Madison Vocational, Technical and Adult Schools

Day Catalog
1965-1966

Board of Vocational and Adult Education

Marvin E. Brickson, President
Russell E. Dresser, Vice-President
Robert D. Gilberts, Secretary
George Hall
Owen R. Slausen

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

Telephone 255-4541
# CONTENTS

<table>
<thead>
<tr>
<th>Section</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>GENERAL INFORMATION</td>
<td>5</td>
</tr>
<tr>
<td>SCHOOL CALENDAR</td>
<td>10</td>
</tr>
<tr>
<td>SCHOOL OF GENERAL EDUCATION</td>
<td>13</td>
</tr>
<tr>
<td>COLLAGE PARALLEL COURSES</td>
<td>14</td>
</tr>
<tr>
<td>GENERAL ACADEMIC</td>
<td>14</td>
</tr>
<tr>
<td>DRIVER EDUCATION</td>
<td>17</td>
</tr>
<tr>
<td>SCHOOL OF ART</td>
<td>19</td>
</tr>
<tr>
<td>SCHOOL OF MUSIC</td>
<td>25</td>
</tr>
<tr>
<td>SCHOOL OF BUSINESS</td>
<td>29</td>
</tr>
<tr>
<td>ACCOUNTING</td>
<td>30</td>
</tr>
<tr>
<td>BUSINESS MACHINES</td>
<td>30</td>
</tr>
<tr>
<td>SECRETARIAL SCIENCE</td>
<td>32</td>
</tr>
<tr>
<td>TWO-YEAR TECHNICAL PROGRAMS</td>
<td>33</td>
</tr>
<tr>
<td>ONE-YEAR PROGRAMS</td>
<td>33</td>
</tr>
<tr>
<td>BROCHURES</td>
<td>33</td>
</tr>
<tr>
<td>REFRESHER COURSES</td>
<td>33</td>
</tr>
<tr>
<td>SUMMER SESSION</td>
<td>33</td>
</tr>
<tr>
<td>SCHOOL OF MARKETING</td>
<td>35</td>
</tr>
<tr>
<td>TWO-YEAR TECHNICAL PROGRAMS</td>
<td>36</td>
</tr>
<tr>
<td>SCHOOL OF HOME ECONOMICS</td>
<td>37</td>
</tr>
<tr>
<td>CLOTHING AND TEXTILES</td>
<td>38</td>
</tr>
<tr>
<td>FOODS AND NUTRITION</td>
<td>42</td>
</tr>
<tr>
<td>HOME FURNISHINGS</td>
<td>45</td>
</tr>
<tr>
<td>MANAGEMENT</td>
<td>48</td>
</tr>
<tr>
<td>FAMILY RELATIONSHIPS</td>
<td>48</td>
</tr>
<tr>
<td>FOOD SERVICE ASSISTANT</td>
<td>48</td>
</tr>
<tr>
<td>CLASSES AT CENTERS</td>
<td>49</td>
</tr>
<tr>
<td>SCHOOL OF VOCATION TRADE AND TECHNICAL EDUCATION</td>
<td>51</td>
</tr>
<tr>
<td>ONE AND TWO YEAR PROGRAMS</td>
<td>52</td>
</tr>
<tr>
<td>TECHNICAL CURRICULUMS</td>
<td>53</td>
</tr>
<tr>
<td>VOCATIONAL CURRICULUMS</td>
<td>54</td>
</tr>
<tr>
<td>SCHOOL OF HEALTH OCCUPATIONS</td>
<td>55</td>
</tr>
<tr>
<td>ONE-YEAR PROGRAMS</td>
<td>56</td>
</tr>
<tr>
<td>TELEPHONE DIRECTORY</td>
<td>57</td>
</tr>
</tbody>
</table>
GENERAL INFORMATION

The Madison Vocational, Technical and Adult Schools is a public school serving adults in full time one- and two-year programs, part time programs, and single courses.

Classes are held at the main building, 211 North Carroll Street, and at the Automotive and Diesel Center and the School of Apprenticeship, both at 2125 Commercial Avenue. In addition, classes are held at centers in various neighborhoods, usually in public schools.

This catalog covers adult day school courses. Other catalogs, describing full time post high programs and adult evening courses, are available at the registration office, room 136, 211 North Carroll Street.

Most adult courses are open to persons regardless of educational background. The school does not grant a high school diploma, but many courses may be taken for high school credit if proper arrangements are made in advance between the high school granting the diploma and the supervisor of the School of General Education.

In many adult courses, persons may enroll at any time during the year and receive individualized instruction. Others require registration on the advance registration dates listed at the end of this section.

Students who are working may arrange a part time school program to fit their work schedule.

Should an insufficient number of registrations be received for any course, the school administration reserves the right to withdraw the course offering. A class may be discontinued or combined with another if the enrollment becomes low.

Courses not listed may be organized if enough people indicate an interest.

FEES

There is a day school registration fee of $2 which is charged each person who registers. This fee is not refundable except when classes do not materialize because of insufficient enrollment.

Course fees, when required, are found under each individual course listing. These help to defray incidental course costs.

Materials used are paid for by the student.

Textbooks: The teacher will notify the class if textbooks are required. The students will then buy their own books.

STUDENT ACTIVITY FEE

All students enrolled in the Madison Vocational, Technical and Adult Schools for 13 or more periods per week, with a vocational or technical 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’ TUITION

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 $2.50 per day.

Special payment provisions are:

Non-residents under 21 living in Wisconsin cities, towns, or villages without schools of vocational and adult education 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 at registration. Forms for this purpose may be obtained in the registration office.

Non-residents under 21 living in cities maintaining schools 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-residents over 21 pay their own tuition. It is payable in advance at the beginning of each semester. 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 only for actual days of attendance; therefore all unused tuition will be refunded if a written request and the student’s receipt are presented to the director by the end of the school year.

Registration is complete when all fees are paid.

VETERANS’ TRAINING

This school is approved for training by the Veterans Administration. Further information may be obtained in the director’s office.

HIGH SCHOOL CREDIT

Students wishing to obtain high school credit for work done in the Madison Vocational, Technical and Adult Schools will inform the Supervisor of the School of General Education before enrolling in the course. Otherwise, no high school credit will be granted.

NON-RESIDENT STUDENTS’ TUITION

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 $2.50 per day.

Special payment provisions are:

Non-residents under 21 living in Wisconsin cities, towns, or villages without schools of vocational and adult education 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 at registration. Forms for this purpose may be obtained in the registration office.

Non-residents under 21 living in cities maintaining schools 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-residents over 21 pay their own tuition. It is payable in advance at the beginning of each semester. 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 only for actual days of attendance; therefore all unused tuition will be refunded if a written request and the student’s receipt are presented to the director by the end of the school year.

Registration is complete when all fees are paid.

VETERANS’ TRAINING

This school is approved for training by the Veterans Administration. Further information may be obtained in the director’s office.

GRADES

Grades are based on the following schedule:

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

INC. Incomplete

W Withdrawn

TESTING SERVICE AND COUNSELING

The Guidance Office, located in Room 447, is at the service of all students who have questions concerning health, welfare, placement, and guidance. It offers counseling service to all adults. Aptitude, interest, and general information tests are given when indicated as part of this service. Adults who are retired or about to retire are invited to use the counseling service. This service can be had by appointment during the day school hours.

STUDENT FINANCIAL AIDS

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

Under Chapter 53, Laws of 1963, loans are available to high school graduates needing financial aid who are enrolled in full time vocational and technical programs in schools of vocational, technical and adult education. Application blanks, rules, and information...
sheets may be obtained from the Business Office, Room 137.

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

PLACEMENT

The services of the Placement Office, Room 447, are available to employers in the Madison area. It will be the purpose of this office to recommend to employers only those who appear well qualified. Students in the school may register with the Placement Office if they wish to be considered for employment.

ADULT EDUCATION SPECIAL SERVICES

Adults wishing to meet special educational requirements for civil service classification, or to make up educational deficiencies in order to enter fields which have certain educational requirements, should inform the school at the time of registration. It may be possible to enroll in refresher courses which do not require full semester attendance.

CLASS SCHEDULE

Class periods are 50 minutes in length. Day classes may be scheduled between 7:36 a.m. and 5:37 p.m.

HEALTH SERVICES

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

SCHOOL STORE

The school store is located on the first floor in Room 142. Students may pay fees and buy the necessary books and supplies here. The store is open from 8 a.m. to 4 p.m., Mondays through Fridays.

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 445.

LOST AND FOUND

Any article that is found should be turned in at Room 136. Any student who has lost an article should report it at Room 136. This room is open from 8 a.m. to 4:30 p.m.

ELEVATORS

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

LOCKERS

Each student may have a locker for his use as long as they are available. 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 38 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.

SOCIAL SECURITY NUMBER

As we are converting to computerized data processing for all student records it is imperative that you have a Social Security number when you register. Please bring it with you.

If you do not already have a Social Security number, you may obtain one at the Social Security Office, 2825 University Avenue (8:30 a.m. to 4:30 p.m., Mondays through Fridays) or phone 256-4441, Extension 4731, and ask for a Social Security number application blank to be mailed to you.

REGISTRATION SCHEDULE FOR DAY SCHOOL

Advance Registration in Person at the School

First Semester
Friday, August 27, 1965 from 8:30 to 11:30 a.m.
and from 1:30 to 3:30 p.m.

Registration During the School Year
From September 1, 1965 to June 3, 1966:
Registration will be Mondays through Fridays,
From 9 to 11 a.m. and 1 to 3 p.m.
(Except when day school is closed.)
SCHOOL CALENDAR
1965-1966

Day School Registration (8:30 to 11:30 a.m. and 1:30 to 3:30 p.m.)
August 27 (Friday)

Day School Opens (Except School of Home Economics Day Adult Classes)
September 1 (Wednesday)

Day School Closed (Labor Day)
September 6 (Monday)

School of Home Economics Day Adult Classes Open
September 8 (Wednesday)

Mail Registration for Evening School
September 13, 14, and 15 (Monday, Tuesday, and Wednesday)

Registration for Evening School (5 to 8:30 p.m.)
September 28 and 29 (Tuesday and Wednesday)

Evening School begins
October 4 (Monday)

Day School Closed for Students (Staff In-Service Educational Day)
October 11 (Monday)

School Visitation Day (10 a.m. to noon)
October 11 (Saturday)

Day School Closed (Milwaukee meeting of Wisconsin Education Association and Wisconsin Federation of Teachers)
November 4 and 5 (Thursday and Friday)

Evening School Closed (Thanksgiving Vacation)
November 24, 25, and 26 (Wednesday, Thursday, and Friday)

Day School Closed (Thanksgiving Vacation)
November 25 and 26 (Thursday and Friday)

End of First Semester of Evening School
December 10 (Friday)

Evening School Closed (Christmas Vacation)
December 11 through January 9 (Saturday through Sunday)

Day School Closed (Christmas Vacation)
December 23 through January 2 (Thursday through Sunday)

Day School Reopens
January 3 (Monday)

Registration for Second Semester of Evening School
(6 to 8 p.m.)
January 5 and 6 (Wednesday and Thursday)
SCHOOL OF GENERAL EDUCATION

College Parallel Courses
General Academic
Driver Education
COLLEGE PARALLEL COURSES

(Times to be announced)

AMERICAN INSTITUTIONS
ANALYTIC GEOMETRY AND CALCULUS
COLLEGE ALGEBRA
ENGLISH COMPOSITION I AND II
FRENCH I AND II
FUNDAMENTALS OF SPEECH
GENERAL CHEMISTRY
GENERAL CHEMISTRY AND QUALITATIVE ANALYSIS
GENERAL PHYSICS I AND II
HISTORY OF WESTERN CIVILIZATION
INTRODUCTION TO ECONOMICS
INTRODUCTION TO PSYCHOLOGY
INTRODUCTION TO SOCIOLOGY
MARRIAGE AND THE FAMILY
PSYCHOLOGY OF HUMAN RELATIONS
PSYCHOLOGY OF PERSONAL ADJUSTMENT
PUBLIC SPEAKING
SPANISH I AND II
TRIGONOMETRY

GENERAL ACADEMIC

(Students wishing to obtain high school credit for any course should make this arrangement with the supervisor of the School of General Education at the time of registration. Otherwise no high school credit will be granted.)

ENGLISH

301 ENGLISH I FOR THE FOREIGN BORN
19 weeks, 1 period 5 days per week.
A continuation of English I for the Foreign Born.

302 ENGLISH II FOR THE FOREIGN BORN
19 weeks, 1 period 5 days per week.
A continuation of English I for the Foreign Born.

303 ENGLISH III FOR THE FOREIGN BORN
19 weeks, 1 period 5 days per week.
A continuation of English I for the Foreign Born.

304 ENGLISH IV FOR THE FOREIGN BORN
19 weeks, 1 period 5 days per week.
A continuation of English III for the Foreign Born.

710 ENGLISH GRAMMAR
19 weeks, 1 period 5 days per week.
FEE—(In addition to registration fee) $1.
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. One-half a high school credit may be obtained.

709 LITERATURE AND COMPOSITION
38 weeks, 1 period 5 days per week.
FEE—(In addition to registration fee) $2.
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. One high school credit may be obtained.

READING

303 DEVELOPMENTAL READING
5 weeks, 1 period 2 days per week, beginning September 28, 1965, and January 11, 1966.
Practice is given in improving comprehension and speed in reading. Students purchase some materials. Group and individual work.

MATHEMATICS

711 ALGEBRA I
38 weeks, 1 period 5 days per week.
FEE—(In addition to registration fee) $2.
Use of associative, distributive, and commutative laws in carrying out fundamental operations with literal algebraic expressions. Using signed numbers, understanding the functional notation, solving systems of linear equations, finding special products and factoring algebraic expressions. Solving equations, verbal problems and understanding the fundamental operations with fractions, exponents, and radicals. One high school credit may be obtained.

712 ALGEBRA II
38 weeks, 1 period 5 days per week.
FEE—(In addition to registration fee) $2.
A brief review of Algebra I, a more detailed operation with fractions, special products, and factoring. Irrational numbers, the use of fractional and negative exponents, quadratic equations, systems of equations, logarithmic notations and operations. One high school credit may be obtained.
713 ALGEBRA III
19 weeks, 1 period 5 days per week.
FEE—(In addition to registration fee) $1.
Reviews the principles learned in Algebra I and II. Advanced topics in factoring and quadratics are included. Progressions and the binomial theorem are introduced. One-half a high school credit may be obtained.

721 GEOMETRY I
19 weeks, 1 period 5 days per week.
FEE—(In addition to registration fee) $1.
A study of lines, planes, angles, and set theory. Properties of triangles and tests of congruency. Application of algebra to geometric figures. Procedures applicable to the proofs of theorems. Similar geometric figures. One-half a high school credit may be obtained.

722 GEOMETRY II
19 weeks, 1 period 5 days per week.
FEE—(In addition to registration fee) $1.
Coordinate system used with graphs of geometric figures. Slopes of lines and loci problems. Polygons, parallelograms, prisms, circles, and cylinders. Areas of plane figures and volumes of solid figures. Vector notation and the introduction to trigonometric functions. One-half a high school credit may be obtained.

724 TRIGONOMETRY
19 weeks, 1 period 5 days per week.
FEE—(In addition to registration fee) $1.
Familiarization with trigonometric functions and the use of trigonometric tables. The solution of right and oblique triangles utilizing the sine and cosine laws. Familiarization with trigonometric identities. Use of logarithms in the solution of problems. One-half a high school credit may be obtained.

SOCIAL STUDIES
705 U. S. HISTORY I
19 weeks, 1 period 5 days per week.
FEE—(In addition to registration fee) $1.
Survey of American History, 1492-1865. This course is a study of the economic, political, and social factors in the growth of the United States from the Age of Discovery through the end of the Civil War. One-half a high school credit may be obtained.

706 U. S. HISTORY II
19 weeks, 1 period 5 days per week.
FEE—(In addition to registration fee) $1.
Survey of American History, 1865 to the present. A continuation of History I but may be taken as a separate entity. This course emphasizes the development of industrialism and urbanization and the emergence of the U. S. as a world leader. One-half a high school credit may be obtained.

COURSES TO BE ARRANGED

ENGLISH FUNDAMENTALS

ESSENTIAL MATHEMATICS

MATHEMATICS WORKSHOP

READING NOVELS

CHILDREN’S LITERATURE

Adults may also enter some general education courses for technical students.

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.

301 CLASSROOM INSTRUCTION (Evening Only)
4 weeks, Tuesdays and Thursdays, 7 to 9 p.m.

FEE
Resident Non-Resident
Registration $2 $2
Tax and materials 1 1
Tuition 4 4
Total $7 $7

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 successfully pass the written test given by the State Motor Vehicle Department License Examiners, and are either enrolled in or have completed the classroom course, are eligible to take the behind-the-wheel training in the school’s dual control car during the daylight hours.
The 1965-66 classes begin on the following dates:
- August 31, 1965
- November 2, 1965
- January 18, 1966
- March 22, 1966
- May 24, 1966

310 BEHIND-THE-WHEEL TRAINING (Day Only)
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.)

FEE
Madison Non-Resident's Residents
Eight individual lessons and
and equal observation time in driver training car $26 $28

This course consists of eight 50-minute lessons in either a standard or an automatic transmission dual control car, and eight 50-minute observation periods in the car. Only persons who are enrolled in, or who have successfully completed, the 16-hour classroom course are eligible to take the behind-the-wheel training.

The 1965-66 behind-the-wheel training begins on the following dates:
- September 13, 1965
- November 15, 1965
- January 31, 1966
- April 4, 1966
- June 6, 1966
ART

Commercial Art . . . Fine Arts . . . Crafts

ART METAL AND ENAMELING
See 353 JEWELRY I

391 CERAMIC SCULPTURE
19 weeks, 3 periods 1 day per week.  
Wednesday, 9:24 a.m. to 12:13 p.m.
FEE—(in addition to registration fee) $3.

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.

362 CHAIR CANING
19 weeks, 3 periods 1 day per week.
Monday or Wednesday, 1:11 to 3:49 p.m.
FEE—(in addition to registration fee) $2.

Instruction in replacing cane chair seats, either hand woven or machine cane; also artificial rush and flat splint weaving of chair seats. Students furnish own chairs and pay for material used.

304 FREE HAND DRAWING (An approach to art)
19 weeks, 2 or 4 periods 1 or 2 days per week.
Monday and or Friday, 10:29 a.m. to 12:13 p.m.
FEE—(in addition to registration fee) $1.50 for each class day enrolled.

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.

308 GENERAL CRAFTS
19 weeks, 3, 6, or 9 periods 1, 2, or 3 days per week.
Monday, and or Wednesday, and or Friday, 1:11 to 3:49 p.m.
FEE—(in addition to registration fee) $2 for each class day enrolled.

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.

347 HOW TO FRAME AND MAT PICTURES
19 weeks, 3 periods 1 day per week.
Tuesday, 1:11 to 3:49 p.m.
FEE—(in addition to registration fee) $2.

The importance of choosing the proper mat or frame for a picture can hardly be overemphasized. This class will help you put the right frame or mat on your pictures.

The class will be part lecture and demonstration, and part student participation. Class members will be encouraged to gain experience by working out as many actual framing problems under the supervision of the instructor as time permits.

The class will include use of color, texture, mat board, and inexpensive substitutes; the construction of simple frames and even the reconstruction of old frames.

339 INTRODUCTION TO WATERCOLOR PAINTING
19 weeks, 5 or 6 periods 1 or 2 days per week.
Tuesday and or Thursday, 1:11 to 3:49 p.m.
FEE—(in addition to registration fee) $2 for each class day enrolled.

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. Compositional strengths are applied in watercolor painting. Emphasis is upon use of media and new ways of expression.

315 INTERIOR DECORATION
19 weeks, 3 periods 1 day per week.
Friday, 1:11 to 3:49 p.m.

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 353 JEWELRY I

354 JEWELRY II
19 weeks, 3 periods 1 day per week.
Wednesday, 1:11 to 3:49 p.m.
FEE—(in addition to registration fee) $2.

A course designed for the student with previous experience with basic processes who desires to develop depth in design and craftsmanship. Instruction in cutting of silver and gold, fabrication in a variety of materials such as: copper, brass, silver wood (ebony), and plastics. The making of settings for faceted stones.

353 JEWELRY I
19 weeks, 3 or 6 periods 1 or 2 days per week.
Monday and or Friday, 1:11 to 3:49 p.m.

For the beginner, basic instruction in designing and the fabrication of jewelry. The core of the course will be flat work in copper, brass, silver and casting. Some of the various processes covered are piercing, repousse, chasing, casting, enameling, stone cutting (foplidory), and bezel setting.

344 PORTRAIT PAINTING
19 weeks, 3 periods 1 day per week.
Wednesday, 1:11 to 3:49 p.m.
FEE—(In addition to registration fee) To be arranged.
PREREQUISITE—Free Hand Drawing and Studio Pointing or their equivalent.

Study of the head in light and shade; the anatomy; structure of solidity, gesture, expression, design element and composition. Mediums: pencil, charcoal, conté crayon, water color and oil. Students pay for materials used.

390 POTTERY
19 weeks, 3 or 6 periods 1 or 2 days per week.
Tuesday and/or Thursday, 9:24 a.m. to 12:13 p.m. or Tuesday and/or Thursday, 1:11 to 3:49 p.m.
FEE—(In addition to registration fee) $3 for each class day enrolled.

A basic course that prepares the student for work at the potter's wheel. Designing and building forms by coil and slab methods will be followed by throwing on the wheel. Glaze preparation and application, both high and low fire, stacking and firing kilns are all included. Students pay for materials used.

392 CERAMICS SURVEY SEMINAR
19 weeks, 3 periods 1 day per week.
Wednesday, 1:11 to 2:55 p.m.
FEE—(In addition to registration fee) $1.

The historic achievements of man in Europe, America, the Near East and Far East in ceramics will be covered and discussed in survey form. Contemporary events, the Scandinavian crafts revolution, contemporary American and Japanese pottery along with the changing roles of the artist-craftsman and potter. The course is concluded with discussions of the relevance and position of pottery—ceramics in present day living.

345 STUDIO PAINTING (Painting II)
19 weeks, 3 or 6 periods 1 or 2 days per week.
Tuesday and/or Thursday, 9:24 a.m. to 12:13 p.m.
FEE—(In addition to registration fee) $1.50 for each class day enrolled.
PREREQUISITE—Free Hand Drawing and Fundamentals of Oil Painting or their equivalents.

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.

346 PAINTING (Advanced)
19 weeks, 3 periods 1 day per week.
Wednesday, 9:24 a.m. to 12:13 p.m.
FEE—(In addition to registration fee) $1.50

For the student with previous painting experience who desires further instruction and stimulation of creative abilities, leading to improved picture con-cept and structure. Discussion emphasis is on new art directions, critiques on individual works as well as local shows. A variety of mediums are demonstrated and discussed. Framing and exhibiting are encouraged. Students enrolled are expected to paint outside of class lab time.

341 FUNDAMENTALS OF OIL PAINTING (Painting I)
19 weeks, 3 periods 2 days per week.
Tuesday and Thursday, 9:24 a.m. to 12:13 p.m.
PREREQUISITE—Free Hand Drawing or its equivalent.

As an introduction to painting, the course covers a quick review of perspective drawing, the tools of the painter's craft and the theory of color. The first half of the semester stresses representational painting, expression of third dimensional form in space through still-life or outdoor painting accompanied by a continuous stress on design. The second half of the semester stresses a more imaginative and interpretive presentation.

COMMERCIAL ART PROGRAM
A two-year post high school technical program. Special brochure sent upon request.
330 PIANO I
38 weeks, 1 period per week.
FEE—(In addition to registration fee) $1 per lesson, payable one semester in advance.
Fundamentals, easy solo pieces.

332 PIANO II
38 weeks, 1 period per week.
FEE—(In addition to registration fee) $1 per lesson, payable one semester in advance.
Exercises, individual solo pieces, for students not interested in popular music.

333 PIANO III
38 weeks, 1 period per week.
FEE—(In addition to registration fee) $1 per lesson, payable one semester in advance.
Czerny exercises, Mozart, Beethoven, and Haydn sonatas—solas to suit the individuals.

335 POPULAR PIANO HARMONY I
38 weeks, 1 period per week.
FEE—(In addition to registration fee) $1 per lesson, payable one semester in advance.
Designed for students having some knowledge of piano. An intermediate end practical application is made of the chord studies. The course is also helpful to students of the classics. A practical course, students learning to do their own arranging.

337 POPULAR PIANO HARMONY II
38 weeks, 1 period per week.
FEE—(In addition to registration fee) $1 per lesson, payable one semester in advance.
Continuation of Harmony I. Emphasis on transposing, use of breaks and fill-ins.

320 ORGAN I
38 weeks, 1 period per week.
FEE—(In addition to registration fee) $1 per lesson, payable one semester in advance.
This course for beginners includes learning the stoves, manuals, and pedals. Some chord work and simple solos are included.

321 ORGAN HARMONY I
38 weeks, 1 period per week.
FEE—(In addition to registration fee) $1 per lesson, payable one semester in advance.
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.
SCHOOL OF BUSINESS

Accounting
Business Machines
Related Business
Secretarial Science
ACCOUNTING

334 GENERAL ACCOUNTING
38 weeks, 1 period 3 days per week.

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 corporations-manufacturing accounting are studied.

333 ELEMENTARY BOOKKEEPING
19 weeks, 1 period 3 days per week.

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. Adults desiring a knowledge of bookkeeping, but not interested in the more detailed accounting courses, will find this adequately meets their needs.

RELATED BUSINESS

341 CIVIL SERVICE REVIEW
19 weeks, 1 period 3 days per week.

This course is for persons desiring to take city, state, and federal civil service examinations for office and clerical positions. Review is given in grammar, spelling, arithmetic, with preliminary practice in various types of tests: matching, true-false, completion, and multiple choice. TYPEWRITING, SHORTHAND, AND ACCOUNTING ARE NOT A PART OF THIS COURSE.

BUSINESS MACHINES

312 COMPTOMETER AND BURROUGHS I
19 weeks, 1 period 5 days per week.
FEE-(In addition to registration fee) $2.

A foundation course in key-driven calculators covering the four basic operations: addition, subtraction, multiplication, and division. Upon the satisfactory completion of this course the student should qualify for simple calculator jobs not requiring speed of operation.

314 COMPTOMETER AND BURROUGHS II
19 weeks, 1 period 5 days per week.
FEE-(In addition to registration fee) $2.
PREREQUISITE—Comptometer and Burroughs I or equivalent.

Business applications, problems, and reports with emphasis on building speed and accuracy in the four fundamental operations. Students attain operating efficiency through concentrated practice and timed tests.

SCHOOL OF BUSINESS

301 GENERAL MACHINE CALCULATION
19 weeks, 1 period 3 days per week.
FEE-(In addition to registration fee) $3.

For the 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.

302 KEY PUNCH
19 weeks, 1 period 5 days per week.
FEE-(In addition to registration fee) $5.
PREREQUISITE—Touch typewriting, minimum speed of 40 words per minute.

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.

303 KEY PUNCH LECTURE
9 weeks, 1 period per week.

The purpose of this course is to acquaint the student in methods and procedures of key punch operation. Parts of the machine, technique of operation, making of program cards, and a familiarization of the punched card process are included. The lecture is designed to permit students to have more time in their classes for actual key punch practice.

330 MACHINE BOOKKEEPING
19 weeks, 1 period 3 days per week.
FEE-(In addition to registration fee) $3.
PREREQUISITE—Knowledge of elementary bookkeeping and touch typewriting.

Burroughs Sensimatic
Handling customer and creditor accounts, cash receipts and disbursements, payroll, labor and material reports, statements, and journals by the machine method.

Monroe Bookkeeping Machine
Posting, entering, balancing, and totaling on bills, ledgers, and journals by machine. A practice set is completed to carry out the entire cycle.

National Cash Register
Procedures involved in handling accounts receivable, accounts payable, payroll, and sales distribution.
MACHINE BOOKKEEPING LECTURE
9 weeks, 1 period per week.

This course prepares the student for actual operation of various types of bookkeeping machines. Instruction is given on the parts of the machines, different systems in use, operating techniques and various business forms. By taking this course the student can devote more class time to actual machine operation.

SECRETARIAL SCIENCE

RECORDS MANAGEMENT
9 weeks, 1 period 3 days per week.

Basic systems of filing correspondence (alphabetic, numeric, geographic, subject), and non-correspondence filing (card, visible records, and special records) are introduced. The filing cycle—inspecting, indexing, coding, sorting, and storing—is an important phase of this course.

SHORTHAND I
19 weeks, 1 period 5 days per week.
FEE—(In addition to registration fee) $1.

For beginning students in shorthand, a study of shorthand theory, an automatic review of principles, and shorthand and transcription skill building. Dictation range: 60 to 80 words per minute.

SHORTHAND REVIEW AND DICTATION
19 weeks, 1 period 3 days per week.
FEE—(In addition to registration fee) $2.
PREREQUISITE—Knowledge of shorthand.

A review of shorthand theory, speed building, mailable transcriptions, and 5-minute speed takes ranging from 60 to 120 or higher are included in this course. Teacher dictation is provided along with use of the multiple channel tape lab. This course is designed to accommodate Simplified and Diamond Jubilee shorthand systems.

GENERAL TYPWRITING
19 weeks, 1 period 3 days per week.
FEE—(In addition to registration fee) $2.
PREREQUISITE—Knowledge of the keyboard.

Designed to accommodate the adult refresher student, the course is taught on an individual basis.

TYPEWRITING I
19 weeks, 5 periods per week.
FEE—(In addition to registration fee) $2.

Fundamental skills in the operation of the typewriter. Simple tabulations, centering, and the minimum essentials of letter writing are included. A goal of 25 to 30 words per minute should be attained.

TWO-YEAR TECHNICAL PROGRAMS
Associate of Applied Science degrees are granted to graduates in the following areas:

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

ONE-YEAR PROGRAMS
Diplomas are awarded to graduates in the following areas:

- Accounting
- Business Machines
- General Clerical
- Data Processing Machine Operator
- Legal Secretarial
- Medical Secretarial (in cooperation with School of Health Occupations)
- Stenography

BROCHURES
Special brochures describing the above full-time one- and two-year programs are available by contacting the School of Business.

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.

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 flyer.
SCHOOL OF MARKETING

(Distributive Education)

Sales and Service
Occupations
343 SALES TRAINING—HOLIDAY EXTRAS
3 weeks, 2 periods per day on Tuesdays and Thursdays.
Starts October 26, 1965
FEE—(In addition to registration fee) $1.
Basic selling techniques for persons desiring, or presently employed in, sales on a part-time basis. Persons taking the course usually are employed during Christmas and other holidays.

381 CLU-I—FUNDAMENTALS OF LIFE AND HEALTH INSURANCE
36 weeks, 3 periods 1 day per week.
Monday (Starts September 13)
FEE—(In addition to registration fee) $1.
The human life value, life insurance and annuity contracts and their uses, computation of premiums, reserves, non-forfeiture values and dividends, health insurance, group and industrial life contracts, settlement options, programming, taxation of life insurance.

386 CPCU-I—INSURANCE PRINCIPLES AND PRACTICES
34 weeks, 2 periods 1 day per week.
Monday (Starts September 13)
FEE—(In addition to registration fee) $1.
Laws of probability, risk management, survey of policy forms, building construction.

387 CPCU-II—ANALYSIS OF INSURANCE FUNCTIONS
34 weeks, 2 periods 1 day per week.
Monday (Starts September 13)
FEE—(In addition to registration fee) $1.
Loss prevention, loss adjustment, insurance surveys, industrial accident prevention.

384 CLU-IV FINANCE AND ECONOMICS
36 weeks, 3 periods 1 day per week.
Monday (Starts September 13)
FEE—(In addition to registration fee) $1.
Family finance, investments, property and liability insurance, business management, economics.

TWO-YEAR TECHNICAL PROGRAMS
Associate of Applied Science degrees are granted to graduates in the following areas:
Business Administration, Marketing
Business Administration, Fashion Merchandising
Special brochures describing the above full-time two-year programs are available by contacting the School of Marketing.
Home Economics classes begin Wednesday, September 8.

CLOTHING AND TEXTILES

300 CLOTHING 1—FIRSTS IN CLOTHING CONSTRUCTION
18 weeks, 3 periods 1 day per week.
Tuesday, 1:11 to 3:49 p.m. or Wednesday, 8:30 to 11:19 a.m.
FEE—(In addition to registration fee) $1.
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 garment perfection; cutting and fitting garments; basic principles in construction of simple garments. Up-to-date information on new fabrics is made available. Material and pattern should not be purchased until after attendance at first class.

303 CLOTHING 2—CASUAL CLOTHES
18 weeks, 3 periods 1 day per week.
Thursday, 8:30 to 11:19 a.m.
FEE—(In addition to registration fee) $1.
Techniques and subject matter of this course are planned to follow Clothing 1 or its equivalent. Types of garments to be made: sport or casual dresses, robes, skirts or tailored blouses, slacks, and 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 first class.

306 CLOTHING 3—DRESSES FOR ALL OCCASIONS
18 weeks, 3 periods 1 day per week.
Tuesday, 8:30 to 11:19 a.m.
FEE—(In addition to registration fee) $1.
Dresses of cotton, linen, silk, wool, man-made fibers and blends are constructed. Latest information and techniques for sewing on 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 first class.

304 CLOTHING 4—THAT MADE TO ORDER LOOK
18 weeks, 3 periods 1 day per week.
Tuesday, 8:30 to 11:19 a.m. or 1:11 to 3:49 p.m.
FEE—(In addition to registration fee) $1.
PREREQUISITE—Clothing 3 or equivalent.

A course for students with an advanced knowledge of clothing construction. Emphasis will be placed on proper fit. A basic dress pattern may be worked out if the student desires. Techniques for sewing on new fabrics such as stretch knits or laminates, and work with difficult fabrics will be studied. Emphasis is placed on planning the total costume. Students may construct: one-piece dress, dress and jacket combination, skirt, blouse and jacket combination, evening wear, cocktail dresses, coat and dress combinations.

328 CLOTHING 5—TAILORING TECHNIQUES
(Beginning)
18 weeks, 3 periods 1 day per week.
Tuesday, 8:30 to 11:19 a.m.
FEE—(In addition to registration fee) $1.
PREREQUISITE—Clothing 4.
The use of many techniques which tailors use in making a man's suit are applied to the construction of women's tailored garments. Emphasis is given to fabric selection for the garment and the selection and application of interfacings, interlinings, and linings. Particular attention is focused on the moulding and handling of the fabric. Garments to be made are suits and coats. This course is for the advanced student who has successfully completed Clothing 4.

329 CLOTHING 6—TAILORING TECHNIQUES
(Advanced)
18 weeks, 3 periods 1 day per week.
Wednesday, 8:30 to 11:19 a.m.
FEE—(In addition to registration fee) $1.
PREREQUISITE—Clothing 5.
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. In the evening program, this study will be followed by instruction in tailoring using unfaced techniques.

307 CLOTHING 7—WORKSHOP
18 weeks, 3 periods 1 day per week.
Thursday, 1:11 to 3:49 p.m. or Friday, 8:30 to 11:19 a.m.
FEE—(In addition to registration fee) $1.
PREREQUISITE—Clothing 4.
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.

312 CLOTHING 8—NEW MODELS FROM OLD
18 weeks, 3 periods 1 day per week.
Monday, 8:30 to 11:19 a.m.
FEE—(In addition to registration fee) $1.

Evaluation of garment to be remodeled is the first consideration. Preparation of garment for class work and selection of design or pattern to be used were necessary parts of this course. Combination of new material with old is considered.

309 CLOTHING 10—CHILDREN'S CLOTHING
(Beginning)
18 weeks, 3 periods 1 day per week.
Wednesday, 1:11 to 3:49 p.m.
FEE—(In addition to registration fee) $1.

This course consists of a study of special problems in the selection and construction of children's garments. Selection of suitable patterns and fabrics for all types of garments will be considered, with emphasis on new textiles with wash and wear characteristics. Special attention will be given to worked and tailored buttonholes, plackets and zippers, making and applying collars. Decorative stitches, such as smocking, are given. A wide variety of garments may be made, from play clothes to dressy clothes.

327 CLOTHING 15—MODIFIED TAILORING TECHNIQUES
18 weeks, 3 periods 1 day per week.
(Offered at Midvale Center)
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.

318 CLOTHING 16—DESIGN THROUGH CUTTING TO FIT
18 weeks, 3 periods 1 day per week.
(Second Semester) Tuesday, 1:11 to 3:49 p.m.
FEE—(In addition to registration fee) $1.
PREREQUISITE—Clothing 3.

This course will include an evaluation of the personal need for a better understanding of dress design and figure types. Emphasis will be given to methods of adjusting a commercial pattern to make it "fit" for comfort and style. This course will also provide opportunities to develop self confidence in applying basic principles of fitting to a dress pattern before the garment is cut from fabric.

333 CLOTHING 17—CUT TO FIT (Advanced)
10 weeks, 3 periods 1 day per week.
Tuesday, 1:11 to 3:49 p.m.
FEE—(In addition to registration fee) $1.
PREREQUISITE—Clothing 16.

This advanced course will concentrate on simple designing from basic patterns, as designing necklines, collars, seam locations, dart control, sleeves, and decorative details. Design details appropriate to the individual figure will be emphasized.

340 DECORATIVE STITCHES
(Crochet, Crewel, and Needlepoint Embroidery)
10 weeks, 2 periods 1 day per week.
Thursday, 1:11 to 2:55 p.m.
FEE—(In addition to registration fee) $1.

Instruction will include crochet stitches and the varied yarns and patterns currently available, crewel embroidery, and the creation of designs and needlepoint embroidery. Students will crochet sweaters, suits or coats, add embroidery detail to knit or crocheted garments, afghans, and various projects made with crewel stitches.

361 FUR REMODELING 2
18 weeks, 3 periods 1 day per week.
Wednesday, 8:30 to 11:19 a.m. or
Friday, 1:11 to 3:49 p.m.
FEE—(In addition to registration fee) $1.

An advanced course in fur remodeling for persons who have had Fur Remodeling 1 for two semesters. All types of fur garments may be made, including scarves and stoles. Drafting of patterns is included.

341 KNITTING 1
18 weeks, 3 periods 1 day per week.
Wednesday, 8:30 to 11:19 a.m. or 1:11 to 3:49 p.m. or Friday, 1:11 to 3:49 p.m.
FEE—(In addition to registration fee) $1.
MATERIALS NEEDED—1 pair 10" No. 6 or 8 needles, small ball worsted weight yarn, notebook and pencil.

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.

342 KNITTING 2
18 weeks, 3 periods 1 day per week.
Monday, 1:11 to 3:49 p.m. or
Friday, 8:30 to 11:19 a.m.
FEE—(In addition to registration fee) $1.
MATERIALS NEEDED—Notebook and pencil, needles and yarn, measuring equipment (tape line and ruler).

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.
332 MILLINERY 1
18 weeks, 3 periods 1 day per week.
Monday, 1:11 to 3:49 p.m.
Fee—(in addition to registration fee) $1.50.
This course is planned for students who have
completed Millinery 1. More advanced techniques
will be taught in covering frames with the various
materials, as well as blocking felts and straws. Tech­
niques with new fabrics, trims, and details will be
studied. Students will gain a knowledge of fashion
trends in design and materials used.

333 MILLINERY 2
18 weeks, 3 periods 1 day per week.
Monday, 1:11 to 3:49 p.m.
Fee—(in addition to registration fee) $1.50.
This course is planned for students who have
completed Millinery 1. More advanced techniques
will be taught in covering frames with the various
materials, as well as blocking felts and straws. Tech­
niques with new fabrics, trims, and details will be
studied. Students will gain a knowledge of fashion
trends in design and materials used.

FOODS AND NUTRITION

303 FOODS 4—FOODS FOR THE FOREIGN BORN
16 weeks, 3 periods 1 day per week.
Friday, 1:11 to 3:49 p.m.
Fee—(in addition to registration fee) $2.
The study and laboratory activities will include
meal planning using American as well as native foods,
buying practices, food handling practices, use of
equipment, and developing skills in food preparation
and service. Students will be given opportunity to
help develop course content which will best meet
their needs.

312 FOODS 5—FOOD FOR YOUR FAMILY
18 weeks, 3 periods 1 day per week.
(Second Semester)
Fee—(in addition to registration fee) $4.
Meal planning and food preparation will consid­
er individual and family nutritional and physical
needs. Comparisons of convenience foods and time
saving preparation methods will be studied. The stu­
dent will gain help in time and energy management,
spending the food dollar, equipment selection and
use, and planning efficient kitchen storage and work
space.

304 FOODS 7—HOSPITALITY FOODS
(Gracious Entertaining)
12 weeks, 3 periods 1 day per week.

SCHOOL OF HOME ECONOMICS
241 FOODS 10—BREADS THE EASY WAY
(Quick and Yeast)
6 weeks, 3 periods 1 day per week.
(To begin September 14)
Tuesday, 1:11 to 3:49 p.m.
FEE—(In addition to registration fee) $2.

The principles and procedures of yeast and quick
breads and rolls; including dinner and sweet rolls,
coffee cakes, bread variations in both standard
and timesaving methods. Designed to present basic tech-
niques and proceed to more advanced problems and
breads for special occasions.

242 FOODS 10—ENTERTAINING FOR THE FALL
MONTHS
6 weeks, 3 periods 1 day per week.
(To begin September 15)
Wednesday, 8:30 to 11:19 a.m.
FEE—(In addition to registration fee) $3.

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,
nature of service, cost and food value. Table setting,
decorations, accessories, and the preparation of in-
teresting fall menus will be included.

243 FOODS 10—MEALS FOR THE HOLIDAYS
6 weeks, 3 periods 1 day per week.
(To begin November 8 or 9)
Monday or Tuesday, 1:11 to 3:49 p.m.
FEE—(In addition to registration fee) $3.

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
fine service for entertaining family and guests.

244 FOODS 10—CASSEROLES AND SALADS
6 weeks, 3 periods 1 day per week.
(To begin January 25)
Wednesday, 8:30 to 11:19 a.m.
FEE—(In addition to registration fee) $2.

Interesting and nutritious casserole dishes and
salads will be developed, together with ideas for
desirable accompaniments. Appealing combinations to
serve different purposes in the menu will be empha-
sized. Consideration will be given to the selection
and care of acceptable ingredients; and equipment
for the preparation and serving of these foods.

245 FOODS 10—SUMMERTIME MEALS FOR
CARFREE LIVING
6 weeks, 3 periods 1 day per week.
(To begin April 19)
Tuesday, 1:11 to 3:49 p.m.
FEE—(In addition to registration fee) $2.

Emphasis will be on foods to be prepared and
served indoors as well as outdoors in a p'r'ned, re-
xed manner. Study will include menu planning,
making appliances (electric skille, grill, sauce pan,
presse 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

316 DRAPERIES
18 weeks, 3 periods 1 day per week.
Wednesday, 1:11 to 3:49 p.m.
FEE—(In addition to registration fee) $1.

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: basic principles of design, selection of
fabric, style, and color. Emphasis is placed upon
mechanics of floral design, selection of
flowers, plants, and various art objects in the home. Consideration
will be given to the occasion and the placement in
the home of the completed arrangements.

350 FLORAL DESIGN 1
18 weeks, 3 periods 1 day per week.
Tuesday, 8:30 to 11:19 a.m. or
Wednesday, 1:11 to 3:49 p.m.
FEE—(In addition to registration fee) $5.

Basic principles of design, using polyethylene
flowers or plastic flowers, will be studied. Emphasis will
be given to the selection and care of acceptable ingredients; and equipment
for the preparation and serving of these foods.

351 FLORAL DESIGN 2
18 weeks, 3 periods 1 day per week.
Friday, 8:30 to 11:19 a.m.
PREREQUISITE—Floral Design 1.
FEE—(In addition to registration fee) $5.

This course will emphasize the art of individual
and original floral designing in the traditional man-
ner. 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.

**352 FLORAL DESIGN 3**

18 weeks, 3 periods 1 day per week.
Thursday, 8:30 to 11:19 a.m.
FEE—(In addition to registration fee)$5.
PREREQUISITE—Floral Design 1.

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.

**353 FLORAL DESIGN 4**

10 weeks, 3 periods 1 day per week.
Monday, 1:11 to 3:49 p.m.
(September 13 through November 1, and January 10 and January 17)
PREREQUISITE—Floral Design 2 or 3.

The new found freedom in floral designing has found its place as a constant stimulus to arrangers. This course is planned for the advanced student. It will offer a working procedure in present day arranging and individualized development of interpretative and creative design, and techniques in floral arts and crafts.

**354 HOLIDAY DECORATIONS FOR YOUR HOME**

6 weeks, 3 periods 1 day per week.
(To begin November 8)
Monday, 1:11 to 3:49 p.m.
FEE—(In addition to registration fee)$1.50.

This six weeks 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.
Lectures, 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. The course will include four lecture-demonstration sessions and two student activity periods. These two periods will be scheduled at the first general session.

**357 SLIPCOVERS**

18 weeks, 4 periods 1 day per week.
Thursday, 8:30 a.m. to 12:13 p.m.
FEE—(In addition to registration fee)$1.

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 remarking cushions in need of repair before slipcovering is also included. All projects are completed under supervision.

**310 UPHOLSTERY 1 (Beginning)**

18 weeks, 4 periods 1 or 2 days per week.
Monday and/or Wednesday, 1:11 to 4:43 p.m.
and/or Tuesday, 8:30 a.m. to 12:13 p.m.
FEE—(In addition to registration fee)$2 per day enrolled.

This is an introductory course in simple upholstery techniques. Emphasis is placed upon proper use and care of tools, weaving 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.

**311 UPHOLSTERY 2 (Intermediate)**

18 weeks, 4 periods 1 day per week.
Wednesday, 8:30 a.m. to 12:13 p.m.
PREREQUISITE—Upholstery 1.

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.

**309 UPHOLSTERY 3 (Advanced)**

18 weeks, 4 periods 1 day per week.
Friday, 8:30 a.m. to 12:13 p.m.
PREREQUISITE—Upholstery 2.

Attention will be given to stitched edges, wire frames, channeling, tufting, small minor repairs and restyling. Supported plastics in furniture is 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.

**312 UPHOLSTERY 4**

18 weeks, 4 periods 1 day per week.
Tuesday, 1:11 to 4:43 p.m.
PREREQUISITE—Upholstery 2.

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

351 USING DOLLARS WISELY
10 weeks, 2 periods 1 day per week.
Tuesday, 9:24 to 11:19 a.m.
This course will help you analyze your spending habits—spending dollars, time, and energy. The study will include buying foods, comparison studies of prepared and packaged foods, selection, use, and care of equipment and appliances, cleansing agents, the clothing dollar, the home furnishings dollar, and basic budgeting. The information will be presented through discussions and demonstrations, filmstrips, field trips, and guest speakers. Students will be given an opportunity to assist in planning the emphasis of the course.

352 HOME MANAGEMENT FOR THE HANDICAPPED
10 weeks, 2 periods 1 day per week.
Thursday, 1:30 to 3:30 p.m.
FEE—In addition to registration fee $2.
Instruction will include meal preparation and management; work simplification techniques in caring for a home, including special techniques such as working from a wheelchair or with a one-hand disability; laundry and ironing procedures and storage and working height planning. The course will be taught cooperatively by an occupational therapist and a home economist.

FAMILY RELATIONSHIPS

306 CHILDBIRTH AND INFANT CARE
8 weeks, 2 periods 1 day per week.
Tuesdays, 1:11 to 2:55 p.m.
Beginning dates: September 14, November 9, January 18, and March 15.
FEE—In addition to registration fee $1.
Course includes lectures, demonstrations, and relaxation exercises which aim to give the expectant mother an understanding of childbirth, and thereby help to eliminate fear. Expectant mothers may enroll for the entire course, or may attend the last three meetings for infant care. No one may begin with lesson 3, 4, or 5.

FOOD SERVICE ASSISTANT

The School of Home Economics offers a full-time, two semester program to prepare students for work in hospitals, university residence halls, nursing homes, or child care centers. A brochure describing this program is available at the school.

CLASSES ARE ALSO OFFERED AT THE FOLLOWING CENTERS

FEES—In addition to registration fee $1 per course.

MIDVALE SCHOOL

300 CLOTHING—Monday, 8:30 to 11:19 a.m.
306 CLOTHING—Thursday, 8:30 to 11:19 a.m.
304 CLOTHING—Tuesday, 8:30 to 11:19 a.m.
328 CLOTHING—Tuesday, 8:30 to 11:19 a.m.
307 CLOTHING—Wednesday, 8:30 to 11:19 a.m.
or Tuesday, 8:30 to 11:19 a.m.
327 CLOTHING—Wednesday, 8:30 to 11:19 a.m.
316 DRAPERIES—Friday, 8:30 to 11:19 a.m.

FRANK ALLIS SCHOOL

360 Fur Remodeling—Wednesday, 1:11 to 3:49 p.m.
GENERAL DRAFTING
19 weeks, 2 periods 2 days per week.
Tuesday and Thursday, 1:11 to 2:55 p.m.
FEE—(In addition to registration fee) $2.
This course starts where the student desires and needs work. The range is from basic drafting and blueprint reading to more complex types of detailing.

PHOTOGRAPHY
19 weeks, 4 periods 1 day per week.
FEE—(In addition to registration fee) $4.
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.

The programs listed below include many courses which can accept adult enrollment where vacancies occur in the post high enrollment. Information and permission to enroll in such courses may be secured from the supervisor of Trade and Technical Education.

Fees listed apply to full-time students, and might be reduced for part-time students.

ONE AND TWO YEAR PROGRAMS

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 (Two year program)
FEE—(In addition to registration fee) $36.20 per semester.
Repairing, refinishing and rebuilding auto bodies.

AUTO MECHANICS (Two year program)
FEE—(In addition to registration fee) $30.20 per semester.
The program includes repairing and servicing brakes, electrical systems, engines, engine rebuilding, engine tune-up, clutch, transmissions, fuel systems, wheel alignment, wheel balancing, and frame straightening.

DIESEL MECHANICS AND HEAVY EQUIPMENT (Two year program)
FEE (In addition to registration fee) $28.20 per semester.
This program 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.

GRAPHIC ARTS (Two year program)
FEE—(In addition to registration fee) $10 per semester.
The program includes 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 operations, and physics of lithography.

MACHINE SHOP (Two year program)
FEE—(In addition to registration fee) $18 per semester.
The program stresses development of skills in the operation of the basic metal cutting tools and machines (drills, drills, milling machines, shapers, saws, and grinders); the heat treatment of metals; inspection procedures and principles involved in metal working processes.

WELDING (Two year program)
FEE—(In addition to registration fee) $40 per quarter, or $80 per semester.
The program covers arc welding machines, accessories, electrodes, weld characteristics, and welding in all positions; drive pressure and electric welding of stainless steels and alloys; lead burning, and oxy-acetylene cutting.

SHEET METAL (One year program)
FEE (In addition to registration fee) $18 per semester.
The program covers basic operations and processes necessary for a man to become an apprentice in the sheet metal trade.

TECHNICAL CURRICULUMS

The following are two year programs. An Associate Degree in Applied Science is awarded upon successful completion of these programs.

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.

CHEMICAL TECHNOLOGY
The Chemical Technology curriculum includes a basic understanding and utilization of laboratory equipment in science (chemistry and physics). Program graduates are able to accept positions as assistants to chemical engineers.
CIVIL TECHNOLOGY

HIGHWAY

This program includes land surveying, highway and topographical drafting, field testing and inspection.

ARCHITECTURAL DRAFTING-

STRUCTURAL TECHNOLOGY

The curriculum includes residential design, architectural drafting, and structural detailing.

LAND SURVEYING

This program includes the theory, practice and reports necessary of a land surveyor. The graduate assists a land surveyor.

ELECTRONICS TECHNOLOGY

In the field of industrial electronics and communication the technician may be involved with radio, radar, television, or telephony. He may be involved in the manufacture, testing, or maintenance of electronic systems and components such as guided missiles, satellites, and computers.

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 and of machines, tools, and equipment used in their fabrication or assembly. It enables program graduates to accept positions as assistants to mechanical engineers or technicians.

VOCATIONAL CURRICULUMS

It is not possible to arrange for any part-time enrollment in the following programs.

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
ONE-YEAR PROGRAMS

The School of Health Occupations awards diplomas to graduates of the following full-time programs:

DENTAL ASSISTANTS
A minimum of 926 hours of classroom instruction and supervised clinical practice. The program 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
A minimum of 900 hours of classroom instruction plus three weeks of supervised clinical practice in a physician’s office or clinic. The program 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
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
A minimum of 920 hours of classroom instruction. The program 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 program is taught cooperatively by the faculties of the School of Business and the School of Health Occupations. Application must be made in advance. Contact the school for a special brochure.

TELEPHONE DIRECTORY

PHONE NUMBER: 255-4541

ASSISTANT REGISTRAR AND ADULT COUNSELING
CHARLES H. LeFOLLETTE Ext. 24

ASSISTANT DIRECTOR AND BUSINESS MANAGER
GLENN F. OLWELL Ext. 22

AUDIO-VISUAL COORDINATOR
WILLIAM F. HEUSER Ext. 73

BUSINESS MANAGER ASSISTANT
WILLARD MCLIMANS Ext. 37

DIRECTOR
NORMAN P. MITBY Ext. 20

GUIDANCE, COUNSELING
MRS. MILDRED DRAKE Ext. 34

REGISTRAR
JOSEPH SEIVERD Ext. 24

SCHOOL OF BUSINESS
DEAN H. KAMMER, Supervisor Ext. 43

SCHOOL OF COMMERCIAL ART
WINFRIED GUENTHER, Supervisor Ext. 40

SCHOOL OF GENERAL EDUCATION
DR. LLOYD BESANT, Supervisor Ext. 33

SCHOOL OF HEALTH OCCUPATIONS
MRS. MAUD R. GILBERT, Supervisor Ext. 47

SCHOOL OF HOME ECONOMICS
MISS CHRISTINE NICKEL, Supervisor Ext. 45

SCHOOL OF MARKETING
ROBERT AHERENS, Supervisor Ext. 44

SCHOOL OF MUSIC
ROLAND A. JOHNSON, Supervisor Ext. 40

SCHOOL OF QUANTITY FOOD PREPARATION
ELDRED L. HEISeR, Supervisor Ext. 21

SCHOOL OF VOCATIONAL TRADE AND TECHNICAL
EDUCATION
GOULD MORRISON, Supervisor Ext. 42

STUDENT SERVICES AND PLACEMENT
ORVAL A. GABRIEL Ext. 35
DAY CATALOG

Madison

VOCATIONAL TECHNICAL & ADULT SCHOOLS
Madison Vocational, Technical and Adult Schools

Day Catalog 1965-1966

Board of Vocational and Adult Education

Marvin E. Brickson, President
Russell E. Dresser, Vice-President
Robert D. Gilberts, Secretary
George Hall
Owen R. Slausen

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

Telephone 255-4541
## CONTENTS

<table>
<thead>
<tr>
<th>Section</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>GENERAL INFORMATION</td>
<td>5</td>
</tr>
<tr>
<td>SCHOOL CALENDAR</td>
<td>10</td>
</tr>
<tr>
<td>SCHOOL OF GENERAL EDUCATION</td>
<td>13</td>
</tr>
<tr>
<td>COLLEGE PARALLEL COURSES</td>
<td>14</td>
</tr>
<tr>
<td>GENERAL ACADEMIC</td>
<td>14</td>
</tr>
<tr>
<td>DRIVER EDUCATION</td>
<td>17</td>
</tr>
<tr>
<td>SCHOOL OF ART</td>
<td>19</td>
</tr>
<tr>
<td>SCHOOL OF MUSIC</td>
<td>25</td>
</tr>
<tr>
<td>SCHOOL OF BUSINESS</td>
<td>29</td>
</tr>
<tr>
<td>ACCOUNTING</td>
<td>30</td>
</tr>
<tr>
<td>BUSINESS MACHINES</td>
<td>30</td>
</tr>
<tr>
<td>SECRETARIAL SCIENCE</td>
<td>32</td>
</tr>
<tr>
<td>TWO-YEAR TECHNICAL PROGRAMS</td>
<td>33</td>
</tr>
<tr>
<td>ONE-YEAR PROGRAMS</td>
<td>33</td>
</tr>
<tr>
<td>BROCHURES</td>
<td>33</td>
</tr>
<tr>
<td>REFRESHER COURSES</td>
<td>33</td>
</tr>
<tr>
<td>SUMMER SESSION</td>
<td>33</td>
</tr>
<tr>
<td>SCHOOL OF MARKETING</td>
<td>35</td>
</tr>
<tr>
<td>TWO-YEAR TECHNICAL PROGRAMS</td>
<td>36</td>
</tr>
<tr>
<td>SCHOOL OF HOME ECONOMICS</td>
<td>37</td>
</tr>
<tr>
<td>CLOTHING AND TEXTILES</td>
<td>38</td>
</tr>
<tr>
<td>FOODS AND NUTRITION</td>
<td>42</td>
</tr>
<tr>
<td>HOME FURNISHINGS</td>
<td>45</td>
</tr>
<tr>
<td>MANAGEMENT</td>
<td>48</td>
</tr>
<tr>
<td>FAMILY RELATIONSHIPS</td>
<td>48</td>
</tr>
<tr>
<td>FOOD SERVICE ASSISTANT</td>
<td>48</td>
</tr>
<tr>
<td>CLASSES AT CENTERS</td>
<td>49</td>
</tr>
<tr>
<td>SCHOOL OF VOCATION TRADE AND TECHNICAL EDUCATION</td>
<td>51</td>
</tr>
<tr>
<td>ONE AND TWO YEAR PROGRAMS</td>
<td>52</td>
</tr>
<tr>
<td>TECHNICAL CURRICULUMS</td>
<td>53</td>
</tr>
<tr>
<td>VOCATIONAL CURRICULUMS</td>
<td>54</td>
</tr>
<tr>
<td>SCHOOL OF HEALTH OCCUPATIONS</td>
<td>55</td>
</tr>
<tr>
<td>ONE-YEAR PROGRAMS</td>
<td>56</td>
</tr>
<tr>
<td>TELEPHONE DIRECTORY</td>
<td>57</td>
</tr>
</tbody>
</table>
GENERAL INFORMATION

The Madison Vocational, Technical and Adult Schools is a public school serving adults in full time one- and two-year programs, part time programs, and single courses.

Classes are held at the main building, 211 North Carroll Street, and at the Automotive and Diesel Center and the School of Apprenticeship, both at 2125 Commercial Avenue. In addition, classes are held at centers in various neighborhoods, usually in public schools.

This catalog covers adult day school courses. Other catalogs, describing full time post high programs and adult evening courses, are available at the registration office, room 136, 211 North Carroll Street.

Most adult courses are open to persons regardless of educational background. The school does not grant a high school diploma, but many courses may be taken for high school credit if the proper arrangements are made in advance between the high school granting the diploma and the supervisor of the School of General Education.

In many adult courses, persons may enroll at any time during the year and receive individualized instruction. Others require registration on the advance registration dates listed at the end of this section.

Students who are working may arrange a part time school program to fit their work schedule.

Should an insufficient number of registrations be received for any course, the school administration reserves the right to withdraw the course offering. A class may be discontinued or combined with another if the enrollment becomes low.

Courses not listed may be organized if enough people indicate an interest.

FEES

There is a day school registration fee of $2 which is charged each person who registers. This fee is not refundable except when classes do not materialize because of insufficient enrollment.

Course fees, when required, are found under each individual course listing. These help to defray incidental course costs.

Materials used are paid for by the student.

Textbooks: The teacher will notify the class if textbooks are required. The students will then buy their own books.

STUDENT ACTIVITY FEE

All students enrolled in the Madison Vocational, Technical and Adult Schools for 13 or more periods per week, with a vocational or technical 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' TUITION

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 $2.50 per day.

Special payment provisions are:

Non-residents under 21 living in Wisconsin cities, towns, or villages without schools of vocational and adult education 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 at registration. Forms for this purpose may be obtained in the registration office.

Non-residents under 21 living in cities maintaining schools 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-residents over 21 pay their own tuition. It is payable in advance at the beginning of each semester. 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 only for actual days of attendance; therefore all unused tuition will be refunded if a written request and the student’s receipt are presented to the director by the end of the school year.

Registration is complete when all fees are paid.

VETERANS' TRAINING

This school is approved for training by the Veterans Administration. Further information may be obtained in the director’s office.

HIGH SCHOOL CREDIT

Students wishing to obtain high school credit for work done in the Madison Vocational, Technical and Adult Schools will inform the Supervisor of the School of General Education before enrolling in the course. Otherwise, no high school credit will be granted.
sheets may be obtained from the Business Office, Room 137.
Funds from the Student Recognition and Assistance Committee are available. Further information about these funds may be obtained from the registrar.

PLACEMENT
The services of the Placement Office, Room 447, are available to employers in the Madison area. It will be the purpose of this office to recommend to employers only those who appear well qualified. Students in the school may register with the Placement Office if they wish to be considered for employment.

ADULT EDUCATION SPECIAL SERVICES
Adults wishing to meet special educational requirements for civil service classification, or to make up educational deficiencies in order to enter fields which have certain educational requirements, should inform the school at the time of registration. It may be possible to enroll in refresher courses which do not require full semester attendance.

CLASS SCHEDULE
Class periods are 50 minutes in length. Day classes may be scheduled between 7:36 a.m. and 3:37 p.m.

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

SCHOOL STORE
The school store is located on the first floor in Room 142. Students may pay fees and buy the necessary books and supplies here. The store is open from 8 a.m. to 4 p.m., Mondays through Fridays.

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 445.

LOST AND FOUND
Any article that is found should be turned in at Room 335. Any student who has lost an article should report it at Room 136. This room is open from 8 a.m. to 4:30 p.m.

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

LOCKERS
Each student may have a locker for his use as long as they are available. He may secure the locker from his supervisor. It is necessary for him to provide his own padlock.
SCHOOL CALENDAR
1965-1966

Day School Registration (8:30 to 11:30 a.m. and 1:30 to 3:30 p.m.)
August 27 (Friday)

Day School Opens (Except School of Home Economics
Day Adult Classes)
September 1 (Wednesday)

Day School Closed (Labor Day)
September 6 (Monday)

School of Home Economics Day Adult Classes Open
September 8 (Wednesday)

Mail Registration for Evening School
September 13, 14, and 15 (Monday, Tuesday, and Wednesday)

Registration for Evening School (5 to 8:30 p.m.)
September 28 and 29 (Tuesday and Wednesday)

Evening School begins
October 4 (Monday)

Day School Closed for Students (Staff In-Service
Educational Day)
October 11 (Monday)

School Visitation Day (10 a.m. to noon)
October 30 (Saturday)

Day School Closed (Milwaukee meeting of Wisconsin
Education Association and Wisconsin Federation
of Teachers)
November 4 and 5 (Thursday and Friday)

Evening School Closed (Thanksgiving Vacation)
November 24, 25, and 26 (Wednesday, Thursday, and Friday)

Day School Closed (Thanksgiving Vacation)
November 25 and 26 (Thursday and Friday)

End of First Semester of Evening School
December 10 (Friday)

Evening School Closed (Christmas Vacation)
December 11 through January 9 (Saturday through Sunday)

Day School Closed (Christmas Vacation)
December 23 through January 2 (Thursday through Sunday)

Day School Reopens
January 3 (Monday)

Registration for Second Semester of Evening School
(6 to 8 p.m.)
January 5 and 6 (Wednesday and Thursday)

END OF SECOND SEMESTER OF EVENING SCHOOL
January 10 (Monday)

End of First Semester of Day School
January 21 (Friday)

Registration for Second Semester of Day School
January 21 (Friday)

Beginning of Second Semester of Day School
January 24 (Monday)

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

Day School closed for Students (Staff In-Service
Educational Day)
March 7 (Monday)

End of Second Semester of Evening School (Evening
School Classes)
March 18 (Friday)

Day School Closed for Good Friday and Easter
Vacation
April 8 through April 12 (Friday through Tuesday)

Day School Reopens
April 13 (Wednesday)

Awards Day
May 3 (Tuesday)

Day School Closed (Meeting of Wisconsin Association
for Vocational and Adult Education)
May 13 (Friday)

Day School Closed (Memorial Day)
May 30 (Monday)

End of Second Semester of Day School
June 3 (Friday)

All School Graduation (9 a.m.)
June 3 (Friday)

Summer School Begins (Day School only)
June 20 (Monday)

Summer School Ends
July 29 (Friday)
SCHOOL OF
GENERAL
EDUCATION

College Parallel Courses
General Academic
Driver Education
COLLEGE PARALLEL COURSES

(Times to be announced)

AMERICAN INSTITUTIONS
ANALYTIC GEOMETRY AND CALCULUS
COLLEGE ALGEBRA
ENGLISH COMPOSITION I AND II
FRENCH I AND II
FUNDAMENTALS OF SPEECH
GENERAL CHEMISTRY
GENERAL CHEMISTRY AND QUALITATIVE ANALYSIS
GENERAL PHYSICS I AND II
HISTORY OF WESTERN CIVILIZATION
INTRODUCTION TO ECONOMICS
INTRODUCTION TO PSCHOLOGY
INTRODUCTION TO SOCIOLOGY
MARRIAGE AND THE FAMILY
PSYCHOLOGY OF HUMAN RELATIONS
PSYCHOLOGY OF PERSONAL ADJUSTMENT
PUBLIC SPEAKING
SPANISH I AND II
TRIGONOMETRY

GENERAL ACADEMIC

(Students wishing to obtain high school credit for any course should make this arrangement with the supervisor of the School of General Education at the time of registration. Otherwise no high school credit will be granted.)

ENGLISH

301 ENGLISH I FOR THE FOREIGN BORN
19 weeks, 1 period 5 days per week.

For persons needing basic English for communication purposes.

302 ENGLISH II FOR THE FOREIGN BORN
19 weeks, 1 period 5 days per week.

A continuation of English I for the Foreign Born.

303 ENGLISH III FOR THE FOREIGN BORN
19 weeks, 1 period 5 days per week.

For persons who speak some English but who need to improve their knowledge of the language to qualify for advanced education or to improve their professional competence.

304 ENGLISH IV FOR THE FOREIGN BORN
19 weeks, 1 period 5 days per week.

A continuation of English III for the Foreign Born.

710 ENGLISH GRAMMAR
19 weeks, 1 period 5 days per week.

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

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. One-half a high school credit may be obtained.

709 LITERATURE AND COMPOSITION
38 weeks, 1 period 5 days per week.

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

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. One high school credit may be obtained.

READING

303 DEVELOPMENTAL READING
5 weeks, 1 period 2 days per week, beginning September 28, 1965, and January 11, 1966.

Practice is given in improving comprehension and speed in reading. Students purchase some materials. Group and individual work.

MATHEMATICS

711 ALGEBRA I
38 weeks, 1 period 5 days a week.

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

Use of associative, distributive, and commutative laws in carrying out fundamental operations with literal algebraic expressions. Using signed numbers, understanding the functional notation, solving systems of linear equations, finding special products and factoring algebraic expressions. Solving equations, verbal problems and understanding the fundamental operations with fractions, exponents, and radicals. One high school credit may be obtained.

712 ALGEBRA II
38 weeks, 1 period 5 days per week.

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

A brief review of Algebra I, a more detailed operation with fractions, special products, and factoring. Irrational numbers, the use of fractional and negative exponents, quadratic equations, systems of equations, logarithmic notation and operations. One high school credit may be obtained.
713 ALGEBRA III
19 weeks, 1 period 5 days per week.
FEE—(In addition to registration fee) $1.
Reviews the principles learned in Algebra I and II. Advanced topics in factoring and quadratics are included. Progressions and the binomial theorem are introduced. One-half a high school credit may be obtained.

721 GEOMETRY I
19 weeks, 1 period 5 days per week.
FEE—(In addition to registration fee) $1.
A study of lines, planes, angles, and set theory. Properties of triangles and tests of congruency. Application of algebra to geometric figures. Procedures applicable to the proofs of theorems. Similar geometric figures. One-half a high school credit may be obtained.

722 GEOMETRY II
19 weeks, 1 period 5 days per week.
FEE—(In addition to registration fee) $1.
Coordinate system used with graphs of geometric figures. Slopes of lines and loci problems. Polygons, parallelograms, prisms, circles, and cylinders. Areas of plane figures and volumes of solid figures. Vectors, notation, and the introduction to trigonometric figures. One-half a high school credit may be obtained.

724 TRIGONOMETRY
19 weeks, 1 period 5 days per week.
FEE—(In addition to registration fee) $1.
Familiarization with trigonometric functions and the use of trigonometric tables. The solution of right and oblique triangles utilizing the sine and cosine laws. Familiarization with trigonometric identities. Use of logarithms in the solution of problems. One-half a high school credit may be obtained.

SOCIAL STUDIES

705 U. S. HISTORY I
19 weeks, 1 period 5 days per week.
FEE—(In addition to registration fee) $1.
Survey of American History, 1492-1865. This course is a study of the economic, political, and social factors in the growth of the United States from the Age of Discovery through the end of the Civil War. One-half a high school credit may be obtained.

706 U. S. HISTORY II
19 weeks, 1 period 5 days per week.
FEE—(In addition to registration fee) $1.
Survey of American History, 1865 to the present. A continuation of History I but may be taken as a separate entity. This course emphasizes the development of industrialism and urbanization and the emergence of the U. S. as a world leader. One-half a high school credit may be obtained.

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.

301 CLASSROOM INSTRUCTION (Evening Only)
4 weeks, Tuesdays and Thursdays, 7 to 9 p.m.
FEE

<table>
<thead>
<tr>
<th></th>
<th>Madison Residents</th>
<th>Non-Madison Residents</th>
</tr>
</thead>
<tbody>
<tr>
<td>Registration</td>
<td>$2</td>
<td>$2</td>
</tr>
<tr>
<td>Text and materials</td>
<td>1</td>
<td>1</td>
</tr>
<tr>
<td>Tuition</td>
<td>4</td>
<td>4</td>
</tr>
<tr>
<td>Total</td>
<td>$8</td>
<td>$7</td>
</tr>
</tbody>
</table>

This is a 16-hour course which includes lectures, demonstrations, and discussions. The class meets for eight sessions and is open to licensing 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 successfully pass the written test given by the State Motor Vehicle Department License Examiners, and are either enrolled in or have completed the classroom course, are eligible to take the behind-the-wheel training in the school’s dual control car during the daylight hours.
The 1965-66 classes begin on the following dates:
August 31, 1965
November 2, 1965
January 18, 1966
March 22, 1966
May 24, 1966

310 BEHIND-THE-WHEEL TRAINING (Day Only)
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.)

FEE

Madison Non-
Resident’s Residents
Eight individual lessons and
and equal observation time
in driver training car $26 $28

This course consists of eight 50-minute lessons
in either a standard or an automatic transmission
dual control car, and eight 50-minute observation
periods in the car. Only persons who are enrolled
in, or who have successfully completed, the 16-hour
classroom course are eligible to take the behind-the-
wheel training.

The 1965-66 behind-the-wheel training begins on
the following dates:
September 13, 1965
November 15, 1965
January 31, 1966
April 4, 1966
June 6, 1966
ART

Commercial Art . . . Fine Arts . . . Crafts

ART METAL AND ENAMELING
See 353 JEWELRY I

391 CERAMIC SCULPTURE
19 weeks, 3 periods 1 day per week.
Wednesday, 9:24 a.m. to 12:13 p.m.
FEE—(In addition to registration fee) $3.

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.

362 CHAIR CANING
19 weeks, 3 periods 1 day per week.
Monday or Wednesday, 1:11 to 3:49 p.m.
FEE—(In addition to registration fee) $2

Instruction in replacing cane chair seats, either
hand woven or machine cane; also artificial rush and
flat splint weaving of chair seats. Students furnish
their own chairs and pay for material used.

304 FREE HAND DRAWING (An approach to art)
19 weeks, 2 or 4 periods 1 or 2 days per week.
Monday and or Friday, 10:29 a.m. to 12:13 p.m.
FEE—(In addition to registration fee) $1.50 for each
class day enrolled.

A course designed for beginning art students
dealing with the techniques of various drawing media,
rendering of form, perspective, shading and composi-
tion. Still life, the figure, and landscape are included.

308 GENERAL CRAFTS
19 weeks, 3, 6, or 9 periods 1, 2, or 3 days per week.
Monday, and or Wednesday, and or Friday,
1:11 to 3:49 p.m.
FEE—(In addition to registration fee) $2 for each class
day enrolled.

Leather Craft (tooling and carving), rosamaling,
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.

347 HOW TO FRAME AND MAT PICTURES
19 weeks, 3 periods 1 day per week.
Tuesday, 1:11 to 3:49 p.m.
FEE—(In addition to registration fee) $2.

The importance of choosing the proper mat or
frame for a picture can hardly be overemphasized.
This class will help you put the right frame or mat
on your pictures.

The class will be part lecture and demonstration,
and part student participation. Class members will
be encouraged to gain experience by working out as

many actual framing problems under the supervision
of the instructor as time permits.

The class will include use of color, texture, mat
board, and inexpensive substitutes; the construction
of simple frames and even the reconstruction of old frames.

339 INTRODUCTION TO WATERCOLOR PAINTING
19 weeks, 3 or 6 periods 1 or 2 days per week.
Tuesday and or Thursday, 1:11 to 3:49 p.m.
FEE—(In addition to registration fee) $2 for each class
day enrolled.

To introduce the beginning student to the ele-
ments of composition as related to drawing and
painting. Emphasis is placed upon composition, per-
spective, balance, texture and color relationships.
Individuality and personal expression are encouraged.

Compositional strengths are applied in watercolor
painting. Emphasis is an use of media and new ways
of expression.

315 INTERIOR DECORATION
19 weeks, 3 periods 1 day per week.
Friday, 1:11 to 3:49 p.m.

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 indi-
vidual home problems, and field trips.

LAPIDARY
See 353 JEWELRY I

354 JEWELRY II
19 weeks, 3 periods 1 day per week.
Wednesday, 1:11 to 3:49 p.m.
FEE—(In addition to registration fee) $3.

A course for the student with previous

experience with basic processes who desires to
develop depth in design and craftsmanship.
Instruction in casting of silver and gold, fabrication in a
variety of materials such as: copper, brass, silver
wood (ebony), and plastics. The making of settings
for faceted stones.

353 JEWELRY I
19 weeks, 3 or 6 periods 1 or 2 days per week.
Monday and or Friday, 1:11 to 3:49 p.m.

For the beginner, basic instruction in designing
and the fabrication of jewelry. The core of the course
will be flat work in copper, brass, silver and casting.
Some of the various processes covered are piercing,
repoussé, chasing, casting, enameling, stone cutting
(flapidary), and bezel setting.

344 PORTRAIT PAINTING
19 weeks, 3 periods 1 day per week.
Wednesday, 1:11 to 3:49 p.m.
FEES—(In addition to registration fee) To be arranged.

PREREQUISITE—Free Hand Drawing and Studio Pointing or their equivalent.

Study of the head in light and shade; the anatomy; structure of solidity, gesture, expression, design element and composition. Mediums: pencil, charcoal, conte crayon, water color and oil. Students pay for materials used.

390 POTTERY
19 weeks, 3 or 6 periods 1 or 2 days per week.
Tuesday and/or Thursday, 9:24 a.m. to 12:13 p.m.
or Tuesday and/or Thursday, 1:11 to 3:49 p.m.

FEES—(In addition to registration fee) $3 for each class day enrolled.

A basic course that prepares the student for work at the potter's wheel. Designing and building forms by the coil and slab methods will be followed by throwing on the wheel. Glaze preparation and application, both high and low fire, stacking and firing kilns are all introduced. Students pay for materials used.

392 CERAMICS SURVEY SEMINAR
19 weeks, 3 periods 1 day per week.
Wednesday, 1:11 to 2:55 p.m.

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

The historic achievements of man in Europe, America, the Near East and Far East in ceramics will be covered and discussed in survey form. Contemporary events, the Scandinavian crafts revolution, contemporary American and Japanese pottery along with the changing roles of the artist-craftsman and potter. The course is concluded with discussions of the relevance and position of pottery—ceramics in present day living.

345 STUDIO PAINTING (Painting II)
19 weeks, 3 or 6 periods 1 or 2 days per week.
Tuesday and/or Thursday, 9:24 a.m. to 12:13 p.m.

FEES—(In addition to registration fee) $1.50 for each class day enrolled.

PREREQUISITE—Free Hand Drawing and Fundamentals of Oil Painting or their equivalents.

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.

346 PAINTING (Advanced)
19 weeks, 3 periods 1 day per week.
Wednesday, 9:24 a.m. to 12:13 p.m.

FEES—(In addition to registration fee) $1.50

For the student with previous painting experience who desires further instruction and stimulation of creative abilities, leading to improved picture con-
330 PIANO I
38 weeks, 1 period per week.
FEE—(In addition to registration fee) $1 per lesson, payable one semester in advance.
Fundamentals, easy solo pieces.

332 PIANO II
38 weeks, 1 period per week.
FEE—(In addition to registration fee) $1 per lesson, payable one semester in advance.
Exercises, individual solo pieces, for students not interested in popular music.

333 PIANO III
38 weeks, 1 period per week.
FEE—(In addition to registration fee) $1 per lesson, payable one semester in advance.
Czerny exercises, Mozart, Beethoven, and Haydn sonatas—solas to suit the individuals.

335 POPULAR PIANO HARMONY I
38 weeks, 1 period per week.
FEE—(In addition to registration fee) $1 per lesson, payable one semester in advance.
Designed for students having some knowledge of piano. An intermediate and practical application is made of the chord studies. The course is also helpful to students of the classics. A practical course, students learning to do their own arranging.

337 POPULAR PIANO HARMONY II
38 weeks, 1 period per week.
FEE—(In addition to registration fee) $1 per lesson, payable one semester in advance.
Continuation of Harmony I. Emphasis on transposing, use of breaks and fill-ins.

320 ORGAN I
38 weeks, 1 period per week.
FEE—(In addition to registration fee) $1 per lesson, payable one semester in advance.
This course for beginners includes learning the stoves, manuals, and pedals. Some chord work and simple solos are included.

321 ORGAN HARMONY I
38 weeks, 1 period per week.
FEE—(In addition to registration fee) $1 per lesson, payable one semester in advance.
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.

322 ORGAN HARMONY II
38 weeks, 1 period per week.
FEE—(In addition to registration fee) $1 per lesson, payable one semester in advance.
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.

334 KEYBOARD ENSEMBLE
38 weeks, 1 period per week.
Piano and organ, and two-piano works.

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

318 LEARN TO LISTEN
19 weeks, 1 period per week.
A course designed to increase the knowledge and appreciation of all phases of music. This includes some reading of music, listening to recordings and trying out the keyboard instruments.
SCHOOL OF BUSINESS

Accounting
Business Machines
Related Business
Secretarial Science
ACCOUNTING

334 GENERAL ACCOUNTING
38 weeks, 1 period 3 days per week.

For students who have had the theory of double entry bookkeeping and accounting. It accommodates
the adult refresher student or the student, who, be
cause of conflicts, cannot be scheduled in other ac
counting classes. The course is taught on an individu
al basis. Sole proprietorships, partnerships, and corpora
tion-manufacturing accounting are studied.

333 ELEMENTARY BOOKKEEPING
19 weeks, 1 period 3 days per week.

The fundamental procedures of double entry bookkeeping necessary in the complete bookkeeping

cycle: journals, ledgers, financial statements, adjust-
ing and closing entries, post-closing trial balance.

Adults desiring a knowledge of bookkeeping, but not
interested in the more detailed accounting courses,
will find this adequately meets their needs.

RELATED BUSINESS

341 CIVIL SERVICE REVIEW
19 weeks, 1 period 3 days per week.

This course is for persons desiring to take city,
state, and federal civil service examinations for office
and clerical positions. Review is given in grammar,
spelling, arithmetic, with preliminary practice in var-
ious types of tests: matching, true-false, completion,
and multiple choice. TYPEWRITING, SHORTHAND,
AND ACCOUNTING ARE NOT A PART OF THIS

BUSINESS MACHINES

312 COMPTOMETER AND BURROUGHS I
19 weeks, 1 period 5 days per week.
FEE-(In addition to registration fee) $2.

A foundation course in key-driven calculators
covering the four basic operations: addition, subtrac-
tion, multiplication, and division. Upon the satisfac-
tory completion of this course the student should
qualify for simple calculator jobs not requiring speed
of operation.

314 COMPTOMETER AND BURROUGHS II
19 weeks, 1 period 5 days per week.
FEE-(In addition to registration fee) $2.
PREREQUISITE—Comptometer and Burroughs 1 or
equivalent.

Business applications, problems, and reports with
emphasis on building speed and accuracy in the four
fundamental operations. Students attain operating
efficiency through concentrated practice and timed
tests.

SCHOOL OF BUSINESS

301 GENERAL MACHINE CALCULATION
19 weeks, 1 period 3 days per week.
FEE-(In addition to registration fee) $3.

For the 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-key-
board adding and printing calculator machines. All
basic operations on the key-driven calculators are in-
cluded: addition, subtraction, multiplication, and di-
vision. Practice projects include work on payroll,
invoicing, bank reconciliation, deposit lists, discounts, interest, and other practical office
calculations.

302 KEY PUNCH
19 weeks, 1 period 5 days per week.
FEE-(In addition to registration fee) $5.
PREREQUISITE—Touch typewriting, minimum speed of
40 words per minute.

Development of speed and accuracy on the
alphanumeric keyboard is the aim of this
course. Payroll, numeric, sales analysis, and alpha-
betical sales analysis are included with the studying,
planning, and preparation of the master cards ne-
cessary 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.

303 KEY PUNCH LECTURE
9 weeks, 1 period per week.

The purpose of this course is to acquaint the
student in methods and procedures of key punch
operation. Parts of the machine, techniques of opera-
tion, making of program cards, and a familiariza-
tion of the punched card process are included. The lecture
is designed to permit students to have more time in
their classes for actual key punch practice.

330 MACHINE BOOKKEEPING
19 weeks, 1 period 3 days per week.
FEE-(In addition to registration fee) $3.
PREREQUISITE—Knowledge of elementary bookkeep-
ing and touch typewriting.

Burroughs Sensimatic
Handling customer and creditor accounts, cash
receipts and disbursements, payroll, labor and mater-
ial reports, statements, and journals by the machine
method.

Monroe Bookkeeping Machine
Posting, entering, balancing, and totaling on bills,
ledgers, and journals by machine. A practice set is
completed to carry out the entire cycle.

National Cash Register
Procedures involved in handling accounts receiv-
able, accounts payable, payroll, and sales distribution.
333 MACHINE BOOKKEEPING LECTURE
9 weeks, 1 period per week.
This course prepares the student for actual operation of various types of bookkeeping machines. Instruction is given on the parts of the machines, different systems in use, operating techniques and various business forms. By taking this course the student can devote more class time to actual machine operation.

SECRETARIAL SCIENCE

316 RECORDS MANAGEMENT
9 weeks, 1 period 3 days per week.
Basic systems of filing correspondence (alphabetical, numeric, geographic, subject), and non-correspondence filing (card, visible records, and special records) are introduced. The filing cycle—inspecting, indexing, coding, sorting, and storing—is an important phase of this course.

305 SHORTHAND I
19 weeks, 1 period 5 days per week.
FEE—(In addition to registration fee) $1.
For beginning students in shorthand, a study of shorthand theory, an automatic review of principles, and shorthand and transcription skill building. Dictation range: 60 to 80 words per minute.

309 SHORTHAND REVIEW AND DICTATION
19 weeks, 1 period 3 days per week.
FEE—(In addition to registration fee) $2.
PREREQUISITE—Knowledge of shorthand.
A review of shorthand theory, speed building, mailable transcriptions, and 5-minute speed takes ranging from 60 to 120 or higher are included in this course. Teacher dictation is provided along with use of the multiple channel tape lab. This course is designed to accommodate Simplified and Diamond Jubilee shorthand systems.

340 GENERAL TYPEWRITING
19 weeks, 1 period 3 days per week.
FEE—(In addition to registration fee) $2.
PREREQUISITE—Knowledge of the keyboard.
Designed to accommodate the adult refresher student, the course is taught on an individual basis.

331 TYPEWRITING I
19 weeks, 5 periods per week.
FEE—(In addition to registration fee) $2.
Fundamental skills in the operation of the typewriter. Simple tabulations, centering, and the minimum essentials of letter writing are included. A goal of 25 to 30 words per minute should be attained.

TWO-YEAR TECHNICAL PROGRAMS
Associate of Applied Science degrees are granted to graduates in the following areas:
- Business Administration, Accounting
- Business Administration, Secretarial Science
- Business Administration, Data Processing

ONE-YEAR PROGRAMS
Diplomas are awarded to graduates in the following areas:
- Accounting
- Business Machines
- General Clerical
- Data Processing Machine Operator
- Legal Secretarial
- Medical Secretarial (in cooperation with School of Health Occupations)
- Stenography

BROCHURES
Special brochures describing the above full-time one- and two-year programs are available by contacting the School of Business.

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.

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 flyer.
SALES TRAINING—HOLIDAY EXTRAS
3 weeks, 2 periods per day on Tuesdays and Thursdays.
Starts October 26, 1965
FEE—(In addition to registration fee) $1.
Basic selling techniques for persons desiring, or presently employed in, sales on a part-time basis.
Persons taking the course usually are employed during Christmas and other holidays.

CLU-I—FUNDAMENTALS OF LIFE AND HEALTH INSURANCE
36 weeks, 3 periods 1 day per week.
Monday (Starts September 13)
FEE—(In addition to registration fee) $1.
The human life value, life insurance and annuity contracts and their uses, computation of premiums, reserves, non-forfeiture values and dividends, health insurance, group and industrial life contracts, settlement options, programming, taxation of life insurance.

CPCU-I—INSURANCE PRINCIPLES AND PRACTICES
34 weeks, 2 periods 1 day per week.
Monday (Starts September 13)
FEE—(In addition to registration fee) $1.
Laws of probability, risk management, survey of policy forms, building construction.

CPCU-II—ANALYSIS OF INSURANCE FUNCTIONS
34 weeks, 2 periods 1 day per week.
Monday (Starts September 13)
FEE—(In addition to registration fee) $1.
Loss prevention, loss adjustment, insurance surveys, industrial accident prevention.

CLU-II—FINANCE AND ECONOMICS
36 weeks, 3 periods 1 day per week.
Monday (Starts September 13)
FEE—(In addition to registration fee) $1.
Family finance, investments, property and liability insurance, business management, economics.

TWO-YEAR TECHNICAL PROGRAMS
Associate of Applied Science degrees are granted to graduates in the following areas:
Business Administration, Marketing
Business Administration, Fashion Merchandising

Special brochures describing the above full-time two-year programs are available by contacting the School of Marketing.
Home Economics classes begin Wednesday, September 8.

CLOTHING AND TEXTILES

300 CLOTHING 1—FIRSTS IN CLOTHING CONSTRUCTION
18 weeks, 3 periods 1 day per week.
Tuesday, 1:11 to 3:49 p.m. or Wednesday, 8:30 to 11:19 a.m.
FEE—In addition to registration fee $1.
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 garment perfection; cutting and fitting garments; basic principles in construction of simple garments. Up-to-date information on new fabrics is made available. Material and pattern should not be purchased until after attendance at first class.

303 CLOTHING 2—CASUAL CLOTHES
18 weeks, 3 periods 1 day per week.
Thursday, 8:30 to 11:19 a.m.
FEE—In addition to registration fee $1.
Techniques and subject matter of this course are planned to follow Clothing 1 or its equivalent. Types of garments to be made: sport or casual dresses, robes, skirts or tailored blouses, slacks, and 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 first class.

306 CLOTHING 3—DRESSES FOR ALL OCCASIONS
18 weeks, 3 periods 1 day per week.
Tuesday, 8:30 to 11:19 a.m.
FEE—In addition to registration fee $1.
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 first class.

304 CLOTHING 4—THAT MADE TO ORDER LOOK
18 weeks, 3 periods 1 day per week.
Tuesday, 8:30 to 11:19 a.m. or 1:11 to 3:49 p.m.
FEE—In addition to registration fee $1.
PREREQUISITE—Clothing 3 or equivalent.

328 CLOTHING 5—TAILORING TECHNIQUES (Beginning)
18 weeks, 3 periods 1 day per week.
Monday, 1:11 to 3:49 p.m.
FEE—In addition to registration fee $1.
PREREQUISITE—Clothing 4.
The use of many techniques which tailors use in making a man's suit are applied to the construction of women's tailored garments. Emphasis is given to fabric selection for the garment and the selection and application of interfacings, interlinings, and linings. Particular attention is focused on the moulding and handling of the fabric. Garments to be made are suits and coats. This course is for the advanced student who has successfully completed Clothing 4.

329 CLOTHING 6—TAILORING TECHNIQUES (Advanced)
18 weeks, 3 periods 1 day per week.
Wednesday, 8:30 to 11:19 a.m.
FEE—In addition to registration fee $1.
PREREQUISITE—Clothing 5.
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. In the evening program, this study will be followed by instruction in tailoring using unfaced techniques.

307 CLOTHING 7—WORKSHOP
18 weeks, 3 periods 1 day per week.
Thursday, 1:11 to 3:49 p.m. or Friday, 8:30 to 11:19 a.m.
FEE—In addition to registration fee $1.
PREREQUISITE—Clothing 4.
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.

312 CLOTHING 8—NEW MODELS FROM OLD
18 weeks, 3 periods 1 day per week.
Monday, 1:11 to 3:49 p.m.

A course for students with an advanced knowledge of clothing construction. Emphasis will be placed on proper fit. A basic dress pattern may be worked out if the student desires. Techniques for sewing on new fabrics such as stretch knits or laminates, and work with difficult fabrics will be studied. Emphasis is placed on planning the total costume. Students may construct: one-piece dress, dress and jacket combination, skirt, blouse and jacket combination, evening wear, cocktail dresses, coat and dress combinations.

328 CLOTHING 5—TAILORING TECHNIQUES (Beginning)
18 weeks, 3 periods 1 day per week.
Monday, 1:11 to 3:49 p.m.
FEE—In addition to registration fee $1.
PREREQUISITE—Clothing 4.
The use of many techniques which tailors use in making a man's suit are applied to the construction of women's tailored garments. Emphasis is given to fabric selection for the garment and the selection and application of interfacings, interlinings, and linings. Particular attention is focused on the moulding and handling of the fabric. Garments to be made are suits and coats. This course is for the advanced student who has successfully completed Clothing 4.

329 CLOTHING 6—TAILORING TECHNIQUES (Advanced)
18 weeks, 3 periods 1 day per week.
Wednesday, 8:30 to 11:19 a.m.
FEE—In addition to registration fee $1.
PREREQUISITE—Clothing 5.
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. In the evening program, this study will be followed by instruction in tailoring using unfaced techniques.

307 CLOTHING 7—WORKSHOP
18 weeks, 3 periods 1 day per week.
Thursday, 1:11 to 3:49 p.m. or Friday, 8:30 to 11:19 a.m.
FEE—In addition to registration fee $1.
PREREQUISITE—Clothing 4.
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.

312 CLOTHING 8—NEW MODELS FROM OLD
18 weeks, 3 periods 1 day per week.
Monday, 1:11 to 3:49 p.m.
FEE—(In addition to registration fee) $1.

Evaluation of garment to be remodeled is the first consideration. Preparation of garment for class work and selection of design or pattern to be used are a necessary part of this course. Combination of new material with old is considered.

309 CLOTHING 10—CHILDREN'S CLOTHING
(Beginning)
18 weeks, 3 periods 1 day per week.
Wednesday, 1:11 to 3:49 p.m.
FEE—(In addition to registration fee) $1.

This course consists of a study of special problems in the selection and construction of children's garments. Selection of suitable patterns and fabrics for all types of garments will be considered, with emphasis on new textiles with wash and wear characteristics. Special attention will be given to worked and tailored buttonholes, plackets and zippers, making and applying collars. Decorative stitches, such as smocking, are given. A wide variety of garments may be made, from play clothes to dressy clothes.

327 CLOTHING 15—MODIFIED TAILORING
TECHNIQUES
18 weeks, 3 periods 1 day per week.
(Offered at Midvale Center)

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.

318 CLOTHING 16—DESIGN THROUGH CUTTING
TO FIT
18 weeks, 3 periods 1 day per week.
(Second Semester) Tuesday, 1:11 to 3:49 p.m.
FEE—(In addition to registration fee) $1.
PREREQUISITE—Clothing 3.

This course will include an evaluation of the personal need for a better understanding of dress design and figure types. Emphasis will be given to methods of adjusting a commercial pattern to make it "fit" for comfort and style. This course will also provide opportunities to develop self confidence in applying basic principles of fitting to a dress pattern before the garment is cut from fabric.

335 CLOTHING 17—CUT TO FIT (Advanced)
10 weeks, 3 periods 1 day per week.
Tuesday, 1:11 to 3:49 p.m.
FEE—(In addition to registration fee) $1.
PREREQUISITE—Clothing 16.

This advanced course will concentrate on simple designing from basic patterns, as designing necklines, collars, seam locations, dart control, sleeves, and decorative details. Design details appropriate to the individual figure will be emphasized.
332 MILLINERY 1
18 weeks, 3 periods 1 day per week.
   Monday, 1:11 to 3:49 p.m.
FEE—(In addition to registration fee) $1.50.
   Tuesday, 1:11 to 3:49 p.m.
   Wednesday, 1:11 to 3:49 p.m.
   Thursday, 8:30 to 11:19 a.m.
   Friday, 1:11 to 3:49 p.m.
   Two teachers will conduct this course in 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. Felt and straw will also be blocked. Spring hats of straw braid, straw cloth, maline, organza, and flowers and petals are created. Throughout the course, correct hats for the individual face, figure, personality, and wardrobe needs are stressed.

333 MILLINERY 2
18 weeks, 3 periods 1 day per week.
   Monday, 1:11 to 3:49 p.m.
FEE—(In addition to registration fee) $1.50.
   This course is planned for students who have completed Millinery 1. More advanced techniques will be taught in covering frames with the various materials, as well as blocking felts and straws. Techniques with new fabrics, trims, and details will be studied. Students will gain a knowledge of fashion trends in design and materials used.

FOODS AND NUTRITION
303 FOODS 4—FOODS FOR THE FOREIGN BORN
18 weeks, 3 periods 1 day per week.
   Monday, 1:11 to 3:49 p.m.
FEE—(In addition to registration fee) $2.
   The study and laboratory activities will include meal planning using American as well as native foods, buying practices, food handling practices, use of equipment, and developing skills in food preparation and service. Students will be given opportunity to help develop course content which will best meet their needs.

312 FOODS 5—FOOD FOR YOUR FAMILY
18 weeks, 3 periods 1 day per week.
   (Second Semester)
FEE—(In addition to registration fee) $4.
   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.

304 FOODS 7—HOSPITALITY FOODS
(Gracious Entertaining)
12 weeks, 3 periods 1 day per week.

(Second semester) to begin January 26.
Wednesday, 8:30 to 11:19 a.m.
FEE—(In addition to registration fee) $4.
   Two teachers will conduct this course in food preparation, in food service, and in the selection and use of table appointments. This course is planned for those who are interested in learning more about the art of being a successful hostess.

   It will include table settings to fit party themes, centerpieces, selection of china, silver and crystal, menus for special occasions. It also will feature practice in preparing and serving hospitality foods for buffet meals, teas, receptions, desserts, and holiday entertaining.

320 FOODS 8—CAKE DECORATING 1
18 weeks, 3 periods 1 day per week.
   (First Semester)
   Thursday, 8:30 to 10:29 a.m.
FEE—(In addition to registration fee) $5.
   This course will include basic fundamentals of cake decorating, proper frosting mix and tinting, writing, borders, scrolls, basket weaving and techniques for many flower types. Cakes will be decorated for birthdays, anniversaries, holidays and novelties. Marzipan is presented prior to the holiday season. Pressed sugar balls for Christmas and weddings are included. It is open to anyone who wishes to acquire the art of food decoration.

321 FOODS 9—CAKE DECORATING 2
18 weeks, 3 periods 1 day per week.
   (Second Semester)
   Thursday, 8:30 to 10:29 a.m.
FEE—(In addition to registration fee) $5.
   This is an advanced course to enable one to perfect techniques and master more elaborate food decorations. More challenging decorations are presented, including doll, log, valentines, Easter, wedding, tier types, and novelty ones. 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.

340 FOODS 10—MEATS AND VEGETABLES
6 weeks, 3 periods 1 day per week.
   (To begin September 13)
   Monday, 1:11 to 3:49 p.m.
FEE—(In addition to registration fee) $3.
   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.
241 FOODS 10—BREADS THE EASY WAY
(Queck and Yeast)
6 weeks, 3 periods 1 day per week.
(To begin September 14)
Tuesday, 1:11 to 3:49 p.m.
FEE—(In addition to registration fee) $2.
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.

242 FOODS 10—ENTERTAINING FOR THE FALL MONTHS
6 weeks, 3 periods 1 day per week.
(To begin September 15)
Wednesday, 8:30 to 11:19 a.m.
FEE—(In addition to registration fee) $3.
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.

243 FOODS 10—MEALS FOR THE HOLIDAYS
6 weeks, 3 periods 1 day per week.
(To begin November 8 or 9)
Monday or Tuesday, 1:11 to 3:49 p.m.
FEE—(In addition to registration fee) $3.
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.

244 FOODS 10—CASSEROLES AND SALADS
6 weeks, 3 periods 1 day per week.
(To begin January 25)
Tuesday, 1:11 to 3:49 p.m.
FEE—(In addition to registration fee) $2.
Interesting and nutritional casseroles 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.

245 FOODS 10—SUMMERTIME MEALS FOR CAREFREE LIVING
6 weeks, 3 periods 1 day per week.
(To begin April 19)
Tuesday, 1:11 to 3:49 p.m.
FEE—(In addition to registration fee) $2.
Emphasis will be on foods to be prepared and served indoors as well as outdoors in a planned manner. Study will include menu planning, making appliances (electric skille, 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

316 DRAPERIES
18 weeks, 3 periods 1 day per week.
Wednesday, 1:11 to 3:49 p.m.
FEE—(In addition to registration fee) $1.
Drapery classes 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.

354 DESIGNING FOR PERMANENT BEAUTY
(Polyethylene Flowers)
6 weeks, 3 periods 1 day per week.
(To begin September 15)
Wednesday, 8:30 to 11:19 a.m.
FEE—(In addition to registration fee) $1.50.
Basic principles of design, using polyethylene flowers or plastic flowers, will be studied. Students will harmonize design principles with containers used and various art objects in the home. Consideration will be given to the occasion and the placement in the home of the completed arrangements.

350 FLORAL DESIGN 1
18 weeks, 3 periods 1 day per week.
Tuesday, 8:30 to 11:19 a.m. or
Wednesday, 1:11 to 3:49 p.m.
FEE—(In addition to registration fee) $5.
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.

351 FLORAL DESIGN 2
18 weeks, 3 periods 1 day per week.
Friday, 8:30 to 11:19 a.m.
PREREQUISITE—Floral Design 1.
FEE—(In addition to registration fee) $5.
This course will emphasize the art of individual and original floral designing in the traditional man-
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.

352 FLORAL DESIGN 3
18 weeks, 3 periods 1 day per week.
Thursday, 8:30 to 12:13 p.m.
FEE—(In addition to registration fee) $5.
PREREQUISITE—Floral Design 1.

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.

354 FLORAL DESIGN 4
10 weeks, 3 periods 1 day per week.
Monday, 1:11 to 3:49 p.m.
(September 13 through November 1, and January 10 and January 17)
PREREQUISITE—Floral Design 2 or 3.

The new found freedom in floral designing has found its place as a constant stimulus to arrangers. This course is planned for the advanced student. It will offer a working procedure in present day arranging and individualized development of interpretative and creative design, and techniques in floral arts and crafts.

353 HOLIDAY DECORATIONS FOR YOUR HOME
6 weeks, 3 periods 1 day per week.
(To begin November 8)
Monday, 1:11 to 3:49 p.m.
FEE—(In addition to registration fee) $1.50.

This six weeks 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. Lectures, 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. The course will include four lecture-demonstration sessions and two student activity periods. These two periods will be scheduled at the first general session.

317 SLIPCOVERS
18 weeks, 4 periods 1 day per week.
Thursday, 8:30 a.m. to 12:13 p.m.
FEE—(In addition to registration fee) $1.

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.

310 UPHOLSTERY 1 (Beginning)
18 weeks, 4 periods 1 or 2 days per week.
Monday and/or Wednesday, 1:11 to 4:43 p.m.
and/or Tuesday, 8:30 a.m. to 12:13 p.m.
FEE—(In addition to registration fee) $2 per day enrolled.

This is an introductory course in simple upholstery techniques. Emphasis is placed upon proper use and care of tools, weaving 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.

311 UPHOLSTERY 2 (Intermediate)
18 weeks, 4 periods 1 day per week.
Wednesday, 8:30 a.m. to 12:13 p.m.
FEE—(In addition to registration fee) $2.
PREREQUISITE—Upholstery 1.

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.

309 UPHOLSTERY 3 (Advanced)
18 weeks, 4 periods 1 day per week.
Friday, 8:30 a.m. to 12:13 p.m.
FEE—(In addition to registration fee) $2.
PREREQUISITE—Upholstery 2.

Attention will be given to stitched edges, wire frames, channeling, tufting, small minor repairs and restyling. Supported plastics in furniture is 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.

312 UPHOLSTERY 4
18 weeks, 4 periods 1 day per week.
Tuesday, 1:11 to 4:43 p.m.
FEE—(In addition to registration fee) $2.
PREREQUISITE—Upholstery 2.

Special problems concerned with Victorian and antique furniture form the content of this course. Included are history of furniture, selection of coverings, technique of upholstery and finishing.
tubing, channeling, and finishing techniques, and accents through accessories for the home are studied.

MANAGEMENT

351 USING DOLLARS WISELY
10 weeks, 2 periods 1 day per week.
Tuesday, 9:24 to 11:19 a.m.
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, cleansing agents, the clothing dollar, the home furnishings dollar, and basic budgeting. The information will be presented through discussions and demonstrations, filmstrips, field trips, and guest speakers. Students will be given an opportunity to assist in planning the emphasis of the course.

352 HOME MANAGEMENT FOR THE HANDICAPPED
10 weeks, 2 periods 1 day per week.
Thursday, 1:30 to 3:30 p.m.
FEE—(In addition to registration fee) $2.
Instruction will include meal preparation and management; work simplification techniques in caring for a home, including special techniques such as working from a wheelchair or with a one-hand disability; laundry and ironing procedures and storage and working height planning. The course will be taught cooperatively by an occupational therapist and a home economist.

FAMILY RELATIONSHIPS

306 CHILDBIRTH AND INFANT CARE
8 weeks, 2 periods 1 day per week.
Tuesdays, 1:11 to 2:55 p.m.
Beginning dates: September 14, November 9, January 18, and March 15.
FEE—(In addition to registration fee) $1.
Course includes lectures, demonstrations, and relaxation exercises which aim to give the expectant mother an understanding of childbirth, and thereby help to eliminate fear. Expectant mothers may enroll for the entire course, or may attend the last three meetings for infant care. No one may begin with lesson 3, 4, or 5.

FOOD SERVICE ASSISTANT

The School of Home Economics offers a full-time, two semester program to prepare students for work in hospitals, university residence halls, nursing homes, or child care centers. A brochure describing this program is available at the school.
SCHOOL OF V ocational Trade and Technical Education

Vocational Trade
Technical
GENERAL DRAFTING
19 weeks, 2 periods 2 days per week.
Tuesday and Thursday, 1:11 to 2:55 p.m.
FEE—(In addition to registration fee) $2.
This course starts where the student desires and needs work. The range is from basic drafting and blueprint reading to more complex types of detailing.

PHOTOGRAFFY
19 weeks, 4 periods 1 day per week.
FEE—(In addition to registration fee) $4.
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.

The programs listed below include many courses which can accept adult enrollment where vacancies occur in the post high enrollment. Information and permission to enroll in such courses may be secured from the supervisor of Trade and Technical Education. Fees listed apply to full-time students, and might be reduced for part-time students.

ONE AND TWO YEAR PROGRAMS

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 (Two year program)
FEE—(In addition to registration fee) $36.20 per semester.
Repairing, refinishing and rebuilding auto bodies.

AUTO MECHANICS (Two year program)
FEE—(In addition to registration fee) $30.20 per semester.
The program includes repairing and servicing brakes, electrical systems, engines, engine rebuilding, engine tune-up, clutches, transmissions, fuel systems, wheel alignment, wheel balancing, and frame straightening.

DIESEL MECHANICS AND HEAVY EQUIPMENT
(Two year program)
FEE (In addition to registration fee) $28.20 per semester.
This program 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.
CIVIL TECHNOLOGY
HIGHWAY
This program includes land surveying, highway and topographical drafting, field testing and inspection.

ARCHITECTURAL DRAFTING
STRUCTURAL TECHNOLOGY
The curriculum includes residential design, architectural drafting, and structural detailing.

LAND SURVEYING
This program includes the theory, practice and reports necessary of a land surveyor. The graduate assists a land surveyor.

ELECTRONICS TECHNOLOGY
In the field of industrial electronics and communication the technician may be involved with radio, radar, television, or telephony. He may be involved in the manufacture, testing, or maintenance of electronic systems and components such as guided missiles, satellites, and computers.

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 and of machines, tools, and equipment used in their fabrication or assembly. It enables program graduates to accept positions as assistants to mechanical engineers or technicians.

VOCATIONAL CURRICULUMS
It is not possible to arrange for any part-time enrollment in the following programs.

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
ONE-YEAR PROGRAMS

The School of Health Occupations awards diplomas to graduates of the following full-time programs:

**DENTAL ASSISTANTS**
A minimum of 926 hours of classroom instruction and supervised clinical practice. The program 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**
A minimum of 900 hours of classroom instruction plus three weeks of supervised clinical practice in a physician's office or clinic. The program 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**
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**
A minimum of 920 hours of classroom instruction. The program includes medical terminology, the study of the human body in health and disease, first aid, medical ethics and medicolegal principles, medical record keeping, medical dictionary, and related course work necessary to become proficient in the duties of the medical secretary. The program is taught cooperatively by the faculties of the School of Business and the School of Health Occupations. Application must be made in advance. Contact the school for a special brochure.

---

**TELEPHONE DIRECTORY**

PHONE NUMBER: 255-4541

**ASSISTANT REGISTRAR AND ADULT COUNSELING**
CHARLES H. LeFOLLETTE
Ext. 24

**ASSISTANT DIRECTOR AND BUSINESS MANAGER**
GLENN F. OLWELL
Ext. 22

**AUDIO-VISUAL COORDINATOR**
WILLIAM F. HEUSER
Ext. 73

**BUSINESS MANAGER ASSISTANT**
WILLARD MCLIMANS
Ext. 37

**DIRECTOR**
NORMAN P. MITBY
Ext. 20

**GUIDANCE, COUNSELING**
MRS. MILDRED DRAKE
Ext. 34

**REGISTRAR**
JOSEPH SEIVERD
Ext. 24

**SCHOOL OF BUSINESS**
DEAN H. KAMMER, Supervisor
Ext. 43

**SCHOOL OF COMMERCIAL ART**
WINFRIED GUENTHER, Supervisor
Ext. 40

**SCHOOL OF GENERAL EDUCATION**
DR. LLOYD BESANT, Supervisor
Ext. 33

**SCHOOL OF HEALTH OCCUPATIONS**
MRS. MAUD R. GILBERT, Supervisor
Ext. 47

**SCHOOL OF HOME ECONOMICS**
MISS CHRISTINE NICKEL, Supervisor
Ext. 45

**SCHOOL OF MARKETING**
ROBERT AHRENS, Supervisor
Ext. 44

**SCHOOL OF MUSIC**
ROLAND A. JOHNSON, Supervisor
Ext. 40

**SCHOOL OF QUANTITY FOOD PREPARATION**
ELDRED L. HEISER, Supervisor
Ext. 21

**SCHOOL OF VOCATIONAL TRADE AND TECHNICAL EDUCATION**
GOULD MORRISON, Supervisor
Ext. 42

**ALUN THOMAS, Assistant Supervisor**
Ext. 60

**STUDENT SERVICES AND PLACEMENT**
ORVAL A. GABRIEL
Ext. 35