Madison
Vocational School
Day School Bulletin

Issued September, 1930
**GENERAL INFORMATION**

The Madison Vocational School is a Public School. It is open to all residents of the City of Madison who are 14 years of age, who are not by law required to attend other schools and to all non-residents over 14 years of age where employed in the City of Madison.

The courses described in this bulletin are written with the idea of aiding the student to make a better selection of subjects by acquainting him with the various courses that the school has to offer.

The School is in session during the same time that the other Public Schools of the City are in operation. Students may attend full time, half-time or part-time according as the exigencies of their employment may permit and also as the compulsory school attendance laws of the State may require.

STUDENTS 14-16 YEARS OF AGE electing to attend the Vocational School who are not legally employed must attend full time daily. Those who are legally employed must attend half a day daily.

STUDENTS 16-18 YEARS OF AGE who are not employed may attend full time or half-time. Those who are legally employed must attend school part-time (one day a week).

Any student may elect to attend school full time.

A FULL TIME STUDENT is one who attends school six hours a day every day of the week.

A HALF TIME STUDENT is one who attends school either mornings or afternoons every day of the week or two and one-half full days each week.

A PART TIME STUDENT is one who attends school eight hours per week. This may be done by attending one full day, two half days or two periods each day.

Students may enter the School at any time during the school year.

Students may elect courses in any of the departments of the School.

INSTRUCTION is organized along the individual plan in order to meet the various needs of the students.

NON-RESIDENT students are required to pay a tuition fee of 50 cents per day.

A GUIDANCE AND PLACEMENT service is maintained by the School. Students who have specific problems are invited to consult the office where they will be assisted to a solution of their questions.
Academic Courses

English

OCCUPATIONS

This course is given to all first year full-time and half-time boys and girls. In this course the pupil has an opportunity to learn about the many kinds of work which are carried on in Madison, what the nature of each occupation is, and what training one needs if he wants to prepare himself for a certain occupation. Each pupil is permitted to spend extra time studying a few occupations in which he is most interested. Throughout the course, the pupils write brief stories about the various jobs they have studied. As they write these stories, the pupils receive help from the teacher in English and grammar.

GRAMMAR AND COMPOSITION (Open to Adults)

The purpose of this course is to teach the pupil how to use his knowledge of grammar in improving his written and spoken English.

LITERATURE I

The literature courses are begun in the second year of the student's work. The first unit of study is one on "Wisconsin and Mid-western Literature." This course is given to full and half-time second year boys and girls.

LITERATURE II

This course is for the third year part-time student. The course covers American Literature, especially the Eastern, Western, and Southern writers.

LITERATURE III

A course for fourth year part-time students, consisting of a unit in World Literature, a unit in Public Speaking, and a unit in letter writing, especially letters of application and friendly letters.

PUBLIC SPEAKING (Open to Adults)

One full year of Public Speaking is offered as an elective to any advanced student. The course includes such topics as these: "Gathering Information for a Talk," "Organizing Material for a Talk," "Effective Delivery of the Talk," "Holding the Attention of an Audience," "Making a Talk Interesting." Work in pantomime and dramatics is also offered in the course.

DRAMATICS (Open to Adults)

An elective course in dramatics will be offered for the first time this year. The class will devote its time to the study of plays and play-writing. The closing unit of the work will consist in the writing of a play. The best play produced in this class will be presented during an assembly program by members of the class.

Mathematics

MATHEMATICS I (Open to Adults)

All mathematics classes in our school are taught on an individual lesson basis. Most of the lessons are based upon practical trade problems related to the several skilled trades, such as, carpentry, electrical work, machine shop, sheet metal, and plumbing. Owing to the individual nature of the instruction, students may enter the course any time during the year and begin at any place in the course where they need most help. Courses in mathematics include practical trade applications of fractions, decimals, percentage, square root, square measure, and Business Forms. Advanced courses include trade applications in the use of algebra, geometry, logarithms, and the slide-rule. Students who desire algebra, geometry, or trigonometry for general-continuation purposes or for entrance examination to a college, may profitably enroll in the class.

Social Science and Citizenship

WISCONSIN HISTORY AND INSTITUTIONS

This course is given to all first year boys and girls who attend school on a full-time or half-time basis. The course reviews interesting developments in Wisconsin History with an attempt to explain how Wisconsin came to be the state it is. The course includes these topics: "Wisconsin Agriculture," "Wisconsin Manufacturing," "Wisconsin Industries," "Wisconsin Commerce," "Wisconsin Politics," "Wisconsin Government," "Wisconsin Leaders in Art, Literature, Science, and Industry," and "Wisconsin Education."

AMERICAN HISTORY AND INSTITUTIONS

This course is given to the second year full-time
and half-time boys and girls and covers the same kind of material for United States at large as is covered in the preceding course in Wisconsin. The purpose of the course is to help the student understand how and why America became to be the nation it is.

AMERICAN SOCIAL PROBLEMS AND CIVIL GOVERNMENT

This course is given to third year part-time students and gives information on typical American Social Problems concerned with population, labor, representative government, voting, and the family.

ECONOMICS

This course seeks to answer some of the following questions: How do people make a living? What is the meaning of the term “wages”? How are wages determined? Why is American business conducted on a large scale? When did the labor movement begin? Why do wages vary? What is meant by Production and Consumption? When is a thing valuable? Why does the “cost of living” change?

COMPARATIVE GOVERNMENT

This course is given to the last year students. It summarizes the various types of government under which people throughout the world are living at the present time. During the course, the student has an opportunity to compare the governments of England, France, Spain, Germany, and other foreign nations with that of the United States and Wisconsin.

CITIZENSHIP FOR THE FOREIGN BORN
(Open to Adults)

The purpose of this course is to prepare foreign-born residents for their examination before the naturalization officers for citizenship papers.

Science

GENERAL SCIENCE

General Science is developed on an individual lesson basis entirely. During a year's time the average student can complete all the units on air, water, heat, magnetism, electricity, mechanics, and simple chemistry.

CHEMISTRY (Open to Adults)

This course parallels the average chemistry course given in the modern American high school.
The Art Courses

Because of the demand for beauty in business today and a desire for higher standards and better design and workmanship in the commercial and industrial fields, the Madison Vocational School has found it necessary to incorporate art courses into its regular curriculum.

The aim of the Art Department is first, to give each student an understanding of the art principles in order that he may be better able to succeed in the vocation he has chosen; second, to broaden and enrich his background through the appreciation of the beautiful in his environment; and third, to develop a civic pride.

VOCATIONAL ART

For the benefit of those students, who, in the finding courses previously pursued have shown marked ability in the elementary courses of Design and Commercial Art and who desire to continue in or to transfer to the Art Department, Vocational Art Courses are offered.

The courses consist of demonstrations, information sheets and specific laboratory projects which incorporate the underlying fundamental principles of the subject together with color, design, technique, and correct manipulation of tools and materials. This knowledge provides for the student, not only an appreciation of all Art, but gives him a broader and more enriched background and a better understanding of definite problems.

This course is supplemented by illustrative materials, trips to the Historical Library and the Capitol to study masterpieces of painting, sculpture, and architecture.

Vocational Art Department Courses

DESIGN
90 Minutes Daily
1st Quarter—Foundation.
2nd Quarter—Elementary Design.
3rd Quarter—Color.
4th Quarter—Design Applied to Leather and Tied and Dyed.

COMMERCIAL ART
90 Minutes Daily
1st Quarter—Foundation.

2nd Quarter—Freehand Drawing and Perspective.
3rd Quarter—Color.
4th Quarter—Posters.

POTTERY (1st Semester)
90 Minutes 2 Days a Week—Open to Adults
1st Quarter—Hand Built Pieces.
2nd Quarter—Molding, Glazing and Firing of the Kiln.

METAL WORK (Pewter Only)
Open to Adults
1st Semester—90 minutes, 3 days a week.
2nd Semester—90 minutes, 5 days a week.

WEAVING (1st Semester—Repealed 2nd Semester)
90 Minutes 3 days a week—Open to Adults
1st Quarter—Processes of Weaving.
2nd Quarter—Weaving in Plain and Pattern Design.

HOOKED RUGS (1st Semester—Repealed 2nd Semester)
90 Minutes 3 days a week—Open to Adults
1st Quarter—Design and Hooking of Pillow.
2nd Quarter—Design and Hooking of Wall Hanging or Rug.

MODELING
90 Minutes Daily
1st Quarter—Modeling from Cast and Casting.
2nd Quarter—Modeling from Life.

ART APPRECIATION
45 Minutes 1 Day a Week
1st Quarter—Appreciation and History of Italian Art.
2nd Quarter—Appreciation and History of Spanish Art.
3rd Quarter—Appreciation and History of Dutch, Flemish, and French Art.
4th Quarter—Appreciation and History of English and Modern Art.

LETTERING
45 Minutes Daily
1st Quarter—Fundamentals of Lettering.
2nd Quarter—Application to Gift Cards.
3rd Quarter—Application to Cartooning.
4th Quarter—Application to Modern Advertising.
GENERAL CRAFTS (1st and 2nd Semesters)
90 Minutes 2 Days a Week—Open to Adults

1st Quarter—Lampshade Making.
2nd Quarter—Leather Work.
3rd Quarter—Block Printing.
4th Quarter—Batik.

CRAFT COURSE
90 Minutes 3 Days a Week

1st Quarter—Stenciling.
2nd Quarter—Block Printing.
3rd Quarter—Raffia.
4th Quarter—Reed.

Art Students may elect the following courses from the related Art section:
- House Planning
- Home Furnishing
- Interior Decoration (2nd Semester)
- Costume Design
- Clothing Design
- Lamp Shade Making (2nd Semester)
- Picture Study
- Dress Essentials
- Reed Work

Related Art Courses for Home Economics Students

General aims for teaching Related Art to Home Economics Students are to train the girl in the ability:

1. To make good selections.
2. To make satisfactory arrangements.
3. To make her conscious of the beautiful.
4. To express herself in her environment.

These aims are accomplished through the medium of short unit courses which are usually planned for one quarter, consisting of nine weeks' work.

Our method of approach is by problem solving, those specifically assigned and those brought in individually by the student, and by class demonstrations accompanied by illustrative material and supplemented by trips to local stores, homes and architecturally beautiful buildings.

DESIGN
Open to Full and Half-time Students
90 Minutes Daily

1st Quarter—Foundation Course.

2nd Quarter—Elementary Design.
3rd Quarter—Color.
4th Quarter—Design Applied to Leather and Tied and Dyed.

WEAVING (1st Semester)
Open to Adv. Full and Half-time Students
90 Minutes Daily

1st Quarter—Processes of Weaving.
2nd Quarter—Weaving in Plain and Pattern Design.

HOME PLANNING (2nd Semester)
Open to Adv. Full and Half-time Students
90 Minutes 2 Days a Week, 18 Lessons

1st half of Quarter—Exterior Surroundings of Home.
2nd half of Quarter—Interior of Home.

HOME FURNISHING (2nd Semester)
Open to Adv. Full and Half-time Students
45 Minutes 1 Day a Week, 8 Lessons

1st Quarter—The Selection of Beautiful, Appropriate and Inexpensive Home Furnishings.

LAMP SHADE MAKING (2nd Sec., 1st Q.)
Open to Adv. Full and Half-time Students
90 Minutes 2 Days a Week, 18 Lessons

1st half of Quarter—Paper Shades.
2nd Half of Quarter—Crotome and Silk Shades.

PICTURE STUDY (2nd Semester)
Open to Adv. Full and Half-time Students
90 Minutes 1 Day a Week, 8 Lessons

Appreciation and Selection of Suitable Pictures for the Home.

CLOTHING DESIGN
Open to Adv. Full and Half-time Students
45 Minutes 1 Day a Week, 18 Lessons

1st Quarter—Principles of Design.
2nd Quarter—Study of Line and Type.
3rd Quarter—Study of Color.
4th Quarter—Budgeting and Silhouette Study.

COSTUME DESIGN
First Year Part-time Students—45 Minutes a Week

1st Quarter—Color in Costume Design.
2nd Quarter—Costume Design.
3rd Quarter—Batik.
HOOKED RUGS (1st Semester)
Open to Second Year Part-time, Students
45 Minutes 1 Day a Week
1st Quarter—Design for Hooked Rug.
2nd Quarter—Process of Hooking.

The Home Economics girl may elect the following courses from the Vocational Art section:

- Commercial Art
- Lettering
- Art Appreciation
- Crafts Course
- Hooked Rugs

Related Art Courses for Commercial Students

For those students who are majoring in Commercial subjects, the practical side of Vocational Art is stressed.

These courses are based primarily on selection rather than actual problems in design.

The following aims are considered:

1. To learn the effect of personal appearance upon earning capacity and probable advancement in the business world.
2. To learn the psychological effect of clothing upon the individual and upon others.
3. To learn the fundamentals of selection not only of clothing, but of room furnishings and accessories in the daily life of the business boy or girl.
4. To learn the application of the principles of Commercial Art and Color as directly related to the problems of the business world such as advertising, posters, show card writing, and window displays.
5. To learn that appropriateness is one of the fundamentals of good selection.
6. To learn how closely beauty and usefulness are allied in the successful business and commercial world.

The method of approach is by means of discussion, information, and job sheets, illustrated talks by local experts on such subjects as men’s and women’s clothing, shoes, hats, and accessories.

DRESS ESSENTIALS (1st Sem., 2nd Quar.)
45 Minutes 3 Days a Week, 27 Lessons

1st half Quarter—Essentials of Clothing: Selection.
2nd half Quarter—Color Applied to General Types and to the Specific Individual.

Commercial girls may elect the following courses from the Vocational Art section:
- Interior Decoration (2nd Semester)
- Commercial Art
- Design
- Pottery (1st Semester)
- Metal Work (2nd Semester)
- Hooked Rugs (1st Semester)

Related Art Courses for Trade and Industry Students

The following aims are considered in teaching Art to the Trade and Industry Boy:

1. To give a basic knowledge of the principles of design and color and the application of these principles to shop problems such as are encountered in woodwork, sheetmetal, printing.
2. To develop initiative and creative ability in planning problems encountered in shop work.
3. To create a desire for order and beauty in everyday life.
4. To be able to recognize and analyze good examples of period furniture for proportion, design, enrichment and workmanship.
5. To incorporate the ideals and principles of master craftsmen of other periods in the industrial production of today.
6. To learn how closely industrial and fine arts are allied and how essential each is to the success of the other.

Our method of approach is similar to that of the other departments: Problem solving, laboratory work, supplemented by illustrative material, demonstrations and trips to local establishments.

DESIGN

1st Quarter—Elements of Drawing.
2nd Quarter—Elementary Design.
3rd Quarter—Color.
4th Quarter—Design Applied to Leather.
REEDWORK

1st Quarter—Fundamental Processes.
2nd Quarter—Weaving Applied to Furniture.
3rd Quarter—Weaving Applied to Porch Furniture.
4th Quarter—Weaving Applied to Lamps.

Trade and Industry students may elect the following courses from the Vocational Art section:

- Art Appreciation
- Modeling
- Commercial Lettering
- Crafts Course

Commercial Courses

SHORTHAND

Is taught by class method but the individual is advanced from one group to another as rapidly as he can go. Transcription begins with the first day's work and is carried throughout the entire year. The average student has finished theory at the end of the first semester and the second semester is given over to advanced transcription and office training.

TYPING

Is taught by the dictaphone direct dictation method. This makes for accuracy and speed in a much shorter space of time. The last quarter of the typing period is given over to actual production work.

ENGLISH

The first semester of English is a review of the fundamentals of English Grammar and units of business information material, such as Bank Savings, Stocks and Bonds, Building and Loan, Life Insurance.

The second semester continues with units on Business and takes up the writing of Business Letters based on Gardner and Aurner Effective Business Letters.

CALCULATING MACHINES

A nine weeks course presenting the general knowledge of the calculating machine is given all stenographers. A semester course is given the Bookkeeping group and those desiring to become expert calculating operators.

FILING

A nine weeks course based on the Library Bureau Filing course is offered both the stenographic and bookkeeping groups.

DICTAPHONE

Training for dictaphone operation is available to all who show aptitude for this type of work and desire it.
TYPEWRITER REPAIR

What not to do to the machine is taught rather than what to do—the class is handled by an expert typewriter repair man.

MACHINE BOOKKEEPING

Training on machine bookkeeping—Underwood, Burroughs Banking Machine—Burroughs Moon Hopkins and Elliot Fisher is given. This can be taken after the Theory of Bookkeeping has been mastered. There is a nine weeks course in which general information regarding all machines is given, and a semester course for anyone who desires to become an operator.

BOOKKEEPING

The Elwell and Toner text is used. Students progress as rapidly as they can individually—a year's work is a requisite for placement.

COMMERCIAL LAW

Offered the second semester and is presented by a practical lawyer who has had teaching experience.

One Year Course

This is for high school graduates, and those of university and normal training or the equivalent. The students elect into the following courses:

SECRETARIAL

First Semester
- Shorthand
- Typing
- English IV
- Typewriter Repair
- Calculators

Second Semester
- Shorthand, Trans.
- English V
- Filing
- Office Training
- Calculators

ACCOUNTING

First Semester
- Bookkeeping
- Typing
- English IV
- Typewriter Repair

Second Semester
- Bookkeeping
- Typing
- English V
- Filing
- Machine Bookkeeping

SALESMANSHIP

First Semester
- Bookkeeping
- Typing
- English IV
- Salesmanship
- Industrial History

Second Semester
- Bookkeeping
- Typing
- English V
- Commercial Law
- Industrial History

Special students who have the necessary training may elect any combination of the above to meet their requirements.

Two Year Course

For students who have had from one to two years' training in high school.

FIRST YEAR

First Semester
- Arithmetic—Business Practice
- Penmanship
- Industrial History
- Typewriter Repair

Second Semester
- Bookkeeping
- Industrial History
- Typing—2 periods
- Typing—2 periods a day
- English IV

SECOND YEAR

This year the pupil chooses from the following courses:

SECRETARIAL
- Accounting
- English V

ACCOUNTING
- Salesmanship
- Economics
- English V

Two Year Course

For adults who have had an Eighth Grade training.

FIRST YEAR

First Semester
- Junior Business Practice
- Penmanship
- Typing—2 periods a day
- Commercial Geography
- Typing—2 periods a day
- English II

SECOND YEAR
- Typewriter Repair—6 wks.

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SECOND YEAR

This year the student elects into one of the following courses:

<table>
<thead>
<tr>
<th>Secretarial</th>
<th>Accounting</th>
<th>Salesmanship</th>
</tr>
</thead>
<tbody>
<tr>
<td>English IV &amp; V</td>
<td>English IV &amp; V</td>
<td>English IV &amp; V</td>
</tr>
<tr>
<td>Ind. History</td>
<td>Ind. History</td>
<td>Ind. History</td>
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<tr>
<td>Filing—9 wks.</td>
<td>Filing—9 wks.</td>
<td>Salesmanship</td>
</tr>
<tr>
<td>Stenography</td>
<td>Accounting</td>
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<tr>
<td>Office Training</td>
<td>Office Training</td>
<td>—9 wks.</td>
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</tbody>
</table>

Three Year Course

This is for boys and girls of eighth grade preparation who come full time to the Vocational School.

FIRST YEAR

<table>
<thead>
<tr>
<th>First Semester</th>
<th>Second Semester</th>
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<tbody>
<tr>
<td>Business Information</td>
<td>Junior Business Practice</td>
</tr>
<tr>
<td>Penmanship</td>
<td>Typing—2 times a day</td>
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<tr>
<td>Typing—2 times a day</td>
<td>Music</td>
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<tr>
<td>Hygiene</td>
<td>Gymnasium</td>
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<tr>
<td>Gymnasium</td>
<td>English IV</td>
</tr>
<tr>
<td>English III</td>
<td>Commercial Geography</td>
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<tr>
<td>Commercial Geography</td>
<td>Calculator—9 wks.</td>
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<tr>
<td>Typewriter Repair</td>
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</table>

SECOND YEAR

<table>
<thead>
<tr>
<th>First Semester</th>
<th>Second Semester</th>
</tr>
</thead>
<tbody>
<tr>
<td>Bookkeeping</td>
<td>Typing—1</td>
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<tr>
<td>Typing—1</td>
<td>Music</td>
</tr>
<tr>
<td>Music</td>
<td>Gymnasium</td>
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<tr>
<td>Gymnasium</td>
<td>English IV</td>
</tr>
<tr>
<td>English III</td>
<td>Industrial History</td>
</tr>
<tr>
<td>Industrial History</td>
<td>Dictaphone</td>
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<tr>
<td>Filing—0 wks.</td>
<td>Bookkeeping or Machine</td>
</tr>
<tr>
<td>Bookkeeping or Shorthand for those who have shown themselves above grade</td>
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</tr>
</tbody>
</table>

THIRD YEAR

In this year, the pupil should elect into either the accounting, secretarial, or salesmanship course.

<table>
<thead>
<tr>
<th>Accounting</th>
<th>Secretarial</th>
<th>Salesmanship</th>
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</thead>
<tbody>
<tr>
<td>English V</td>
<td>English V</td>
<td>English V</td>
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<tr>
<td>Typing</td>
<td>Typing</td>
<td>Typing</td>
</tr>
<tr>
<td>Economics</td>
<td>Economics</td>
<td>Economics</td>
</tr>
<tr>
<td>Salesmanship</td>
<td>Stenography</td>
<td>Salesmanship</td>
</tr>
<tr>
<td>Accounting</td>
<td>Office Practice</td>
<td>Office Practice</td>
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<tr>
<td>Office Practice</td>
<td>—6 wks.</td>
<td>—6 wks.</td>
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</tbody>
</table>

Four Year Course

This course is designed for the employed boy and girl who come directly from the Eighth Grade at the age of fourteen or fifteen.

FIRST YEAR

Half-time—Twenty Hours a Week

<table>
<thead>
<tr>
<th>First Semester</th>
<th>Second Semester</th>
</tr>
</thead>
<tbody>
<tr>
<td>Business Practice</td>
<td>Bookkeeping</td>
</tr>
<tr>
<td>Rapid Calculation</td>
<td>Typing</td>
</tr>
<tr>
<td>Penmanship</td>
<td>Music</td>
</tr>
<tr>
<td>Typing</td>
<td>Gym</td>
</tr>
<tr>
<td>Hygiene</td>
<td>English II</td>
</tr>
<tr>
<td>Gym</td>
<td>English I</td>
</tr>
</tbody>
</table>

SECOND YEAR

Half-time—Twenty Hours a Week

<table>
<thead>
<tr>
<th>First Semester</th>
<th>Second Semester</th>
</tr>
</thead>
<tbody>
<tr>
<td>Typing</td>
<td>Typing</td>
</tr>
<tr>
<td>Music</td>
<td>Music</td>
</tr>
<tr>
<td>Gym</td>
<td>Gym</td>
</tr>
<tr>
<td>English III</td>
<td>English IV</td>
</tr>
<tr>
<td>Bookkeeping</td>
<td>Bookkeeping or shorthand for those who show themselves above grade</td>
</tr>
</tbody>
</table>

THIRD YEAR

Part-time—Eight Hours a Week

and

FOURTH YEAR

Part-time—Eight Hours a Week

This work should be highly elective. The student has his choice of one of the two-year courses or of one of the one-year courses given below. The student who enters part-time work for the first time with no previous commercial training is advised to take the general course or one of the one-year courses.

Two Year Courses for Part-Time Students

<table>
<thead>
<tr>
<th>General</th>
<th>Secretarial</th>
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</thead>
<tbody>
<tr>
<td>English V</td>
<td>English V</td>
</tr>
<tr>
<td>Commercial Geography</td>
<td>Commercial Geography</td>
</tr>
<tr>
<td>Bookkeeping</td>
<td>Shorthand</td>
</tr>
<tr>
<td>Penmanship</td>
<td>Typing</td>
</tr>
<tr>
<td>Typing</td>
<td>Penmanship</td>
</tr>
</tbody>
</table>

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Home Economics Courses

Home Economics courses throughout the entire country are being emphasized more and more. It is a recognized fact that Home Economics is of great importance in the curriculum of the American Public Schools. The general purpose of Home Economics education is to help to secure and to maintain the best type of home and family life as vital forces in American society.

The courses are outlined as follows:

FOR BEGINNING FULL TIME STUDENTS

A.M. Music—Mon., Tues., Wed.
General Science—Thurs., Fri.
Clothing I—Daily
Foods I—Daily
Home Mechanics—Mon., Wed.—1st quarter
Personal Improvement—Mon., Wed.—2nd Q.
Gymnasium—Tues., Thurs.
Club—Friday

P.M. Design—Mon., Tues., Wed.
Home Gardens—Thurs., Fri.
Design—Mon., Tues., Wed.
Equipment and Supplies—Thurs., Fri.
Family Relationships—Mon., Tues., Wed.
Social Science—Thurs., Fri.
Occupational English—Mon., Tues., Wed.
Arithmetic—Thurs., Fri.

FOR BEGINNING HALF TIME STUDENTS

A.M. Social Science—Mon., Tues.
Design—Wed.
Arithmetic—Thurs., Fri.
Music—Mon.
General Science—Tues.
Design—Wed.
English—Thurs., Fri.
Clothing I—Daily
Foods I—Daily
Family Relationship—Mon., Tues., Wed.
Equipment and Supplies—Tues.
Gym—Thurs.
Club—Fri.

The second semester Child Care and Training will be taught in place of Family Relationships, and Courtesy and Personal Im-
provement instead of Equipment and Supplies.

P.M. Clothing I—Daily
Family Relationships—Mon., Tues., Wed.
Social Science—Thurs., Fri.
Occupational English—Mon., Tues., Wed.
Arithmetic—Thurs., Fri.
Family Relationship—Mon., Tues.
Design—Wed., Thurs., Fri.

FOR ADVANCED FULL-TIME STUDENTS

A.M. Clothing II—Daily
Related Science—Thurs., Fri.
Table Service—Thurs., Fri.
Weaving—Mon., Tues., Wed.
Music—Mon.
Literature—Thurs., Fri.
Social Science—Thurs., Fri.
Clothing Purchase—Mon., Wed.
Gym—Thurs., Fri.
Club—Fri.

P.M. Laundry—Mon., Tues.
Related Arithmetic—Thurs., Fri.
Clothing Design—Thurs., Fri.

FOR ADVANCED HALF-TIME STUDENTS

A.M. Clothing II—Daily
Foods—Mon., Tues., Wed.
Laundry—Thurs., Fri.
Music—Mon.
Weaving—Mon., Tues., Wed.
Literature—Thurs., Fri.
Social Science—Thurs., Fri.
Related Arithmetic—Thurs.
Clothing Design—Mon., Wed.
Gym—Thurs.
Club—Fri.

BEAUTY CULTURE

Beginning Beauty Culture—Daily
Advanced Beauty Culture—Daily

CATERING AND APARTMENT WORK

Marketing—Daily
Tea Room Training and Management—Daily
Table Service and Etiquette—Daily

The girls in the catering and apartment work will devote one day a week for one quarter in the apartment.

FOR ELEMENTARY PART-TIME STUDENTS

First quarter—Courtesy
Second quarter—House Planning
Second quarter—Laundry
Third quarter—House Furnishing
Fourth quarter—Clothing Selection
Fourth quarter—Clothing III
Fourth quarter—Foods III
Fourth quarter—Related Science III
Fourth quarter—Home Sanitation
Related Art, Social Science, Music, English, and Gym are given in the other departments.

FOR ADVANCED PART-TIME STUDENTS

Clothing IV—Entire year
Foods IV—Entire year
Related Science IV—Second quarter
Budgets—First quarter
Textiles and Fabrics—2nd quarter
Home Management—2nd quarter
Home Nursing—2nd quarter
Child Training—3rd quarter
Family Relationships—4th quarter
Related Art, English, Gym, Social Science, Music, and Arithmetic are taught in the other departments.

FOR ADULTS

CLOTHING

First and Second quarter—Clothing Selection—Mon.
Fourth quarter—Home Millinery—Mon.
First and Second quarter—Pattern Alteration—Wed., Thurs., Fri.
First and Second quarter—Elementary Alteration—Wed., Thurs., Fri.
Third quarter—Remodeling—Mon.
Fourth quarter—Children's Clothing—Mon.

FOODS

First quarter—Salad Making—Mon., Tues., Wed.
Vegetable Cookery—Thurs.
Second quarter—Pastry Making—Mon., Tues.
Third quarter—Nutrition and Meal Planning—Mon., Tues.
General Cookery—Wed., Thurs.
Fourth quarter—Sandwiches and Beverages—Mon.
Special Dinners—Tues.

For Hospitality Cookery—Thurs.
Clothing I is offered to the beginning half-time and full-time students. The fundamental principles of clothing construction are taught, with thorough instruction on the use of the sewing machine. An effort is made to have the clothing problems closely allied to the interests of the girls. The following garments are made in Clothing I: Pajamas, slips, brassieres, step-ins, and a simple cotton dress. Selection of material and style, embodying the art principles, is stressed. A unit in the infant's layette is also given in Clothing I.

Clothing II is offered to the advanced half and full-time students. A review of fundamentals of clothing construction is given. The first garment made is a wool dress, which may be new material or it may be a remodeling problem. Selection and purchase of material and selection of the pattern to be used are given emphasis. A unit on the care and repair of clothing and one in textiles and fabric study is included in Clothing II.

Clothing III is offered to the beginning part-time student and includes the following units: Fall dress, first quarter; kimonas or bath robes, second quarter; remodeling, third quarter; spring dress, fourth quarter.

Clothing IV for the advanced part-time student includes the following units: fall dress, first quarter; hope chest or household sewing, second quarter; children's clothing, third quarter; spring dress, fourth quarter.

The family meal is made the basis of instruction for all the Foods course.

Foods I is concerned with the planning, preparation, and serving of simple meals. Foods II is offered to the more advanced full and half-time students. Foods III for the elementary part-time student contains units in preservation of fruits and vegetables, and vegetable cookery, first quarter; baking unit, second quarter, nutrition and meal planning, third quarter; this is also taught the fourth quarter.

Foods IV is for advanced part-time students. More difficult problems in food preservation and vegetable cookery are taught in the first quarter; invalid cookery and holiday cooking, second quarter; meal planning, preparation and serving day's meals, third quarter; and hospitality cookery, fourth quarter.

The Related Arts and Academic Courses are important to a clear understanding and application of the Home Economics instruction. These courses, therefore, are given parallel to or preceding the Foods, Clothing, and Beauty Culture courses.

Music Courses

The Vocational Music Courses are open to all students in the school. The required courses are designed for part-time, full-time and half-time groups.

I. PART TIME COURSE (1 period)

A. Chorus
The singing of songs to develop a desire to sing and furnish a preparation for part work for soprano, alto, tenor, and bass.

B. Appreciation
This course familiarizes the student with the best selections in music and encourages him to invest in standard sheet music and records. Special emphasis is placed on the worthwhile programs offered over the radio.

II. HALF TIME COURSE

A. Chorus—2 units
Study, interpretation and performance of selections sung by the chorus.

B. Appreciation and History of Music—1 unit
This course will give a wide experience in knowing Music Memory Contest Material and concert programs that are offered by artists appearing in Madison. The History of Music will be developed through a series of lectures, records and the use of individual talent.

III. FULL TIME COURSE

A. Chorus—2 units
Study of 3 and 4 part songs with special emphasis on breathing, attack, enunciation, and tone production.

B. History with Appreciation—1 unit
Presentation of material in sequence showing the development of form and types of composition.

Music Courses—Elective

ELEMENTARY THEORY AND HARMONY
3 or 6 Units

EAR TRAINING
Aural recognition of tone and rhythm.

CONDUCTING

INSTRUMENTATION

GROUP INSTRUMENTAL INSTRUCTION

Music Courses Open to Adults

A. Piano—B and Advanced
   1. Requirement—Students must have an instrument on which to practice.
   2. Each class is limited to 10. (Text: Steps for the Young Pianist by Hazel Gertrude Kinsella.)

B. Violin and All String Instruments. (Text: Leopold Auer's Graded Method.)

C. Band Instruments
   Instruction in band instruments is obtained by playing in the school band.

Outside Activities

I. GLEE CLUBS

Glee Clubs are organized for boys and girls. The membership is limited to 30. Tryouts are held at the beginning of each semester. Songs, cantatas and operetta material are studied for public performance given by the school.

II. BAND AND ORCHESTRA

The band and orchestra are composed of all the students in the school who desire to join. Students must be in good standing in their work and behavior before admittance. Instruments are loaned for use upon the written signature of the parent or guardian to care for and return instruments in good condition to the school.

III. DRUM AND BUGLE CORPS

Any Vocational School boy may join the Drum and Bugle Corps which will meet every Friday evening at 7 o'clock.

Trade and Industry Courses

Trade Courses offered in the School are based upon several objectives: first, to provide such training as the student needs to help him to earn a better living; second, to provide occupational experiences for the discovery of adaptabilities; third, to furnish vocational guidance and to aid the student in a wise selection of occupation; fourth, to prepare the student for entrance into a specific trade after a selection has been made; fifth, to assist apprentices in a more thorough training for journeymanship; sixth, to provide opportunities for the acquisition of skill; and seventh, to correlate such activities as will enable the student to live a richer and better life.

There are three types of occupational activity available: the try-out or informational experience, trade preparatory for entrance into a specific trade, and trade extension for both minor and adult students in the field in which they are already engaged.

The subjects provided for these groups include Auto Mechanics, Commercial Art, Drafting (Mechanical, Machine, and Architectural), Electricity, Machine Shop, Painting and Decorating, Pattern-making, Plumbing, Printing, Reedwork, Sheet Metal and Welding, and Woodwork.

The informational or trade finding course is a required course for all full-time and half-time first year students who come in to the school at the age of fourteen. The student takes shop-work in each trade for a period of six weeks but follows an academic program for the full year or until such time as he has completed the course. The following major trade subjects are available for trade-finding daily: Auto Mechanics, Electricity, Machine Shop, Printing, Sheet Metal, and Woodwork. Two classes in art work are provided on a daily schedule as well: Commercial Art and Woodwork. A trade-finding course in Painting and Decorating is offered for one day a week each semester. The complete one-year program for informational experience in trade work follows:

Auto Mechanics, Electricity, Machine Shop, Printing, Sheet Metal, Woodwork (six weeks in each)

Trade Mathematics
Citizenship
Occupations

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Music
Gym
Blueprint Reading

For the student who desires to explore in art work a try-out period in Commercial Art may be substituted for one of the above shops. For the student who requires preliminary training in the use of less complicated trade tools and manipulations a course in Reedwork may be taken as a pre-requisite to the major trade subjects.

In all trade-finding courses the stress is laid on opportunities available in each trade rather than development of the skills required in it. Typical trade projects are worked out, processes in each trade are studied, and visits in industries are made. The student is given information regarding working conditions, seasons of work, safety and hygiene, and lines of promotion. This first year's work is designed to enable him to make his second year's choice.

Trade preparatory courses are arranged for one, two or three years, depending on the length of time the student can attend school full or half time. Intensive training is given in the major shops together with an academic course of high school grade. These courses are designed for students who have definitely decided on their trade objective and are preparing for apprenticeship in the trade. The six major trades with additional courses are available as follows: Auto Mechanics, Drafting, (Mechanical, Machine, and Architectural), Electricity, Machine Shop, Printing, Sheet Metal, Woodwork (Cabinet-making, Pattern-making, Bench and Machine Woodwork, Wood-finishing), Welding, Commercial Art, and Reedwork. The typical program for trade-preparatory courses is as follows:

Shopwork (student elects)
Trade Mathematics
History
Science
Literature
Music
Gym

A year of exploratory work together with a year of trade preparatory work on a half-time or full-time arrangement gives the student sufficient background so that he can enter industry and be reasonably assured of becoming successful in his field of work. During this period of time the range of work provided in each one of the major shops is sufficient to give the boy a good idea of what the work is like and also to develop in him such a degree of skill as to make him an asset to his employer. In case a boy can continue his school work for a year or two on a half-time or full-time basis he can be prepared to enter the trade as a competent apprentice. The work offered in each major shop subject is indicated in the following section by shops.

AUTO MECHANICS

Fundamental principles of operation of the automobile engine and adjustments of its various parts; study repair and adjustments of chassis units; overhauling and repairing engines; repairing and adjusting carburetors; study of electrical equipment and repairs.

BLUEPRINT READING AND MECHANICAL DRAFTING

For the student who has had little or no drawing. Units covered are: necessity for drawing as related to shop work; tools and materials used in drawing; conventions and symbols; lettering; making and reading of blueprints; projections and freehand sketches.

MACHINE DRAFTING

For those entering the metal trades, continues from the elementary work with the following: standard screw threads; detail and assembly drawings; notes and material lists used on working drawings; use of hand books.

ARCHITECTURAL DRAFTING

For those entering the building trades, continues from the elementary course with the following: lettering; building conventions and symbols; footings and foundations; sill, window and cornice construction; fireplaces; stairways; construction and planning of buildings; estimating.

ELECTRICITY

Covers the following units: essentials of electricity and magnetism; wire splicing; experiment in Ohm's Law, cells and batteries; signal, light and power circuits; house wiring; safety codes; alternating and direct current motors and generators; practical problems on appliances.

PRINTING

Hand composition, page makeup, form lockup, platen presswork; proofreading; design and color; embossing; linoleum block cutting; book and staple
binding; machine composition on Linotype; maintenance of composing machines.

MACHINE SHOP

The construction and operation of the engine lathe, milling machine, shaper, drill press, planer, and grinding machine; cutting tools, their shapes, grinding and setting; calculation of feeds and speeds; bench work and filing; making of practical projects; heat treating of metals.

SHEET METAL

Includes: use and care of hand tools and machines; manufacture, size and quantities of materials used in sheet metal work; pattern drafting; radial development; cutting, folding, soldering, and riveting metals; ornamental iron work; raising, chasing, etching, and coloring metals.

WOODWORK

Care, sharpening and use of hand woodworking tools; selection and laying out of stock; construction of common joints; gluing of stock; bench work and making of projects; lathe turning; use and care of machinery; properties and kinds of woods; carpentry construction; wood patterns for casting in various metals; foundry practice; types and care of patterns; preparation of wood for finishing; types and application of finishes.

WELDING

The construction and use of the oxy-acetylene torch; cutting and welding of common metals; brazing; bronze welding; pipe cutting and welding.

COMMERCIAL ART AND REEDWORK

See courses under Art Department.

The third type of training includes work for both minor and adult students on a part-time basis. For students of required school age the courses are laid out on an eight-hour a week basis, either one full day or parts of several days to co-ordinate with the industrial demands on the students' time. In some cases this latter type of training is trade-preparatory for workers who are engaged in temporary work and wish to prepare themselves for wage-earning in permanent occupation. The majority of these latter students have elected their trade and take courses offering a maximum of trade work and a minimum of academic work. The regular course for part-time training is laid out on a trade extension basis, that is, work that is supplementary to their daily employment. Auto Mechanics, Drafting, (all types), Electricity, Printing, Machine Shop, Sheet Metal, and Welding, Woodwork (all types), and Commercial Art are available in the following program:

Shop work
Trade Mathematics
Literature
Music
Gym
Economic History of United States (first year)
Comparative Government (second year)

Another type of training which is properly classed with the trade-extension group is the apprentice work, which includes both minor and adult workers in industry. In cases where workers are not indentured with the State Industrial Commission and are under eighteen years of age, the regular part-time program is adequate. In cases where workers are indentured the courses are arranged on a four-hour-a-week basis. The course for Machinist Apprentices is as follows:

Shop Mathematics
Oral English
Public Speaking
Economics
Shop Drawing

The trade-extension courses for Painting and Plumbing are on the itinerant-teacher circuit plan. This plan has been developed and put into effect during the past four years by the State Department of Vocational Education. Under this plan five cities form a circuit and hire one teacher. This itinerant teacher meets one class of apprentices in each city per week. The course for Painting and Decorating includes: Painting Practice, Science, Theory, and Color Harmony. The course for Plumbing includes Theory of Plumbing, Plumbing Practice, Mathematics, and State code. Classes meet four hours a week for a period of four hundred hours. Upon completion of these courses the students are eligible for a diploma from the State Industrial Commission.

A slack-season course is now available for Bricklayer Apprentices. This is offered as a full-time short unit course for several weeks during the season of little or no building trade work. This course includes Practice Bricklaying, Mathematics, Architectural Drawing, and Related Art.
School Calendar
1930-31


2. Thursday and Friday, October 30 and 31, 1930. School closes for the meeting of the Wisconsin Teachers Association.


4. Thursday and Friday, November 27 and 28, 1930. School closes for Thanksgiving recess.


7. Friday, January 30, 1931. End of first semester.


11. Friday, April 3, 1931, to Sunday, April 12, 1931. School closes for spring recess (Easter).


13. Friday, June 12, 1931. End of school year.

14. Tuesday, September 8, 1931. School opens for the new year.
Madison Vocational School
Day School Bulletin

Issued September, 1930
GENERAL INFORMATION

The Madison Vocational School is a Public School. It is open to all residents of the City of Madison who are 14 years of age, who are not by law required to attend other schools and to all non-residents over 14 years of age where employed in the City of Madison.

The courses described in this bulletin are written with the idea of aiding the student to make a better selection of subjects by acquainting him with the various courses that the school has to offer.

The School is in session during the same time that the other Public Schools of the City are in operation. Students may attend full time, half-time or part-time according as the exigencies of their employment may permit and also as the compulsory school attendance laws of the State may require.

STUDENTS 14-16 YEARS OF AGE electing to attend the Vocational School who are not legally employed must attend full time daily. Those who are legally employed must attend half a day daily.

STUDENTS 16-18 YEARS OF AGE who are not employed may attend full time or half-time. Those who are legally employed must attend school part­time (one day a week).

Any student may elect to attend school full time.

A FULL TIME STUDENT is one who attends school six hours a day every day of the week.

A HALF TIME STUDENT is one who attends school either mornings or afternoons every day of the week or two and one-half full days each week.

A PART TIME STUDENT is one who attends school eight hours per week. This may be done by attending one full day, two half days or two periods each day.

Students may enter the School at any time during the school year.

Students may elect courses in any of the departments of the School.

INSTRUCTION is organised along the individual plan in order to meet the various needs of the students.

NON-RESIDENT students are required to pay a tuition fee of 50 cents per day.

A GUIDANCE AND PLACEMENT service is maintained by the school. Students who have specific problems are invited to consult the office where they will be assisted to a solution of their questions.
Academic Courses

English

OCCUPATIONS

This course is given to all first year full-time and half-time boys and girls. In this course the pupil has an opportunity to learn about the many kinds of work which are carried on in Madison, what the nature of each occupation is, and what training one needs if he wants to prepare himself for a certain occupation. Each pupil is permitted to spend extra time studying a few occupations in which he is most interested. Throughout the course, the pupils write brief stories about the various jobs they have studied. As they write these stories, the pupils receive help from the teacher in English and grammar.

GRAMMAR AND COMPOSITION (Open to Adults)

The purpose of this course is to teach the pupil how to use his knowledge of grammar in improving his written and spoken English.

LITERATURE I

The literature courses are begun in the second year of the student's work. The first unit of study is one on "Wisconsin and Mid-western Literature." This course is given to full and half-time second year boys and girls.

LITERATURE II

This course is for the third year part-time student. The course covers American Literature, especially the Eastern, Western, and Southern writers.

LITERATURE III

A course for fourth year part-time students, consisting of a unit in World Literature, a unit in Public Speaking, and a unit in letter writing, especially letters of application and friendly letters.

PUBLIC SPEAKING (Open to Adults)

One full year of Public Speaking is offered as an elective to any advanced student. The course includes such topics as these: "Gathering Information for a Talk," "Organizing Material for a Talk," "Effective Delivery of the Talk," "Holding the Attention of An Audience," "Making a Talk Interesting." Work in pantomime and dramatics is also offered in the course.

DRAMATICS (Open to Adults)

An elective course in dramatics will be offered for the first time this year. The class will devote its time to the study of plays and play-writing. The closing unit of the work will consist in the writing of a play. The best play produced in this class will be presented during an assembly program by members of the class.

Mathematics

MATHEMATICS I (Open to Adults)

All mathematics classes in our school are taught on an individual lesson basis. Most of the lessons are based upon practical trade problems related to the several skilled trades, such as, carpentry, electrical work, machine shop, sheet metal, and plumbing. Owing to the individual nature of the instruction, students may enter the course any time during the year and begin at any place in the course where they need most help. Courses in mathematics include practical trade applications of fractions, decimals, percentage, square root, square measure, and Business Forms. Advanced courses include trade applications in the use of algebra, geometry, logarithms, and the slide-rule. Students who desire algebra, geometry, or trigonometry for general-continuation purposes or for entrance examination to a college, may profitably enroll in the class.

Social Science and Citizenship

WISCONSIN HISTORY AND INSTITUTIONS

This course is given to all first year boys and girls who attend school on a full-time or half-time basis. The course reviews interesting developments in Wisconsin History with an attempt to explain how Wisconsin came to be the state it is. The course includes these topics: "Wisconsin Agriculture," "Wisconsin Manufacturing," "Wisconsin Industries," "Wisconsin Commerce," "Wisconsin Politics," "Wisconsin Government," "Wisconsin Leaders in Art, Literature, Science, and Industry," and "Wisconsin Education."

AMERICAN HISTORY AND INSTITUTIONS

This course is given to the second year full-time
and half-time boys and girls and covers the same kind of material for United States at large as is covered in the preceding course in Wisconsin. The purpose of the course is to help the student understand how and why America became to be the nation it is.

AMERICAN SOCIAL PROBLEMS AND CIVIL GOVERNMENT

This course is given to third year part-time students and gives information on typical American Social Problems concerned with population, labor, representative government, voting, and the family.

ECONOMICS

This course seeks to answer some of the following questions: How do people make a living? What is the meaning of the term “wages”? How are wages determined? Why is American business conducted on a large scale? When did the labor movement begin? Why do wages vary? What is meant by Production and Consumption? When is a thing valuable? Why does the “cost of living” change?

COMPARATIVE GOVERNMENT

This course is given to last year students. It summarizes the various types of government under which people throughout the world are living at the present time. During the course, the student has an opportunity to compare the governments of England, France, Spain, Germany, and other foreign nations with that of the United States and Wisconsin.

CITIZENSHIP FOR THE FOREIGN BORN (Open to Adults)

The purpose of this course is to prepare foreign-born residents for their examination before the naturalization officers for citizenship papers.

Science

GENERAL SCIENCE

General Science is developed on an individual lesson basis entirely. During a year's time the average student can complete all the units on air, water, heat, magnetism, electricity, mechanics, and simple chemistry.

CHEMISTRY (Open to Adults)

This course parallels the average chemistry course given in the modern American high school.
The Art Courses

Because of the demand for beauty in business today and a desire for higher standards and better design and workmanship in the commercial and industrial fields, the Madison Vocational School has found it necessary to incorporate art courses into its regular curriculum.

The aim of the Art Department is first, to give each student an understanding of the art principles in order that he may be better able to succeed in the vocation he has chosen; second, to broaden and enrich his background through the appreciation of the beautiful in his environment; and third, to develop a civic pride.

VOCATIONAL ART

For the benefit of those students, who, in the finding courses previously pursued have shown marked ability in the elementary courses of Design and Commercial Art and who desire to continue in or to transfer to the Art Department, Vocational Art Courses are offered.

The courses consist of demonstrations, information sheets and specific laboratory projects which incorporate the underlying fundamental principles of the subject together with color, design, technique, and correct manipulation of tools and materials. This knowledge provides for the student, not only an appreciation of all Art, but gives him a broader and more enriched background and a better understanding of definite problems.

This course is supplemented by illustrative materials, trips to the Historical Library and the Capitol to study masterpieces of painting, sculpture, and architecture.

Vocational Art Department Courses

DESIGN
90 Minutes Daily

1st Quarter—Foundation.
2nd Quarter—Elementary Design.
3rd Quarter—Color.
4th Quarter—Design Applied to Leather and Tied and Dyed.

COMMERCIAL ART
90 Minutes Daily

1st Quarter—Foundation.

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2nd Quarter—Freehand Drawing and Perspective.
3rd Quarter—Color.
4th Quarter—Posters.

POTTERY (1st Semester)
90 Minutes 2 Days a Week—Open to Adults

1st Quarter—Hand Built Pieces.
2nd Quarter—Mold Making, Glazing and Firing of the Kiln.

METAL WORK (Pewter Only)
Open to Adults

1st Semester—90 minutes, 3 days a week.
2nd Semester—90 minutes, 5 days a week.

WEAVING (1st Semester—Repeated 2nd Semester)
90 Minutes 3 days a week—Open to Adults

1st Quarter—Processes of Weaving.
2nd Quarter—Weaving in Plain and Pattern Design.

HOOKED RUGS (1st Sem. Repeat 2nd Sem.)
90 Minutes 3 Days a Week—Open to Adults

1st Quarter—Design and Hooking of Pillow.
2nd Quarter—Design and Hooking of Wall Hanging or Rug.

MODELING
90 Minutes Daily

1st Quarter—Modeling from Cast and Casting.
2nd Quarter—Modeling from Life.

ART APPRECIATION
45 Minutes 1 Day a Week

1st Quarter—Appreciation and History of Italian Art.
2nd Quarter—Appreciation and History of Spanish Art.
3rd Quarter—Appreciation and History of Dutch, Flemish, and French Art.
4th Quarter—Appreciation and History of English and Modern Art.

LETTERING
45 Minutes Daily

1st Quarter—Fundamentals of Lettering.
2nd Quarter—Application to Gift Cards.
3rd Quarter—Application to Cartooning.
4th Quarter—Application to Modern Advertising.

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GENERAL CRAFTS (1st and 2nd Semesters)
90 Minutes 2 Days a Week—Open to Adults
1st Quarter—Lampshade Making.
2nd Quarter—Leather Work.
3rd Quarter—Block Printing.
4th Quarter—Batik.

CRAFT COURSE
90 Minutes 3 Days a Week
1st Quarter—Stenciling.
2nd Quarter—Block Printing.
3rd Quarter—Raffia.
4th Quarter—Reed.

Art Students may elect the following courses from the related Art section:
- House Planning
- Home Furnishing
- Interior Decoration (2nd Semester)
- Costume Design
- Clothing Design
- Lamp Shade Making (2nd Semester)
- Picture Study
- Dress Essentials
- Reed Work

Related Art Courses for Home Economics Students
General aims for teaching Related Art to Home Economics Students are to train the girl in the ability:
1. To make good selections.
2. To make satisfactory arrangements.
3. To make her conscious of the beautiful.
4. To express herself in her environment.

These aims are accomplished through the medium of short unit courses which are usually planned for one quarter, consisting of nine weeks' work.

Our method of approach is by problem solving, those specifically assigned and those brought in individually by the student, and by class demonstrations accompanied by illustrative material and supplemented by trips to local stores, homes and architecturally beautiful buildings.

DESIGN
Open to Full and Half-time Students
90 Minutes Daily
1st Quarter—Foundation Course.
2nd Quarter—Elementary Design.
3rd Quarter—Color.
4th Quarter—Design Applied to Leather and Tied and Dyed.

WEAVING (1st Semester)
Open to Adv. Full and Half-time Students
90 Minutes Daily
1st Quarter—Processes of Weaving.
2nd Quarter—Weaving in Plain and Pattern Design.

HOME PLANNING (2nd Semester)
Open to Adv. Full and Half-time Students
90 Minutes 2 Days a Week, 18 Lessons
1st half of Quarter—Exterior Surroundings of Home.
2nd half of Quarter—Interior of Home.

HOME FURNISHING (2nd Semester)
Open to Adv. Full and Half-time Students
45 Minutes 1 Day a Week, 8 Lessons
1st Quarter—The Selection of Beautiful, Appropriate and Inexpensive Home Furnishings.

LAMP SHADE MAKING (2nd Sec., 1st Q.)
Open to Adv. Full and Half-time Students
90 Minutes 2 Days a Week, 18 Lessons
1st half of Quarter—Paper Shades.
2nd Half of Quarter—Crétonne and Silk Shades.

PICTURE STUDY (2nd Semester)
Open to Adv. Full and Half-time Students
90 Minutes 1 Day a Week, 8 Lessons
Appreciation and Selection of Suitable Pictures for the Home.

CLOTHING DESIGN
Open to Adv. Full and Half-time Students
45 Minutes 1 Day a Week, 18 Lessons
1st Quarter—Principles of Design.
2nd Quarter—Study of Line and Type.
3rd Quarter—Study of Color.
4th Quarter—Budgeting and Silhouette Study.

COSTUME DESIGN
First Year Part-time Students—45 Minutes a Week
1st Quarter—Color in Costume Design.
3rd Quarter—Costume Design.
4th Quarter—Batik.
HOOKED RUGS (1st Semester)
Open to Second Year Part-time, Students 45 Minutes 1 Day a Week
1st Quarter—Design for Hooked Rug. 2nd Quarter—Process of Hooking.

The Home Economics girl may elect the following courses from the Vocational Art section:

- Commercial Art
- Lettering
- Art Appreciation
- Crafts Course
- Hooked Rugs

Related Art Courses for Commercial Students

For those students who are majoring in Commercial subjects, the practical side of Vocational Art is stressed.

These courses are based primarily on selection rather than actual problems in design.

The following aims are considered:

1. To learn the effect of personal appearance upon earning capacity and probable advancement in the business world.
2. To learn the psychological effect of clothing upon the individual and upon others.
3. To learn the fundamentals of selection not only of clothing, but of room furnishings and accessories in the daily life of the business boy or girl.
4. To learn the application of the principles of Commercial Art and Color as directly related to the problems of the business world such as advertising, posters, show card writing, and window displays.
5. To learn that appropriateness is one of the fundamentals of good selection.
6. To learn how closely beauty and usefulness are allied in the successful business and commercial world.

The method of approach is by means of discussion, information, and job sheets, illustrated talks by local experts on such subjects as men’s and women’s clothing, shoes, hats, and accessories.

DRESS ESSENTIALS (1st Sem., 2nd Quar.)
45 Minutes 3 Days a Week, 27 Lessons

1st half Quarter—Essentials of Clothing Selection.
2nd half Quarter—Color Applied to General Types and to the Specific Individual.

Commercial girls may elect the following courses from the Vocational Art section:

- Interior Decoration (2nd Semester)
- Commercial Art
- Design
- Pottery (1st Semester)
- Metal Work (2nd Semester)
- Hooked Rugs (1st Semester)

Related Art Courses for Trade and Industry Students

The following aims are considered in teaching Art to the Trade and Industry Boy:

1. To give a basic knowledge of the principles of design and color and the application of these principles to shop problems such as are encountered in woodwork, sheet metal, printing.
2. To develop initiative and creative ability in planning problems encountered in shop work.
3. To create a desire for order and beauty in everyday life.
4. To be able to recognize and analyze good examples of period furniture for proportion, design, enrichment and workmanship.
5. To incorporate the ideals and principles of master craftsmen of other periods in the industrial production of today.
6. To learn how closely industrial and fine arts are allied and how essential each is to the success of the other.

Our method of approach is similar to that of the other departments: Problem solving, laboratory work, supplemented by illustrative material, demonstrations and trips to local establishments.

DESIGN

1st Quarter—Elements of Drawing.
2nd Quarter—Elementary Design.
3rd Quarter—Color.
4th Quarter—Design Applied to Leather.
REEDWORK
1st Quarter—Fundamental Processes.
2nd Quarter—Weaving Applied to Furniture.
3rd Quarter—Weaving Applied to Porch Furniture.
4th Quarter—Weaving Applied to Lamps.

Trade and Industry students may elect the following courses from the Vocational Art section:
- Art Appreciation
- Modeling
- Commercial Lettering
- Crafts Course

Commercial Courses

SHORTHAND
Is taught by class method but the individual is advanced from one group to another as rapidly as he can go. Transcription begins with the first day's work and is carried throughout the entire year. The average student has finished theory at the end of the first semester and the second semester is given over to advanced transcription and office training.

Typing
Is taught by the dictaphone direct dictation method. This makes for accuracy and speed in a much shorter space of time. The last quarter of the typing period is given over to actual production work.

ENGLISH
The first semester of English is a review of the fundamentals of English grammar and units of business information material, such as Bank Savings, Stocks and Bonds, Building and Loan, Life Insurance.
The second semester continues with units on Business and takes up the writing of Business Letters based on Gardner and Auner Effective Business Letters.

CALCULATING MACHINES
A nine weeks course presenting the general knowledge of the calculating machine is given all stenographers. A semester course is given the Bookkeeping group and those desiring to become expert calculating operators.

FILING
A nine weeks course based on the Library Bureau Filing course is offered both the stenographic and bookkeeping groups.

DICTAPHONE
Training for dictaphone operation is available to all who show aptitude for this type of work and desire it.
TYPEWRITER REPAIR

What not to do to the machine is taught rather than what to do—the class is handled by an expert typewriter repair man.

MACHINE BOOKKEEPING

Training on machine bookkeeping—Underwood, Burroughs Banking Machine—Burroughs Moon Hopkins and Elliot Fisher is given. This can be taken after the Theory of Bookkeeping has been mastered. There is a nine weeks course in which general information regarding all machines is given, and a semester course for anyone who desires to become an operator.

BOOKKEEPING

The Elwell and Toner text is used. Students progress as rapidly as they can individually—a year’s work is a requisite for placement.

COMMERCIAL LAW

Offered the second semester and is presented by a practical lawyer who has had teaching experience.

One Year Course

This is for high school graduates, and those of university and normal training or the equivalent. The students elect into the following courses:

SECRETARIAL

<table>
<thead>
<tr>
<th>First Semester</th>
<th>Second Semester</th>
</tr>
</thead>
<tbody>
<tr>
<td>Shorthand</td>
<td>Shorthand, Trans.</td>
</tr>
<tr>
<td>Typing</td>
<td>English V</td>
</tr>
<tr>
<td>English IV</td>
<td>Filing, 9 wks.</td>
</tr>
<tr>
<td>Typewriter Repair</td>
<td>Office Training</td>
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<tr>
<td></td>
<td>—9 wks.</td>
</tr>
<tr>
<td>Calculators—9 wks.</td>
<td>Dictaphone—9 wks.</td>
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</tbody>
</table>

ACCOUNTING

<table>
<thead>
<tr>
<th>First Semester</th>
<th>Second Semester</th>
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<tbody>
<tr>
<td>Bookkeeping</td>
<td>Bookkeeping</td>
</tr>
<tr>
<td>Typing</td>
<td>Typing</td>
</tr>
<tr>
<td>English IV</td>
<td>English V</td>
</tr>
<tr>
<td>Typewriter Repair</td>
<td>Filing—9 wks.</td>
</tr>
<tr>
<td></td>
<td>Machine Bookkeeping—9 wks.</td>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>First Semester</th>
<th>Second Semester</th>
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</thead>
<tbody>
<tr>
<td>Shorthand</td>
<td>Shorthand, Trans.</td>
</tr>
<tr>
<td>Typing</td>
<td>English V</td>
</tr>
<tr>
<td>English IV</td>
<td>Filing, 9 wks.</td>
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<tr>
<td>Penmanship</td>
<td>Office Training</td>
</tr>
<tr>
<td>Industrial History</td>
<td>—9 wks.</td>
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<tr>
<td>Typewriter Repair</td>
<td>Dictaphone—9 wks.</td>
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<tr>
<td></td>
<td>English IV</td>
</tr>
<tr>
<td>Typing</td>
<td>—6 wks.</td>
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</tbody>
</table>

Two Year Course

For students who have had from one to two years’ training in high school.

FIRST YEAR

<table>
<thead>
<tr>
<th>First Semester</th>
<th>Second Semester</th>
</tr>
</thead>
<tbody>
<tr>
<td>Arithmetic</td>
<td>Bookkeeping</td>
</tr>
<tr>
<td>Business Practice</td>
<td>Industrial History</td>
</tr>
<tr>
<td>Penmanship</td>
<td>Calculators—6 wks.</td>
</tr>
<tr>
<td>Industrial History</td>
<td>Typing—2 periods</td>
</tr>
<tr>
<td>Typewriter Repair</td>
<td>English IV</td>
</tr>
<tr>
<td>Typing</td>
<td>—6 wks.</td>
</tr>
<tr>
<td>English III</td>
<td>—6 wks.</td>
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</table>

SECOND YEAR

This year the pupil chooses from the following courses:

<table>
<thead>
<tr>
<th>Secretarial</th>
<th>Accounting</th>
<th>Salesmanship</th>
</tr>
</thead>
<tbody>
<tr>
<td>Stenography</td>
<td>Accounting</td>
<td>Salesmanship</td>
</tr>
<tr>
<td>Filing—6 wks.</td>
<td>Salesmanship</td>
<td>Economics</td>
</tr>
<tr>
<td>Dictaphone</td>
<td>Economics</td>
<td>English V</td>
</tr>
</tbody>
</table>

Two Year Course

For adults who have had an Eighth Grade training.

FIRST YEAR

<table>
<thead>
<tr>
<th>First Semester</th>
<th>Second Semester</th>
</tr>
</thead>
<tbody>
<tr>
<td>Junior Business Practice</td>
<td>Typing—2 periods a day</td>
</tr>
<tr>
<td>Penmanship</td>
<td>Commercial Geography</td>
</tr>
<tr>
<td>Typing—2 periods a day</td>
<td>English II</td>
</tr>
<tr>
<td>Commercial Geography</td>
<td>Calculator—6 wks.</td>
</tr>
<tr>
<td>English I</td>
<td>Typewriter Repair</td>
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<td></td>
<td>—6 wks.</td>
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</table>
SECOND YEAR

This year the student elects into one of the following courses:

Secretarial  Accounting  Salesmanship
English IV & V  English IV & V  English IV & V
Ind. History  Ind. History  Ind. History
Filing—9 wks.  Filing—9 wks.  Salesmanship
Stenography  Accounting
Office Training  Office Training
—9 wks.  —9 wks.

Three Year Course

This is for boys and girls of eighth grade preparation who come full time to the Vocational School.

FIRST YEAR

First Semester
Business Information
Junior Business Practice
Typing—2 times a day
Music
Gymnasium
English II
Commercial Geography
Typewriter Repair

Second Semester
Bookkeeping
Typing
Music
Gym
English III
Industrial History
Filing—9 wks.

SECOND YEAR

First Semester
Bookkeeping
Typing—1
Music
Gymnasium
English IV
Industrial History
Filing—9 wks.

Second Semester
Typing
Music
Gym
English III
Industrial History
Bookkeeping or Machine
Bookkeeping or Shorthand for those who have shown themselves above grade

THIRD YEAR

In this year, the pupil should elect into either the accounting, secretarial, or salesmanship course.

Accounting  Secretarial  Salesmanship
English V  English V  English V
Typing  Typing  Typing
Economics  Economics  Economics
Salesmanship  Stenography  Salesmanship
Accounting  Office Practice  Office Practice
Office Practice  Office Practice  Office Practice
—6 wks.  —6 wks.  —6 wks.

FOURTH YEAR

This work should be highly elective. The student has his choice of one of the two-year courses or of one of the one-year courses given below. The student who enters part-time work for the first time with no previous commercial training is advised to take the general course or one of the one-year courses.

Two Year Courses for Part-Time Students

General  Secretarial
English V  English V
Commercial Geography  Commercial Geography
Bookkeeping  Shorthand
Typing  Penmanship

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### Home Economics Courses

Home Economics courses throughout the entire country are being emphasized more and more. It is a recognized fact that Home Economics is of great importance in the curriculum of the American Public Schools. The general purpose of Home Economics education is to help to secure and to maintain the best type of home and family life as vital forces in American society.

The courses are outlined as follows:

#### FOR BEGINNING FULL TIME STUDENTS

**A.M.**
- Music—Mon., Tues., Wed.
- General Science—Thurs., Fri.
- Clothing I—Daily
- Foods I—Daily
- Home Mechanics—Mon., Wed.—1st quarter
- Personal Improvement—Mon., Wed.—2nd Q.
- Gymnasium—Tues., Thurs.
- Club—Fridays

**P.M.**
- Design—Mon., Tues., Wed.
- Home Gardens—Thurs., Fri.
- Design—Mon., Tues., Wed.
- Equipment and Supplies—Thurs., Fri.
- Family Relationships—Mon., Tues., Wed.
- Social Science—Thurs., Fri.
- Occupational English—Mon., Tues., Wed.
- Arithmetic—Thurs., Fri.

#### FOR BEGINNING HALF TIME STUDENTS

**A.M.**
- Social Science—Mon., Tues.
- Design—Wed.
- Arithmetic—Thurs., Fri.
- Music—Mon.
- General Science—Tues.
- Design—Wed.
- English—Thurs., Fri.
- Clothing I—Daily
- Foods I—Daily
- Family Relationship—Mon., Tues., Wed.
- Equipment and Supplies—Tues.
- Gym—Thurs.
- Club—Fri.

The second semester Child Care and Training will be taught in place of Family Relationships, and Courtesy and Personal Im-

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<table>
<thead>
<tr>
<th>Accounting</th>
<th>Salesmanship</th>
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<tbody>
<tr>
<td>English V</td>
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<tr>
<td>Commercial Geography</td>
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<td>Penmanship</td>
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### One Year Courses for Part-Time Students

<table>
<thead>
<tr>
<th>Dictaphone</th>
<th>Calculator</th>
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<tbody>
<tr>
<td>English V</td>
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<tr>
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<td>Filing</td>
<td>Machine Bookkeeping</td>
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</tbody>
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FOR ADVANCED FULL-TIME STUDENTS

A.M. Clothing I—Daily
Related Science—Thurs., Fri.
Table Service—Thurs., Fri.
Weaving—Mon., Tues., Wed.
Literature—Thurs., Fri.
Social Science—Thurs., Fri.
Clothing Purchase—Mon., Wed.
Music—Mon., Wed.
Gym—Thurs.
Club—Fri.

P.M. Laundry—Mon., Tues.
Related Arithmetic—Thurs., Fri.
Clothing Design—Thurs., Fri.

FOR ADVANCED HALF-TIME STUDENTS

A.M. Clothing II—Daily
Laundry—Thurs., Fri.
Music—Mon., Wed.
Weaving—Mon., Tues., Wed.
Literature—Thurs., Fri.
Social Science—Thurs., Fri.
Related Arithmetic—Thurs.
Clothing Design—Mon., Wed.
Gym—Thurs.
Club—Fri.

BEAUTY CULTURE

Beginning Beauty Culture—Daily
Advanced Beauty Culture—Daily

CATERING AND APARTMENT WORK

Marketing—Daily
Tea Room Training and Management—Daily
Table Service and Etiquette—Daily

The girls in the catering and apartment work will devote one day a week for one quarter in the apartment.

FOR ELEMENTARY PART-TIME STUDENTS

First quarter—Courtesy
Second quarter—House Planning
Second quarter—Laundry
Third quarter—House Furnishing
Fourth quarter—Clothing Selection
Fourth quarter—Clothing III
Fourth quarter—Foods III
Fourth quarter—Related Science III
Fourth quarter—Home Sanitation
Related Art, Social Science, Music, English, and Gym are given in the other departments.

FOR ADVANCED PART-TIME STUDENTS

Clothing IV—Entire year
Foods IV—Entire year
Related Science IV—Second quarter
Budgets—First quarter
Textiles and Fabrics—Second quarter
Home Management—Second quarter
Home Nursing—Second quarter
Child Training—Third quarter
Family Relationships—Fourth quarter
Related Art, English, Gym, Social Science, Music, and Arithmetic are taught in the other departments.

FOR ADULTS

CLOTHING

First and Second quarter—Clothing Selection—Mon.
Fourth quarter—Home Millinery—Mon.
First and Second quarter—Pattern Alteration—Wed., Thurs., Fri.
First and Second quarter—Elementary Alteration—Wed., Thurs., Fri.
First and Second quarter—Advanced Alteration—Wed., Thurs., Fri.
Third quarter—Remodeling—Mon.
Fourth quarter—Children’s Clothing—Mon.

FOODS

First quarter—Salad Making—Mon., Tues., Wed.
Second quarter—Pastry Making—Mon., Tues., Wed.
Third quarter—Nutrition and Meal Planning—Mon., Tues., Wed.
Fourth quarter—Sandwiches and Beverages—Mon.

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Clothing I is offered to the beginning half-time and full-time students. The fundamental principles of clothing construction are taught, with thorough instruction on the use of the sewing machine. An effort is made to have the clothing problems closely allied to the interests of the girls. The following garments are made in Clothing I: Pajamas, slips, brassieres, step-ins, and a simple cotton dress. Selection of material and style, embodying the art principles, is stressed. A unit in the infant's layette is also given in Clothing I.

Clothing II is offered to the advanced half and full-time students. A review of fundamentals of clothing construction is given. The first garment made is a wool dress, which may be new material or it may be a remodeling problem. Selection and purchase of material and selection of the pattern to be used are given emphasis. A unit on the care and repair of clothing and one in textiles and fabric study is included in Clothing II.

Clothing III is offered to the beginning part-time student and includes the following units: Fall dress, first quarter; kimonas or bath robes, second quarter; remodeling, third quarter; spring dress, fourth quarter.

Clothing IV for the advanced part-time student includes the following units: fall dress, first quarter; hope chest or household sewing, second quarter; children's clothing, third quarter; spring dress, fourth quarter.

The family meal is made the basis of instruction for all the Foods course.

Foods I is concerned with the planning, preparation, and serving of simple meals. Foods II is offered to the more advanced full and half-time students. Foods III for the elementary part-time student contains units in preservation of fruits and vegetables, and vegetable cookery, first quarter; baking unit, second quarter; nutrition and meal planning, third quarter; this is also taught the fourth quarter. Foods IV is for advanced part-time students. More difficult problems in food preservation and vegetable cookery are taught in the first quarter; invalid cookery and holiday cooking, second quarter; meal planning, preparation and serving day's meals, third quarter; and hospitality cookery, fourth quarter.

The Related Arts and Academic Courses are important to a clear understanding and application of the Home Economics instruction. These courses, therefore, are given parallel to or preceding the Foods, Clothing, and Beauty Culture courses.

Music Courses

The Vocational Music Courses are open to all students in the school. The required courses are designed for part-time, full-time and half-time groups.

I. PART TIME COURSE (1 period)

A. Chorus
The singing of songs to develop a desire to sing and furnish a preparation for part work for soprano, alto, tenor, and bass.

B. Appreciation
This course familiarizes the student with the best selections in music and encourages him to invest in standard sheet music and records. Special emphasis is placed on the worthwhile programs offered over the radio.

II. HALF TIME COURSE

A. Chorus—2 units
Study, interpretation and performance of selections sung by the chorus.

B. Appreciation and History of Music—1 unit
This course will give a wide experience in knowing Music Memory Contest Material and concert programs that are offered by artists appearing in Madison. The History of Music will be developed through a series of lectures, records and the use of individual talent.

III. FULL TIME COURSE

A. Chorus—2 units
Study of 3 and 4 part songs with special emphasis on breathing, attack, enunciation, and tone production.

B. History with Appreciation—1 unit
Presentation of material in sequence showing the development of form and types of composition.

Music Courses—Elective

ELEMENTARY THEORY AND HARMONY
3 or 5 Units

EAR TRAINING
Aural recognition of tone and rhythm.

CONDUCTING

INSTRUMENTATION

GROUP INSTRUMENTAL INSTRUCTION

Music Courses Open to Adults

A. Piano—B and Advanced
   1. Requirement—Students must have an instrument on which to practice.
   2. Each class is limited to 10. (Text: Steps for the Young Pianist by Hazel Gertrude Kinsella.)

B. Violin and All String Instruments. (Text: Leopold Auer's Graded Method.)

C. Band Instruments
   Instruction in band instruments is obtained by playing in the school band.

Outside Activities

I. GLEE CLUBS

Glee Clubs are organized for boys and girls. The membership is limited to 30. Tryouts are held at the beginning of each semester. Songs, cantatas and operetta material are studied for public performance given by the school.

II. BAND AND ORCHESTRA

The band and orchestra are composed of all the students in the school who desire to join. Students must be in good standing in their work and behavior before admittance. Instruments are loaned for use upon the written signature of the parent or guardian to care for and return instruments in good condition to the school.

III. DRUM AND BUGLE CORPS

Any Vocational School boy may join the Drum and Bugle Corps which will meet every Friday evening at 7 o'clock.

Trade and Industry Courses

Trade Courses offered in the School are based upon several objectives: first, to provide such training as the student needs to help him to earn a better living; second, to provide occupational experiences for the discovery of adaptabilities; third, to furnish vocational guidance and to aid the student in a wise selection of occupation; fourth, to prepare the student for entrance into a specific trade after a selection has been made; fifth, to assist apprentices in a more thorough training for journeymanship; sixth, to provide opportunities for the acquisition of skill; and seventh, to correlate such activities as will enable the student to live a richer and better life.

There are three types of occupational activity available: the try-out or informational experience, trade preparatory for entrance into a specific trade, and trade extension for both minor and adult students in the field in which they are already engaged. The subjects provided for these groups include Auto Mechanics, Commercial Art, Drafting (Mechanical, Machine, and Architectural), Electricity, Machine Shop, Painting and Decorating, Pattern-making, Plumbing, Printing, Reedwork, Sheet Metal and Welding, and Woodwork.

The informational or trade finding course is a required course for all full-time and half-time first year students who come in to the school at the age of fourteen. The student takes shop-work in each trade for a period of six weeks but follows an academic program for the full year or until such time as he has completed the course. The following major trade subjects are available for trade-finding daily: Auto Mechanics, Electricity, Machine Shop, Printing, Sheet Metal, and Woodwork. Two classes in art work are provided on a daily schedule as well: Commercial Art and Reedwork. A trade-finding course in Painting and Decorating is offered for one day each week each semester. The complete one-year program for informational experience in trade work follows:

Auto Mechanics, Electricity, Machine Shop, Printing, Sheet Metal, Woodwork (six weeks in each)

Trade Mathematics
Citizenship
Occupations
Music
Gym
Blueprint Reading

For the student who desires to explore in art work a try-out period in Commercial Art may be substituted for one of the above shops. For the student who requires preliminary training in the use of the less complicated trade tools and manipulations a course in Reedwork may be taken as a pre-requisite to the major trade subjects.

In all trade-finding courses the stress is laid on opportunities available in each trade rather than development of the skills required in it. Typical trade projects are worked out, processes in each trade are studied, and visits in industries are made. The student is given information regarding working conditions, seasons of work, safety and hygiene, and lines of promotion. This first year's work is designed to enable him to make his second year's choice.

Trade preparatory courses are arranged for one, two or three years, depending on the length of time the student can attend school full or half time. Intensive training is given in the major shops together with an academic course of high school grade. These courses are designed for students who have definitely decided on their trade objective and are preparing for apprenticeship in the trade. The six major trades with additional courses are available as follows: Auto Mechanics, Drafting (Mechanical, Machine, and Architectural), Electricity, Machine Shop, Printing, Sheet Metal, Woodwork (Cabinet-making, Pattern-making, Bench and Machine Woodwork, Wood-finishing), Welding, Commercial Art, and Reedwork. The typical program for trade-preparatory courses is as follows:

Shopwork (student elects)
Trade Mathematics
History
Science
Literature
Music
Gym

A year of exploratory work together with a year of trade preparatory work on a half-time or full-time arrangement gives the student sufficient background so that he can enter industry and be reasonably assured of becoming successful in his field of work. During this period of time the range of work provided in each one of the major shops is sufficient to give the boy a good idea of what the work is like and also to develop in him such a degree of skill as to make him an asset to his employer. In case a boy can continue his school work for a year or two on a half-time or full-time basis he can be prepared to enter the trade as a competent apprentice. The work offered in each major shop subject is indicated in the following section by shops.

AUTO MECHANICS

Fundamental principles of operation of the automobile engine and adjustments of its various parts; study, repair, and adjustments of chassis units; overhauling and repairing engines; repairing and adjusting carburetors; study of electrical equipment and repairs.

BLUEPRINT READING AND MECHANICAL DRAFTING

For the student who has had little or no drawing. Units covered are: necessity for drawing as related to shop work; tools and materials used in drawing; conventions and symbols; lettering; making and reading of blueprints; projections and freehand sketches.

MACHINE DRAFTING

For those entering the metal trades, continues from the elementary course with the following: standard screw threads; detail and assembly drawings; notes and material lists used on working drawings; use of hand books.

ARCHITECTURAL DRAFTING

For those entering the building trades, continues from the elementary course with the following: lettering; building conventions and symbols; footings and foundations; sill, window and cornice construction; fireplace, stairways; construction and planning of buildings; estimating.

ELECTRICITY

Covers the following units: essentials of electricity and magnetism; wire splicing; experiment in Ohm's Law; cells and batteries; signal, light and power circuits; house wiring; safety codes; alternating and direct current motors and generators; practical problems on appliances.

PRINTING

Hand composition, page makeup, form lockup, platen presswork; proofreading; design and color; embossing; linoleum block cutting; book and staple
binding; machine composition on Linotype; maintenance of composing machines.

MACHINE SHOP

The construction and operation of the engine lathe, milling machine, shaper, drill press, planer, and grinding machine; cutting tools, their shapes, grinding and setting; calculation of feeds and speeds; bench work and filing; making of practical projects; heat treating of metals.

SHEET METAL

Includes: use and care of hand tools and machines; manufacture, size and quantities of materials used in sheet metal work; pattern drafting; radial development; cutting, folding, soldering, and riveting metals; ornamental iron work; raising, chasing, etching, and coloring metals.

WOODWORK

Care, sharpening and use of hand woodworking tools; selection and laying out of stock; construction of common joints; gluing of stock; bench work and making of projects; lathe turning; use and care of machinery; properties and kinds of woods; carpentry construction; wood patterns for casting in various metals; foundry practice; types and care of patterns; preparation of wood for finishing; types and application of finishes.

WELDING

The construction and use of the oxy-acetylene torch; cutting and welding of common metals; brazing; bronze welding; pipe cutting and welding.

COMMERCIAL ART AND REEDWORK

See courses under Art Department.

The third type of training includes work for both minor and adult students on a part-time basis. For students of required school age the courses are laid out on an eight-hour a week basis, either one full day or parts of several days to co-ordinate with the industrial demands on the students' time. In some cases this latter type of training is trade-preparatory for workers who are engaged in temporary work and wish to prepare themselves for wage-earning in permanent occupation. The majority of these latter students have elected their trade and take courses offering a maximum of trade work and a minimum of academic work. The regular course for part-time training is laid out on a trade extension basis, that is, work that is supplementary to their daily employment. Auto Mechanics, Drafting, (all types), Electricity, Printing, Machine Shop, Sheet Metal, and Welding, Woodwork (all types), and Commercial Art are available in the following program:

- Shop work
- Trade Mathematics
- Literature
- Music
- Gym
- Economic History of United States (first year)
- Comparative Government (second year)

Another type of training which is properly classed with the trade-extension group is the apprentice work, which includes both minor and adult workers in industry. In cases where workers are not indentured with the State Industrial Commission and are under eighteen years of age, the regular part-time program is adequate. In cases where workers are indentured the courses are arranged on a four-hour-a-week basis. The course for Machinist Apprentices is as follows:

- Shop Mathematics
- Oral English
- Public Speaking
- Economics
- Shop Drawing

The trade-extension courses for Painting and Plumbing are on the itinerant-teacher circuit plan. This plan has been developed and put into effect during the past four years by the State Department of Vocational Education. Under this plan five cities form a circuit and hire one teacher. This itinerant teacher meets one class of apprentices in each city per week. The course for Painting and Decorating includes: Painting Practice, Science, Theory, and Color Harmony. The course for Plumbing includes Theory of Plumbing, Plumbing Practice, Mathematics, and State code. Classes meet four hours a week for a period of four hundred hours. Upon completion of these courses the students are eligible for a diploma from the State Industrial Commission.

A slack-season course is now available for Bricklayer Apprentices. This is offered as a full-time short unit course for several weeks during the season of little or no building trade work. This course includes Practice Bricklaying, Mathematics, Architectural Drawing, and Related Art.
School Calendar
1930-31


2. Thursday and Friday, October 30 and 31, 1930. School closes for the meeting of the Wisconsin Teachers Association.


4. Thursday and Friday, November 27 and 28, 1930. School closes for Thanksgiving recess.


7. Friday, January 30, 1931. End of first semester.


11. Friday, April 3, 1931, to Sunday, April 12, 1931. School closes for spring recess (Easter).


13. Friday, June 12, 1931. End of school year.

14. Tuesday, September 8, 1931. School opens for the new year.