, basic profit elements, de·
termining and calculating markups and markdowns,
and interpreting financial statements. Other topics
studied are: setting price lines, inventory methods,
planning sales and expenses, planning and calcu·
lating open-to-buy, and invoice mathematics. Material
will be presented through problems which are prac·
tical to average business situations.

PRINCIPLES OF ADVERTISING I

LENGTH OF COURSE—18 weeks, three 50-minute periods
per week. (First semester).
COURSE CONTENT—Topics to be discussed will include:
the purpose, economic and social aspects of adver·
tising, slogans, trademarks, idea visualization, me·
chanical production of advertisements, the media plan,
and packaging and labeling. Other topics studied are:
newspaper, radio, television, direct mail, outdoor ad·
vertising, budgets, writing copy, psychology behind
advertising, and coordinating with a total sales pro·
motion plan.

MERCHANDISE DISPLAY

LENGTH OF COURSE—18 weeks, five 50-minute periods
per week.
FEE—(In addition to registration fee) $2.
COURSE CONTENT—A study of principles of window
and interior display techniques and how to coordi·
nate the techniques with current advertising and pro·
otional plans. Basic principles of display and design
as well as color and arrangement will be applied to
practical situations. Students construct displays in the
School of Marketing display windows.

LETTERING AND LAYOUT

LENGTH OF COURSE—18 weeks, three 50-minute periods
per week.
FEE—(In addition to registration fee) $3.
COURSE CONTENT—Basic skills in using pens to con·
struct window and interior showcards are taught.
Attention is given to various alphabets and 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; two 50-minute periods
per week. (Second semester).
COURSE CONTENT—Topics discussed include: buying
in the economic cycle, the buyer's job, organization
for buying, cycles and trends; what, how much, where
and when to buy, price policies, and inventory
control.

CREDIT PROCEDURES

LENGTH OF COURSE—18 weeks, two 50-minute periods
per week.
COURSE CONTENT—A study of principles and methods
of credit administration in the mercantile and retail
field. It includes sources of information, credit policy
and control, legal remedies, and collection techniques.

PRINCIPLES OF WHOLESALING

LENGTH OF COURSE—18 weeks, three 50-minute peri·
ds per week. (Second Semester).
COURSE CONTENT—Students study evolution, economic status, management of non-retail marketing, and the position of wholesaling in distribution. Also included are kinds of wholesaling, middlemen, internal organization, operation of wholesalers, and trading areas. The relationship between the marketing policies of wholesaler and manufacturer and the changing patterns of wholesale distribution are discussed.

SALES MANAGEMENT

LENGTH OF COURSE—18 weeks, three 50-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: C.P.C.U. PART V (MANAGEMENT, ACCOUNTING AND FINANCE)

Begins September 21, 1964

LENGTH OF COURSE—34 weeks. Mondays from 3 to 5 p.m.

COURSE CONTENT—Subjects discussed include modern management, decision making, planning, organizing and controlling the insurance agency, principles of accounting and finance.

TWO-YEAR ASSOCIATE DEGREE COURSES

Business Administration—Marketing Major
Business Administration—Fashion Merchandising Major.
Contact the school for special brochures on the above courses.

SCHOOL OF HOME ECONOMICS

Clothing and Textiles
Foods and Nutrition
Home Furnishings
Management
Personal and Family Relationships
CLOTHING AND TEXTILES

CLOTHING I—Firsts in Clothing Construction

LENGTH OF COURSE—18 weeks, three 50-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 the first class.

CLOTHING II—Casual Clothes

LENGTH OF COURSE—18 weeks, three 50-minute periods once a week.

PREREQUISITE—Clothing I or its equivalent.

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

COURSE CONTENT—Techniques and subject matter of this course are planned to follow Clothing I or its equivalent. Types of garments to be made—sport or casual dresses, robes, shirts or tailored blouses, slacks, shorts or bermuda shorts. 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. 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 III—Dresses for All Occasions

LENGTH OF COURSE—18 weeks, three 50-minute periods once a week.

PREREQUISITE—Clothing II 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. Latest information and techniques for sewing on the new fabrics are included. One and two piece jacket and dinner dresses may be made in this class. Patterns and fabric should not be purchased until after attendance at the first class.

CLOTHING IV—That Made-To-Order-Look

LENGTH OF COURSE—18 weeks, three or four 50-minute periods once a week.

PREREQUISITE—Completion of Clothing III or equivalent.

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

CLOTHING V—Tailoring Techniques (Beginning)

LENGTH OF COURSE—18 weeks, three 50-minute periods once a week.

PREREQUISITE—Clothing IV.

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 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 IV.

CLOTHING VI—Tailoring Techniques (Advanced)

LENGTH OF COURSE—18 weeks, three 50-minute periods once a week.

PREREQUISITE—Clothing V.

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

COURSE CONTENT—Instruction will include constructing suits, coats, and plastic or leather-like coats and jackets. Emphasis will be placed on such details as pocket types, worked buttonholes, and construction details. Latest information on fabrics and on construction techniques for these fabrics will be studied.

CLOTHING VII—Workshop

LENGTH OF COURSE—18 weeks, three 50-minute periods once a week.

PREREQUISITE—Clothing IV.

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

COURSE CONTENT—Students make 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 VIII—New Models From Old

LENGTH OF COURSE—18 weeks, three 50-minute periods once a week.
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 an appropriate and becoming dress for all
occasions. It will include help in developing 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.
MILLINERY III—Designing and Advanced Techniques

LENGTH OF COURSE—18 weeks, three 50-minute periods once a week.

PREREQUISITE—Millinery II.

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

COURSE CONTENT—An advanced course for students who have completed Millinery I and II. Original, independent work will be stressed. Techniques being used in commercial hats will be studied. Selecting good design for the individual and coordinating the hat with the total costume will be emphasized.

FUR REMODELING—I

LENGTH OF COURSE—18 weeks, three 50-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 II

LENGTH OF COURSE—18 weeks, three 50-minute periods once a week.

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

COURSE CONTENT—An advanced course in fur remodeling for persons who have had Fur Remodeling I for two semesters. All types of fur garments may be made, including scarfs and stoles. Drafting of patterns is included.

KNITTING I

LENGTH OF COURSE—18 weeks, three 50-minute periods once a week.

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 demonstrated.

KNITTING II

LENGTH OF COURSE—18 weeks, three 50-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—A course for advanced students which 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 II—Meals for Busy Homemakers

LENGTH OF COURSE—18 weeks, three 50-minute periods per week (First semester).

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

COURSE CONTENT—A course to aid the busy homemaker in the preparation of nutritious, eye-appealing meals. Study will include meal planning, selecting foods for price and quality, buying nutritional value with your dollars, time saving preparation methods, making appliances work for you, care of appliances, and serving attractively. An excellent food preparation course for today’s active homemaker who combines both a community and a family role.

FOODS V—Food For Your Family

LENGTH OF COURSE—18 weeks, three 50-minute periods per week (Second semester).

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

COURSE CONTENT—Meal planning and food preparation will consider individual and family nutritional and physical needs. Comparisons of convenience foods and time saving preparation methods will be studied. The student will gain help in time and energy management, spending the food dollar, equipment selection and use, and planning efficient kitchen storage and work space.

FOODS VII—Hospitality Foods; Gracious Hostessing

LENGTH OF COURSE—12 weeks (Second semester), three 50-minute periods once a week. February to April.

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 VIII—Cake Decorating

LENGTH OF COURSE—18 weeks, two 50-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 marzipan are presented prior to the holiday season. Pressed sugar bells for Christmas and weddings are included. This basic course is open to anyone who wishes to acquire the art of food decoration.

FOODS IX—Cake Decorating II

LENGTH OF COURSE—18 weeks, two 50-minute periods once a week (Second semester).

PREREQUISITE—Foods B.

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

COURSE CONTENT—This is an advanced course to enable one to perfect techniques and master more elaborate food decorations. More challenging decorations are presented, including doll, log, valentines, Easter, wedding, for types and novelty ones. Detailed work in petits fours, panorama eggs, cookie hats for Easter, decorated mints and sugar cubes, is given. Instruction in making various types of cakes will be included. The preparation of royal icing, its use in string work and for wedding cakes, is included.

FOODS 10

MEATS AND VEGETABLES

LENGTH OF COURSE—Six weeks, three 50-minute periods once a week. Begins in September.

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

COURSE CONTENT—This course develops interesting uses 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.

FOODS 10

BREADS—the Easy Way — Quick and Yeast

LENGTH OF COURSE—Six weeks, three 50-minute periods once a week. Begins in September.

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

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.

ENTERTAINING FOR THE FALL MONTHS

LENGTH OF COURSE—Six weeks, three 50-minute periods once a week. Begins in September.

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

COURSE CONTENT—This course introduces the homemaker to new and different foods and products on the market for use in her pre-holiday entertaining.

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New ideas will be explored in quantity preparation as to equipment, ease of service, cost and food value. Table setting, decorations, accessories, and the preparation of interesting fall menus will be included.

MEALS FOR THE HOLIDAYS

LENGTH OF COURSE—Six weeks, three 50-minute periods once a week. Begins in November.

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

COURSE CONTENT—Designed to present new and interesting ideas in holiday fare, including meats, salads, casseroles, poultry, pastry, cookies and desserts. Attention will be given to planning and preparing ahead and to table service for entertaining family and guests.

EAT WELL TO LIVE WELL

LENGTH OF COURSE—Six weeks, February and March. 12:52 to 2:36 p.m.

COURSE CONTENT—The course will be taught by an experienced nutritionist who has a knowledge of the newest scientific and research findings in the foods area. Included will be: a study of one's daily food habits; basic principles of planning healthy meals; selecting calories for health and weight reduction, food fads and fallacies. Special diets, such as low sodium, low cholesterol, atherosclerosis, hypertension, diabetes, and others upon request, will be studied.

CASSEROLES AND SALADS

LENGTH OF COURSE—Six weeks, three 50-minute periods once a week. Begins in February.

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

COURSE CONTENT—Interesting and nutritional 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.

SUMMERTIME MEALS FOR CAREFREE LIVING

LENGTH OF COURSE—Six weeks, three 50-minute periods once a week. Begins in April.

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

COURSE CONTENT—Emphasis will be on foods to be prepared and served indoors as well as outdoors in a planned, relaxed manner. Study will include menu planning, making appliances (electric skillets, grill, sauce pan, pressure pan) work for you, utilizing foods in season, efficient use of the freezer, time management, and serving attractively. A warm weather buffet meal will conclude the course.
HOME FURNISHINGS

DRAPERIES
LENGTH OF COURSE—18 weeks, three 50-minute periods once a week.
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 draperies for both stationary and traverse rods. Other highlights of the course are the 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 I
LENGTH OF COURSE—18 weeks, three 50-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 II
LENGTH OF COURSE—18 weeks, three 50-minute periods once a week.
PREREQUISITE—Floral Design I.
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 III
LENGTH OF COURSE—18 weeks, three 50-minute periods once a week.
PREREQUISITE—Floral Design I.
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—Five weeks, three 50-minute periods per week. Begins in November.
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, four 50-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 and 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 I (Beginning)
LENGTH OF COURSE—18 weeks, four or eight 50-minute periods a week.
FEE—(In addition to registration fee) $2 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 II (Intermediate)
LENGTH OF COURSE—18 weeks, four 50-minute periods once a week.
PREREQUISITE—Upholstery I.
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 finishes on lounge chairs, current trends in fillings, styles and fabrics are studied. All projects under constant supervision with emphasis on selection, estimation and application to fabric use.

UPHOLSTERY III (Advanced)

LENGTH OF COURSE—18 weeks, four 50-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, wire frames, channeling, tufting, small minor repairs and restyling. Supported plastics in furniture are introduced. Projects with greater degrees 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 davenport and loveseats cannot be accepted in class. These could be home projects with planning and instruction under supervision in class.

UPHOLSTERY IV—Victorian and Antique Furniture
    (Special Projects—Headboards)

LENGTH OF COURSE—18 weeks, four 50-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.

MANAGEMENT

USING DOLLARS WISELY

LENGTH OF COURSE—10 weeks. Tuesdays from 7 to 9 p.m.

COURSE CONTENT—This course will help you analyze your spending habits—spending dollars, time, and energy. The study will include buying food, comparison studies of prepared and packaged foods, selection, use and care of equipment and appliances, cleaning agents, the clothing dollar, the home furnishings dollar, and basic budgeting. The information will be presented through discussions and demonstrations, films, trips, field trips, and guest speakers. Students will be given opportunity to assist in planning the emphasis of the course.

PERSONAL AND FAMILY RELATIONSHIPS

CHILD BIRTH AND INFANT CARE

LENGTH OF COURSE—Eight weeks, two 50-minute periods once a week. Beginning dates are September 15, November 10, January 19, and March 16.

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 and infant care, thereby eliminating fear. Expectant fathers may enroll for the entire course, or may attend the last three meetings. No one may enter lessons three, four, or five.

This is a continuous eight-month program, from September through April. Two series of classes are held each semester.

HOMEMAKER'S CLUB

HOMEMAKER'S CLUB

The Homemaker's club of our school is open to all interested homemakers. Meetings are scheduled for the second Friday each month.

COOPERATIVE PROGRAM

WEE Y's—A Nursery Program

LENGTH OF COURSE—16 weeks at 12:45 to 3:45 p.m. Tuesdays or Wednesdays, held at YWCA, 122 State St.

FEE—$15 for one child; $25 for two children.

REGISTER at the YWCA.

CONTENT—This is an educational program for children 2 to 5 years of age while their mothers attend class at the Madison Vocational, Technical, and Adult schools. The program includes social development, and organized activities such as creative dance, singing, games, and gym apparatus. It also includes units of learning such as safety, food habits, and animals. It is conducted by a trained person in nursery school work, physical education, or elementary education.

CLASSES ALSO ARE OFFERED AT THE FOLLOWING CENTERS

FRANKLIN SCHOOL

Clothing 9—Tuesday, 12:52 to 3:30 p.m.

MIDVALE SCHOOL

Clothing 1—Wednesday, 12:52 to 3:30 p.m.

Clothing 3—Thursday, 8:30 to 11:19 a.m.

Clothing 4—Tuesday, 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.
ALL AUTOMOTIVE, AUTO BODY, AND DIESEL STUDENTS WILL BE REQUIRED TO MAKE A $10 DEPOSIT FOR UNIFORMS AND LOCKERS AT TIME OF REGISTRATION. MONEY WILL BE REFUNDED WHEN UNIFORM, IN PROPER CONDITION, AND KEY ARE RETURNED AT COMPLETION OF THE SCHOOL YEAR.

AUTO BODY
LENGTH OF COURSE—74 weeks, twenty-six 50-minute periods, two school years.
TEXT—"Automotive Collision Work," by Frazel, Bedell and Spicer.
FEE—(In addition to registration fee) $36.20 per semester, seven periods per day.
COURSE CONTENT—Repairing, rebuilding and painting of damaged auto bodies.

AUTO MECHANICS
LENGTH OF COURSE—74 weeks, twenty 50-minute periods per week, two school years.
TEXT—"Automotive Mechanics," by Crouse;
"Automotive Electrical Equipment," by Crouse;
"Bear Wheel Alignment;" and
"Principles of Wheel Alignment," by Bear.
FEE—(In addition to registration fee) $30.20 per semester, four periods per day.
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, five 50-minute periods per week.
TEXT—"Building Trades Blueprint Reading," by Nicholson and Jones. (Two 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, five 50-minute 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, twenty 50-minute periods per week, two 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—Care, 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. 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 fifteen 50-minute periods per week.

FEE—(In addition to registration fee) $2 per semester one 50-minute period per day.

COURSE CONTENT:

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

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

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

DRAFTING IV—Machine drawing covering detailing and assembly drawings including limiting fits, tolerances and allowancas.

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.

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STRENGTH OF MATERIALS

LENGTH OF COURSE—18 weeks, three 50-minute periods per week.


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

GRAPHIC ARTS

LENGTH OF COURSE—74 weeks, thirty-five 50-minute periods per week, two school years.

TEXT—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, twenty 50-minute periods per week, two school years.


FEE—(In addition to registration fee) $18 per semester, four periods daily; $9 per semester, two periods daily.

COURSE CONTENT—Development of skills in the operation of the basic metal cutting tools and machines (lathes, drills, milling machines, shapers, saws and grinders); the heat treatment of metals; inspection procedures and principles involved in metal working process.

MATHEMATICS (Applied)

LENGTH OF COURSE—Variable.

TEXT—Depends on the subject.

COURSE CONTENT—Applied mathematics as relates to the student's major subject. An individual instruction procedure is followed.

PHOTOGRAPHY

LENGTH OF COURSE—37 weeks, four 50-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 projects.

COURSE CONTENT—A study of photographic techniques, equipment, and materials. Experience is offered in contact printing, print control, enlargement, color processing, print mounting, filament and electronic flash photography. Instruction includes the use of light meters, types and uses of films, developing procedures, lighting problems, light and negative controls, composition, line copy work, photomontages.

SHEET METAL (Pre-Apprentice)

LENGTH OF COURSE—37 weeks, sixteen 50-minute periods per week.

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

FEE—(in addition to registration fee) $18 per semester, four periods daily; $9 per semester, two periods daily.

COURSE CONTENT—Basic operations and processes necessary for a man to become an apprentice in the sheet metal trade.

WELDING—ELECTRIC ARC

LENGTH OF COURSE—54 weeks, twenty 50-minute periods per week, three semesters.


FEE—(in addition to registration fee) $36 per quarter, four periods daily; $18 per quarter, two periods daily; $4 per week, four periods daily; $2 per week, two periods daily.

COURSE CONTENT—Arc welding machines, accessories, electrodes, weld characteristics and welding in all positions; pipe pressure and electric welding of stainless steels and alloys.

WELDING—OXY-ACETYLENE

LENGTH OF COURSE—18 weeks, twenty 50-minute periods per week.

FEE—(in addition to registration fee) $36 per quarter, four periods daily; $18 per quarter, two periods daily; $4 per week, four periods daily; $2 per week, two periods daily.

COURSE CONTENT—Basic welding in all positions, care of equipment, pipe welding, alloy welding, lead burning, and oxy-acetylene cutting.

AUTOMOTIVE TECHNOLOGY

The Automotive Technology curriculum is designed to prepare the student for many highly technical positions in the automotive industry.

A knowledge of basic scientific principles and technical information is emphasized. Included within the curriculum, in addition to automotive laboratory and theory, are courses in management, business operation, mathematics, science, machine tools, human relations, and communication skills.

An Associate Degree in Applied Science is awarded upon successful completion of the program.

CIVIL TECHNOLOGY

Civil Technology includes highway and land surveying, highway and construction drafting, field testing and inspection. Men in this field work with the civil engineer and relieve him of many of the responsibilities in these categories. This is a helpful, challenging, and remunerative occupation. An associate degree in Applied Science is awarded upon successful completion of the program.

ELECTRONIC TECHNOLOGY

The technician may be involved with radio, radar, television, or telephony. He may be involved in the manufacture, test, or maintenance of electronic systems and components such as guided missiles, satellites, and computers. An associate degree in Applied Science is awarded upon successful completion of the program.

GRAPHIC ARTS TECHNOLOGY

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

MECHANICAL DESIGN TECHNOLOGY

The curriculum of this course is basically concerned with manufacturing and its various aspects. It is for students 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. It enables program graduates to accept 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 two-year program offers training in the quantity preparation of fine foods, in purchasing, cost control, storage, stewarding food supplies, and in restaurant and supper club management. Practical training is given in the school's model kitchen and bake shop. This is a diploma course.

SCHOOL OF BARBERING

The program is designed for students desiring to become apprentices in the barber field. It consists of one school year of full-time instruction or a total of 1,248 hours. Upon completion, a 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.
DENTAL ASSISTANTS
LENGTH OF COURSE—37 weeks.
PREREQUISITE—Typing and one unit of science.
COURSE CONTENT—A minimum of 926 hours of classroom instruction and supervised clinical practice. The course 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. Application must be made in advance. Contact the school for a special brochure.

MEDICAL ASSISTANTS
LENGTH OF COURSE—37 weeks.
PREREQUISITE—Typing.
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. Application must be made in advance. Contact the school for a 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.
PREREQUISITE—Typing and one unit of shorthand.
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 medical-legal principles, medical record keeping, medical dictation, and related course work necessary to become proficient in the duties of the medical secretary. The course is taught cooperatively by the faculties of the School of Business and the School of Dental Assistants. Application must be made in advance. Contact the school for a special brochure.
Day School Catalog
1964 - 1965

madison vocational, technical
and adult schools
Madison Vocational, Technical and Adult Schools

Day Catalog 1964-1965

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

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

Telephone 255-4541
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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, 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.

**Medical Assistants, Practical Nursing, Dental Assistants, and Medical Secretaries.
***Auto Mechanics, Auto Body, Cabinetmaking, Graphic Arts, Machine Shop, Sheet Metal, Welding, and Barbering.

VETERANS' TRAINING

This school is approved for training by the Veterans Administration under P.L. 350 and P.L. 894. Further information on veterans' training may be obtained in Room 140.

FEES

A registration fee of $2 is charged each person who registers, except those under 18 years of age. This fee is not refundable.

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

Materials and books used are paid for by the student.

All post-high school vocational technical students who have been accepted in the day school must pay an advance registration fee of $10 to reserve a place in the selected course. This fee cannot be refunded. It includes the registration fee of $2 and the student activity fee of $2. The balance is applied toward the payment of course fees when school begins.

Registration is complete when all fees are paid.
STUDENT ACTIVITY FEE

All students enrolled in the Madison Vocational, Technical and Adult Schools for 20 or more periods per week, with a vocational objective, must 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 will be no refunds of this student activity fee. These funds will 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, tuition is charged all non-residents. For all non-residents under 21, the tuition is 50 cents for each 50-minute class period of attendance with a maximum charge of $1.50 per day.

Special payment provisions are:

- Non-residents living in Wisconsin cities, towns, or villages and who are under 21 years of age may have their tuition paid through the county of their residence. This is a provision of the Wisconsin Statutes, Section 41.19. The student must present a statement of residence when registering.

- Non-residents under the age of 21 who live in a city that has a school of vocational and adult education may have their tuition paid by their local board of vocational and adult education, if the non-resident obtains advance approval from the local director or the board secretary. Blanks for approval of tuition payment by a local board of vocational and adult education are available in the registration office.

- Non-resident students over 21 pay their own tuition. It is payable in advance four times during the school year. Day school tuition is 30 cents for each 50-minute class period of attendance, with a maximum charge of $1.50 per day.

- 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 end of the school year.

ASSOCIATE DEGREE

Under the provisions of Chapter 51, Laws of 1961, the State Board of Vocational and Adult Education can 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, Business Administration-Secretarial Science, Automotive Technology, Mechanical Design Technology, Electronics Technology, Civil Technology, Business Ad-
STUDENT FINANCIAL AIDS

Grants in schools of vocational, technical, and adult education. Application blanks, rules, and information sheets may be obtained from the Business Office, Room 140.

Funds from the Student Recognition and Assistance Committee are available. Further information about these funds may be obtained from the registrar.

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. Aptitudes, interests, 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.

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 a.m. to noon and 12:45 to 4 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.

GENERAL INFORMATION

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 an article should report it at Room 138. This room is open from 8 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 Schools. It is located in Room 30 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.

ELEVATORS

Self-operated elevators are located near the Dayton Street and Carroll Street entrances.

REGISTRATION

Mail registration for day school starts August 17 and closes August 26, 1964. Registration blanks may be obtained in a Madison newspaper ad on Sunday, August 16, 1964.

Advance registration in person will be Thursday and Friday, September 10 and 11, 1964, from 8:30 to 11:30 a.m. and from 1:30 to 3:30 p.m.

Registration during the school year, from September 14, 1964, to June 18, 1965, will be Monday through Friday, from 9 to 11 a.m. and 1 to 3 p.m.
SCHOOL CALENDAR
1964-1965

Mail registration for day school
August 17 through 26 (Monday through Wednesday)

Workshop for supervisors
September 8 and 9 (Tuesday and Wednesday)

Day school registration (8:30 to 11:30 a.m. and 1:30 to 3:30 p.m.)
September 10 and 11 (Thursday and Friday)

Meetings of staff and supervisors
September 12 (Saturday)

Day school opens
September 14 (Monday)

Mail registration for evening school
September 1, 2, and 3 (Tuesday, Wednesday, and Thursday)

Registration for evening school (5 to 8:30 p.m.)
September 29 and 30 (Tuesday and Wednesday)

Meeting of evening school staff
October 1 (Thursday)

Evening school begins
October 3 (Monday)

School Visitation Day (10 a.m. to noon)
October 24 (Saturday)

Day school classes (Milwaukee meeting of Wisconsin Education Association and Wisconsin Federation of Teachers)
November 5 and 6 (Thursday and Friday)

Evening school classes (Thanksgiving vacation)
November 25, 26, and 27 (Wednesday, Thursday, and Friday)

Day school classes (Thanksgiving vacation)
November 26 and 27 (Thursday and Friday)

Evening school classes (Christmas vacation)
December 12 through January 19

Day school classes (Christmas vacation)
December 19 through January 3

Day school reopens
January 4 (Monday)

Registration for evening school (6 to 8 p.m.)
January 6 and 7 (Wednesday and Thursday)

GENERAL INFORMATION

Evening school reopens
January 11 (Monday)

End of first semester of day school
February 5 (Friday)

Beginning of second semester of day school
February 8 (Monday)

School Visitation Day (10 a.m. to noon)
February 27 (Saturday)

Evening school closes
March 19 (Friday)

Day school closes for spring vacation
April 16 through April 25

Day school reopens
April 26 (Monday)

Awards Day
April 29 (Thursday)

Day school classes (Meeting of Wisconsin Association for Vocational and Adult Education at Eau Claire)
May 6 (afternoon) and 7 (Thursday afternoon and Friday)

Day school closes for Memorial Day observance
May 31 (Monday)

All school graduation
June 6 (Tuesday)

End of school year
June 18 (Friday)

Summer school session
June 21 through July 30 (Monday through Friday)
ACADEMIC

MATHEMATICS

ALGEBRA I

LENGTH OF COURSE—37 weeks, five 50-minute periods per week.


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, five 50-minute periods per week.


COURSE CONTENT—Reviews the principles learned in Algebra I. Advanced topics in factoring and quadratics are included. Progressions and the binomial theorem are introduced. There are 20 short assignments. A final test is given. A one-half high school unit is given upon completion.

GEOMETRY

LENGTH OF COURSE—37 weeks, five 50-minute periods per week.


COURSE CONTENT—Emphasis is on developing the ability to form a logical geometric proof. There are six assignment sheets. Tests are given when a unit is completed. A final examination is required. One high school unit is conferred upon successful completion of the course.

TRIGONOMETRY

LENGTH OF COURSE—18 weeks, five 50-minute periods per week.


COURSE CONTENT—A high school trigonometry course with emphasis on problem solving after trigonometric relations are mastered. There are 20 assignment sheets and a final examination. One-half a high school unit is given.

BUSINESS MATHEMATICS

LENGTH OF COURSE—18 weeks, five 50-minute periods per week.

TEXT—"College Business Arithmetic," by Hanna and Walker.

COURSE CONTENT—Students master arithmetic fundamentals and apply them to business situations. The student may progress at his own speed. One-half a high school unit is given.
ENGLISH

ENGLISH I FOR THE FOREIGN BORN
LENGTH OF COURSE—37 weeks, five 50-minute periods per week.
COURSE CONTENT—For persons needing basic English for communication purposes.

ENGLISH II FOR THE FOREIGN BORN
LENGTH OF COURSE—37 weeks, five 50-minute periods per week.
COURSE CONTENT—For persons who speak some English but who need to improve their knowledge of the language to qualify for advanced training or to improve their professional competence.

ENGLISH GRAMMAR
LENGTH OF COURSE—18 weeks, five 50-minute periods per week.
COURSE CONTENT—An advanced English grammar course giving a thorough review of the principles of sentence construction, punctuation, capitalization, paragraphing, spelling, and vocabulary building. Dictionary study and the correct grammatical use of parts of speech also will be included.

COMPOSITION AND LITERATURE
LENGTH OF COURSE—37 weeks, five 50-minute periods per week.
COURSE CONTENT—Literature is studied to improve the student’s tastes in reading, to give him an appreciation of good writing, and to help him in expressing himself in writing.

READING

DEVELOPMENTAL READING I
LENGTH OF COURSE—Five weeks, two 50-minute periods per week.
COURSE CONTENT—Ten sessions of practice in improving comprehension and speed in reading. Students are to purchase some materials.

DEVELOPMENTAL READING II
LENGTH OF COURSE—Five weeks, two 50-minute periods per week.
COURSE CONTENT—Ten sessions of practice in improving comprehension and speed in reading. Students are to purchase some materials.

READING WITH YOUR CHILDREN
LENGTH OF COURSE—Nine weeks, two 50-minute periods per week, beginning November 23, 1964.
COURSE CONTENT—Mothers will discuss with an expert librarian the books and poems most liked by and considered best for children. During some sessions mothers and children will join together for reading sessions in which mothers learn techniques of reading to children.

READING NOVELS
LENGTH OF COURSE—Nine weeks, two 50-minute periods per week, beginning November 23, 1964.
COURSE CONTENT—Eight novels will be read for enjoyment and to learn analytical skills.

HISTORY

UNITED STATES HISTORY
LENGTH OF COURSE—37 weeks, five 50-minute periods per week.
TEXT—“America’s History,” by Todd and Curti.
COURSE CONTENT—The course is designed to teach an understanding and an appreciation of our American heritage by tracing the development of our people and institutions through successive stages. There are nine units of work. An examination is given at the end of each unit and at the end of the course. Material covered is equivalent to two semesters of work.

SCHOOL OF ART

Commercial Art . . . Fine Arts . . . Crafts

ART METAL AND ENAMELING
See GEMS AND SILVER

CERAMIC SCULPTURE
LENGTH OF COURSE—18 weeks, three 50-minute periods per week. Wednesdays, 9:24 a.m. to 12:13 p.m.
FEE—In addition to registration fee $3 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 15 inch height limits.

FREE HAND DRAWING (An approach to art)

LENGTH OF COURSE—18 weeks, three or six 50-minute periods per week, Monday and/or Friday 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—A course designed for beginning art students dealing with the techniques of various drawing media, rendering of form, perspective, shading and composition. Still life, the figure, and landscape are included.

GENERAL CRAFTS

LENGTH OF COURSE—18 weeks, three, six, or nine 50-minute periods per week, Monday and/or Wednesday and/or Friday, 12:52 to 3:30 p.m.
INTRODUCTION TO WATER COLOR PAINTING

LENGTH OF COURSE—18 weeks, three or six 50-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—Single subject courses related to drawing and painting. Emphasis is placed upon composition, perspective, balance, texture and color relationships; Individuality and personal expression are encouraged. Semester II—Watercolor Painting. Compositional strengths from Semester I are applied in watercolor painting. Emphasis is on use of media and new ways of expression.

INTERIOR DECORATION

LENGTH OF COURSE—36 weeks, three 50-minute periods per week, Friday, 12:52 to 3:30 p.m.

COURSE CONTENT—Constructional elements for more beautiful and functional homes. Study of background—floors, walls, ceilings; window treatment; color; fabrics; furniture selection and arrangement; accessories and illumination. It includes lectures, discussion of individual home problems, and field trips.

LAPIDARY

See GEMS AND SILVER

PORTRAIT PAINTING

LENGTH OF COURSE—18 weeks, three 50-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. Medium: pencil, charcoal, conte crayon, water color, and oil.

POTTERY

LENGTH OF COURSE—18 weeks, three or six 50-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) $3 per semester for each class day enrolled.

COURSE CONTENT—a basic course to prepare the student for work on the potter’s wheel. It includes the designing and building of forms by the coil and slab methods followed by throwing on the wheel. Glass preparation and application and the stacking and firing of kilns are introduced. Students pay for materials used.

STUDIO PAINTING

LENGTH OF COURSE—18 weeks, three or six 50-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, three 50-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, six 50-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 three 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.

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. The behind-the-wheel driving is held during the day.

Classroom instruction may be taken without the behind-the-wheel training. The behind-the-wheel training, however, may not be taken without the student having had the classroom instruction at the Madison Vocational, Technical and Adult Schools or at 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—Four weeks. From 7 to 9 p.m.

Tuesdays and Thursdays.

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<th>Madison Residents</th>
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TEXT—"How to Drive," by the American Automobile Association.

COURSE CONTENT—This is a 16 hour course which includes lectures, demonstrations, and discussions. The class meets for eight sessions and is open to licensed as well as beginning drivers 18 years of age or older. It includes a study of the "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.

Instruction is supplemented with visual aids, filmstrips, and resource personnel. Students who are enrolled in or have completed the classroom course are eligible to take behind-the-wheel training if they successfully pass the written test given by the State Motor Vehicle Department's license examiners.

The 1964-65 classes begin on the following dates:

September 8, November 10, January 26, March 30, and June 1

BEHIND-THE-WHEEL TRAINING (Day Only)

LENGTH OF COURSE—Eight weeks.

Mondays through Fridays, 8 a.m. to 3 p.m. (One two hour period is to be selected for driving one day per week for eight weeks.)

SCHOOL OF MUSIC

POPULAR PIANO THROUGH KEYBOARD HARMONY

LENGTH OF COURSE—Thirty-seven 50-minute periods.


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

COURSE CONTENT—The course is designed for students with some knowledge of the piano. It consists of learning popular music, chords, creating necessary breaks, etc. It is valuable to classical music students since it provides reading shortcuts and helps to create a technique usually ignored by other methods. Students learn to do their own arranging.

PIANO I (Beginning)

LENGTH OF COURSE—Thirty-seven 50-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—Thirty-seven 50-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—Thirty-seven 50-minute periods.

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

COURSE CONTENT—Cherny exercises, Mozart, Beethoven and Hacyn sonatas—solos to suit the individuals.
PIANO ENSEMBLE
LENGTH OF COURSE—Thirty-seven 50-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 the music supervisor, Room 132.

ORGAN I
LENGTH OF COURSE—Thirty-seven weeks.
FEE—(In addition to registration fee) $1 per lesson, payable nine weeks in advance.
COURSE CONTENT—This course for beginners includes learning the staves, manuals, and pedals. Some chord work and simple solos are included.

ORGAN KEYBOARD HARMONY I
LENGTH OF COURSE—Thirty-seven 50-minute periods.
FEE—(In addition to registration fee) $1 per lesson, payable nine weeks in advance.
COURSE CONTENT—The course in practical harmony for home organs is designed for persons who do not read music. It is useful in playing without sheet music and for playing piano music on the organ. Not regulation organ lessons.

ORGAN KEYBOARD HARMONY II
LENGTH OF COURSE—Thirty-seven 50-minute periods. Tuesdays at 10:29 a.m. or Wednesdays at 2:40 p.m.
FEE—(In addition to registration fee) $1 per lesson, payable nine weeks in advance.
COURSE CONTENT—A course in practical harmony designed for home organs. Students will find it useful in arranging, playing without sheet music, transposition, and arranging piano music for the organ. Not regulation organ lessons.

GLEE CLUB
LENGTH OF COURSE—Thirty-seven 50-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
Secretarial Science
BUSINESS ADMINISTRATION
ACCOUNTING

GENERAL ACCOUNTING

LENGTH OF COURSE—37 weeks, three or five 50-minute periods per week.

TEXT—"College Accounting," by Sherwood, Carson, and Boiling, Seventh edition. Workbooks, Parts 1, II, and III.

SELECTED PRACTICE SETS OR "COLLEGE ACCOUNTING," BY VANVOORHIS, PALMER, AND ARCHER. WORKBOOKS I, II, AND III.

COURSE CONTENT—For students who have had the theory of double entry bookkeeping and accounting. It accommodates the adult refresher student or the student who, because of conflicts, cannot be scheduled in other accounting classes. The course is taught on an individual basis. Sole proprietorships, partnerships, and corporation-manufacturing accounting are studied.

BOOKKEEPING (Elementary)

LENGTH OF COURSE—18 weeks, three 50-minute periods per week.


COURSE CONTENT—The fundamental procedures of double entry bookkeeping necessary in the complete bookkeeping cycle: journals, ledgers, financial statements, adjusting and closing entries, post-closing trial balance. High school credit is given. Adults desiring a knowledge of bookkeeping, but not interested in the more detailed accounting courses, will find this adequately meets their needs.

ACCOUNTING VII (Income Tax)

LENGTH OF COURSE—18 weeks, three 50-minute periods per week.


PREREQUISITE—Accounting I or its equivalent.

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. The actual completion of various forms, as class projects, will be an important part of the course.

BUSINESS MATHEMATICS I

LENGTH OF COURSE—18 weeks, three 50-minute periods per week.

TEXT—"College Business Mathematics," Hanno and Walker.

COURSE CONTENT—A course especially for students intending to study accounting, calculating machines, or preparing for civil service examinations. Intensive review of the fundamentals is given. The course includes percentages, discounts, commissions, markups, depreciation, federal income tax, mortgage loans, insurance and annuities, simple statistical measures, interest and bank discount, income and balance sheet analyses and payroll records and deductions.

BUSINESS MACHINES

BOOKKEEPING MACHINES

LENGTH OF COURSE—Nine weeks, five 50-minute periods per week.

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

PREREQUISITE—Typewriting and a knowledge of double entry bookkeeping.

COURSE CONTENT—The student works with the Monroe, National Cash Register and Burroughs Sensimatic bookkeeping machines. The work involves handling accounts receivable, accounts payable, payroll and special journals.

GENERAL MACHINE CALCULATION

LENGTH OF COURSE—18 weeks, three or five 50-minute periods per week.


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

COURSE CONTENT—For the adult student desiring skill on the key-driven calculators (Comptometer and Burroughs) and the automatic electric calculators (Friden, Marchant and Monroe). Work is also given on the 10 and full keyboard adding and printing calculator machines. All basic operations are included: addition, subtraction, multiplication, and division. Practice projects include work on payroll, invoicing, bank reconciliation, deposit lists, discounts, interest, and other practical office calculations.

CARD PUNCH MACHINES—(IBM 024 and 026)

LENGTH OF COURSE—Nine weeks, six 50-minute periods per week.

PREREQUISITE—Typewriting speed of 40 words per minute and an aptitude test for card punch operators.

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

COURSE CONTENT—Development of speed and accuracy on the alphabetic and numeric keyboard is the aim of this course. Payroll, numeric sales analysis, and alphabetic sales analysis are included with the studying, planning, and preparation of the master cards necessary for these different applications. Nine lectures are included in the course. Opportunity is offered, through field trips, for observation of key punching and its relationship to a punched card accounting system.
DUPLECTATING MACHINES
LENGTH OF COURSE—Nine weeks, two 50-minute periods per week.
PREREQUISITE—Typewriting speed of 40 words per minute.
FEE—(In addition to registration fee) $2.
COURSE CONTENT—This course provides students with an adequate knowledge of the operation and care of duplicating machines used in modern business offices. Emphasis is placed on planning, layout, and accuracy of the master copy.

SECRETARIAL SCIENCE
COMMUNICATION SKILLS I
LENGTH OF COURSE—18 weeks, three 50-minute periods per week.
TEXT—"College English for Business," by 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 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, three 50-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.

RECORDS MANAGEMENT—Filing
LENGTH OF COURSE—Nine weeks, three 50-minute periods per week.
COURSE CONTENT—The course covers the basic principles and procedures of filing and considers the important managerial aspects of records management and maintenance. The filing cycle—inspecting, indexing, coding, sorting, and storing are included. The basic systems of filing correspondence and non-correspondence are introduced. The management aspects of establishing filing systems, transferring inactive records, disposing of records no longer useful, and evaluating filing efficiency are an integral part of the work. A study of case problems and instructional visits in industrial and business filing departments supplement the class work.

SECRETARIAL SCIENCE I (Shorthand)
LENGTH OF COURSE—18 weeks, five 50-minute periods per week.
FEE—(In addition to registration fee) $1.
COURSE CONTENT—The beginning shorthand course includes a study of the theory of shorthand, an automatic reinforcement of principles, and shorthand transcription skill building. Dictation ranges between 60 and 80 words per minute.

SECRETARIAL SCIENCE II (Intermediate Dictation)
LENGTH OF COURSE—18 weeks, five 50-minute periods per week.
TEXT—"Gregg Dictation," Volume II, Diamond Jubilee Series; Student Transcript.
FEE—(In addition to registration fee) $1.
COURSE CONTENT—For students who have fulfilled the requirements in the beginning dictation and transcription course. Dictation is given at rates ranging from 75 to 90 words per minute. Emphasis is placed on letter set-up, spelling, and typewriting. A carbon copy of each transcript is required.

SECRETARIAL SCIENCE III (Advanced Dictation)
LENGTH OF COURSE—18 weeks, five 50-minute periods per week.
TEXT—"Gregg Transcription for Colleges," Hasler, Grubbs & Wagener.
FEE—(In addition to registration fee) $1.
COURSE CONTENT—For advanced dictation students. The objective is the development of shorthand power through sustained dictation at high rates of speed. Emphasis is placed on good phrasing and the building of a shorthand vocabulary of business terms. Dictation range is between 90 and 125 words per minute on a five-minute basis.

REFRESHER SHORTHAND
LENGTH OF COURSE—18 weeks, three or five 50-minute periods per week.
TEXT—"Refresher Course in Gregg Shorthand Simpli-
GUIDED SHORTHAND

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

COURSE CONTENT—For students who have had the theory of Gregg shorthand. This course reviews outlines and brief forms. It is recommended for adults and students who have completed the shorthand theory in summer session or evening school. Dictation and transcription are a part of the course.

TRANSCRIBING MACHINES

LENGTH OF COURSE—Nine weeks, three 50-minute periods per week.

PREREQUISITE—Typewriting speed of 40 words per minute.

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

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.

TYPEWRITING I

LENGTH OF COURSE—18 weeks, five 50-minute periods per week.


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

COURSE CONTENT—This course covers fundamental skills in the operation of the typewriter. Simple tabulations, centering and minimum essentials of letter writing are included. A goal of 25 to 30 words a minute should be attained.

TYPEWRITING II

LENGTH OF COURSE—18 weeks, five 50-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 typewriter 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, five 50-minute periods per week.

PREREQUISITE—Typewriting II or its equivalent.


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.

TYPEWRITING IV

LENGTH OF COURSE—18 weeks, five 50-minute periods per week.


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, three or five 50-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 Applied Science degrees are granted graduates in the following areas:

- Business Administration, Accounting
- Business Administration, Secretarial Science
- Business Administration, Data Processing

ONE-YEAR COURSES

Diplomas are awarded graduates in the following areas:

- Accounting
- Business Machines
- General Clerical
- Legal Secretary
- Medical Secretary
- Stenography

REFRESHER COURSES

Refresher courses are offered in the four general areas of Accounting, Business Machines, General Clerical and Stenography. This is especially helpful to adults desiring to re-enter the office occupations on a full or part-time basis.
BROCHURES

Special brochures illustrating courses offered by the School of Business are available by contacting the school.

SUMMER SESSION

A six-week summer session featuring classes in Accounting, Business Machines, Stenography and Typewriting, is offered annually in the School of Business. These, as well as other summer courses, are explained in detail in the summer session brochure.

SCHOOL OF MARKETING
(Distributive Education)

Training in Sales, Marketing, And Fashion Merchandising Occupations
SALESMASTHERSHIP  
LENGTH OF COURSE—18 weeks, five 50-minute periods per week. (First semester.)  
FEE—(In addition to registration fee) $1.  
COURSE CONTENT—A class in the principles of selling and the application to both retail and wholesale business. Steps in the sale, rules of selling, prospective problems, attitude of buyer and salesman, the interview, methods of closing the sale, and types of customers are given special attention.

PRINCIPLES OF MARKETING I  
LENGTH OF COURSE—18 weeks, five 50-minute periods per week. (First semester.)  
COURSE CONTENT—An introductory course designed to study the problems and policies of manufacturers, wholesalers, and retailers as they relate to the marketing of goods and services. Particular attention will be given to channels of distribution, types of business enterprises, how to enter business, points to consider before entering business, competition, coordination of promotional plans, pricing policies, study of marketing costs, role of government, market research, credit policies, and management techniques.

PRINCIPLES OF MARKETING II  
LENGTH OF COURSE—18 weeks, five 50-minute periods per week. (Second semester.)  
COURSE CONTENT—A continuation of the study of marketing policies and problems begun in Marketing I.

SALES TRAINING—Holiday Extras  
LENGTH OF COURSE—Three weeks, four 50-minute periods per week. (Begins Oct. 27, 1964.)  
FEE—(In addition to registration fee) $1.  
COURSE CONTENT—Basic selling techniques for persons desiring, or presently employed in, sales work on a part-time basis. Students usually are employed during Christmas and other holidays.

MERCHANDISE MATHEMATICS  
LENGTH OF COURSE—18 weeks, three 50-minute periods per week. (First semester.)  
COURSE CONTENT—Material covered will include: percentages, trade discounts, basic profit elements, determining and calculating markups and markdowns, and interpreting financial statements. Other topics studied are: setting price lines, inventory methods, planning sales and expenses, planning and calculating open-to-buy, and invoice mathematics. Material will be presented through problems which are practical to average business situations.

PRINCIPLES OF ADVERTISING I  
LENGTH OF COURSE—18 weeks, three 50-minute periods per week. (First semester.)  
COURSE CONTENT—Topics to be discussed will include: the purpose, economic and social aspects of advertising, slogans, trademarks, idea visualization, mechanical production of advertisements, the media plan, and packaging and labeling. Other topics studied are: newspaper, radio, television, direct mail, outdoor advertising, budgets, writing copy, psychology behind advertising, and coordinating with a total sales promotion plan.

MERCHANDISE DISPLAY  
LENGTH OF COURSE—18 weeks, five 50-minute periods per week.  
FEE—(In addition to registration fee) $2.  
COURSE CONTENT—A study of principles of window and interior display techniques and how to coordinate the techniques with current advertising and promotional plans. Basic principles of display and design as well as color and arrangement will be applied to practical situations. Students construct displays in the School of Marketing display windows.

LETTERING AND LAYOUT  
LENGTH OF COURSE—18 weeks, three 50-minute periods per week.  
FEE—(In addition to registration fee) $3.  
COURSE CONTENT—Basic skills in using pens to construct window and interior showcards are taught. Attention is given to various alphabets and 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; two 50-minute periods per week. (Second semester.)  
COURSE CONTENT—Topics discussed include: buying in the economic cycle, the buyer's job, organization for buying, cycles and trends, what, how much, where and when to buy, price policies, and inventory control.

CREDIT PROCEDURES  
LENGTH OF COURSE—18 weeks, two 50-minute periods per week.  
COURSE CONTENT—A study of principles and methods of credit administration in the mercantile and retail field. It includes sources of information, credit policy and control, legal remedies, and collection techniques.

PRINCIPLES OF WHOLESALING  
LENGTH OF COURSE—18 weeks, three 50-minute periods per week. (Second semester.)
COURSE CONTENT—Students study evolution, economic status, management of non-retail marketing, and the position of wholesaling in distribution. Also included are kinds of wholesaling, middlemen, internal organization, operation of wholesalers, and trading areas. The relationship between the marketing policies of wholesaler and manufacturer and the changing patterns of wholesale distribution are discussed.

SALES MANAGEMENT

LENGTH OF COURSE—18 weeks, three 50-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: C.P.C.U. PART V (MANAGEMENT, ACCOUNTING AND FINANCE)

   Begins September 21, 1964

LENGTH OF COURSE—34 weeks, Mondays from 3 to 5 p.m.

COURSE CONTENT—Subjects discussed include modern management, decision making, planning, organizing and controlling the insurance agency, principles of accounting and finance.

TWO-YEAR ASSOCIATE DEGREE COURSES

Business Administration—Marketing Major
Business Administration—Fashion Merchandising Major.
Contact the school for special brochures on the above courses.

SCHOOL OF HOME ECONOMICS

Clothing and Textiles
Foods and Nutrition
Home Furnishings
Management
Personal and Family Relationships
CLOTHING AND TEXTILES

CLOTHING I—Firsts in Clothing Construction

LENGTH OF COURSE—18 weeks, three 50-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 the first class.

CLOTHING II—Casual Clothes

LENGTH OF COURSE—18 weeks, three 50-minute periods once a week.

PREREQUISITE—Clothing I or its equivalent.

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

COURSE CONTENT—Techniques and subject matter of this course are planned to follow Clothing I or its equivalent. Types of garments to be made—sport or casual dresses, robes, shirts or tailored blouses, slacks, shorts or bermuda shorts. 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. 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 III—Dresses for All Occasions

LENGTH OF COURSE—18 weeks, three 50-minute periods once a week.

PREREQUISITE—Clothing II 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. Latest information and techniques for sewing on the new fabrics are included. One and two piece jacket and dinner dresses may be made in this class. Patterns and fabric should not be purchased until after attendance at the first class.

CLOTHING IV—That Made-To-Order-Look

LENGTH OF COURSE—18 weeks, three or four 50-minute periods once a week.

PREREQUISITE—Completion of Clothing III or equivalent.

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

CLOTHING V—Tailoring Techniques (Beginning)

LENGTH OF COURSE—18 weeks, three 50-minute periods once a week.

PREREQUISITE—Clothing IV.

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 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 IV.

CLOTHING VI—Tailoring Techniques (Advanced)

LENGTH OF COURSE—18 weeks, three 50-minute periods once a week.

PREREQUISITE—Clothing V.

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

COURSE CONTENT—Instruction will include constructing suits, coats, and plastic or leather-like coats and jackets. Emphasis will be placed on such details as pocket types, worked buttonholes, and construction details. Latest information on fabrics and on construction techniques for these fabrics will be studied.

CLOTHING VII—Workshop

LENGTH OF COURSE—18 weeks, three 50-minute periods once a week.

PREREQUISITE—Clothing IV.

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

COURSE CONTENT—Students make 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 VIII—New Models From Old

LENGTH OF COURSE—18 weeks, three 50-minute periods once a week.
CLOTHING X—Children's Clothing (Beginning)
LENGTH OF COURSE—18 weeks, three 50-minute periods once a week.
FEE—(In addition to registration fee) $1.
COURSE CONTENT—This course covers a variety of projects, such as blouses, shirts, jumpers, socks, 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 re-model 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 13—Selecting a Fashion-Right Wardrobe
LENGTH OF COURSE—10 weeks, two 50-minute periods once a week.
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 appropriateness and becoming dress for all occasions. It will include help in developing 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 15—Modified Tailoring Techniques
LENGTH OF COURSE—18 weeks, three 50-minute periods once a week.
PREREQUISITE—Clothing IV.
FEE—(In addition to registration fee) $1.
COURSE CONTENT—This course will help the student to construct coats and suits easily and at a minimum of time. Modified techniques will be taught, employing a limited amount of hand work. Instruction will include a study of new fabrics, interfacing, and construction accessories.

MILLINERY
LENGTH OF COURSE—18 weeks, three 50-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 straw will also be blocked. Spring hats of straw braid, straw cloth, mohair, organza, and straw leaves. Students will gain a knowledge of fashion trends in design and materials used.
MILLINERY III—Designing and Advanced Techniques

LENGTH OF COURSE—18 weeks, three 50-minute periods once a week.

PREREQUISITE—Millinery II.

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

COURSE CONTENT—An advanced course for students who have completed Millinery I and II. Original, independent work will be stressed. Techniques being used in commercial hats will be studied. Selecting good design for the individual and coordinating the hat with the total costume will be emphasized.

FUR REMODELING—I

LENGTH OF COURSE—18 weeks, three 50-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 necklaces. Care and identification of fur will be studied.

FUR REMODELING II

LENGTH OF COURSE—18 weeks, three 50-minute periods once a week.

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

COURSE CONTENT—An advanced course in fur remodelling for persons who have had Fur Remodeling I for two semesters. All types of fur garments may be made, including scarfs and stoles. Drafting of patterns is included.

KNITTING I

LENGTH OF COURSE—18 weeks, three 50-minute periods once a week.

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 demonstrated.

KNITTING II

LENGTH OF COURSE—18 weeks, three 50-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—A course for advanced students which 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 I—Meals for Busy Homemakers

LENGTH OF COURSE—18 weeks, three 50-minute periods per week (First semester).

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

COURSE CONTENT—A course to aid the busy homemaker in the preparation of nutritious, eye-appealing meals. Study will include meal planning, selecting foods for price and quality, buying nutritional value with your dollars, time saving preparation methods, making appliances work for you, care of appliances, and serving attractively. An excellent food preparation course for today's active homemaker who combines both a community and a family role.

FOODS II—Food For Your Family

LENGTH OF COURSE—18 weeks, three 50-minute periods per week (Second semester).

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

COURSE CONTENT—Meal planning and food preparation will consider individual and family nutritional and physical needs. Comparisons of convenience foods and time saving preparation methods will be studied. The student will gain help in time and energy management, spending the food dollar, equipment selection and use, and planning efficient kitchen storage and work space.

FOODS III—Hospitality Foods; Gracious Hostessing

LENGTH OF COURSE—12 weeks (Second semester), three 50-minute periods once a week, February to April.

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

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 IV—Cake Decorating

LENGTH OF COURSE—18 weeks, two 50-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. Preserved 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 IX—Cakes Decorating II

LENGTH OF COURSE—18 weeks, two 50-minute periods once a week (Second semester).

PREREQUISITE—Foods IX.

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

COURSE CONTENT—This is an advanced course to enable one to perfect techniques and master more elaborate food decorations. More challenging decorations are presented, including doll, log, valentines, Easter, wedding, bar types and novelty ones. Detailed work in petits fours, panorama cakes, cookie plates for Easter, decorated cakes and sugar cubes, is given. Instruction in making various types of cakes will be included. The preparation of royal icing, its use in string work and for wedding cakes, is included.

FOODS 10

Six Week Units

MEATS AND VEGETABLES

LENGTH OF COURSE—Six weeks, three 50-minute periods once a week. Begins in September.

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

COURSE CONTENT—This course develops interesting uses 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.

BREADS—The Easy Way — Quick and Yeast

LENGTH OF COURSE—Six weeks, three 50-minute periods once a week. Begins in September.

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

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.

ENTERTAINING FOR THE FALL MONTHS

LENGTH OF COURSE—Six weeks, three 50-minute periods once a week. Begins in September.

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

COURSE CONTENT—This course introduces the homemaker to new and different foods and products on the market for use in her pre-holiday entertaining.

New ideas will be explored in quantity preparation as to equipment, ease of service, cost and food value. Table setting, decorations, accessories, and the preparation of interesting fall menus will be included.

MEALS FOR THE HOLIDAYS

LENGTH OF COURSE—Six weeks, three 50-minute periods once a week. Begins in November.

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

COURSE CONTENT—Designed to present new and interesting ideas in holiday fare, including meats, salads, casseroles, poultry, pastry, cookies and desserts. Attention will be given to planning and preparing ahead and to table service for entertaining family and guests.

EAT WELL TO LIVE WELL

LENGTH OF COURSE—Six weeks, February and March. 12:52 to 2:36 p.m.

COURSE CONTENT—The course will be taught by an experienced nutritionist who has a knowledge of the newest scientific and research findings in the foods area. Included will be: a study of one's daily food habits, basic principles of planning healthy meals, selecting calories for health and weight reduction, food fads and fallacies. Special diets, such as low sodium, low cholesterol, atherosclerosis, hypertension, diabetes, and others upon request, will be studied.

CASSEROLES AND SALADS

LENGTH OF COURSE—Six weeks, three 50-minute periods once a week. Begins in February.

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

COURSE CONTENT—Interesting and nutritional 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.

SUMMERTIME MEALS FOR CAREFREE LIVING

LENGTH OF COURSE—Six weeks, three 50-minute periods once a week. Begins in April.

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

COURSE CONTENT—Emphasis will be on foods to be prepared and served indoors as well as outdoors in a planned, relaxed manner. Study will include menu planning, making appliances (electric skillet, grill, sauce pan, pressure pan) work for you, utilizing foods in season, efficient use of the freezer, time management, and serving attractively. A warm weather buffet meal will conclude the course.
HOME FURNISHINGS

DRAPERIES
LENGTH OF COURSE—18 weeks, three 50-minute periods once a week.
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 draperies for both stationary and traverse rods. Other highlights of the course are the 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 I
LENGTH OF COURSE—18 weeks, three 50-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 II
LENGTH OF COURSE—18 weeks, three 50-minute periods once a week.
PREREQUISITE—Floral Design I.
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 III
LENGTH OF COURSE—18 weeks, three 50-minute periods once a week.
PREREQUISITE—Floral Design I.
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—Five weeks, three 50-minute periods per week. Begins in November.
FEE—(In addition to registration fee) $1.50.
COURSE CONTENT—This short course will help the class members 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, four 50-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 and 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 I (Beginning)
LENGTH OF COURSE—18 weeks, four or eight 50-minute periods a week.
FEE—(In addition to registration fee) $2 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 II (Intermediate)
LENGTH OF COURSE—18 weeks, four 50-minute periods once a week.
PREREQUISITE—Upholstery I.
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 to fabric use.

UPHOLSTERY III (Advanced)
LENGTH OF COURSE—18 weeks, four 50-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, wire frames, channeling, tufting, small minor repairs and restyling. Supported plasters in furniture is introduced. 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 divanports and loveseats cannot be accepted in class. These could be home projects with planning and instruction under supervision in class.

UPHOLSTERY IV—Victorian and Antique Furniture
(Special Projects—Headboards)
LENGTH OF COURSE—18 weeks, four 50-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.

MANAGEMENT
USING DOLLARS WISELY
LENGTH OF COURSE—10 weeks. Tuesdays from 7 to 9 p.m.

COURSE CONTENT—This course will help you analyze your spending habits—spending dollars, time, and energy. The study will include buying food, comparison studies of prepared and packaged foods, selection, use and care of equipment and appliances, cleaning agents, the clothing dollar, the home furnishings dollar, and basic budgeting. The information will be presented through discussions and demonstrations, films, trips, and guest speakers. Students will be given an opportunity to assist in planning the emphasis of the course.

PERSONAL AND FAMILY RELATIONSHIPS

CHILDBIRTH AND INFANT CARE
LENGTH OF COURSE—Eight weeks, two 50-minute periods once a week. Beginning dates are September 15, November 10, January 19, and March 18.
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 and infant care, thereby eliminating fear. Expectant fathers may enroll for the entire course, or may attend the last three meetings. No one may enter lessons three, four, or five.
This is a continuous eight month program, from September through April. Two series of classes are held each semester.

HOMEMAKER'S CLUB

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

COOPERATIVE PROGRAM

WEE Y's—A Nursery Program
LENGTH OF COURSE—16 weeks at 12:45 to 3:45 p.m. Tuesdays or Wednesdays, held at YWCA, 122 State st.
FEE—$15 for one child; $25 for two children.
REGISTER at the YWCA.

CONTENT—This is an educational program for children 2 to 5 years of age while their mothers attend class at the Madison Vocational, Technical, and Adult schools. The program includes social development, and organized activities such as creative dance, singing, games, and gym apparatus. It also includes units of learning such as safety, food habits, and animals. It is conducted by a trained person in nursery school work, physical education, or elementary education.

CLASSES ALSO ARE OFFERED AT THE FOLLOWING CENTERS

FRANKLIN SCHOOL
Clothing 9—Tuesday, 12:52 to 3:30 p.m.

MIDVALE SCHOOL
Clothing 1—Wednesday, 12:52 to 3:30 p.m.
Clothing 3—Thursday, 8:30 to 11:19 a.m.
Clothing 4—Tuesday, 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.
ALL AUTOMOTIVE, AUTO BODY, AND DIESEL STUDENTS WILL BE REQUIRED TO MAKE A $10 DEPOSIT FOR UNIFORMS AND LOCKERS AT TIME OF REGISTRATION. MONEY WILL BE REFUNDED WHEN UNIFORM, IN PROPER CONDITION, AND KEY ARE RETURNED AT COMPLETION OF THE SCHOOL YEAR.

AUTO BODY
LENGTH OF COURSE—74 weeks, twenty-six 50-minute periods, two school years.

TEXT—"Automotive Collision Work," by Frozel, Bedell and Spicer.

FEE—(In addition to registration fee) $36.20 per semester, seven periods per day.

COURSE CONTENT—Repairing, rebuilding and painting of damaged auto bodies.

AUTO MECHANICS
LENGTH OF COURSE—74 weeks, twenty 50-minute periods per week, two 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) $30.20 per semester, four periods per day.

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, five 50-minute periods per week.

TEXT—"Building Trades Blueprint Reading," by Nicholson and Jones. (Two 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, five 50-minute 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, twenty 50-minute periods per week, Two 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—Care, 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. 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 fifteen 50-minute periods per week.

FEE—(In addition to registration fee) $2 per semester one 50-minute period per day.

COURSE CONTENT:

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

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

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

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

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

STRENGTH OF MATERIALS

LENGTH OF COURSE—18 weeks, three 50-minute periods per week.


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

GRAPHIC ARTS

LENGTH OF COURSE—74 weeks, thirty-five 50-minute periods per week, two school years.

TEXT—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, twenty 50-minute periods per week, two school years.


FEE—(In addition to registration fee) $18 per semester, four periods daily; $9 per semester, two periods daily.

COURSE CONTENT—Development of skills in the operation of the basic metal cutting tools and machines (lathes, drills, milling machines, shapers, saws and grinders); the heat treatment of metals; inspection procedures and principles involved in metal working process.

MATHEMATICS (Applied)

LENGTH OF COURSE—Variable.

TEXT—Depends on the subject.

COURSE CONTENT—Applied mathematics as relates to the student's major subject. An individual instruction procedure is followed.

PHOTOGRAPHY

LENGTH OF COURSE—37 weeks, four 50-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 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 and electronic flash photography. Instruction includes the use of light meters, types and uses of films, developing procedures, lighting problems, light and negative controls, composition, line copy work, photomontages.

SHEET METAL (Pre-Apprentice)

LENGTH OF COURSE—37 weeks, sixteen 50-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, four periods daily; $9 per semester, two periods daily.

COURSE CONTENT—Basic operations and processes necessary for a man to become an apprentice in the sheet metal trade.

WELDING—ELECTRIC ARC

LENGTH OF COURSE—54 weeks, twenty 50-minute periods per week, three semesters.


FEE—(In addition to registration fee) $36 per quarter, four periods daily; $18 per quarter, two periods daily; $4 per week, four periods daily; $2 per week, two periods daily.

COURSE CONTENT—Arc welding machines, accessories, electrodes, weld characteristics and welding in all positions; pipe pressure and electric welding of stainless steels and alloys.

WELDING—OXY-ACETYLENE

LENGTH OF COURSE—18 weeks, twenty 50-minute periods per week.

FEE—(In addition to registration fee) $36 per quarter, four periods daily; $18 per quarter, two periods daily; $4 per week, four periods daily; $2 per week, two 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 curriculum is designed to prepare the student for many highly technical positions in the automotive industry.

A knowledge of basic scientific principles and technical information is emphasized. Included within the curriculum, in addition to automotive laboratory and theory, are courses in management, business operation, mathematics, science, machine tools, human relations, and communication skills.

An Associate Degree in Applied Science is awarded upon successful completion of the program.

CIVIL TECHNOLOGY

Civil Technology includes highway and land surveying, highway and construction drafting, field testing and inspection. Men in this field work with the civil engineer and relieve him of many of the responsibilities in these categories. This is a helpful, challenging, and remunerative occupation. An associate degree in Applied Science is awarded upon successful completion of the program.

ELECTRONIC TECHNOLOGY

The technician may be involved with radio, radar, television, or telephony. He may be involved in the manufacture, test, or maintenance of electronic systems and components such as guided missiles, satellites, and computers. An associate degree in Applied Science is awarded upon successful completion of the program.

GRAPHIC ARTS TECHNOLOGY

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

MECHANICAL DESIGN TECHNOLOGY

The curriculum of this course is basically concerned with manufacturing and its various aspects. It is for students 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. It enables program graduates to accept 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 two-year program offers training in the quantity preparation of fine foods, in purchasing, cost control, storage, stewarding food supplies, and in restaurant and supper club management. Practical training is given in the school's model kitchen and bake shop. This is a diploma course.

SCHOOL OF BARBERING

The program is designed for students desiring to become apprentices in the barber field. It consists of one school year of full-time instruction or a total of 1,248 hours. Upon completion, a 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.

SCHOOL OF HEALTH OCCUPATIONS

Dental Assistants
Medical Assistants
Practical Nursing
Medical Secretary
DENTAL ASSISTANTS
LENGTH OF COURSE—37 weeks.
PREREQUISITE—Typing and one unit of science.
COURSE CONTENT—A minimum of 926 hours of classroom instruction and supervised clinical practice. The course 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. Application must be made in advance. Contact the school for a special brochure.

MEDICAL ASSISTANTS
LENGTH OF COURSE—37 weeks.
PREREQUISITE—Typing.
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. Application must be made in advance. Contact the school for a 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 a special brochure.

MEDICAL SECRETARY
LENGTH OF COURSE—37 weeks.
PREREQUISITE—Typing and one unit of shorthand.
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 medical-legal principles, medical record keeping, medical dictation, and related course work necessary to become proficient in the duties of the medical secretary. The course is taught cooperatively by the faculties of the School of Business and the School of Medical Assistants. Application must be made in advance. Contact the school for a special brochure.